



PR-12-25

REQUEST FOR PROPOSAL
Advanced Metering infrastructure (AMI) Project Management

Virgin Islands Water and Power Authority
ST. THOMAS, U.S. VIRGIN ISLANDS

Date: March 17, 2025

INDEX

1.0 INTRODUCTION	1
2.0 INSTRUCTION TO OFFERORS	1
2.1 Project Location	1
2.2 Pre-Bid Meeting	2
2.3 Communication	2
2.4 Submittal	2
2.5 Bid Withdrawal	3
2.6 Owner's Rights	4
3.0 LEGAL REQUIREMENTS	4
3.1 General RFP Requirements	4
3.2 General Contract Requirements	5
3.3 Taxes	5
3.4 Business License.....	7
3.5 Liquidated Damages.....	8
3.6 Insurance.....	8
3.7 Environmental Responsibility.....	9
3.8 Federal Funded Projects.....	9
3.9 Conflict of Interest.....	13
3.10 Drug and Alcohol Testing for Offeror's Employees.....	13
3.11 Communication With Authority Board Members/Employees/Evaluation Committee Members.....	14
3.12 Confidentiality.....	14
3.13 Contract Execution.....	16
3.14 Notice to Proceed.....	16
4.0 SPECIFIC PROVISIONS.....	16
4.1 Scope of Section	16
4.2 Acceptance of Work.....	16
4.3 Codes and Standards	17
4.4 Conflict of Interest	17
4.5 Cooperation with Others	17
4.6 Inclement Weather	18
4.7 Manpower and Time Charts	18
4.8 Overall Protection	19
4.9 Payment Schedule	19
4.10 Evaluation Scoring Requirement	19
4.11 Quality in Absence of Detailed Specifications	20
4.12 Safety	20
4.13 Sanitation	21
4.14 Security	21
4.15 Site Cleanup	22
4.16 Sub-Contractors	22
4.17 Time and Equipment Rates	22
4.18 Unloading and Storing Material and Equipment	22
4.19 Warranties	23
4.20 Workmanship	23
5.0 SCOPE OF WORK	25
5.1 Introduction	25
5.2 Work Scope	27

6.0	PROPOSAL FORM	29
7.0	APPENDIX/ EXHIBITS	
	Appendix A - Project Figures	
	Exhibit A - Professional General Contract Terms-Fed/ Basic Insurance Requirements	
	Exhibit B - HUD General Provisions	
	Exhibit C - IRB Tax Letter	
	Exhibit D - Notice of Federal Guidelines	
	Exhibit E- DBE SBA Business Listing	

REQUEST FOR PROPOSAL FOR A SYSTEM MODEL VALIDATION STUDY FOR THE ST. THOMAS/ST. JOHN & WATER ISLAND DISTRICT

1.0 INTRODUCTION

The Virgin Islands Water and Power Authority (“the Authority” or “VIWAPA”) is an autonomous government agency, and Governing Board, that provides electricity and water to residents of the U.S. Virgin Islands. The Authority has two Power Generating Facilities. The Randolph Harley Power Plant (“RHPP”) is located in St. Thomas, USVI and the Richmond Power Plant is located on St. Croix. The Authority is the sole generating facility in the Virgin Islands and continuous operation is essential. The Governing Board of the Authority has approved a Turnkey AMI project with ITRON to replace its current system, contract negotiations are slated to begin shortly.

- A. Description of Services:** VIWAPA is soliciting competitive proposals from qualified and licensed firms or individuals (“Offeror”) interested in contracting with the Authority to provide project management services for the oversight of its AMI project. The selected offeror will ensure the successful planning, execution, and completion of the AMI deployment, adhering to schedule, budget, and quality requirements.
- B. Schedule:** The project for the installation, deployment, optimization and stabilization of the AMI system is slated for 4 years.
- C. Experience:** VIWAPA is seeking an Offeror with substantial experience in providing the following:
- a. Project Management & Oversight**
 - Proven experience successfully managing large-scale utility infrastructure projects, particularly AMI deployments, with a combination of 4 AMI projects and 250,000 meters or more deployed.
 - Expertise in developing project plans, schedules, and risk management strategies.
 - Ability to coordinate multiple stakeholders, including AMI vendors, subcontractors, and internal teams.
 - b. Utility Metering & AMI Technology**
 - In-depth understanding of AMI systems, including smart meters, network communication, and data management.
 - Familiarity with AMI vendors and their products, including Central Square (CIS), MeterSense (MDM), Milsoft (OMS), and Partner (GIS) solutions.
 - Knowledge of industry best practices for meter installation, configuration, and troubleshooting.
 - c. System Integration & IT Coordination**
 - Experience integrating AMI with existing utility systems such as Customer Information Systems (CIS), Meter Data Management (MDM), and Outage Management Systems (OMS).
 - Ability to coordinate interface development and ensure seamless

- communication between AMI and utility systems.
- Understanding of cybersecurity protocols and data security measures for AMI networks.
- d. Contract & Vendor Management**
 - Experience managing contracts with AMI vendors, including evaluating change orders, negotiating terms, and ensuring compliance.
 - Ability to review vendor invoices and verify deliverables before approval.
 - Knowledge of procurement and contract administration processes.
- e. Quality Assurance & Testing**
 - Expertise in developing and overseeing deployment testing plans and system acceptance testing.
 - Ability to identify, track, and resolve issues related to AMI network design, meter deployment, and overall system performance.
 - Experience conducting field inspections and ensuring quality control throughout installation.
- f. Regulatory Compliance & Business Process Improvement**
 - Familiarity with regulatory requirements related to utility metering and AMI implementation.
 - Ability to assess and recommend necessary changes to existing business processes to align with AMI deployment.
 - Experience preparing compliance documentation and ensuring adherence to industry standards.
- g. Performance Monitoring & Reporting**
 - Ability to develop and utilize reporting tools to track project milestones, productivity, and budget adherence.
 - Experience providing performance evaluations and recommending system improvements based on collected data.
 - Strong analytical skills to assess AMI system effectiveness and suggest optimizations.
- h. Training & Change Management**
 - Experience developing and delivering training programs for utility staff and leadership teams.
 - Ability to facilitate knowledge transfer and ensure a smooth transition from implementation to full operational use.
 - Strong communication and stakeholder engagement skills.

2.0 INSTRUCTIONS TO OFFEROR

An Offeror shall submit a proposal for the project. All requested proposal documents must be submitted for the project.

2.1 Project Location

The project will take place in and throughout the entire U.S. Virgin Islands, including the following locations: St. Thomas, St. John, St. Croix, Water Island, Hassel Island

2.2 Pre-Bid Meeting

Each Offeror is recommended to participate in the pre-bid meeting , to familiarize itself with the project scope and the work area, and to ask any questions before submitting a bid. Each Offeror shall fully inform itself prior to the bidding of all existing conditions and limitations under which the project will be performed and shall include in its bid a sum to cover all costs of all items necessary to perform the work as set forth in the RFP document. No allowances will be made to any Offeror for claims arising from the existing condition, which could have been ascertained by an examination of the project site and the review of the project documents.

2.3 Communication

All correspondence shall be identified by Request for Proposal number and title and shall be addressed to the Authority's representative at the address below.

Proposals shall be submitted electronically to contractservices@viwapa.vi. A cover letter must be included with your response and addressed to the following individual:

Nicole Aubain
Contract Administration Manager
Virgin Islands Water and Power Authority
9720 Estate Thomas
Al Cohen Plaza
St. Thomas, VI 00802

2.4 Submittal

All proposals should be in strict accordance with the following and be emailed to contractservices@viwapa.vi A cover letter must be included with proposal addressed to the following individual identified above:

1. Any exceptions to the requirements stated in this Request for Proposal, especially to the General Contract Terms, shall be listed and explained in the Offeror's proposal.
2. Agreement to the payment schedule.
3. Rates for labor, services, equipment and material add-on percentage shall be attached. Prices should be submitted on a firm basis without escalation. Payment of invoices will be subject

to satisfactory performance and acceptance of work by the owner or a representative of the Authority. All pricing will be firm for the duration of the contract.

4. The Offeror must submit, with its proposal, a preliminary project schedule, based on the attached (Appendix A) AMI vendor proposed project schedule

The schedule will commence on the date the Notice to Proceed from VIWAPA is issued and end with the acceptance of work issued by VIWAPA. This schedule will be utilized while evaluating proposals and setting dates for the individual project elements.

5. No telegraphic bid or telegraphic modifications of bid will be considered.
6. No bids received after the time specified for receiving them will be considered.
7. Each bid shall adhere to the following conditions:
 - i. Addressed the bid to the Authority at the address given in this section.
 - ii. It is the responsibility of the Offeror to see that its bid is received on time.
8. The Offeror is required to submit a statement regarding its previous experience in performing comparable work, its business and technical organization, financial resources, and equipment available for use in performing the work. The Offeror is required to provide resumes for the Field Engineer or Technical Advisor who will be responsible for the demolition.
9. The Offeror is instructed to propose the work competitively where time as well as cost will ensure award of the project. The Offeror must be aware that if the job falls behind schedule, then it must make up the time by extended working hours, shifts or manpower to the satisfaction of the Authority or Liquidated Damages will apply.

2.5 Proposal Withdrawal

Any Offeror may withdraw its bid, by written request, at any time prior to the scheduled time for proposal submittal. No Offeror may withdraw its proposal for a period of ninety (90) days after the date set for opening thereof, and all proposal shall be subject to acceptance by the Authority during this period.

2.6 VIWAPA's Rights

VIWAPA has the right to reject any or all proposals and to waive informality and irregularity in the proposals.

3.0 LEGAL REQUIREMENTS

All proposal responses shall adhere to the requirements of the Authority's proposal request and the Authority's Professional General Contract Terms included with the RFP. Those requirements in the RFP pertaining to the Offeror's responsibility for taxes, insurance and the application of liquidated damages, are of paramount importance to the Authority and shall apply, unless expressly waived by the Authority. The Offeror's response must expressly state the terms and conditions of the Authority's Professional General Contract Terms to which the Offeror takes exception. Unless expressed by the Authority in writing, no exception shall be deemed to be accepted. The Authority reserves the right, depending upon the stated exception, to consider any proposal non-responsive and not subject to further consideration. All questions and inquiries regarding any matter affecting the proposal responses must exclusively be directed, in writing, to the Authority's Manager of Contract Administration, Ms. Nicole Aubain.

3.1 General RFP Requirements

All costs and expenses associated with developing and/or submitting a proposal in response to an RFP and/or any related activity following the submission of any such proposal shall be borne by the Offeror. While VIWAPA has endeavored to supply useful information in the RFP, it makes no representation or warranty, expressed or implied, as to the accuracy or completeness of any information contained herein or otherwise provided to any Offeror by, or on behalf of, VIWAPA. VIWAPA shall have no liability relating to or arising from any such information or the use thereof. Offerors are encouraged to conduct their own investigation and analysis of any and all information contained herein or otherwise provided by or on behalf of VIWAPA. The RFP is not an offer or commitment and is not capable of being accepted to form a binding agreement. VIWAPA reserves the right, in its sole discretion, to withdraw or modify the RFP at any time, to accept or reject any or all proposals for any reason, to waive any irregularities or informalities in the proposal process or any nonconformance with the requirements of the RFP, and to enter into further discussion or interviews with any one or more Offeror.

3.2 General Contract Requirements

This project will be federally funded in part by HUD CDBG-DR Grant Funds. The successful Offeror will be required to abide by the federal rules, regulations, contract terms, conditions, and provisions applicable to the federal funding provided for this project. The federal contract terms, conditions, and provisions are attached to the RFP. **Successful Offerors must not be debarred from working on federal contracts.**

The Authority's Professional General Contract Terms with Federal Requirements shall also be applicable to all Contracts with the Offeror. Additionally, any contract entered into in this matter is subject to the HUD Terms and Conditions (“HUD RIDER”) which are attached hereto and made a part of this RFP as Exhibit B. The Offeror's response must expressly state those provisions of the Authority's General Contract Terms or HUD Rider with which the Offeror takes exception. The Authority reserves the right to reject any exceptions, or consider any exceptions taken to the General Terms and Conditions to be unresponsive and not subject to further consideration.

3.3 Taxes

The Price proposed by Offeror shall be the total consideration, inclusive of taxes, if applicable. The Offeror, if awarded the Contract, may be subject to Virgin Islands gross receipt taxes; excise taxes, import taxes or custom duty, depending on the nature of the scope of work. All taxes are the responsibility of the Offeror unless exempt by law. The Offeror is advised to contact the Virgin Islands Bureau of Internal Revenue (“IRB”), (340) 715-1040, for information on their tax obligations. Neither the Authority, nor its employees or representatives, shall be responsible or liable due to any inquiries or representations regarding the Offeror's tax liability. **To the extent an Offeror claims an exemption from any applicable Virgin Island Tax or custom duty, Offeror must, upon contract execution, present the Authority documented evidence from IRB or other Virgin Islands Government Department establishing that the Offeror is not responsible for taxes.**

Pursuant to 33 VIC § 44(a) (b) of the Virgin Islands Code as amended, the Government of the Virgin Islands and its instrumentalities, agencies and public corporations are required, when making a payment to any person, partnership, firm corporation or other business association that is subject to the payment of gross receipt taxes under the law, to deduct and withhold from such payment, gross receipt taxes as required by law at 33 V.I.C. § 43 (a). Payment for the purposes of withholding is defined by law as:

1. any single payment of at least \$30,000;
2. any payment pursuant to a contract providing for a total expenditure of \$225,000 or more.

In Contracts where the Offeror will provide to the Authority, equipment, supplies, materials or parts (the “Materials”) which are to become the property of the Authority and where such Materials are subject to custom duties and/or excise taxes (“Taxes”), those Materials must be consigned to the Authority at a port other than the Virgin Islands. Provided however that the Offeror shall retain the risk of loss for the Materials until the scope of work of the contract is completed or accepted. The Offeror shall provide insurance against loss or damage to the Materials while in transit in the amount of 100% of the value of the Materials provided for the benefit of the Authority.

Attached please find further direction from the Virgin Islands Bureau of Internal Revenue regarding tax obligations for contractors working in the Virgin Islands identified as Exhibit C.

3.4 Business License

Offerors and their sub-offerors must comply with the licensing laws of the Virgin Islands and obtain all licenses required for the performance of the project. **Licenses presented by the Offeror must be related to the work being performed pursuant to the Contract.** The Offeror is advised to contact the Department of Licensing and Consumer Affairs (“DLCA”) at (340) 774-3130 for information on the requirements for obtaining a business license, information on whether their operation requires or does not require a business license, or to obtain a waiver of the business license requirement if a waiver is applicable to their services. Should Offeror wish to claim that the scope of the services being provided do not require it to obtain a business license, Offeror must present to the Authority documented evidence from DLCA that the Offeror is not required to obtain a business license. Copies of all necessary and applicable license(s) or copy of a business license waiver shall be obtained by the Offeror and copies presented to the Contracting Officer concurrent with the execution of the Contract. Additionally, Offeror must supply the Authority with its taxpayer identification number. Failure by Offeror to present its license(s) prior to execution of the contract or within such other reasonable time as agreed to by the parties may be grounds for the Authority to rescind the Contract.

At contract execution, any Offeror that does not possess the following:

- a) a business license, or**
- b) a waiver letter from DLCA that a business license is not required, or**
- c) evidence, subject to verification, that an application for a business license has been submitted to DLCA for processing**

may, at the Authority's sole discretion, have the contract award rescinded.

3.5 Liquidated Damages

The Authority shall assess liquidated damages solely for delay in achieving contract completion. For each day that the project extends beyond the specified contract completion date, for any cause other than excusable causes as defined in Paragraph 13a of the attached General Contract Terms, the Offeror and its sureties shall be liable to the Authority and shall be assessed a liquidated damage in the amount of \$1,000 per day subject to a maximum of liquidated damages not greater than 10% of the total contract price.

The Authority reserves the right under this clause to forego its claim for liquidated damages for delays and to sue for actual damages incurred as a result of such delays.

3.6 Insurance

The Offeror is required to obtain and maintain current insurance coverage pursuant to Exhibit A, Clause 20 of the General Contract Terms with Federal Requirements or Clause 14 of the Professional General Contract Terms with Federal requirements, whichever terms are applicable. In addition, the Offeror shall submit proof of insurance coverage to the Manager of Contract Administration upon award of the Contract. Failure to provide the required insurance as requested shall be grounds to rescind the Contract. If required, Offeror shall obtain Errors and Omission Liability Insurance in an amount not less than \$2,000,000.00.

3.7 Environmental Responsibility

The Offeror shall, in the performance of the Scope of Work, be responsible for complying with any federal or local laws and any Rules, Regulations and Guidelines issued by the U.S. Environmental Protection Agency (EPA), V.I. Department of Planning and Natural Resources (DPNR), and any other Federal or local regulatory agencies with regard to the discharge or spilling of prohibited contaminants prohibited by law during the performance of the Contract.

The Offeror shall become familiar with and adhere to the policies and practices of the Authority regarding the discharge or spilling of oil, petroleum products, and any other policies applicable to the work as determined by the Authority.

In addition, Offeror shall be responsible, at its expense, for the clean-up of any and all substances, regulated or not, which it spills or causes to be spilled on the Authority's premises or work sites. The Offeror shall indemnify the Authority for any and all fines and penalties, assessed to the Authority as a result of Offeror's failure to adhere to EPA, OSHA and DPNR regulations and directives, and shall further pay all the Authority's costs, expenses and attorney's fees, in connection therewith. Additionally, the Offeror shall indemnify the Authority for the cost of cleaning up all spills and discharges if the Authority has performed such work on Offeror's behalf.

3.8 Federally Funded Projects

A. Duns Number & Sam Search Requirements

Offerors must be registered in the System for Award Management (SAM) at [SAM.gov](https://sam.gov) and must provide their Unique Entity Identifier (UEI) in their proposal. The UEI is a required identifier issued by the U.S. government to entities seeking federal financial assistance or contract awards.

As of April 4, 2022, the UEI has replaced the Data Universal Numbering System (DUNS) number as the official entity identifier for federal procurement and funding activities.

Offerors who have not yet registered in SAM.gov must complete the registration process and obtain a UEI before submitting their proposal. Failure to provide a valid UEI may result in disqualification from consideration.

For more information on obtaining a UEI, please visit [SAM.gov](https://sam.gov) or contact the Federal Service Desk.

B. Davis Bacon Act Requirements

In instances where Federal funds are utilized for the payment of the Scope of Work, the Offeror shall comply with the Davis Bacon and Related Acts (DBRA). These regulations can be found in part within the Code of Federal Regulations (Title 29 CFR, Parts 1,3,5,6 and 7). The Davis-Bacon Act requires that all contractors and subcontractors performing work on federal contracts (and contractors or subcontractors performing on federally assisted contracts under the related Acts) in excess of \$2,000, pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits listed in the Davis-Bacon Wage Rate Determination for corresponding classes of laborers and mechanics employed on similar projects in the area. Davis-Bacon labor standards clauses must be included in covered contracts.

Prevailing wages are computed by the Department of Labor (DOL) and are issued in the form of a Federal Wage Decision. This decision includes a Wage Rate Determination for each work classification listed by construction type, for each county where work is performed. Each contractor and subcontractor hired must sign a contract which includes the Federal Wage Decision listing and a Wage Determination for its employees by worker classification.

Attached as Exhibit D to the RFP is a Notice of Federal Guidelines related to the Davis-Bacon Act and its requirements.

C. Use Of Small, Minority and Women's Owned Enterprises

The Offeror will take necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used in subcontracting when possible. Steps include:

- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
- v. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.
- vi. For work performed in the Virgin Islands, Offeror shall utilize in the procurement of subcontract for goods and services, the attached listing (Exhibit E) of DBE/SBA businesses. Offeror shall also ensure similar requirements to small businesses, minority-owned firms, and women's business enterprises are provided in its contracts or subcontracts etc.

D. Section 3 Requirements

- i The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- ii The parties to this contract agree to comply with HUD's regulations under 24 C.F.R. Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- iii The Offeror agrees to send to each labor organization or representative of workers with which the Offeror has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Offeror's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- iv. The Offeror agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. Part 135. The Offeror will not subcontract with any subcontractor where the subcontractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 C.F.R. Part 135.

- v. The Offeror will certify that any vacant employment positions, including training positions, that are filled: (1) after the Offeror is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. Part 135 require employment opportunities to be directed, were not filled to circumvent the Offeror's obligations under 24 C.F.R. Part 135.
- vi. Noncompliance with HUD's regulations in 24 C.F.R. Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. § 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible: (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

E. Affirmative Action Plan

In order to comply with **Section 3** and **Executive Order 11246**, the U.S. Department of Housing and Urban Development requires that all Offerors develop and implement an Affirmative Action Plan. This plan is a series of forms and statements, which show specific steps taken by the Offeror to promote Equal Opportunity and the utilization of area residents and business in the implementation of this Contract. This plan must be submitted to VIWAPA upon contract execution.

Reference to **Section 3** of the Housing and Urban Development Act of 1968 as amended, 12 U.S.C., 17010 will also be found in the appendix document referenced as the "HUD Riders".

3.9 Conflict of Interest

An Offeror submitting a proposal must certify that it has familiarized itself with the provisions of Title 3, Chapter 37 of the Virgin Islands Code pertaining to conflicts of interest, and has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its obligations, if awarded a contract under this RFP. An Offeror submitting a bid or proposal must certify that:

- no officer, agent, or employees of the Virgin Islands Water and Power Authority or any member of the Authority's Governing Boards has a pecuniary interest in the bid or proposal;

- the bid or proposal is made in good faith without fraud, collusion, or connection of any kind with any other Offeror for the same request for proposals or invitation for bid; and
- the Offeror is competing solely on its own behalf without connection with or obligation to any undisclosed person or firm.

The Offeror must also describe any contractual or other business relationship with VIWAPA or any of its employees, officers or members of the Board, including the value of the contract or business relationship, entered into during the last five (5) calendar years. Offeror, and any of their contractors, shall notify VIWAPA as soon as possible if the proposed scope of work, or any aspect related to the anticipated work raises an actual or potential conflict of interest (as defined at 2 C.F.R. Part 215 and 24 C.F.R. § 85.36 (or 84.42, if applicable)).

Offeror and its subcontractors shall explain the actual or potential conflict in writing in sufficient detail so that VIWAPA is able to assess such actual or potential conflict. Offeror and any of its subcontractors shall provide VIWAPA any additional information necessary for VIWAPA to fully assess and address such actual or potential conflict of interest. Offeror and its subcontractors shall accept any reasonable conflict mitigation strategy employed by VIWAPA including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict. A violation of this requirement may result in the rescinding of a contract award or termination of the contract.

3.10 Drug and Alcohol Testing for Offeror's Employees

The use of drugs, alcohol, and unauthorized substances is prohibited at all of the Authority's business locations, power generating, transmission and distribution, and potable water facilities, workplaces, worksites, and parking areas (hereinafter "Premises").

- Drugs are any drug or controlled substance which is not legally obtainable under both local and/or federal law, including but not limited to marijuana, opiates, PCP (phencyclidine), cocaine, heroin, amphetamines, barbiturates, benzodiazepines, narcotics, hallucinogens, inhalants, designer drugs, and/or any substances and/or paraphernalia that are prohibited by federal or local law.
- Unauthorized substances are over-the-counter or prescription drugs that are used, possessed, purchased, transferred, dispensed, or distributed in the manner outlined below:
 - a. prescription drugs that are not prescribed and/or prescribed on an invalid prescription;

- b. prescription drugs that are prescribed at non-therapeutic levels or used in a manner or quantity other than as set forth in the prescription;
 - c. over-the-counter drugs in a manner or quantity other than set forth in the directions; or
 - d. over-the-counter or prescription drugs in a manner that contradicts the direction or instructions for use.
- Alcohol is defined as a colorless volatile flammable liquid that is produced by the natural fermentation of sugars and is the intoxicating constituent of wine, beer, spirits, and other drinks.

The Offeror (and its subcontractors or agents) that furnish temporary employees that work alongside VIWAPA employees or that are assigned to work at any VIWAPA worksite, must have a Drug, Alcohol, and Unauthorized Substance Testing Policy for their respective employees, which policy shall include reasonable suspicion and post-accident testing. In the event an Offeror, its agent or subcontractor does not have a Drug, Alcohol, or Unauthorized Substance Testing Policy, the Offeror, its agent or its subcontractors shall apply the Authority's Drug, Alcohol, and Unauthorized Substance Policy, approved April 26, 2016, and shall confirm in writing, to the Authority's Project Manager, within ten (10) work days after the effective date of the contract, that its employees, and employees of its agents or subcontractors, have been notified of and instructed on the Authority's Policy requirements. Failure by the Offeror, or its agent, or subcontractor to have a Drug, Alcohol, or Unauthorized Substance Testing Policy, and to present evidence of such upon contract execution, or to agree to use the Authority's policy in the event they do not have a policy of their own; or to verify in writing their employees have been trained on the Authority's policy, may be grounds to rescind the contract award or terminate the contract.

The Authority reserves the right to notify the Offeror if the Authority suspects that the Offeror's employee, agent, or subcontractor employee is in violation of the Contract or the Authority's Drug, Alcohol, and Unauthorized Substance Policy. If notified, the Offeror shall immediately invoke reasonable suspicion or post-accident testing. The Offeror shall provide the Authority with a written report advising of the results of the testing, its investigation into the Authority's complaint and the status of the employee involved in the investigation. Any Offeror's employee, or employee of a subcontractor, or agent that fails a drug, alcohol, or substance abuse test shall not be allowed to return to the Authority's Premises until the Offeror provides written verification to the Authority that the employee has passed a subsequent test and is appropriately rehabilitated. Provided however, the Authority may require the removal from the jobsite of any employee of an Offeror or subcontractor or agent if in the judgment of the Contracting Officer such removal is necessary to protect the interest of the Authority.

A copy of the Offeror, Subcontractor or Agent's Drug, Alcohol, and Unauthorized Substance Policy must be presented upon contract execution.

3.11 Communication with Authority Board Members / Employees /Evaluation Committee Members

To preserve the integrity of the procurement process, and unless otherwise instructed, all communication, written or oral, regarding any RFP and/or solicitation of quotations, must be submitted through the Authority's Contract Services Manager. Any direct contact made by an Offeror with the Authority's Board Members, Officers, Directors, employees, or the members of the Authority's Evaluation Committee concerning the procurement in an attempt to influence the procurement is prohibited and may be grounds for disqualification.

3.12 Confidentiality

Offerors are advised that any and all materials, information and documentation in any proposal submitted in connection with an RFP may become a record of the Authority and may be subject to the provisions of Title 3 V.I.C. § 881, et seq. (Public Records Act). The Public Records Act requires disclosure of public documents upon request of any citizen unless the public document is deemed to be confidential or otherwise exempted by law. To date no court of law has ruled on the application of this law to independent instrumentalities such as the Authority. "Confidential Information" includes all technical business, personnel, taxpayer or other information including customer or client information and details of customer accounts, however, communicated or disclosed to the receiving party or its employees, relating to past, present and future research, development and business activities of the disclosing party and that has been identified as "confidential". Both parties agree: (i) that the receiving party and its employees may disclose Confidential Information to others if required by law or with the prior written consent of the disclosing party; (ii) not to make use of Confidential Information other than for the performance of this Agreement; and (iii) that it will not use such information for its own advantage to the detriment of the disclosing party or its customers. Confidential information shall not include information which: (i) becomes generally available to the public (other than by the acts or omissions of the receiving party or its employees); (ii) was known prior to the date of this Agreement by "or becomes known to" the receiving party or its employees and was not obtained from any person under any obligation of confidentiality to the disclosing party, (iii) is independently developed by the receiving party; or (iv) is required to be disclosed pursuant to legal process or regulation.

3.13 Contract Execution

The final contract sent to the Offeror for execution must be signed and returned to the Division of Contract Administration within seven (7) business days of receipt. Failure by the Offeror to return the executed contract within the stated time may result in the contract award being rescinded. It is the responsibility of the Offeror to timely advise the Authority of any issues affecting contract execution so that the parties may discuss additional time for execution.

3.14 Notice to Proceed

The Notice to Proceed contains the commencement date of the contract work. The Notice to Proceed form must be executed and a copy presented to the Manager of Contract Administration prior to the final execution of the contract by the Authority's Contracting Officer.

4.0 SPECIFIC PROVISIONS

4.1 Scope of This Section

This section includes guidelines and requirements that must be adhered to while performing the work.

4.2 Acceptance of Work

Acceptance shall be made through VIWAPA's assigned personnel. Specifically, acceptance of the project will be based upon receipt of the final project report, satisfactory completion of punch list items, demobilization of Offeror's equipment, and documentation outlining the equipment's final destination at a licensed facility.

4.3 Codes and Standards

The project shall be performed in accordance with all the Federal and Local Codes and Standards that are deemed applicable to the project. The Codes and Standards utilized shall be the latest edition in effect on the date of preparing the project proposal. The applicable section of the most current version of the codes, standards and regulations listed in this Request for Proposal include, but not are necessarily limited to, standards promulgated by the following agencies and organizations:

ANSI:	American National Standard Institute
ASME:	American Standards of Mechanical Engineers
	ASNT: American Association of Non-Destructive Testing
ASTM:	American Association of Testing and Material
	AWS: American Welding Society
DPNR:	Department of Planning and Natural Resources
EPA:	Environmental Protection Agency
IEEE:	Institute of Electrical and Electronics Engineers
NEC:	National Electric Code
NFPA:	National Fire Protection Association
OSHA:	Occupational Safety and Health Administration
UL:	Underwriters' Laboratories

Including local (U.S. Virgin Islands) building, plumbing, mechanical, electrical, fire, health department and public safety codes.

Manufacturer's Specifications: All manufactured material, and/or equipment offered by the contractor and its vendors shall be in accordance with the design criteria and shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the manufacturer's specifications and instructions, unless herein specified otherwise.

4.4 Conflict of Interest

No member of the Governing Body of the Authority or other unit of government and no other officer, employee, or agent who exercises any functions or responsibilities in connection with carrying out the project shall have a personal interest direct or indirect, in the contract.

4.5 Cooperation with Others

The Offeror will coordinate work with the Authority's representative during the project execution. The Offeror shall cooperate with other contractors in order to complete the project in an orderly and timely manner. The project shall NOT interfere with the normal operation of the Authority's plant and equipment. If at any time during the course of the project, any portion of the work cannot be carried out without shutting down equipment, the Offeror shall submit this phase of the work, in writing, to the Project Coordinator to assure proper coordination with plant operation personnel. This notice for shutting down equipment must be submitted two (2) days in advance. The Project Coordinator will inform the Offeror when such shutdown can be obtained and its duration. The Offeror shall operate no valves under any circumstances.

4.6 Inclement Weather

Within ten (10) days of the date on the notice to proceed, the Offeror shall submit to the owner a plan, which outlines necessary measures the Offeror proposes to perform, at no additional cost to the Owner, in case of inclement weather.

The Offeror, including subcontractors, will take every practicable precaution to minimize danger to persons, to the work, and to adjacent property, and carefully protect the work and material against damage or injury to personnel due to weather. These precautions shall include closing all openings, removing or securing all loose material, tools or equipment from exposed locations, and removing or securing scaffolding and other temporary work.

4.7 Manpower and Time Charts

The Offeror will submit with the bid package an estimated manpower and time chart to perform the scope of work. The time chart should consist of a PERT or CPM chart by task showing activities, durations and critical paths. These manpower and time charts shall be used to monitor the progress, with updates at a minimum of once per week. The Offeror shall register all vacancies to which he desires to fill with local manpower to the Virgin Islands Department of Labor in accordance with ACT 5174 of the Virgin Islands Code.

During the installation/construction of the work, the Offeror must furnish the Authority with daily, weekly, and monthly status reports. The Offeror shall have his reports type written, and any submitted reports shall have the company letterhead or logo, address, and telephone numbers. The Authority will have the authority to change the chain of work events to suit the equipment availability as not to lengthen the work or job schedule. This job is turn-key, and any eventuality must be included into the proposed pricing, including manpower, working shifts and equipment.

4.8 Overall Protection

The Offeror shall provide for the necessary protections of existing facilities, and the work area to prevent nuisance or damage to adjacent property and vehicular traffic from debris, etc. and shall be solely responsible for any damage resulting there from.

4.9 Payment Schedule

The Offeror shall propose a payment schedule based on a subdivision of the proposed contract price including an initial mobilization payment, subsequent payments (on a Net 30 schedule) and a final payment for successful project completion. Invoices should include a detailed description of services being billed for.

4.10 Evaluation Scoring Requirement

All Offerors bidding will be evaluated on a value scale of 100 points

Evaluation Criteria	Evaluation Details	Weight (100)
1. Technical Expertise & Experience	Respondents demonstrated their experience/qualification and past performance of comparable contracts (similar in scope of work) with references	30
2. Project Approach & Methodology	Respondents provided evidence they have the expertise to complete the work according to the project design and schedule.	20
3. Ability to Perform Work	Respondents demonstrated they have sufficient personnel, equipment, and other resources to perform the work according to the project design and schedule.	25
4. Cost Proposal & Financial Stability	The relative ranking of respondent's pricing proposal compared to other RFP submissions and the Authority's cost estimate based on the information provided on the bid forms. Respondents demonstrated their financial capabilities are sufficient to perform the work.	20
5. Compliance with terms and conditions of the RFP	Respondents demonstrated that they have complied with all the terms and conditions noted in the RFP.	5

Descriptions of the evaluation criteria above are as follows:

1. **Technical Expertise & Experience:** Experience performing a similar work scope is an important consideration as it largely determines the quality of work that will be received from the vendor. Several items were taken into consideration to determine the Offeror's experience:
 - Experience working on federally funded projects ;
 - Experience in managing AMI or similar utility infrastructure projects;
 - Knowledge of smart metering technologies, communications networks, and data management;
 - Certifications and qualifications of key personnel (e.g., PMP, PRINCE2, Six Sigma);
 - Relevant case studies and references from previous AMI projects;
 - Demonstrate understanding of project scope: Theoretical understanding of project scope;
 - Feedback from previous clients on project success;
 - Track record of delivering similar projects on time and within budget; and
 - Conflict resolution and issue management history.
2. **Project Approach & Methodology:** Demonstration of a clear, structured plan to efficiently execute the project while maintaining the highest standards of quality.
 - Project management methodology (Agile, Waterfall, Hybrid, etc.);
 - Risk management strategies and mitigation plans;
 - Quality assurance and performance measurement processes; and
 - Stakeholder engagement and communication plan.
3. **Ability to perform work:** Experience and availability of key personnel, equipment and other resources to perform work outlined in scope of work. Ability to coordinate with sub-contractors and consumer/customer to protect customer interest while completing tasks.
4. **Cost Proposal & Financial Stability:** Offeror's total proposal price for the project will be compared against other respondents and against the Authority's estimate for the services following any adjustments deemed necessary to allow for equal and fair comparison. Significant variances with the budget will be noted and analyzed. Offeror's financial strength will be considered including Offeror's history of successfully completing similar projects and ability to procure needed materials and hiring of subcontractors to complete the work.
5. **Compliance with terms and conditions of RFP:** Offeror's willingness and ability to comply with all the terms and conditions noted in the RFP.

4.11 Quality in Absence of Detailed Specifications

Where the project requires that material or equipment be provided or that construction work be performed, and a detailed specification of such material, equipment or construction work are not set forth, the Offeror shall perform a submittal for the owner's approval. The material and equipment must be of the best grade in quality and workmanship obtainable in the market, from firms with established, good reputations, and shall follow standard practices in the performance or construction of work. Where not specified, the Offeror shall provide original manufacturer equipment or equal quality products. The work performed shall be in conformity and harmony with the intent to secure the standard of construction and equipment or work as a whole and in part.

4.12 Safety

If Applicable the Offeror shall be responsible for the safety and health conditions on the work site. The Offeror shall take all necessary precautions and provide all necessary safeguards to prevent personal injury and property damage. The Offeror shall provide protection for all persons including but not limited to his employees and employees of other Offerors or subcontractors, members of the public, and employees, agents and representatives of the Owner, and regulatory agencies that may be on or about the work- site.

The Offeror shall provide and maintain all necessary safety equipment such as barriers, signs, lights, walkways, fire prevention and firefighting equipment. The Offeror shall take such other action as required to fulfill his obligation. A fire watch personnel is mandatory when welding, cutting, etc. The Offeror shall comply with the Authority's Hot Work, Work, and confined space permit procedure.

All personnel shall wear hard hats, shoes, ID badges, FRC clothing and safety equipment at the work site at all times. No short pants or cut off sleeves are allowed on the facility. The Offeror will dress its personnel to comply with all OSHA standards pertaining to Power Plant Facilities. The Owner's representative is authorized to halt the work if these requirements are not met.

Offeror's personnel found consuming alcoholic beverage(s) or using illegal drugs on site or during lunch breaks on or off-site will be escorted from the premises and barred from entering the jobsite, at no additional cost to VIWAPA.

The Offeror shall comply with all applicable federal and local laws, ordinances, rules, and lawful orders of authorities having jurisdiction for the safety of employees and protection of property.

The Offeror shall designate a responsible member of his organization at the site whose duty shall be the prevention of accidents. This responsible person shall have the authority to take immediate action to correct unsafe or hazardous conditions and to enforce safety precautions and programs.

The Offeror shall follow the Authority's Lockout & Tag- out Rules & Procedures. The Authority will provide the Offeror with a copy of this manual.

4.13 Sanitation

If applicable, the Offeror shall enforce among his employees such regulations in regard to cleanliness and the disposal of garbage and waste that shall be conducive to their health and tend to prevent the inception and spread of contagious and infectious disease among them. The Offeror shall maintain necessary, sanitary conveniences for the use of the workers on the project, properly secluded from public observation. Such facilities shall be made available when the first set of employees arrives at the project site.

4.14 Security

If applicable, The Offeror is responsible for maintaining security at the project site even though the project site is within an existing facility with fences. All stored material and equipment must be secured against unauthorized use. Prior to mobilizing, the Offeror shall submit a list of personnel who will be working on the project to VIWAPA's Project Coordinator. Identification passes will be made at no cost to the Offeror. All passes must be handed in prior to demobilizing.

4.15 Site Clean Up

If applicable, The Offeror must provide trash receptacles for the disposal of all work-related trash. The work site must be cleaned daily of paper, plastics, beverage containers, etc. Any unwanted work-related trash should be placed in trash-receptacles supplied by the Offeror. Upon completion of work, the Offeror shall remove from the site all rubbish and unusable material resulting from his work. All demolished materials and waste materials must be removed from the project sites in accordance with the applicable local and federal regulations.

4.16 Subcontractors

The Offeror shall list in his proposal suggested subcontractors proposed for the principal parts of the work and a brief description of the work to be performed by them. The Owner reserves the rights to approve the subcontractors. Nothing contained in the contract documents shall create any contractual relation between any subcontractor and the Owner. The selected Offeror shall assume the responsibility to bind every subcontractor by the terms of the contract, and to the drawings and specifications applicable to his work. With regard to payment by the Offeror for work performed by any of its Subcontractors, the Offeror, after invoicing the Authority for Subcontractor work, shall pay each Subcontractor after it receives payment for their services from the Authority. Upon request for any subsequent progress payments, Offeror in order to receive that payment, must present suitable evidence that payment(s) previously made for

Subcontractor work was paid to Subcontractor. Offeror, by appropriate agreement with each Subcontractor, shall require each Subcontractor to make payments to their Subcontractor in a similar manner. The Authority shall NOT have any obligation to pay, or see to the payment of, money to Subcontractors, except as may otherwise be required by law.

4.17 Time and Equipment Rates

In the event that the Owner requires additional services over and above the contractual scope specified herein, bids must include applicable rates for labor and services.

4.18 Unloading and Storing Material And Equipment

If applicable, the Offeror shall include in his proposal arrangements for shipping, receiving, unloading, and handling all material and equipment furnished by him and his subcontractors, and shall be responsible for the storage, care, protection and security of such material during the unloading, after the unloading, and throughout the entire construction period.

Limited ground space will be available at the jobsite for the Offeror's general use.

4.19 Warranties

The Offeror warrants for a period of six years to the Owner that material and equipment furnished under the contract will be new and of good quality unless otherwise required or permitted by the contract documents. The Offeror warrants that the work will be free from defects not inherent in the quality required or permitted, and that the work will conform to the requirements of the contract documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The Offeror's warranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Offeror, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. If required by the Owner, the Offeror shall furnish satisfactory evidence as to the kind and quality of material and equipment.

4.20 Workmanship

All work is to be accomplished in a workmanlike manner and with first class workmanship. All work shall be free of defects or faults.

5.0 SCOPE OF WORK

5.1 Introduction

1. Project Documentation and Reporting

Document the entire project through reports, to include pictures, submittals, and a bi-weekly report. The reports must be typed; handwritten reports will not be accepted and submitted to the project manager and project team.

Project report template should include at minimum the following categories:

- Project name
- Project manager
- Project summary
- Status date
- Project key parameters and comments
- Project risks and issues
 - Risk/issue description – Owner and status
 - Conclusion

2. Certifications and permits

If applicable the Offeror will be responsible for obtaining all certifications and permits necessary for completion of the project from the appropriate regulatory agencies.

3. Environmental Considerations

If applicable, all waste materials to include released product, oil contaminated soil, absorbent and all other materials must be properly handled and disposed of in accordance with applicable local and federal requirements at the expense of the Offeror, including required testing and documentation. Materials noted herein shall not be disposed of in the local landfills if material is determined to be hazardous.

4. Other Considerations

- After execution of a contract agreement and issuance of the Notice to Proceed, the Offeror shall work with the Authority's Project Manager and the selected AMI vendor to develop a firm schedule. The project schedule must be agreed upon by the Authority prior to the commencement of work.
- The Offeror, when required shall be responsible for securing all applicable local and federal permits related to this project and comply with the development and implementation of all environmental regulatory requirements associated therewith.
- The Offeror must have a valid Virgin Islands business license directly related to this project's work scope, and must have, at a minimum, 10 years of experience relating to the Project scope of work. Offeror shall submit qualifications and past work history statement to verify this fact.

5.2 Work Scope The Offeror will provide comprehensive project management services, including but not limited to:

Project Planning and Initiation:

- Develop a project management plan, timeline, and risk assessment.
- Evaluate, recommend, and coordinate with vendors to complete required interfaces for AMI implementation, including but not limited to Central Square (CIS), MeterSense (MDM), Milsoft (OMS), and Partner (GIS).
- Work with the selected AMI vendor and Owner to set production goals, monitor progress, and adjust schedules and productivity accordingly.
- Review network design to ensure adequate coverage is provided for the AMI system.

Vendor and Contract Management:

- Manage interactions with the owner, AMI vendor and subcontractors.
- Oversee and manage the AMI contract, including evaluation of change orders and recommendations for approval/non-approval, as well as negotiating changes to the contract.
- Provide cost estimates and cost benefits analysis for any change orders or federal compliance.
- Review invoices from the AMI vendor to ensure accuracy and compliance with contractual agreements.

System Design and Implementation:

- Develop and manage detailed project plans, including quality assurance, meter program design, interface testing, and deployment.
- Provide guidance in changes required for current meter practices and business processes to align with the AMI implementation.
- Oversee the day-to-day management of installation and functionality testing.
- Work with the AMI vendor to ensure that "no meter is left behind."

Testing and Quality Assurance:

- Develop and oversee initial deployment testing plan and overall system acceptance testing.
- Ensure compliance with contract requirements and industry standards.

- Review AMI system performance throughout the project and provide recommendations for improvement.
- Ensure that all relevant safety requirements, regulations, and industry standards are implemented, and consistently followed.

Monitoring and Reporting:

- Provide reporting tools to accurately track the project to ensure it remains on schedule.
- Monitor project costs and timelines, reporting deviations and recommending corrective actions.
- Facilitate communication between internal and external stakeholders.
- Ensure the project meets all applicable regulations and standards.

Training and Knowledge Transfer:

- Work with the AMI vendor to develop training plans for staff as well as the leadership team.
- Ensure proper documentation, final acceptance, and knowledge transfer.

Project Closeout and Final Acceptance:

- Maintain and manage outstanding punch list items to ensure timely project completion.
- Ensure proper documentation and project closeout procedures are followed.
- Facilitate final system acceptance and transition to operations.

The above scope of services is preliminary in nature and intended to provide the responding Offeror with a general overview of the major tasks envisioned as part of this RFP. The Scope of Services will be formalized through negotiations with the selected Offeror. The Owner reserves the right to utilize the selected Offeror when deemed necessary to provide additional assistance/services under an AMI Consulting Services Agreement, if one is executed with the Offeror, as needed throughout the term of the negotiated contract.

6.0 PROPOSAL FORM

TO: VIRGIN ISLANDS WATER AND POWER AUTHORITY

BASE PROPOSAL

The Offeror shall submit all required proposal documents including this Proposal FORM for the Project. Pursuant to and in compliance with the Request for Proposal relating to Project

The undersigned, having carefully read, examined and become familiar with proposed project and the scope of work and with local conditions affecting the performance and costs of the work at the place where the work is to be completed, hereby proposes and agrees to fully perform the work in accordance with the proposed contract documents, including furnishing any and all labor and material, and to do all of the work required to complete said project in accordance with contract documents, for the following firm base price of:

Dollars

\$

The Offeror shall propose a detailed payment schedule based on a subdivision of the proposed contract price including an initial mobilization payment, subsequent payments (on a Net 30 schedule) and a final payment for successful project completion. Invoices should include a detailed description of services being billed for.

SCHEDULE OF RATES

Offeror shall include his Schedule of Rates effective for the project duration with his BASE PROPOSAL.

EXCEPTIONS

The Offeror shall list and explain in his proposal any exceptions to the requirements stated in the Request for Proposal. All exceptions will be reviewed during the evaluation of the RFP's.

QUESTIONNAIRE (MANDATORY)

The undersigned guarantees the truth and accuracy of all statements and answers contained herein. (Include additional sheets if necessary)

How long have you been in business as a General Contractor, Sub Contractor?

Have you worked on federally funded projects in the past?

How many years of experience do you have in AMI, Metering, and Project Management of AMI Projects?

Total number of meters deployed for projects that you have worked on?

Can you provide an overview of your experience managing AMI projects of similar size and scope, including AMI technology, number of meters, timeline?

Have you worked with utilities of similar size and infrastructure?

What project management methodologies do you use to ensure timely and successful execution?

How do you manage risks, and can you provide examples of challenges faced in past AMI projects and how you resolved them?

What reporting tools or dashboards do you provide to track project progress and performance?

How will you ensure seamless integration between the AMI system and existing utility systems (CIS, MDM, OMS, GIS)?

What measures do you take to ensure data security and compliance with regulatory standards?

How do you handle communication network design and ensure adequate coverage?

What are your strategies for ensuring high-quality meter installations and network performance?

How do you conduct initial deployment testing and system acceptance testing?

What performance metrics do you track, and how do you handle issues that arise during deployment?

How do you manage subcontractors and vendors to ensure accountability and efficiency?

Can you provide an overview of how you handle change orders and contract modifications?

What is your process for reviewing and validating invoices before submission?

What key performance indicators (KPIs) do you track throughout the AMI project lifecycle?

How do you ensure continuous monitoring and improvement of the AMI system performance?

What tools do you offer for real-time tracking and reporting of deployment status?

How do you manage punch list items and ensure a seamless project closeout?

What post-implementation support do you offer?

Provide the following reference information regarding your most recent work(s):

Name and address of owner: _____

Name and telephone number of contact person: _____

Equipment: _____

Work Scope: _____

Start Date: _____

Completion Date: _____

Project Cost: _____

Name and address of owner: _____

Name and telephone number of contact person: _____

Equipment: _____

Work Scope: _____

Start Date: _____

Completion Date: _____

Project Cost: _____

Name and address of owner: _____

Name and telephone number of contact person: _____

Equipment: _____
Work Scope: _____
Start Date: _____
Completion Date: _____
Project Cost: _____

Have you personally inspected the site(s) of the proposed work? Describe any anticipated problems with the site and your proposed solutions.

Will you sublet any part of this work? If so, give details.

Is the business a: Sole-Proprietorship, Partnership, Corporation? (circle one)

Please mark (with an X) the included documentation or accepted terms in your proposal.

	YES	NO
Bid Bond included	_____	_____
Performance Bond included	_____	_____
Payment Bond included	_____	_____
Liquidated damages accepted	_____	_____
Insurance included	_____	_____
General Contract Terms accepted	_____	_____
Payment schedule accepted	_____	_____
Valid VI Business License	_____	_____
Submittals (Project schedule, etc.)	_____	_____

Note: If any marked "NO", please explain:

The names of all persons interested in the foregoing proposal as principal are:

(NOTE: If Offeror or other interested person is a corporation, give legal name of corporation, state where incorporated and names of president and secretary; if partnership, give name of firm and names of all individual co-partners composing the firm; if Offeror or other interested person is an individual, give first and last names in full.)

Are any current employees of the Authority involved in any way, shape or form with the preparation of the proposal or completion of the described work scope? If so, please describe.

Licensed in accordance with 27 Virgin Islands Code Section 303 and with license number:

SIGN HERE: _____

Signature of Offeror

(NOTE: If Offeror is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If the Offeror is a partnership, set forth the name of the firm together with the signature(s) of the partner or partners authorized to sign contracts on behalf to the partnership.)

Business Address: _____

Telephone Number: _____

Facsimile Number: _____

Date of Proposal:

END OF PROPOSAL FORM