



VIRGIN ISLANDS WATER & POWER AUTHORITY

PR-12-25

Advanced Metering Infrastructure (AMI) Project Management

Date: 4/15/2025

ADDENDUM I

Questions and Responses

- 1. Where in the structure/layout of the proposal response should the questionnaire form be submitted?**
 - There is no specific structure needed. Be sure to include a table of contents at the start of each proposal.

- 2. Is it possible to convert the Proposal Questionnaire Form into a more user-friendly, editable format?**
 - Yes, that can be emailed to all bidders (see attached).

- 3. Since a Bid Bond is not needed, do we need to include it? Same as Payment Bond and performance Bond, etc.**
 - No bonds are required.

4. Is WAPA open to having notices sent by email with delivery receipts?

- Email is acceptable.

5. Based on the scope of work solicited, the proposer will not be building or performing any construction work. Will WAPA please consider removing “Property Insurance Requirements to include Builders Risk Property Insurance and Replacement Power Extra Expense” from insurance requirements?

- The requirement for **Builders Risk Property Insurance and Replacement Power Extra Expense** insurance will be removed from the insurance requirements.
- Please ensure all other insurance requirements outlined in the solicitation are met.

6. Section 6.0 requires vendors to mark “Yes” or “No” to Bid Bond, Performance Bond, Payment Bond. Please confirm these are not required and vendors mark "NO" or “N/A” since these are not required with the proposal.

- Bonds are not required. Vendors can mark “NO” or “N/A”.

7. Will the Authority be willing to waive the liquidated damages and accept a performance bond instead?

- No.

8. Which business capabilities are in scope to develop with this AMI Solution? For example, Mass Meter Deployment, Customer Presentment, Power Outage & Restoration, etc.

- Mass Meter Deployment, Customer Presentment, Power Outage & Restoration, Remote Meter Operations, Usage & Billing Accuracy, Tamper & Theft Detection, Load Forecasting & Grid Planning.

9. Who is responsible for configuring and integrating the systems in the AMI solution beyond Itron's systems (Head-End System and Meter Installation Vendor Work Order Management System), including the CIS, MDM, OMS, GIS, Field Work Management System, and/or Middleware?

- Integration will be done by the software vendor.

10. Are the application/integration teams responsible for configuring and integrating the systems in the AMI solution beyond Itron's systems (Head-End System and Meter Installation Vendor Work Order Management System) delivering on the technology timeline proposed by Itron on page 156 of Exhibit A?

- It is the intent for the vendor to meet this deadline.

11. Can you validate that the AMI Vendor (Itron) will be facilitating workshops to gather business requirements and functional designs for all end-to-end business capabilities?

- Yes, this is correct. Refer to Appendix A, page 9 of the RFP.

12. Is "recommending system improvements" and "assessing AMI system effectiveness and suggesting optimizations" in section 1.0 C g referring to performance testing or post-implementation system management?

- Recommendations are expected throughout the duration of the project to provide the best overall solution for the Authority.

13. Is the agreement to the following Bonds a mandatory requirement of this AMI Program Management RFP: Bid Bond, Performance Bond, and/or Payment Bond?

- Bonds are not required.

14. Is a continuous, full-time in-person presence in the Virgin Islands Water and Power Authority service territory required during the installation and functionality testing phase of the project?

- A continuous, full-time in-person presence in the territory is not required during the installation and functionality testing phase of the project. However, sufficient in-person presence will be necessary to successfully verify project progress, including conducting quality assurance checks throughout all phases. This ensures that installation and testing meet the required standards and that any issues can be addressed promptly and effectively.

15. Does Virgin Islands Water and Power Authority intend on installing any Water Meters as part of this AMI program effort?

- Not as part of this project.

16. What is the Authority's expectation regarding the amount of on-site versus remote work?

- The Authority does not have a defined minimum requirement regarding the balance of on-site versus remote work. It is up to the proposer to determine and present what they believe is the most effective and efficient approach to accomplishing the project goals. The proposed plan should clearly demonstrate how the balance of on-site and remote work will ensure successful execution, oversight, and quality of the project.

17. To ensure that we are able to prepare and validate a high-quality response to your requirements, we would like to request a two-week extension to the RFP due date, to May 9, 2025.

- We are unable to extend the deadline at this time.

18. Are there any requirements on proposal format (e.g., MS Word vs. MS PowerPoint) or proposal length, beyond the required form?

- All proposals should be submitted as a pdf.

19. In reference to Submittal requirement 9, we would like to confirm that there is no demolition services included in scope for this RFP and therefore do not need to provide resumes for resources to support this work.

- There are no demolition services included in this scope of work. No resources to support demolition needed.

20. Will there be a need for consultant support as part of the scope of this RFP to develop and facilitate any other RFPs for contractor or vendor support for AMI project planning and execution? (e.g. system integration for existing/additional utility systems, electrician repair I work, additional deployment crews, etc.)

- There are no additional Requests for Proposals (RFPs) anticipated in relation to this effort. However, specific scopes will be developed as needed to ensure proper integration with existing utility systems.

21. Will there be a need for a selected bidder to support any contract negotiations or definitions, in addition to contract and contractor performance management activities outlined in RFP?

- None anticipated at this time.

22. From a business process perspective, is VIWAPA's intent to have the selected bidder develop the business process documents, or is the focus only on "assess and recommend necessary changes"? If the bidder is not responsible for more detailed business process development, will the system integrator (SI) or another team be responsible for that scope of work?

- The selected Offeror will assess and recommend necessary changes.

23. Will TRC be responsible for all SI services to stand up new AMI IT systems and integrate into existing utility systems or will other SI partners be involved to support design, build, testing, and other SI activities for impacted utility systems (e.g. CIS, OMS)?

- TRC will be responsible for the Itron portion of the integrations, VIWAPA will have additional engagement with its current software vendors to provide integration services.

24. Will selected bidder need to provide any support for AMI test case definition and/or test execution, or will that scope of work be owned exclusively by the SI, VI WAPA IT, and other teams? Does this include user acceptance testing (UAT), performance testing, and field testing?

- Selected Offeror will review and provide feedback on test plans to ensure that they are acceptable to validate system functionality. Successful offeror will also be responsible for witnessing and confirming results and ensuring that testing procedures are followed, while confirming that all systems are functioning as specified.

25. Does VIWAPA intend for the bidder to be responsible for developing training content, planning for training across impacted stakeholder groups, and facilitating train-the-trainer sessions? If not, has VIWAPA determined what team(s) will be responsible for that scope?

- The Offeror is not responsible for training, this falls within the Itron scope.

26. Can VIWAPA please provide any specific requirements that bidder should be aware of as it relates to reporting on project progress to FEMA or other government bodies or stakeholder groups?

- Yes, VIWAPA requires the selected Offeror to maintain consistent, detailed reporting throughout the life of the AMI project, which includes both internal progress tracking and external compliance support. Specific requirements include:

1. Bi-Weekly Project Reports – The Offeror must submit typed reports (handwritten not accepted) including:

- o Project name and summary
- o Key performance parameters
- o Identified risks/issues with owner and status
- o Supporting photographs and documentation
- o Submission to VIWAPA's project manager and team

2. Daily, Weekly, and Monthly Reports – Regular status reports are to be submitted during installation, including:

- o Contractor letterhead with contact info
- o Updates on activities, manpower, and timelines
- o Used to monitor project progress and adjust work plans

3. Federal Reporting Support – This federally funded project (HUD CDBG-DR) requires Offerors to:

- o Support VIWAPA's compliance with FEMA and HUD reporting

- Provide necessary documentation for grant and audit compliance
 - Monitor and report deviations in schedule, budget, or deliverables
4. **Real-Time Monitoring & Tools** – The Offeror must utilize reporting tools and dashboards to:
- Track productivity and budget adherence
 - Communicate progress and recommendations
 - Facilitate internal and external stakeholder coordination

These requirements are outlined in **Section 5.1: Project Documentation and Reporting**, **Section 4.7: Manpower and Time Charts**, and **Section 3.8: Federally Funded Projects** of the RFP document.

27. Will there be any formal field-facing responsibilities for the selected bidder to support safety and environmental QA? Alternatively, is VIWAPA looking for support in defining QA processes for field installations and data?

- Safety and environmental quality assurance are the responsibility of the installer and must be addressed in accordance with all applicable regulations and best practices. However, the selected bidder will be responsible for ensuring the overall quality of the work being performed. This includes conducting thorough field inspections of all aspects of the project to verify compliance with project specifications and standards. While VIWAPA is not seeking support in defining QA processes for field installations and data, the bidder is expected to implement and oversee effective quality assurance measures throughout the duration of the project.

28. Can VIWAPA confirm whether the meter deployment timeline will be 12, 18, or 24 months? All three were proposed in Itron's proposal.

- The expectation will be a 12-month deployment after initial deployment acceptance is completed on St. John.

29. Within the planned four-year deployment, has VIWAPA communicated any specific interim milestones to stakeholders that are relevant to project schedule proposals? (e.g. IT go-live timing, deployment start/end in certain areas, etc.)

- July 1st, 2025 will be the kickoff.

30. Is VIWAPA planning for phased IT releases of new AMI capabilities or will all core AMI capabilities be enabled as part of one IT release? Can VIWAPA provide additional information on the core AMI use cases in scope for the project?

- VIWAPA is planning a phased approach for the rollout of AMI capabilities. In the initial phase, we are focusing on several core capabilities that will establish a strong foundation for the overall AMI program, including mass meter deployment support, automated meter data collection, customer usage presentment, power outage detection and restoration, leveraging AMI data and remote meter disconnect/reconnect. Additional base features in scope include basic meter event management (e.g., tamper detection, communication failures), remote firmware updates and configuration, data validation/estimation and secure device onboarding and management. These capabilities are designed to improve billing accuracy, customer engagement and grid reliability from the outset.

31. Has VIWAPA identified and onboarded any internal resources to be dedicated to AMI project planning or execution? If so, in what roles?

- Star Matthew as Project Manager and Julius Aubain as Project Sponsor.

32. Is VIWAPA looking for support in defining their project execution and steady-state operations AMI organization as part of the scope of this RFP?

- Yes, the vendor is expected to provide guidance as it relates to continuing operation during deployment, as well as steady-state operations.

33. Has VIWAPA identified and onboarded other contractor and/or vendor resources to be dedicated to AMI project planning and execution? If so, in what roles?

- No.

34. Regarding 4.7 (page 16), is VIWAPA looking for the manpower and time chart for all program resources (inclusive of bidder, VI WAPA staff, Itron team) or just bidder team?

- Include manpower and time chart for bidder team.

35. Would VI WAPA accept an alternative type of chart, such as a Gantt chart, as a substitute for the PERT or CPM chart?

- A Gantt chart is an acceptable substitute. Note critical items as necessary.