



VIRGIN ISLANDS WATER & POWER AUTHORITY

PR-04- 25

Virgin Islands Water and Power Authority Territory wide

AMI Solution RFP

Date: October 25, 2024

ADDENDUM III

October 15, 2024

1. (Ref: pg. 2, “PR-04-25 AMI Solution RFP” / B. Implementation Schedule) Please confirm the total number of electric meters to be installed during the “Meter Deployment (St. John)” phase, by meter form. **Answer: There is a discrepancy in the number of meters on St. John. The actual number of meters and forms is in Appendix F and the total is 3566. VIWAPA requires that ALL meters be installed to allow a full system acceptance. To avoid the need for the Respondent to more aggressively ramp up to deploy St. Johns in the specified timeframe, VIWAPA will extend the deployment time by 2 months. The remainder of the schedule will be adjusted accordingly.**
2. (Ref: pg. 12, “PR-04-25 AMI Solution RFP” / B. Davis Bacon Act Requirements) Do prevailing wage requirements apply for the purposes of this contract (ref: Davis-Bacon Act)? **Answer: Yes**
3. (Ref: pg. 12, “PR-04-25 AMI Solution RFP” / B. Davis Bacon Act Requirements) Is the Contractor required to utilize unionized field personnel for the purposes of this contract? If yes, what union(s)? **Answer: No. please refer to the Department of labor website for any further clarification (<https://www.dol.gov/agencies/whd/government-contracts/construction/faq>)**
4. (Ref: pg. 43, “Appendix H – VIWAPA AMI Implementation SOW” / 9.1. SUPPLIER Deployment Plan / Item. d) 1.) To assist in reducing the associated costs, while ensure consistent, meter installation personnel retention, would VIWAPA allow the Contractor to deploy St. John, St. Croix and St. Thomas Islands concurrently versus in the sequence as noted here? **Answer: The St. John deployment is part of the first phase of deployment including validations, etc. before getting into the full rollout. However, for St. Croix and St. Thomas islands, please propose what is believed to be the best plan while still following the 3 different deployment time periods requested in the pricing matrix.**

5. (Ref: pg. 43, “Appendix H – VIWAPA AMI Implementation SOW” / 9.1. SUPPLIER Deployment Plan / Item. f) 4.) Are the procedures as noted to be considered as mandatory (ref: “at least 3 field attempts”), or can the Contractor provide, and base their rates on an alternative solution that has proven to be more effective and less costly (ref: increase number of lower cost call center outbound calls to secure appointments / reducing higher cost second and third truck rolls which typically do not result in successful meter exchanges if initial in-field attempt was unsuccessful)? **Answer: Respondent should propose your best approach that will satisfy the SLA of less than 0.5% RTU’s (Return to Utility) and also minimize disruptions to the customer.**
6. (Ref: pg. 44, “Appendix H – VIWAPA AMI Implementation SOW” / 9.1. SUPPLIER Deployment Plan / Item. h) 4.) It is our understanding that “CUSTOMER representative” refers to a VIWAPA representative. Please confirm. **Answer: The VIWAPA representative is either a VIWAPA employee or their designee.**
7. (Ref: pg. 45, “Appendix H – VIWAPA AMI Implementation SOW” / 9.1. SUPPLIER Deployment Plan / Item. j)) Based on the SOW, it is our understanding that no permits, licensing and / or certifications are required regarding the in-field meter deployment related service requirements. Please confirm if our understanding here is correct and if incorrect, please provide additional supporting details regarding permits, licensing and / or certifications required by the Installation Contractor. **Answer: Respondent will need an overall business license for the US Virgin Islands. No specific permits are expected to be required for meter installation other than Respondent must be able to show that installers are properly trained relative to the tasks they are to perform. Any site repair activities must meet USVI code requirements for persons conducting repairs. Respondent should become familiar with USVI electrical codes.**
8. (Ref: pg. 45, “Appendix H – VIWAPA AMI Implementation SOW” / 9.2. Deployment Execution / Item. e)) Is it acceptable for the Installation Contractor to include a separate line-item charge for in-field attempts exceeding the agreed upon minimum field attempts, as there is no way to properly account for / reflect this in the pricing for here? **Answer: No. The Installation Contractor is to install all meters except for up to 0.5% RTUs.**
9. (Ref: pg. 45, “Appendix H – VIWAPA AMI Implementation SOW” / 9.2. Deployment Execution / Item. k) 1.) To what precision are the capture / recording of GPS coordinates to be based on (e.g. +/- 3 meters)? **Answer: An accuracy of +/- 3 meters should be sufficient. If there is a significant added cost to achieve that accuracy the Respondent should note that and state their typical accuracy.**
10. (Ref: pg. 45, “Appendix H – VIWAPA AMI Implementation SOW” / 9.2. Deployment Execution / Item. k) 1.) If the Contractor is unable to capture GPS as based on RFP

specifications (e.g. inside meters, no satellite signal available, etc.), what is the expected correction service to obtain accuracy? **Answer: Respondent should use the closest Lat/Lon reading available. If the meter is in a location with no satellite connectivity use the nearest possible Lat/Lon available.**

11. (Ref: pg. 45, “Appendix H – VIWAPA AMI Implementation SOW” / 9.2. Deployment Execution / Item. k) 1.) What is the acceptable alternative for GPS data collection if the GNSS signals are unavailable or obstructed for an asset? **Answer: Respondent should use the closet Lat/Lon reading available. If the meter is in a location with no satellite connectivity use the nearest possible Lat/Lon available.**
12. (Ref: pg. 45, “Appendix H – VIWAPA AMI Implementation SOW” / 9.2. Deployment Execution / Item. k) 1.) How will VIWAPA validate the accuracy of the GPS coordinates collected? **Answer: Respondent is responsible for the accuracy of the GPS coordinates collected. VIWAPA reserves the right to audit GPS coordinates on an ad hoc basis. Method to be determined.**
13. (Ref: pg. 45, “Appendix H – VIWAPA AMI Implementation SOW” / 9.2. Deployment Execution / Item. k) 1.) Which metadata are expected to be provided along with the GPS position captured? **Answer: Requested data in item k is the minimum expected information to be collected. If Respondent has additional data that they recommend it should be included in the proposal.**
14. (Ref: pg. 45, “Appendix H – VIWAPA AMI Implementation SOW” / 9.2. Deployment Execution / Item. k) 1.) Is there a specific format in which the GPS position should be provided? **Answer: The GPS format should be in decimal degrees unless otherwise agreed during integration. The file format will be CSV with the specific fields and sequence to be determined during the integration phase.**
15. (Ref: pg. 45, “Appendix H – VIWAPA AMI Implementation SOW” / 9.2. Deployment Execution / Item. k) 1.) Is there any additional information that needs to be specified in the RFP regarding the collection of geospatial data for the purposes of this contract? **Answer: Nature of this question is not fully understood. If there are additional recommendations from the Respondent, they should be stated in the proposal.**
16. (Ref: pg. 81, “Appendix H – VIWAPA AMI Implementation SOW” / Item. D.12.11) Please confirm the average total number of electric meters per “billing cycle”. **Answer: This information will not be provided as part of the RFP process.**
17. (Ref: pg. 84, “Appendix H – VIWAPA AMI Implementation SOW” / Item. D.14.10) Please confirm the total number of User Licenses required by VIWAPA (ref: access to Contractor’s work order management system). **Answer: It is preferable to not have any limitation of User Licenses. For clarification, VIWAPA will not use the solution for any**

field operations. Respondent should provide a recommended number of User Licenses such that VIWAPA can adequately monitor and run any available reports on deployment process as well as access any deployment pictures to potentially troubleshoot any billing problems.

18. (General) For the “Initial Deployment Phase” will the associated endpoints be located within a primarily saturated service area (ref: contiguous, premise-to-premise in-field service requirement), or will the approx. 1,000 endpoints be sporadically located throughout the general St. John service area? **Answer: This clarification has been given in Question 1 above.**
19. (General) Prior to the installation of the new electric meter, are the meter installation personnel required to perform a jaw tightness test while on-site? **Answer: Respondent should detail this in their response as to what is considered best practice.**
20. (General) As part of VIWAPA’s download file for the Installation Contractor, will there be account specific notes (special instructions) and codes indicating physical meter locations, access issues, safety issues/alerts, etc. (e.g. “key” numbers, “bad dog”, “meter in backyard”, etc.)? **Answer: These notes will be provided, but the accuracy of these notes is not guaranteed.**
21. (General) Given the general size/scope of this RFP, plus to allow the Contractor adequate time to complete detailed on-site analysis of the various service divisions, would VIWAPA consider an extension to the RFP due date (e.g. 3-week extension)? **Answer: Per the pre-bid meeting, no extensions will be given.**
22. (General) Is it acceptable for the Contractor to include pricing notes for clarity purposes as part of their RFP response? **Answer: Pricing notes are permissible and should be added either below the formatted response area of each tab in the pricing matrix or added in a separate tab. It is noted that excessive pricing notes/caveats will be looked upon negatively.**
23. (General) Are there any unique in-field meter installation service-related requirements (e.g. boats, ferries, ATVs, etc.)? If yes, please provide associated details including total applicable metering applications. **Answer: VIWAPA is a utility serving islands in the Caribbean. Respondent is expected to understand/anticipate conditions typical of an island country.**
24. (General) Please provide the approx. total number and/or percentage of urban properties where the meter installation personnel would require the use of a vehicle from premise to premise to ensure efficiencies (ref: lot frontage greater than 300’). **Answer: Respondent should use the meter location data to make that determination.**

25. (General) Please provide the approx. total number and/or percentage of rural properties where the meter installation personnel would require the use of a vehicle from premise to premise to ensure efficiencies (ref: large and/or small farms, rural residents, rural commercial customers, etc.). **Answer: Respondent should use the meter location data to make that determination.**
26. (General) Please provide the approx. total number and/or percentage of urban properties with lot frontage ranging from 100' to 300' (ref: estate lots/subdivisions). **Answer: Respondent should use the meter location data to make that determination.**
27. (General) Please provide the approx. total number and/or percentage of urban metering applications which would be considered as "hard to access" and/or potentially inaccessible (e.g. inside metering applications, backyards, gate access required, etc.). **Answer: This information is not available.**
28. (General) Please provide the approx. total number and/or percentage of small commercial metering applications (e.g. strip malls, convenience stores, etc.). **Answer: Respondent should use meter location data along with meter form designation to make that determination.**
29. (General) Are there any mandatory VIWAPA hosted training sessions for the Contractor's meter installation personnel (e.g. VIWAPA hosted "health & safety orientation")? If yes, how long is the session or sessions (e.g. ½ day)? **Answer: Respondent should assume the responsibility for all process, safety, and technical training. VIWAPA will not provide nor require any utility facilitated training.**
30. (General) Will the meter installation personnel be required to physically enter underground meter vaults / pits to upgrade existing metering applications (ref: "2 person" confined spaces regulations)? If yes, please provide the total number of anticipated sites, by meter form. **Answer: The Respondent will be responsible for the exchange of meters in any underground meter vaults. The quantity of these vaults is estimated at less than not specifically known but estimated to be less than 10.**
31. (General) Assuming that VIWAPA's download file to the Installation Contractor will mimic that of their manual meter reading routes / route sequencing structure, is the current meter reading route sequencing structure considered as efficient allowing for optimal in-field productivity (e.g. contiguous, "premise-to-premise" with no skips and minimal "dead walks"/downtime)? If no, please provide associated details. **Answer: VIWAPA does not have a manual meter reading system deployed at any scale. Respondent should not be considered to be confined by any existing formats or processes with respect to these files.**

October 18, 2024

1. Does the project or contract have any requirements regarding joint ventures and how they relate to bond responsibility and capacity? **Answer: See the response to question 7 from the October 9th set of questions.**
2. (Ref: “Appendix C – AMI Pricing Spreadsheet” / “Meter Installation Services” tab) The associated details regarding who is responsible for the provision of end-use customer related consumables (e.g. door hangers, notification mailers, etc.) contradicts that as noted within the RFP documentation (ref: “VIWAPA is responsible for creation and delivery of communications to the end customer regarding the AMI program”)? Please confirm who is to be responsible for both the provision and the management (e.g. postcard notification mailers) of customer related consumable for the purposes of this contract (ref: VIWAPA or Contractor). **Answer: VIWAPA will provide customer related materials which will include door hangers and notification mailers.**
3. Can you please specify whether the electric endpoints are located indoors or outdoors? Are any electric endpoints located inside metal cabinets or below ground? **Answer: This information is not readily available. However, the amount of meters that are inside are estimated to be less than 1%.**
4. What is the allowable antenna height that can be used at the 8 provided substations? **Answer: There are no known restrictions for antenna height. However, Respondent should include this specification as part of their response.**
5. Will you be issuing a pole database list? **Answer: VIWAPA does not have a readily available pole database. However, VIWAPA will be willing to set poles in locations critical to the network design.**

October 21, 2024

1. Can you kindly clarify exactly how Offerors are to submit our proposals? This email address is provided for other correspondence but we can’t find info in the bid materials that specifically states where to submit the proposals. (We also pulled files down off your Fileshare site and noticed this site accepts uploads.). **Answer: Each proposer will be given a link to which to upload their proposals. Links will be provided based on the submission of the Intent to Bid document.**

October 22, 2024

1. What percentage of the received AMI meters must be tested for quality and accuracy prior to deployment? **Answer: Meters will be inspected for verification of the faceplate, fit and quality of workmanship and accuracy based upon an agreed AQL Level which has not been established. The AQL will, at a minimum, be based on the ANSI Z1.4 Sampling Standard. At this time expect that each shipment of 10,000 meters will**

require an AQL level of 200 meters until such time as WAPA is comfortable reducing the sample number and or frequency.

2. Does VIWAPA have a test lab and equipment at its facility the Supplier can use to test the AMI meters? **Answer: Given that the meter Installation vendor (MIV) will be using their facilities the expectation is that the MIV will have the capability (resources and equipment) to inspect and test meters for the appropriate Full Load, Light Load and Power factor test. Based on this the expectation, all sampled meters will pass accuracy testing between 99.2 to 100.8 percent for all FL, LL and PF testing. Additionally, all test results must be recorded, compared to vendor factory testing and all results made available to WAPA for verification and approval.**
3. There is a discrepancy in the number of field attempts the Supplier is expected to perform. The SOW says 3 in one area and unlimited in another, which is not feasible. What is the expected number of field attempts the Supplier is expected to perform? **Answer: Per a previous question, the Supplier should use all best practices to meet the overall SLA of 0.5% Returns to Utility.**
4. What are the expected work hours during the deployment? **Answer: The work hours can be set by the Supplier as long as it meets the overall deployment timeline. Meter installation at residential locations should not be attempted before 8 AM and after 6 PM. Installations on Saturday are allowed especially in the case where appointments are necessary. No installation should take place in Sunday unless it is a rare exception.**
5. Will the CIS data identify which accounts require a pre-disconnected meter? **Answer: The CIS will identify accounts that are disconnected and the expectation is that this data will be refreshed daily to propagate changes in status in the Supplier WOMS. However, should a discrepancy in the field occur, the Supplier would be expected to change out "like for like".**
6. Can the Supplier's staff use personal vehicles with approved permanent vehicle signage? **Answer: If the personnel vehicles provide a good and clean appearance and do have permanent signage that is acceptable. Consistent vehicle appearance is preferred.**
7. There is a discrepancy between the route completion times. Is the Supplier expected to complete routes within 6 weeks or 60 days? **Answer: 60 days**
8. Can the Utility confirm it will be responsible for printing and mailing customer communications, as well as providing door hangers to the Supplier for distribution during the deployment. **Answer: VIWAPA will provide all paper consumables and will do any mailings as part of the overall customer communications plan.**

October 24, 2024

1. As it relates to the bonding requirements, would VIWAPA accept either:
A renewable bond, covering the expected annual contract value and renewing each year, and/or a bond covering the entire contract value required from the start?
We require a bond covering the entire contract value from the start.