

**SMUD**

SACRAMENTO MUNICIPAL UTILITY DISTRICT  
The Power To Do More.<sup>SM</sup>

*P.O. Box 15830, Sacramento, CA 95852-1830; 1-888-742-SMUD (7683)*

Prepared By

SUPPLY CHAIN SERVICES

\* \* \*

REQUEST FOR PROPOSAL, INSTRUCTIONS TO PROPOSERS,  
PROPOSAL FORMS, CONTRACT FORMS, AND  
SCOPE OF SERVICES

**REQUEST FOR PROPOSAL NO. 090367.TB**

**SMART GRID ENGINEERING & CONSULTING SERVICES**

\* \* \*

**PRE PROPOSAL CONFERENCE**

**Friday**

**October 23, 2009**

**8:00 A. M.**

\* \* \*

Proposals are due at **5:00 P. M.**, Local Time, **Monday, November 16, 2009**, in the Supply Chain Services Office at 6201 S Street, Sacramento, California

## PROPOSAL NO. 090367.TB

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## 1. REQUEST FOR PROPOSALS

### NO. 090367.TB

The Sacramento Municipal Utility District, hereinafter referred to as the District, is soliciting proposals for **SMART GRID ENGINEERING & CONSULTING SERVICES**.

This Request for Proposal provides instructions to contractors for submitting proposals and establishes terms and conditions under which the District will contract for such services.

Proposals responding to this Request for Proposal will be due at **5:00 P. M.**, Local Time, **Monday, November 16, 2009** in the Supply Chain Services Office at the District at 6201 S Street, Sacramento, California.

All proposals must strictly conform to the requirements described in this Request for Proposal.

### **PROPOSERS SHALL PAY PARTICULAR ATTENTION TO THE FOLLOWING REQUIREMENTS:**

#### **ENVIRONMENTAL PROCUREMENT:**

The District has adopted an Environmental Protection Policy in which it commits to environmental stewardship, the conservation of natural resources, reductions in the use of hazardous substances, reductions in mobile sources of NOx emissions, and recycling and responsible disposal. The District will promote environmental procurement practices that will minimize environmental impacts, conserve natural resources, and reward environmentally conscious manufacturers and contractors, while remaining fiscally responsive. To further its policy the District will favor environmentally preferable procurements when price, quality and availability are equal. To this end, the District will endeavor to reward environmentally conscious manufacturers, suppliers and contractors with contracting opportunities that address these policy goals in addition to providing the District and its customer-owners fiscally responsible procurement options.

#### **SUPPLIER EDUCATION & ECONOMIC DEVELOPMENT (SEED) PROGRAM:**

The District is committed to achieving full and equal contracting opportunities for ratepayers doing business with the District and has adopted the program described in this solicitation to help fulfill that commitment.

**SAFETY PROGRAM REQUIREMENT:**

The personal safety and health of the general public, District employees, and Contractor employees is of paramount importance. Included within this specification are safety instructions that have been prepared to aid a Contractor or Contractor's employees to comply with the safety requirements and regulations which are necessary to avoid personal injury to the general public, District employees, and Contractor employees and to prevent damage to District buildings, equipment or materials while performing this contract.

**SACRAMENTO MUNICIPAL UTILITY DISTRICT**

By: ***s/ Greg "Augie" Augst***

Name: Greg "Augie" Augst

Title: Manager, General Services

Date: October 16, 2009

## 2. SCOPE OF SERVICES

### 2.1. GENERAL

The Proposer shall provide all labor, material, and equipment required to perform the Service described as: **SMART GRID ENGINEERING & CONSULTING SERVICES**

### 2.2. DISTRICT BACKGROUND

The Sacramento Municipal Utility District (District) owns and operates an electric system that has provided retail electric service since 1947. The District is one of the ten largest publicly-owned utilities in the United States. District assets include generation, transmission, distribution, and general plant. The District serves approximately 600,000 customers (530,000 residential, 70,000 commercial) in its current service area of approximately 900 square miles covering the principal parts of Sacramento County and a small adjoining portion of Placer County. The District has assets totaling \$4.4 billion and annual revenues of approximately \$1.2 billion.

A seven-member Board of Directors, elected by the District's customer-owners governs the District. The Board of Directors has full power to establish rates charged for services.

### 2.3. OVERVIEW:

This RFP describes the District's requirements for an engineering and consulting firm(s) to assist the District in implementing its smart grid vision.

The District has historically been among the most ambitious and aggressive utilities in pursuing clean energy alternatives and will continue to do so in the future. Surveys indicate that the District's customers are overwhelmingly interested in creating a sustainable energy future, which will help solve the Sacramento region's air quality challenges and reduce the region's impact on climate change. In pursuit of this shared goal with its customers the District has taken the initial steps towards implementing a smart grid by contracting with Silver Spring Networks to provide a smart grid communication network and with Landis+Gyr to provide smart meters. Installation of the smart meter infrastructure will begin in the fourth quarter 2009 and is expected to be complete by the end of the first quarter 2011. The District's intent is to use the smart meter infrastructure as the foundation for a smarter distribution grid. The distribution smart grid will provide the District with the intelligence to operate the distribution system, distributed clean generation and storage, and customer-supplied demand response in a way that provides a secure and reliable equivalent to the existing transmission grid and wholesale generation market. Such a system will be able to provide operating reserves and regulation for overall system balancing as well as facilitate customer options for managing energy usage, improve reliability through deployment of automated distribution technology, and provide interoperability with advanced electric and plug-in hybrid vehicles through two way communications. In addition to smart metering infrastructure, the District's vision will require implementation of a dynamic pricing program using a critical peak pricing rate, development and implementation of demand response options for residential and business customers, investments in SCADA support, communications networks, intelligent electronic devices (e.g. relays and RTU's), home area networks,

distribution management systems including outage management, and integration of all the data made available from these systems into a common data model, and eventually a distribution energy management system. To achieve the District's vision will require dedicated advisory, consulting and technical support from a professional engineering firm(s) with a robust utility and smart grid technology related background that satisfies the requirements of this RFP.

The District, in partnership with the California State University, Sacramento, the Los Rios Community College District, and the California State Department of General Services, recently submitted a grant proposal in response to the Department of Energy's (DOE) Funding Opportunity Announcement (FOA) 58—Smart Grid Investment Grant. The District's application was screened and found to be compliant and is now being forwarded for Merit Review. In the event the District and its partners receive this and/or other requested federal funding, the timeline to plan, design and implement the required technologies to achieve the District's vision will be significantly accelerated. Regardless of the receipt of federal funds, the District will continue to pursue its smart grid vision as laid out in its FOA 58 application through investments in technology and its distribution system.

## **2.4. SCOPE OF SERVICES:**

The District seeks to retain the services of an expert consulting and engineering firm or firms with significant utility and smart grid technology experience (Contractor) for assistance in the planning, design and implementation of the District's smart grid. The firm should also have significant experience in the optimization of electrical distribution systems. Although the firm should have knowledge and experience with smart metering infrastructure, the District's Smart Meter Project is not directly within the scope of this RFP (Silver Spring Networks smart grid network and Landis+Gyr meters). Considering the strategic operational value of the smart grid, special emphasis will be placed on the importance of relevant industry experience, familiarity with an electric utility operating environment, and expertise with relevant technologies. It is anticipated that the successful Contractor will be available to be on call or available on short notice over the life of the agreement to work on specific tasks. Work will be performed both on-site at our District Headquarters Campus, and off-site as instructed by the Contract Manager. The expected term of the Smart Grid Expert Consulting Services contract will be for a period of two (2) years from the date of award.

## **2.5. MANDATORY REQUIREMENTS**

**Only those Proposed Teams meeting all of the Mandatory Requirements will be considered.**

- Must be able to certify a Conflict of Interest Statement stating “Proposer is not receiving compensation from, does not have a financial interest in, nor has any other type of existing or future contractual involvement with any supplier of hardware or software products or services whose products or services may be reviewed within the scope of services. Contractor shall have no “teaming,” “partnering,” or affiliate relationship with any such equipment, software or service providers that could be viewed as giving the appearance of impropriety and/or the fact or the appearance of a conflict-of-interest.”
- Five (5) years of significant consulting and engineering engagements with the technology areas listed in section 2.6 and other related technologies
- Ten (10) years of experience with distribution system engineering (planning and operations)
- At least one (1) year experience in the electric utility industry, working with a customer base similar to the District’s (approximately 600,000 customers in both metropolitan and rural areas)

## **2.6. REQUIRED TECHNOLOGY AREAS**

**Proposed team must have expertise in the following technology areas:**

- **Smart metering infrastructure;**
- **Dynamic pricing models including critical peak pricing;**
- **Demand response management technologies;**
- **Distribution System Operations (optimization strategies)**
- **SCADA and Protection Control Systems (electric utility);**
- **Transformer equipment monitoring;**
- **Home Area Networks and integration with distribution automation systems;**
- **Distributed generation technologies including photovoltaics and central plant operations;**
- **Distribution Management Systems including Outage Management System functionality and optimization;**
- **Intelligent/automated switching**
- **Smart EMS**
- **Conservation Voltage/VAR regulation**
- **Energy Storage**
- **Electric Vehicle Infrastructure**
- **Electric Vehicle Charging Stations (optimization for load leveling)**
- **Integration of all of the above with automated distribution technologies.**



## 2.7. PROJECT TEAM CLASSIFICATIONS AND ROLES

An experienced and proven team comprised of at a minimum the following:

### **Project Manager**

At least five (5) years of project management experience. Project manager will manage, plan, organize, direct, monitor, control project resources, schedule and budget. Provide sufficient number and description of sample engagements to demonstrate mastery of project management tools and techniques. Examples should highlight project management experience in the electric utility industry and smart grid in particular.

### **Smart Grid Technical Architect**

Progressively responsible experience (at least three (3) years, ideally four (4) years) in a smart grid environment performing a wide range of architecture design activities; applying plans and designs; designing, implementing and managing network based smart grid applications; and acting in a lead and/or technical expert role for the smart grid architectural designs with an in-depth knowledge of smart (AMI) meter application architecture, Meter Data Management System, Distribution Management System and Energy Management System. Progressively responsible experience (at least three (3) years, ideally five (5) years) in an Information Technology environment performing a wide range of architecture design activities; applying network plans and designs; and designing, implementing network based applications.

Experience with: Providing guidance and technical expertise on all smart grid related requirements; identifying appropriate industry standards and participating on committees to implement those standards; working with assigned staff to develop prototypes to prove technical feasibility of essential smart grid functions and designs, real time grid analytics, managing vulnerability assessment projects, leading security code reviews; staying abreast with current & emerging security technologies and vertical industry needs which include NERC, NISC, CIP as well as CEC regulations and guidelines. Design and implementation of multi-dimensional systems that cross: Power System Infrastructure of Generation, Transmission, and Distribution, Communication Infrastructure of HAN, WAN, LAN and Mesh, and the Enterprise Integration with OMS, GIS, EMS, MDMS, ERP, CIS and SCADA applications. Fluent with the implementation and use of best practices relating to all aspects of smart grid related cyber security.

Strong demonstrated analytical, presentation, teamwork, and interpersonal skills; works with customers, alliances, engineering and management; demonstrate outstanding technical skills software development; demonstrate competency developing and managing software product projects; obtain customer requirements (via research, personal interviews, focus groups, surveys, roundtables, etc.) and translating them to actionable system level and interoperability requirements; gather in depth knowledge of T&D industry software systems.

### **Smart Grid Technical Systems Integrator**

This position will assist with the development of the standards and best practices necessary to link up smart grid technologies at the District. Designing the enterprise integration and communications infrastructure necessary to link the different aspects of the four (HAN, WAN, LAN and MESH) utility infrastructure zones. The Systems Integrator will lead the effort to integrate all smart grid technologies into a cohesive, fully functional system.

Progressively responsible experience (at least three (3) years, ideally five (5) years) in an Information Technology environment performing a wide range of administration, implementation, integration and design activities; applying network plans and designs;

designing, implementing and managing network based applications; troubleshooting complex network system problems; and acting as lead and/or technical expert for smart grid integration activities and have in-depth knowledge of smart (AMI) meter applications interaction with other smart grid applications. A Bachelor's degree in Computer Science or a related field is preferred but not required. Progressively responsible experience (at least two (2) years, ideally four (4) years) in a smart grid environment performing a wide range of integration and design activities; applying plans and designs; designing, implementing and managing network based smart grid applications; troubleshooting interaction problems between and within complex networked systems; and acting as lead and/or technical expert for the smart grid architectural design team and have in-depth knowledge of smart (AMI) meter application interfaces.

Experience with: Providing guidance and technical expertise on all smart grid related requirements; identifying appropriate industry standards and participating on committees to implement those standards; working with assigned staff to develop prototypes to prove technical feasibility of essential smart grid functions and designs, real time grid analytics, managing vulnerability assessment projects, leading security code reviews; staying abreast with current & emerging security technologies and vertical industry needs which include NERC, NISC as well as CEC regulations and guidelines. Providing leadership activities for smart metering network infrastructure for communication between the Distribution Management System (DMS) and Intelligent Electronic Devices (IED) on the grid that communicate via DNP3 data frames embedded in IPv6 packets utilizing an Enterprise Service Bus (ESB) to deliver appropriate subsets between involved applications. This includes the implementation and integration of multi-dimensional systems that cross: Power System Infrastructure of Generation, Transmission, and Distribution, Communication Infrastructure of HAN, WAN, LAN and Mesh, and the Enterprise Integration with OMS, GIS, EMS, MDMS, ERP, CIS and SCADA applications. Design and implementation of Cyber Security best practices with an emphasis on smart grid applications and integration. Have extensive knowledge and experience in the development of systems security architectures, and have applied experience with hardware and software security; outstanding security architecture and design skills; demonstrated competency in capturing and documenting technical requirements; excellent knowledge and experience in security analysis for software development; working knowledge and experience with best practice security technologies; working knowledge of energy industry security standards such as CIP promulgated by NERC and relevant NIST and IEC standards; understanding and experience with energy software systems and energy transmission and distribution hardware platforms; experience with various software security analysis tools and technologies;

### **Executive Consultant**

An Industry recognized expert, partner or senior representative of the organization familiar with the electric utility industry and business processes used in relation to the smart grid technology described herein. At least five (5) years relevant experience. A Master's degree in engineering, computer technology or related fields is preferred but not required.

### **System Administrator**

Progressively responsible experience (at least five (5) years, ideally seven (7) years) in an Information Technology environment performing a wide range of network hardware/software activities; applying network plans and designs; designing, implementing and managing network based applications; troubleshooting complex network system problems; and acting in a lead role for the smart grid related network administration with an in-depth knowledge of smart (AMI) meter and smart grid applications. A Bachelor's degree in Computer Science or a related field can be used to satisfy two (2) of years experience as described above.

Administrator Experience with: Networking with RedHat Linux server platform operating systems; Oracle database administration; Silver Spring Networks' UtilityIQ and UtilOS applications; Itron's IEE application and TCP/IP V6 communication protocols; conducting feasibility studies; real time grid analytics; and, leading network technology projects. Implementation and managing of multi-dimensional systems that cross: Power System Infrastructure of Generation, Transmission, and Distribution, Communication Infrastructure of HAN, WAN, LAN and Mesh, and the Enterprise Integration with OMS, GIS, EMS, MDMS, ERP, CIS and SCADA applications.

Knowledge of: Other operating and office systems software; software implementations; analytical methods and techniques; principles and concepts of data management; computer and network hardware, configuration, and design; centralized and distributed computing concepts; hardware components; data access methods; network protocols, relational and network data base management; use of Enterprise Service Bus (ESB) and knowledge of SOA principles, lead/supervisor/management principles; and problem resolution techniques for complex network problems. UNIX related software (email, NFS, DNS, LDAP, TCP/IP) and associated security best practices.

### **Power Systems Engineer**

The Power System Engineer (PSE) must have a BS degree in Electrical Engineering from an accredited college with a Professional Engineering License (any US state) and more than five (5) years total experience in the field of distribution circuit modeling, SCADA, and real time operations of the distribution system. The tasks will include identifying locations for SCADA devices that meet established criteria of improving reliability, providing real-time load and voltage data at strategic locations, and enable the implementation of integrated voltage and Var control. In addition, the PSE will be required to assist with the integration of new SCADA devices to the existing Energy Management System (Siemens) and developing device settings that enable smart grid functionality.

### **Telecom Engineer**

The Telecom Engineer must have a BS degree in Engineering (Electrical Engineering desired) from an accredited university with five (5) or more years of experience in the telecommunications engineering field. Contractor shall provide the District with professional engineering services to assist and support the Telecommunications Department in the implementation, management and technical services to support the design, and maintenance of various District telecommunications systems as they pertain to the smart grid framework. The Contractor will be required to define communications requirements, develop engineering data, specify equipment, provide licensing support, provide construction management support, and evaluate acceptance tests for these communications facilities. Demonstrated broad based experience is required in the electric utility fields of Architectural, Electrical, Telecommunications, Civil (field construction), and Mechanical Engineering along with general, right-of-way details, project management, and good communications skills.

### **Demand Response/Economist/Rates Consultant/Analyst**

Electric utility knowledge and demonstrated experience in all aspects of demand response in buildings and dynamic pricing of electricity, including the development of policies, strategies and design of time-based pricing and demand response programs that accompany and are enabled by smart grid implementation. Expertise to include estimating demand-response potential from time-based pricing and direct load control programs, developing dynamic pricing designs such as Time of Use (TOU), Critical Peak Pricing (CPP), Real-Time Pricing (RTP) and

bidding, design of direct load control programs for residential, commercial and industrial customers, pricing for renewable energy and storage (rates for PHEVs, net metering and buy-back pricing), demand and supply side resource valuation and cost effectiveness comparison, economic impacts and costs of enabling technologies, operations and regulatory requirements of energy markets, demand response measurement and verification, regulatory and industry trends and technological innovations in demand response and dynamic pricing, and successful strategies for implementing demand response and dynamic pricing across customer classes. Individuals must have demonstrated experience providing policy guidance and expert testimony to executives and public officials in the areas of demand response and dynamic pricing.

## 2.8. CONTRACT TASKS

Tasks may include, but will not be limited to:

- Performing gap analysis and business case development
- Planning and design of the suite of smart grid components excluding the smart metering component already underway;
- Planning and design of the integration of various smart grid components;
- Assistance with implementation and integration of smart grid components;
- Assistance with performance verification and formal acceptance testing.

Prior to commencing work on any activity or assigning personnel in staff augmentation roles, the District will issue a Task Authorization for each requested Contract activity. The Task Authorization will contain at a minimum the following:

- a description of the work to be performed
- the estimated cost
- time required
- any extraordinary project parameters

A Task Authorization Letter, prepared by the District and signed by both parties' authorized representatives will be the authorization for the Contractor to perform the task. The Contractor shall, within three working days of receipt of any Task Letter, accept or reject it. Any rejection shall be accompanied by a written explanation.

The Contractor will provide the District with a monthly report that briefly describes the status of all Contract tasks. All invoices billing to a Task will be submitted to the District within 90 days of Task closing date. Invoiced costs for any Task that are in excess of the approved Task value will not be reimbursed by the District.

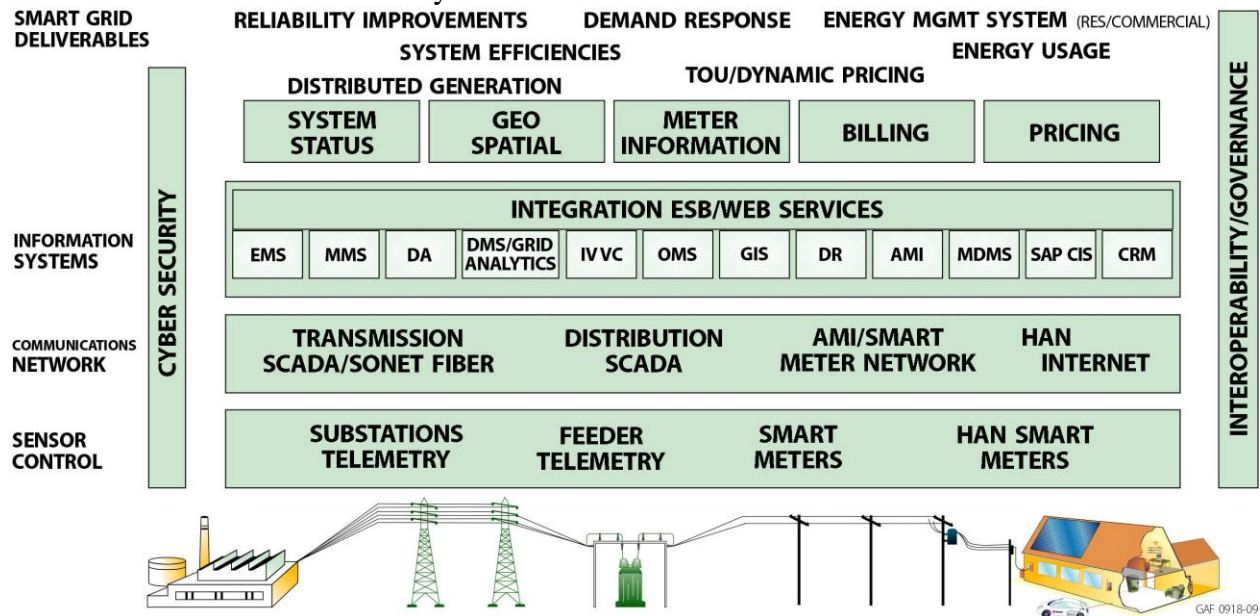
The District retains the right to terminate individual Task authorizations due to changing requirements or other reasons. Such termination notice shall be issued in writing and will specify a date for Task closure and turnover of existing deliverables. This termination is not constricted by the 30-day notice requirement contained in the Term and Condition entitled Termination, and notification will be determined by the nature of the work and reasons for termination.

## 2.9. LEVEL OF EFFORT

The District anticipates that the level of support will fluctuate over the two year period, but that the average level of support will be the equivalent of between ½ and 2 full time equivalents (FTEs) of highly experienced senior personnel, with administrative support as needed.

## 2.10. TECHNOLOGY OVERVIEW

Overview of SmartSacramento Systems



The District's smart meter infrastructure will be comprised of Silver Spring Networks' mesh RF network, Landis+Gyr smart meters, and Itron's MDMS. The system will eventually tie in with the District's SAP ECC 6.0 (Customer Information System and Billing) and Outage Management System and Geographic Information System, both by Intergraph. The District is pursuing the implementation of Enterprise Service Bus (2<sup>nd</sup> Qtr 2010) and plans to implement some of the smart grid components like Demand Response Management System, Grid Analytics, Distribution Automation, Home Area Network with Home Energy Management System and commercial Auto-DR in the next 2 to 3 years.

### Open Standards and Infrastructure Integration

- **Systems Integration Based on Open Standards Framework.** The District is committed to achieving more efficient, reliable, and flexible operations by implementing a Service Oriented Architecture (SOA) platform. To reach that goal, SAP was recently upgraded to SAP ECC 6.0 (Eco platform that supports SOAP/Web Services, Business API's and innovation). Further, almost all of the District's new enterprise systems purchased in the recent years (e.g. Itron's Meter Data Management System and SSN's Advanced Metering System) were rigorously evaluated and chosen based on their support of open standards.
- **CIM Enables Plug and Play Functionality.** The District's strategy for smart grid is to build an integration infrastructure that is based on the Common Information Model (CIM) for operational and application integration and data warehousing. A commonly accepted way to achieve a flexible software infrastructure is via the use of plug and play components.

- **Enterprise Service Bus Enables Interoperability.** The District will use its Enterprise Service Bus (ESB) to integrate open systems, proprietary technologies, and legacy systems with its smart grid domain. It provides foundation services for complex architectures, is event driven, and incorporates a standards-based messaging system. It enables interoperability among systems that were built on open standards and legacy systems (through system specific adapters).

### 3. INSTRUCTIONS TO PROPOSERS

#### 3.1. TIME AND MANNER OF SUBMISSION

The Proposal shall be submitted to and received by the District's Supply Chain Services office no later than **5:00 P. M.**, Local Time, **Monday, November 16, 2009**

Proposals must be enclosed in a sealed envelope and addressed as follows:

**By Mail:**

Sacramento Municipal Utility District  
Supply Chain Services Office:  
Attention: Tasha Bullard (MS B204)  
Request for Proposal No. **090367.TB**  
PO Box 15830  
6201 S Street  
Sacramento, CA 95852-1830

**By Overnight/Hand Delivery:**

Sacramento Municipal Utility District  
Supply Chain Services Office  
Attention: Tasha Bullard (MS B204)  
Request for Proposal No. **090367.TB**  
6201 S Street  
Sacramento, CA 95817-1899

The proposal-mailing envelope must be clearly marked as a proposal responding to District Request for Proposal No. **090367.TB**; **ATTENTION:** Tasha Bullard. The envelope shall also show the Contractor's name and address.

Each proposal shall give the full business address of the Proposer and shall be signed by an authorized official of the company. The name of each person signing the proposal shall be typed or printed below the signature. When requested by the District, satisfactory evidence of the authority of the person signing on behalf of the Proposer shall be furnished.

Proposals shall cover the entire scope of the Request for Proposals, shall be printed one-sided 8-1/2 X 11" size and easily removable from any binding -- E.G. no glued or spiral binding.

All proposals submitted become the property of the District.

#### 3.2. EXPLANATIONS TO PROPOSERS

Should the Proposer find discrepancies in or omissions from this document, or should the intent or meaning appear to the Proposer to be obscure or ambiguous, the Proposer should immediately send the District a written request for interpretation, clarification or correction thereof before submitting a proposal. The Proposer making such a request will be solely responsible for the timely receipt of the written request by the District. Replies to such inquiries will be made only in the form of addenda to this Request for Proposal, and will be issued simultaneously to all business firms or persons who have obtained a copy of the Request for Proposal from the District. Verbal requests for information during the period of proposal preparation are acceptable if made sufficiently in advance of the proposal opening date to allow issuance of an addendum to the Request for Proposal. Direct all communications regarding questions on this Request for Proposal prior to the due date to the following, as appropriate:

Contact	CONTRACTUAL	TECHNICAL	SUPPLIER DIVERSITY
Contact Name	Tasha Bullard	Carol Nye	Lori Okomoto
Phone number	(916) 732-6205	(916) 732-5857	(916) 732-5984
FAX number	(916) 732-5601	(916) 732-5601	(916) 732-5601

The District will not be bound by any oral interpretation of the Request for Proposal, which may be made by any of its representatives or employees, unless such interpretations are subsequently issued in the form of an addendum to this Request for Proposal.

### **3.3. WITHDRAWAL OR MODIFICATION OF PROPOSALS**

Proposals may be modified or withdrawn only by a written or telecopy request received by the District prior to the Request for Proposal due date.

### **3.4. REVISIONS AND SUPPLEMENTS**

3.4.1 Addenda: If it becomes necessary to revise or supplement any part of this Request for Proposal an addendum will be provided.

3.4.2 Acknowledgment of Addenda: Receipt of an addendum to this Request for Proposal by a Proposer must be acknowledged by signing and submitting the addendum signature sheet as part of the Proposer's Proposal.

### **3.5. SITE INSPECTION AND CONDITIONS**

In addition to examination of this Request for Proposal, each Proposer shall make whatever other arrangements are necessary to become fully informed regarding all existing and expected conditions and matters which, during the contract time period, could affect in any way, the work, performance of work, or the cost thereof. Any failure to fully investigate the work site or the foregoing conditions shall not relieve the Proposer from responsibilities for properly estimating the difficulty or cost of successfully performing the work. The District assumes no responsibility for any representation made by its representatives or agents, during or prior to the execution of a contract pursuant to this Request for Proposal, unless such information is in writing in the form of an addendum to this Request for Proposal.

### **3.6. PRE-PROPOSAL CONFERENCE**

An on-line Pre-Proposal Conference is scheduled for **8:00 A.M., Friday, October 23, 2009.**

It is strongly recommended that all Proposers attend this conference to ensure a complete understanding of the details of this Request for Proposal.

### **TO ATTEND THE ONLINE WEB/TELECONFERENCE, FOLLOW THESE STEPS:**

Topic: Pre-proposal for RFP for Smart Grid Consulting Services

Date: Friday, October 23, 2009



Time: 8:00 am, Pacific Daylight Time (GMT -07:00, San Francisco)

Meeting Number: 853 502 195

Meeting Password: Rfp090367

Please click the link below to see more information, or to join the meeting.

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To join the online meeting (Now from iPhones too!)  
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1. Go to <https://smud.webex.com/smud/j.php?ED=6811308&UID=0&PW=e642660636001a02495f000202>
2. Enter your name and email address.
3. Enter the meeting password: Rfp090367
4. Click "Join Now".

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To join the teleconference only  
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Call-in toll-free number (US/Canada): 866-469-3239

Call-in toll number (US/Canada): 1-650-429-3300

Toll-free dialing restrictions: [http://www.webex.com/pdf/tollfree\\_restrictions.pdf](http://www.webex.com/pdf/tollfree_restrictions.pdf)

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For assistance  
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1. Go to <https://smud.webex.com/smud/mc>
2. On the left navigation bar, click "Support".

You can contact me at:

[tbullar@smud.org](mailto:tbullar@smud.org)

**IMPORTANT NOTICE:** This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings. If you do not consent to the recording, do not join the session

It is strongly recommended that all Proposers attend this conference to ensure a complete understanding of the details of this Request for Proposal.

To find the conference registration link on our website, follow these steps:

- Visit [www.bids.smud.org](http://www.bids.smud.org)
- Logon
- Click "Browse and View Solicitations"
- Click "Search For Solicitations"
- Use the search tools to find your solicitation.
- Click the solicitation's link.
- Click the "Register to attend" button.

### **3.7. PROPOSAL EVALUATION AND SELECTION PROCESS**

The proposals submitted in response to this solicitation shall be evaluated for award based on the criteria described in the Proposal Evaluation Criteria section of this Request for Proposal.

The District may request additional information from any or all Proposers after the initial evaluation of the proposals to clarify terms and conditions.

Based on the District's review of the proposals received, a short listed group of Proposers may be selected. The short listed firms may be required to make verbal presentations of their qualification to the District. If a presentation is determined to be required, the presentation will be considered in the overall technical rating.

The contract will be awarded to the best-qualified Proposer, after price and other factors have been considered, provided that the proposal is reasonable and is in the best interests of the District to accept it.

The right is reserved, as the interest of the District may require, to reject any or all proposals and to waive any irregularity in the proposals received.

The District will furnish all Proposers a written Notice of Proposed Contract Award after evaluating all proposals. After receipt of such Notice of Proposed Contract Award, any unsuccessful Proposers may request the reason(s) their proposal was not selected. In the event a Proposer elects to protest the District's selection, the protest must be submitted in writing to the District's Manager, General Services, within five (5) business days of the Notice of Proposed Contract Award. The District's Contract Award and Protest Policy is available upon written request to the Supply Chain Services Department.

Within fourteen (14) calendar days after notice of award, the successful Proposer shall deliver to the District the required insurance certificates and the signed copies of the contract. The contract forms will be forwarded to the Proposer with the award notification. The District will not issue the Notice to Proceed until the District has received all the above-required documents.

### **3.8. NON EXCLUSIVE AGREEMENT**

This Request for Proposal does NOT establish an exclusive arrangement between the District and the Proposer. The District reserves, among others, the following rights:

- The right to use others to perform work and services described in this Request for Proposal.
- The right to request proposals from other contractors for work described in the Request for Proposal without requesting a proposal from the Contractor.
- The unrestricted right to bid any work or services described herein.

### **3.9. DURATION OF CONTRACT**

This contract shall be for approximately a two year period, subject to approval by the District's Board of Directors of the corresponding annual budget, unless otherwise mutually agreed upon in writing.

The District prepares its Annual Budget on a calendar year basis. The Budget is subject to the approval of the District's Board of Directors. The **2010** Calendar year Budget will be presented to the Board of Directors for approval in December, **2009**. The **2011** and subsequent calendar year budget(s) are anticipated to be presented to the Board of Directors for approval in December preceding the budget year.

### **3.10. QUALIFICATIONS OF PROPOSERS**

The District expressly reserves the right to reject any proposal if it determines that the business and technical organization, equipment, financial and other resources, or experience of the Proposer, compared to the work proposed justifies such rejection.

### **3.11. PROPOSAL PREPARATION COSTS**

The costs of developing proposals are entirely the responsibility of the Proposer and shall not be charged in any manner to the District.

### **3.12. ALTERNATE PROPOSALS**

Proposals shall meet the requirements and conform to the format described in the Proposal Requirements section of this Request for Proposal. However, Proposers are encouraged to submit alternate proposals in addition to the base proposal, when they consider the alternative to be technically better or more cost effective. The alternate proposal should be submitted as an amendment to the base proposal package.

### **3.13. CONFLICTS**

If conflicts exist between the contract and the other elements of this Request for Proposal, the contract prevails. If conflict exists within the contract itself, the Terms and Conditions govern, followed by Scope of Services. If conflict exists between the contract and applicable Federal or State law, rule, regulation, order, or code; the law, rule, regulation, order or code shall control. Varying levels of control between the Terms and Conditions, drawings and documents, laws, rules, regulations, orders, or codes are not deemed conflicts, and the most stringent requirement(s) shall control.

### **3.14. BID SCHEDULE**

The Proposer shall be reimbursed for work performed under the contract in accordance with the items described in the [Bid Schedule](#) section of this Request for Proposal.

### **3.15. MANNER AND TIME OF PAYMENT**

Billing shall be submitted in accordance with the above referenced provision of the Sample Contract section of this Request For Proposal. Proposer will also be required to submit

(concurrently) a project status report describing the current status of each task, an updated schedule, and major project issues.

### **3.16. SUBCONTRACTORS**

The Proposers must describe in their proposals the areas that they anticipate subcontracting to specialty firms. Identify the firms and describe how Proposer will manage these subcontracts. The firms shall be listed on the [Designation of Prime, Subcontractors, and Suppliers form](#), which is included in the Proposal forms section of this Request For Proposal.

### **3.17. FRANCHISE TAX FORM 590**

The Proposer to whom the contract award is made shall furnish the District with a completed State of California Franchise Tax Form 590. A blank Form 590 will be provided with the contract documents.

### **3.18. NOTICE RELATED TO PROPRIETARY/CONFIDENTIAL DATA**

Proposers are advised that the California Public Records Act (the “Act”, Government Code §§ 6250 et seq.) provides that any person may inspect or be provided a copy of any identifiable public record or document that is not exempted from disclosure by the express provisions of the Act. Each Proposer shall clearly identify any information within its submission that it intends to ask the District to withhold as exempt under the Act. Any information contained in a Proposer’s submission which the Proposer believes qualifies for exemption from public disclosure as “proprietary” or “confidential” must be identified as such at the time of first submission of the Proposer’s response to this RFP. A failure to identify information contained in a Proposer’s submission to this RFP as “proprietary” or “confidential” shall constitute a waiver of Proposer’s right to object to the release of such information upon request under the Act. The District favors full and open disclosure of all such records. The District will not expend public funds defending claims for access to, inspection of, or to be provided copies of any such records.

### **3.19. CONTRACT**

The District’s standard contract is included in the Sample Contract section of this Request for Proposal. The District may reject proposals that contain exceptions to the Terms and Conditions included in the sample contract.

### **3.20. SUPPLIER EDUCATION & ECONOMIC DEVELOPMENT (SEED) PROGRAM**

#### **3.20.1 POLICY STATEMENT**

The Sacramento Municipal Utility District (the District) is committed to achieving full and equal contracting opportunity for ratepayers doing business with the District. The District recognizes the economic benefit provided by its contracting activity and has adopted this policy to promote the economic development of its ratepayer businesses. This program will provide direct

economic benefit to the District's customer-owners, and will complement other District economic development programs.

### **3.20.2 REQUIREMENTS AND PROGRAM ELEMENTS**

A description of the District's Supplier Education & Economic Development Program is included in this Request for Proposal. Proposers must comply with all the requirements specified in the program description and complete the form titled, ["Designation of Prime Contractor, Subcontractors and Suppliers"](#).

### **3.21. ENVIRONMENTAL PROCUREMENT**

The District has adopted an Environmental Protection Policy in which it commits to environmental stewardship, the conservation of natural resources, reductions in the use of hazardous substances, reductions in mobile sources of NOx emissions, and recycling and responsible disposal. The District will promote environmental procurement practices that will minimize environmental impacts, conserve natural resources, and reward environmentally conscious manufacturers and contractors, while remaining fiscally responsive. To further its policy the District will favor environmentally preferable procurements when price, quality and availability are equal. To this end, the District will endeavor to reward environmentally conscious manufacturers, suppliers and contractors with contracting opportunities that address these policy goals in addition to providing the District and its customer-owners fiscally responsible procurement options.

### **3.22. SAFETY PROGRAM**

All Proposers shall execute and submit with their Proposal the form titled, ["Safety Compliance Certificate"](#). Submittal of this completed form will certify that the Proposer has:

3.22.1 An effective Injury and Illness Prevention Program, which meets the requirements of all applicable laws and regulations, including but not limited to, California Labor Code Section 6401.7;

3.22.2 Proposer agrees that it is fully responsible for the acts and omissions of its subcontractors and all persons either directly or indirectly employed by Proposer.

Such certification shall be made by the person with the authority and responsibility for implementing and administering Proposer's Injury and Illness Prevention Program.

### **3.23. CONFLICT OF INTEREST DISCLOSURE NOTICE**

All Proposers shall execute and submit with their Proposal the form titled, ["Conflict of Interest Disclosure Form"](#). Submittal of this completed form will certify that the Proposer is not receiving compensation from, does not have a financial interest in, nor has any other type of existing or future contractual involvement with any supplier of hardware or software products or

services whose products or services may be reviewed within the scope of services. Contractor shall have no “teaming,” “partnering,” or affiliate relationship with any such equipment, software or service providers that could be viewed as giving the appearance of impropriety and/or the fact or the appearance of a conflict-of-interest.

Such certification shall be made by the person with the authority and responsibility to do so.

## **4. SUPPLIER EDUCATION & ECONOMIC DEVELOPMENT (SEED) PROGRAM**

### **4.1. INTRODUCTION**

The Sacramento Municipal Utility District (the District) is committed to achieving full and equal contracting opportunity for ratepayers doing business with the District. The District recognizes the economic benefit provided by its contracting activity and has adopted this policy to promote the economic development of its ratepayer businesses. This program will provide direct economic benefit to the District's customer-owners, and will complement other District economic development programs.

### **4.2. OVERVIEW**

The District's SEED Program creates contracting opportunities for local small businesses. To qualify, a business must be certified as a Small Business or Microbusiness by the state Department of General Services (DGS) and must be a SMUD ratepayer for the past six months at the DGS certification address of record. Additional features are described below.

### **4.3. PROGRAM GOALS AND INCENTIVES**

The District promotes a goal of 20% SEED participation in District contracts. To achieve this, the District has established the following program incentives:

- 4.3.1 SEED Price Advantage- SEED qualified bidders will receive a price advantage which is 5% of the lowest responsible bid as determined by the District. This amount will be subtracted from all SEED qualified bids for evaluation purposes. The maximum SEED price advantage is \$250,000, which is 5% of a bid of \$5 Million.
- 4.3.2 RFP SEED Evaluation Points-(if applicable) Request for Proposal (RFP) solicitations are evaluated using published criteria and are evaluated on a 100 point scale. Ten evaluation points are awarded to SEED qualified prime Proposers. Non- SEED prime Proposers may earn up to 10 evaluation points for proposing 20% or more SEED subcontracting. Proposals with less than 20% SEED subcontracting will be awarded a pro-rata share of these points for the percentage of proposed SEED subcontracting.
- 4.3.3 SEED Subcontracting- Non- SEED bidders may participate in the SEED program by subcontracting with SEED vendors. The District currently promotes a goal of 20% SEED subcontracting.
- 4.3.4 Non- SEED bidders proposing less than 20% SEED subcontracting will receive a price advantage of 5% of the total value of all its SEED subcontracting bids. This advantage is

capped at \$250,000 but will not exceed the calculated price advantage available to SEED primes if it is less.

- 4.3.5 Non-SEED bidders proposing 20% SEED subcontracting or more will receive the full calculated price advantage available to SEED prime bidders.
- 4.3.6 To receive SEED subcontracting credit, non-SEED bidders and Proposers must submit the District's "Designation of Prime, Subcontractors and Suppliers Form" (see forms in Section 3) and must list the SEED subcontractors they propose to utilize. In addition, prime bidders and Proposers are responsible for completing a SEED Program Qualification form for each SEED-qualified vendor listed.
- 4.3.7 "Subcontractor" refers to firms named in a proposal and listed on the "Designation of Prime, Subcontractors and Suppliers Form", who will perform specific tasks of the contracted work. For District construction contracts the definition of Subcontractor as prescribed by the Public Contract Code shall apply. For all other District contracts, a Subcontractor is defined as an individual or firm providing supplies or services to the Proposer, which are specific to a District solicitation, and provided under a separate contract agreement with the Proposer and having no employment relationship with the Proposer. As such, payments made by the Proposer to subcontractor individuals must not be subject to payroll withholding taxes. SEED subcontractors must fulfill a commercially useful function. Business arrangements where SEED subcontractors do not add substantial, identifiable value to the deliverable product or service are not acceptable.
- 4.3.8 In consideration of the price and evaluation points provided for SEED subcontracting, the Proposer, upon contract award, will be legally obligated to subcontract with all firms listed on the "Designation of Prime, Subcontractors and Suppliers" form in the proposal. The District, at its option, will monitor the utilization of subcontractors as declared by the prime contractor in its proposal.
- 4.3.9 Substitution of any subcontractor requires prior written approval from the District. If the winning bidder or Proposer received SEED subcontractor price advantage(s) or evaluation points, the District, at its option, may require the Proposer to replace the rejected SEED subcontractor with another qualified SEED subcontractor.

#### **4.4. SEED PROGRAM QUALIFICATION**

- 4.4.1 Vendors must meet both of the following qualifications to participate in the SEED Program:
- 4.4.2 Certification- the California Department of General Services (DGS), Office of Small Business and DVBE certification must certify the vendor as a Small Business or Microbusiness. This is the only certification accepted by the District. Vendors must be



certified by the bid-opening date (IFBs) or proposal due date (RFPs) as applicable, to qualify for the SEED Program.

- 4.4.3 Ratepayer Qualification- the vendor must qualify as a SMUD ratepayer for the preceding 6 months prior to the bid or proposal due date. This will be based on the physical address of the business as recorded by the Department of General Services in its Small Business certification record. As a general rule this will be the address shown on the DGS Small Business certificate. The District will make a qualification determination where the address shown on the Small Business certificate is a post office box, other mail receiving only address or a leased facility where utilities are included in the lease agreement.

#### **4.5. CONTRACT COMPLIANCE**

The District may conduct post-award monitoring of any contract, which includes SEED participation. Contractors are required to maintain certified payroll reports by the contractor and all subcontractors, regardless of contract amount. The District may require the contractor to provide other related documentation to verify SEED participation equal to or greater than the participation levels stated at the time of award.

#### **4.6. FALSIFICATION OF INFORMATION**

Falsification of information on the forms required by this solicitation may cause the District to cancel any existing contracts with the Proposer/vendor and may disqualify the vendor from contracting with the District in the future.

A firm claiming SEED/ratepayer status under false pretenses will be disqualified from doing business with the District for a period of not less than one year and not more than five years unless the District's General Manager determines that the offending firm should be permanently barred from bidding on a District contract. False pretenses include designating SEED subcontractors for scopes of work that they will not fully perform, using SEED firms as a "pass-through" to inflate actual participation, or any other action that subverts the District's intended benefits to SEED participation. The District may seek all legal remedies available under the law against such Proposers.

#### **4.7. ADDITIONAL INFORMATION**

The District's Supplier Diversity Unit is responsible for the administration of the SEED Program. The Supplier Diversity Unit is available during regular District business hours, to provide all SEED Program participants with additional information resources to encourage participation in the SEED Program. The Supplier Diversity Unit can be contacted by telephone at (916) 732-5604. In addition, the District publishes current procurement opportunities and program information on its Internet website at [www.bids.SMUD.org](http://www.bids.SMUD.org).

## 5. PROPOSAL EVALUATION CRITERIA

**PROPOSAL EVALUATION CRITERIA:** The proposals submitted in response to this Request for Proposals shall be evaluated for award based on the following criteria and weighting. If applicable the price will be adjusted for evaluation purposes in accordance with the SEED Program price advantages described in Section 4 of this document.

Item	Criteria Description	Weighting
1.	<b>Mandatory Requirements***</b>	<b>Pass/Fail</b>
2.	<b>SEED Program Evaluation Points</b>	<b>10%</b>
3.	<b>Proposer's Experience and Qualifications</b>	<b>50%</b>
4.	<b>Commercial Terms (Price)*and Compliance with District Contractual Terms**</b>	<b>40%</b>
	<b>Total</b>	<b>100%</b>

\*\*\* **MANDATORY REQUIREMENTS**

Proposal must achieve a Passing score on Evaluation Criteria 1 above to be declared responsible

**MINIMUM SCORE THRESHOLD:**

Proposers not obtaining a **MINIMUM** score of 40 points on Section 3 (Proposer's Experience and Qualifications) above will be considered **non-responsive**.

\* More weight has been given to the management and technical ability of the Proposer than on price. In the event it is evident that the prices proposed are unbalanced as to items charged or are otherwise determined by the District to be unfair or unreasonable, the District reserves the right to reject the proposal and award to the Proposer who otherwise meets the requirements of this Request for Proposal.

\*\* Non compliance may result in the District's rejection of a Proposer's proposal.

## 6. PROPOSAL REQUIREMENTS

TO FACILITATE THE DISTRICT'S PROPOSAL REVIEW PROCESS, IT IS REQUIRED THAT EACH PROPOSAL CONTAINS ALL OF THE INFORMATION WITHIN THIS SECTION AND IS ORGANIZED IN THE SEQUENCE THAT THE ITEMS APPEAR IN THIS SECTION.

THE PROPOSER SHALL SUBMIT Four (4) copies OF THE PROPOSAL IN HARD COPY AND ONE (1) IN ELECTRONIC (ON CD) FORMAT.

SEE THE TABLE OF CONTENTS FOR A LISTING OF THE CONTENTS WITHIN THIS SECTION.

PROPOSALS SHALL BE PRINTED ONE-SIDED, 8-1/2 X 11" SIZE AND EASILY REMOVABLE FROM ANY BINDING -- E.G. no glued or spiral binding.

The District will provide an electronic copy of the Proposal Forms in MS Word 7.0 (or newer) which contains fill-in fields. The document is labeled *RFP Proposal Fill-in Forms*. Proposers may use the Forms provided to submit Proposals. Please provide responses to all questions in the block (fill-in fields) following every question. The fill-in fields will expand to accommodate your answer. Pictures, charts and graphs may also be inserted into the fill-in fields or may be attached as a separate documents if necessary

Note: The content of the *RFP Proposal Fill-in Forms* is identical to that posted in Adobe format on the EBSS Web site. Page numbering may vary when complete as a result of the fill-in-fields.

**6.1. PROPOSAL AGREEMENT NO. 090367.TB**

PROPOSAL AGREEMENT: In compliance with Request for Proposal No. **090367.TB**, **SMART GRID ENGINEERING & CONSULTING SERVICES**, the undersigned hereby proposes and agrees to provide the services described, at the rates and dollar limits defined in the Proposal Rate Schedule attached hereto.

It is understood that this proposal constitutes a firm offer that cannot be withdrawn for ninety (90) calendar days after the submission date for the proposals.

The undersigned certifies that he/she has examined and is familiar with the content of this Request for Proposal; also that he/she has checked all the figures shown in the proposed Rate Schedule and other attachments hereto and understands that the Sacramento Municipal Utility District will not be responsible for any errors or omissions on Contractor's part in preparing this proposal.

The undersigned further agrees, if awarded the contract, that he/she will commence the work within the time set forth and will perform the work in accordance with the contract documents attached to this Request for Proposal.

Attached hereto and made a part thereof by this reference are proposal forms pages 6-3 through 6-8, the Detailed Proposal and the Bid Schedule.

**PROPOSER:**

<b>Company:</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Signed:</b>		
<b>Print Name:</b>		
<b>Title:</b>		
<b>Telephone:</b>	<b>Fax:</b>	
<b>Email:</b>	<b>Date:</b>	

**6.2. SAFETY COMPLIANCE CERTIFICATE**

I, \_\_\_\_\_ the undersigned,

\_\_\_\_\_  
(Print Company Representative Name)

of

\_\_\_\_\_  
(Print Company Representative Title)

hereby certify the

\_\_\_\_\_  
(Print Company Name)

information contained herein and that undersigned is duly authorized to certify the that:

- A. Contractor has an effective Injury and Illness Prevention Program which meets the requirements of all applicable laws and regulations, including, but not limited to, California Labor Code Section 6401.7. (This section does not apply if Contractor does not perform any work under this agreement within the State of California.) and

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=lab&group=06001-07000&file=6400-6413.5>

- B. Contractor agrees that it is fully responsible for the acts and omissions of its subcontractors and all persons either directly or indirectly employed by Contractor.

- C. The above-named person has the authority and responsibility for implementing and administering Contractor's Injury and Illness Prevention Program.

IN WITNESS WHEREOF, the undersigned has executed this Safety Compliance Certificate under the penalty of perjury of the laws of the State of California on:

<b>Signed:</b>
<b>Print Name:</b>
<b>Date:</b>

**6.3. NONCOLLUSION STATEMENT****TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH PROPOSAL**

I, \_\_\_\_\_ am the  
\_\_\_\_\_  
(Print Company Representative Name)

\_\_\_\_\_ of  
\_\_\_\_\_  
(Print Company Representative Title)

\_\_\_\_\_ the party making the  
\_\_\_\_\_  
(Print Company Name)

foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other Bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

<b>Signed:</b>
<b>Print Name:</b>
<b>Title:</b>

**6.4. PROMPT PAYMENT PROGRAM**

The District has a prompt payment program for small businesses which are certified by the State Department of General Services.

Under the program, the District will guarantee payment of invoices within 20 calendar days from the date of inspection and acceptance by the District or the date correct invoices are received, whichever is later.

If the District fails to meet the 20 calendar days payment guarantee, the small business will be paid interest on the unpaid invoice at prime plus 2% APR. Late interest payments, if applicable, will be made without an additional invoice from the small business.

To participate in this program, please indicate “prompt payment” below and provide evidence of certification with your bid.

Bidder is eligible for, and is requesting, a prompt payment program:

☐ YES    ☐ NO

**PROPOSER:**

<b>Company:</b>
<b>Signed:</b>
<b>Print Name:</b>

**6.5. SEED PROGRAM SMALL BUSINESS DECLARATION**

Complete this form to apply for SEED Program consideration. To qualify for the SEED Program, a firm must have a current certification as a Small Business from the California Department of General Services. In addition, the firm must qualify as a SMUD ratepayer for the preceding six months by receiving SMUD electric service at the principal office\* listed by the Department of General Services. If your firm or one of your proposed subcontractors qualifies under these criteria, SMUD will validate all submitted information and determine the proposing firm's SEED Program qualification.

**To expedite the verification process:**

**1) Submit a copy of the most recent SMUD statement for the principal office shown on your DGS Small Business application**

**OR**

**2) \_\_\_\_\_ If the firm leases its principal space from a property management company or a landlord and the SMUD utilities are included in the lease, please initial in the blank space provided above and attach a copy of the current lease showing the dates of occupancy, principal office of property and signatures of both parties**

**AND**

**Submit a copy of the current Small Business certification notice from the California Department of General Services.**

<b>Proposed SEED firm:</b>
<b>Contact Name:</b>
<b>Title:</b>
<b>Phone Number:</b>

I hereby certify that this firm qualifies for the SEED Program as defined above. This firm has been certified as a Small Business by the California Department of General Services.

I hereby swear that I am duly authorized to legally act on behalf of the above named company.

<b>Signed:</b>
<b>Print Name:</b>
<b>Title:</b>
<b>Date:</b>

If you or one of your proposed subcontractors is not certified by DGS and would like to become certified for future contracting opportunities, please refer to <http://www.smud.org/suppliers/supplier/seed.html> or contact SMUD Supplier Diversity at (916) 732-5623 or email [SEEDmgr@smud.org](mailto:SEEDmgr@smud.org).

**\*Principal office** means where the business is headquartered and conducts the management and operations of the business.



## 6.6. DESIGNATION OF PRIME CONTRACTOR, SUBCONTRACTORS AND SUPPLIERS

### (TO BE COMPLETE BY ALL BIDDERS/PROPOSERS)

The following are the names and business locations of the prime contractor and all subcontractors who will perform work or labor or render service to the Proposer in or about the work, or who will specially fabricate and install a portion of the work or improvement according to detailed drawings contained in the plans and specifications (as applicable) together with a statement of the portion of the work to be done by each subcontractor.

SEED Program - The Proposer may only count toward its SEED Program subcontracting credit those expenditures to subcontractors or contractors under a subcontractor that perform a commercially useful function. In addition, each contractor or subcontractor claiming SEED Program qualification shall complete the SEED PROGRAM SMALL BUSINESS DECLARATION.

	<b>Firm (Name and Address)</b>	<b>Work, Material or Service (Provide Brief Description)</b>	<b>Supplier Diversity/SEED Program Status</b>	<b>Percent (%) (Of Total Proposal Price)</b>	<b>Dollar Amount (Of This Firm's Work, Material or Service)</b>
1.	<b>PROPOSER/PRIME CONTRACTOR</b> Name _____ Address _____ City, State, Zip _____ Primary Contact _____ Phone # _____ License Number & Classification _____	_____	<b>SEED Qualified</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ % <b>of Total Proposal</b>	\$ _____ <b>Amount of Total Proposal</b>
2.	<b>SUBCONTRACTOR</b> Name _____ Address _____ City, State, Zip _____ Primary Contact _____ Phone # _____ License Number & Classification _____	_____	<b>SEED Qualified</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ % <b>of Total Proposal</b>	\$ _____ <b>Amount of Total Proposal</b>
3.	<b>SUBCONTRACTOR</b> Name _____ Address _____ City, State, Zip _____ Primary Contact _____ Phone # _____ License Number & Classification _____	_____	<b>SEED Qualified</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ % <b>of Total Proposal</b>	\$ _____ <b>Amount of Total Proposal</b>
4.	<b>SUBCONTRACTOR</b> Name _____ Address _____ City, State, Zip _____ Primary Contact _____ Phone # _____ License Number & Classification _____	_____	<b>SEED Qualified</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	_____ % <b>of Total Proposal</b>	\$ _____ <b>Amount of Total Proposal</b>

**DESIGNATION OF PRIME CONTRACTOR, SUBCONTRACTORS AND SUPPLIERS**

(Continuation Page ; may be duplicated as needed)

<b>SUBCONTRACTOR</b> Name _____ Address _____ City, State, Zip _____ Primary Contact _____ Phone # _____ License Number & Classification _____	_____	<b>SEED Qualified</b> <b>Yes      No</b> <input type="checkbox"/> <input type="checkbox"/>	_____% <b>of Total Proposal</b>	\$ _____ <b>Amount of Total Proposal</b>
<b>SUBCONTRACTOR</b> Name _____ Address _____ City, State, Zip _____ Primary Contact _____ Phone # _____ License Number & Classification _____	_____	<b>SEED Qualified</b> <b>Yes      No</b> <input type="checkbox"/> <input type="checkbox"/>	_____% <b>of Total Proposal</b>	\$ _____ <b>Amount of Total Proposal</b>
<b>SUBCONTRACTOR</b> Name _____ Address _____ City, State, Zip _____ Primary Contact _____ Phone # _____ License Number & Classification _____	_____	<b>SEED Qualified</b> <b>Yes      No</b> <input type="checkbox"/> <input type="checkbox"/>	_____% <b>of Total Proposal</b>	\$ _____ <b>Amount of Total Proposal</b>
<b>SUBCONTRACTOR</b> Name _____ Address _____ City, State, Zip _____ Primary Contact _____ Phone # _____ License Number & Classification _____	_____	<b>SEED Qualified</b> <b>Yes      No</b> <input type="checkbox"/> <input type="checkbox"/>	_____% <b>of Total Proposal</b>	\$ _____ <b>Amount of Total Proposal</b>
<b>SUBCONTRACTOR</b> Name _____ Address _____ City, State, Zip _____ Primary Contact _____ Phone # _____ License Number & Classification _____	_____	<b>SEED Qualified</b> <b>Yes      No</b> <input type="checkbox"/> <input type="checkbox"/>	_____% <b>of Total Proposal</b>	\$ _____ <b>Amount of Total Proposal</b>

**6.7. DETAILED PROPOSAL****6.7.1 Evaluation Criteria 1 Mandatory Pass/Fail Requirements****Conflict of Interest Requirements**

**Proposer is not receiving compensation from, does not have a financial interest in, nor has any other type of existing or future contractual involvement with any supplier of hardware or software products or services whose products or services may be reviewed within the scope of services. Contractor shall have no “teaming,” “partnering,” or affiliate relationship with any such equipment, software or service providers that could be viewed as giving the appearance of impropriety and/or the fact or the appearance of a conflict-of-interest.**

1. Confirm, yes or no, whether you can comply with the Conflict of Interest requirement above. By indicating “yes” below, you are confirming that you comply with the Conflict of Interest requirements above. A “no” answer indicates you cannot comply with the Conflict of Interest requirements above.

**Response:**

**Experience Requirements**

2. Confirm, yes or no, whether the proposed project team has five (5) years of significant consulting and engineering engagements with the technology areas listed in section 2.6 and other related technologies.

**Response:**

3. Confirm, yes or no, whether the proposed project team has at least ten (10) years of experience with distribution system engineering (planning and operations).

**Response:**

4. Confirm, yes or no, whether the proposed project team has at least one (1) year experience in the electric utility industry, working with a customer base similar to the District’s (at least 500,000 customers in both metropolitan and rural areas)

**Response:**

**6.7.2 Evaluation Criteria 2 SEED Program Evaluation Points**

Ten evaluation points will be awarded to SEED qualified prime Proposers. Non-SEED prime Proposers will receive up to ten evaluation points on a pro-rata basis for proposing at least 20% subcontracting which utilizes SEED subcontractors. Details are in the Supplier Education & Economic Development section of this document.

**6.7.3 Evaluation Criteria 3 Proposer's Experience and Qualifications**

*Please respond to all criteria in the block following each criterion. Do not use attachments, URLs or referrals to supplemental materials enclosed as an attachment to your proposal unless otherwise indicated. Any responses not following this format will be considered non-responsive and awarded zero (0) points for that criterion.*

This section shall include, but is not limited to, the following information:

Considering the strategic operational value of the District's future smart grid, special emphasis is placed on the importance of relevant industry experience, familiarity with an electric utility operating environment, knowledge of suitable technologies and vendors, expertise in adjunct applications, understanding of the public power sector and its unique challenges, and the overall energy climate in California.

5. Provide a project organization chart that lists the proposed team members and their roles.

<b>Response:</b>
------------------

6. Include a brief (1-2 pages) resume for each of the proposed team members. The resumes shall include as a minimum the following information:

- Name
- Position
- Proposed role/classification
- Amount of time working for Proposer
- Experience Summary—highlight information related to the Scope of Work and experience requirements of this Request for Proposal as defined in Section 2.4, including but not limited to the following information:
  - Detailed qualifications that support fulfillment of Mandatory Requirements related to the smart grid and utility technologies and Roles/Classifications listed above
  - Recent experience with and knowledge of current trends and practices with smart metering infrastructure, smart grid and other products/functionality available in the smart grid market place
  - Relevant electric utility industry experience, including familiarity with the operating environment
  - Knowledge of relevant technologies and vendors

- Expertise in adjunct applications
- Educational Background

**Response:**

7. Proposer shall present the detailed qualifications of an experienced and proven team that includes the required project management, engineering, technical, IT, economic and modeling analysis skills, whose members collectively have at least 5 years of individual experience in the areas listed below. Please identify and describe specific projects that demonstrate the requisite experience. Description should include, but not be limited to, the scope of the project, the duration of the project, the project team members involved and their roles/responsibilities. If one project example covers multiple areas, please list it in each applicable area, otherwise full points may not be awarded.

- a) Smart metering infrastructure;

**Response:**

- b) Dynamic pricing models including critical peak pricing;

**Response:**

- c) Demand response management technologies;

**Response:**

- d) SCADA and Protection Control Systems (electric utility distribution SCADA);

**Response:**

- e) Transformer equipment monitoring;

**Response:**

- f) Home Area Networks and integration with distribution automation systems;

**Response:**

- g) Distributed generation technologies including photovoltaics and central plant operations;

**Response:**

- h) Distribution Management Systems including Outage Management System functionality and optimization;

**Response:**

- i) Intelligent/automated switching

**Response:**

- j) Smart EMS

**Response:**

- k) Conservation Voltage/VAR regulation

**Response:**

- l) Integration of all of the above with automated distribution technologies.

**Response:**

- m) Smart grid component economic analysis and justification.

**Response:**

- n) Smart grid system engineering, involving multiple smart grid technologies. Identify relevant technologies and roles played by team.

**Response:**

- o) Smart grid system communication technologies. Identify relevant technologies and roles played by the team.

**Response:**

- p) Smart grid component integration. Identify relevant components, levels of integration, and roles played by the team.

**Response:**

- q) Smart grid component implementation. Identify relevant components, level of implementation, and roles played by the team.

**Response:**

8. Please describe the background, education and experience of the team relevant to the engineering components outlined above.

**Response:**

9. Please provide evidence of prior experience and detailed familiarity with electric utility infrastructure, operation practices and strategic objectives.

**Response:**

10. For at least two (2) electric utilities of the District's size or larger, respondents shall demonstrate their experience in:

- Smart metering infrastructure;
- Dynamic pricing models including critical peak pricing;
- Demand response management technologies;
- SCADA and Protection Control Systems;
- Transformer equipment monitoring;
- Conservation Voltage/VAR regulation
- Home Area Networks and integration with distribution automation systems;
- Distributed generation technologies including photovoltaics and central plant operations;
- Distribution Management Systems including Outage Management System functionality and optimization;
- Intelligent/automated switching
- Smart EMS
- Integration of all of the above with automated distribution technologies.

Please describe in detail at least two (2) engagements which combined meet the criteria noted above.

**Response:**

11. Identify two (2) or more other engagements on which the majority of the proposed team members have successfully collaborated. Identify the scope of the project, team members involved and their roles/responsibilities.

**Response:**

12. Please describe the experience of the team in working with publicly owned electric utilities.

**Response:**

13. Please describe the experience of the team working within the California energy environment.

**Response:**

14. Identify roles, contributions and participation in industry organizations such as: Utilities Telecom Council (UTC), Utilimetrics, Electric Power Research Institute (EPRI) and other similar agencies or industry standards groups.

**Response:**

15. The Proposer must ensure in writing, that to the extent within its control, the personnel proposed to work on this project shall remain available to the project for the full term of the contract.

**Response:**

#### **6.7.4 Evaluation Criteria 4 Commercial Terms (Price) and Compliance with District's Contractual Terms**

- A. This section includes the cost information contained in the Bid Schedule section of this Request for Proposal.
- B. The Proposer shall note all exceptions taken to this Request for Proposal including the contract terms and conditions of the contract included in the Sample Contract section of this Request for Proposal. The District reserves the right to reject any proposal based on noncompliance with the attached contract terms and conditions.

**Response:**



**6.8. BID SCHEDULE****RFP No. 090367.TB**

In accordance with this Request for Proposal, the Proposer agrees to provide the services described in the Scope of Services, at the rates shown in this Schedule.

The quantities shown below are approximate only and being given as a basis for the comparison of proposals. The District does not, expressly or by implication, propose or agree that the actual quantities of work will correspond therewith, but reserves the right to increase or decrease the amount of any portion of the work shown, or to omit portions of said work, as may be deemed advisable by the District. Payment will be made on the basis of quantities actually performed.

ITEM NO.	DESCRIPTION	EST. QTY.	UNITS	BILLING RATE	TOTAL AMOUNT
1.	Project Manager	1000	Hours	\$	\$
2.	Smart Grid Technical Architect	250	Hours	\$	\$
3.	Smart Grid Technical Systems Integrator	1000	Hours	\$	\$
4.	Executive Consultant	120	Hours	\$	\$
5.	System Administrator	800	Hours	\$	\$
6.	Power Systems Engineer	250	Hours	\$	\$
7.	Telecom Engineer	250	Hours	\$	\$
8.	Demand Response/Economist/Rates Consultant/Analyst	300	Hours	\$	\$
9.	NTE travel and expenses for a two (2) week onsite engagement for entire project team, at the District Headquarters campus in Sacramento, CA.	5	Lump Sum	XXXXXX	\$
10.	TOTAL ITEMS 1 THROUGH 9	N/A	N/A	N/A	\$

**Note: The District's evaluations for award will include SEED Price Advantage calculations**

**LABOR HOUR BILLING RATES**

- The labor-hour billing rate shall include the following:
- Direct payroll costs.
- Benefits and burdens (including insurance, payroll taxes, vacation, holidays, sick leave, etc.).
- All overhead costs.
- Profit.

**Rates for Travel & Other Expenses**

A. District approved travel away from Contractor's office shall be reimbursed at cost based on actual receipts for air travel, car rental/taxis, and hotels. The District shall also pay the U. S.

General Services Administration per diem rate for the Sacramento Area to cover all meals and daily incidental expenses.

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_DOCUMENT&contentId=21399&noc=T](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_DOCUMENT&contentId=21399&noc=T)

- B. Mileage in Contractor's company car or personal vehicle shall be reimbursed at a rate not to exceed IRS Published Standard mileage rates.  
<http://www.irs.gov/formspubs/article/0,,id=178004,00.html>
- C. Material and subcontract cost shall be reimbursed at cost without markup
- D. Other direct and special costs, as approved in advance by the District, e.g. film, reproduction, telephone, computer usage, etc., shall be reimbursed at cost.

In case of discrepancy between the words and numbers of the bid price, the words shall govern. In case of discrepancy between the unit prices bid and the extensions thereon, the unit prices shall govern. In case of an error in the addition of the total bid amount for all bid items the corrected total shall govern.

The rates proposed above shall remain fixed for the duration of the contract unless otherwise approved in writing by the District.

**PROPOSER:**

<b>Company:</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Signed:</b>		
<b>Print Name:</b>		
<b>Title:</b>		
<b>Telephone:</b>	<b>Fax:</b>	
<b>Email:</b>	<b>Date:</b>	

**6.9. CONFLICT OF INTEREST DISCLOSURE FORM**

I, \_\_\_\_\_ the undersigned,

\_\_\_\_\_  
(Print Company Representative Name)

of

\_\_\_\_\_  
(Print Company Representative Title)

hereby certify the

\_\_\_\_\_  
(Print Company Name)

information contained herein and that undersigned is duly authorized to certify that the contractor is not receiving compensation from, does not have a financial interest in, nor has any other type of existing or future contractual involvement with any supplier of hardware or software products or services whose products or services may be reviewed within the scope of services. Contractor shall have no "teaming," "partnering," or affiliate relationship with any such equipment, software or service providers that could be viewed as giving the appearance of impropriety and/or the fact or the appearance of a conflict-of-interest.

**Signed:**

**Print Name:**

**Date:**

## **7. SAMPLE CONTRACT**

**Note: The Sample Contract is attached as a separate document.**