REQUEST FOR PROPOSAL

Energy Data Management Software Implementation Project

June 20, 2017

This Request for Proposal (RFP) is being sent to pre-qualified consulting firms to act as the Consultant in the completion of the District’s Energy Data Management Software Implementation Project. Proposals for providing these services will be received by 4:30 P.M. on June 30, 2017. Late submittals will not be considered. Proposals are to be delivered to:

Chandra Yadati, Director of Information Technology
Northeast Ohio Regional Sewer District
3900 Euclid Avenue
Cleveland, OH 44115-2504
Attn: Tom Lazio, Manager of Application Support

A digital copy of the technical proposal can be emailed to laziot@neorsd.org or a CD/USB drive using Microsoft Word or Adobe Acrobat file format can be delivered to 3900 Euclid Avenue, Cleveland, Ohio 44115 by the submission deadline. Questions regarding this RFP shall be directed to Thomas Lazio at laziot@neorsd.org. The District will attempt to respond to e-mail within one (1) business day. Questions and responses deemed to be of general interest will be distributed to all vendors.

The RFP is organized as follows:

SECTION I. INTRODUCTION
SECTION II. SCOPE OF WORK
SECTION III. SCHEDULE
SECTION IV. DISTRICT RESPONSIBILITY
SECTION V. PROPOSAL FORMAT AND REQUIRED INFORMATION
SECTION VI. EVALUATION OF PROPOSALS
SECTION VII. SELECTION PROCESS
Figures and Attachments

The following figures and attachments are included in this RFP.

Attachment A    Cost Proposal Worksheet
Attachment B    NEORSD Standard Clauses for Professional Services Agreements
Attachment C    Solution Checklist
SECTION I - INTRODUCTION

Introduction

The Northeast Ohio Regional Sewer District (the “District”) is seeking responses from qualified firms capable of fulfilling the District’s needs for a solution that will fulfill the goal to efficiently manage energy and utility data and track energy projects. This includes the efficient use of energy to process wastewater and all other District operations. The solution shall include software-as-a-service cloud based service (“Cloud Software as a Service” or “SaaS”) on a subscription basis for a commercially available, off-the-shelf product with necessary configurations. The use of this software should enable the District to store and track energy data in a central repository for reports and dashboards, set a baseline on all energy usage, track and monitor the success of energy saving projects and develop a carbon footprint for the District.

The Energy Data Management Software is part of a larger energy management initiative that will:

- Reduce energy costs and consumption across the District operating facilities by:
  - Develop energy management policies and goals
  - Collect data and establish baselines
  - Track projects and progress towards goals
  - Promote energy cost savings across the regional service environment

The District spends an estimated $19M annually on utilities. Significant savings could be achieved with a disciplined focus on energy management, energy efficiency, and conservation across the District facilities.

The District asks that respondents provide a list of standard configurations, functions, features, reports, tools, and other information that will allow the District to understand how the solution will fulfill the District’s requirements.

Background

Currently, the District spends approximately $19 Million per year on gas and electricity; approximately 63 percent ($12 million) is devoted to the wastewater treatment process. The District seeks a solution that will collect, correlate, and analyze the utility invoice data and allow for the import of sub-metered and interval data.

At this time, there is not an efficient way to get the full picture of energy consumption. The current process lacks the ability to centralize reports and is fragmented, manual, inconsistent, labor intensive, and prone to error. A software solution will resolve these issues and by tracking consumption and energy efficiency in a targeted and structured manner, but also assist with creating a carbon footprint and track additional inputs and processes such as waste, sludge, ash, and flow.
Project Goals and Overview

Through an RFP, the District’s Energy Data Management Software Implementation Project will acquire software and professional services to implement an Energy Data Management Software system. It is expected that the solution will provide a three (3) year term. The Energy Data Management Software Implementation Project has an estimated start date of August 28, 2017. The objectives of this project include the following:

- Perform a requirements analysis of the District’s Energy Data Management processes.
- Perform software setup, configuration, assign users and roles.
- Perform training on Energy Data Management software.
- Perform user acceptance testing of setup and configuration.
- Provide go-live and ongoing support

Major Functional Requirements of Solution

The proposed software solution will fill the following functional requirements:

- Collect valid data with flexibility to include automation in the future
- Collect, compress, and analyze data from various sources and output as valid reports, which then become the basis for regular interventions in the energy system
- All areas of energy management should be supported by the system. Comprehensive data collection:
  - Electric utility
  - Natural Gas Utility
  - Fleet Fuel
  - Backup Generator Fuel Storage
  - Building Management Systems
  - Sub-Meters
- Tracking On-site Renewable Energy Generation
- Detailed analysis
- Flexible inclusion of staff
- Ability to collect automated data but also allow manual input
SECTION II - SCOPE OF WORK

The Energy Data Management Software Implementation Project shall include the following Tasks:

Task A – Perform Energy Data Management Process Requirements Definition
Task B - Perform Software Setup and Configuration
Task C – Provide Training and User Acceptance Support
Task D – Provide Go-Live and Ongoing Support

The Consultant shall provide details as to the method of accomplishing the Scope of Work for each of the tasks noted. The Consultant’s proposal shall address all objectives for each task as outlined in the Scope of Work. Alternatives and additional goals to the defined Scope of Work (e.g. task additions) and its cost must be submitted as an appendix to the main proposal.
Task A – Perform Energy Data Management Process Requirements and Design

This task will consist of conducting interviews with Energy Data Management stakeholders to define and document the Energy Data Management processes and determine the requirements and design for the new software application.

The District expects a comprehensive and detailed analysis, business and functional requirements, and design document describing the information gained from the stakeholders’ interviews.

Objective:
- Determine and document energy data requirements for each stakeholder
- A complete and comprehensive analysis and assessment of the identified requirements and provide a recommendation for business processes that require customization or where deficiencies are encountered.

Deliverable:
- A fully defined Energy Data Management Requirements and Design document

Task B: Perform Software Setup and Configuration

From the requirements analysis and design, the Consultant will setup/configure and setup workflow processes for an Energy Data Management system that will fulfill the requirements documented in the Energy Data Management Requirements Design document and provide a highly available, high-performing, flexible, and secure solution.

Objective:
- A system that the stakeholders have the opportunity to validate the configurations meet the defined requirements as documented in the Energy Data Management Requirements and Design document

Deliverable:
- A fully functional Energy Data Management software application that fills the requirements documented in the Energy Data Management Requirements and Design document and is available for user acceptance testing.

Task C – Provide Training and User Acceptance Support

This task is intended to provide administration and functional user training of the Energy Data Management software application and provide support and defect resolution during the acceptance testing phase of the project.

Objective:
• To obtain administrative and functional training, with corresponding training documentation that covers the administrative activities of the system and the functional aspects of the system.

**Deliverables:**

- Delivery of system administrative and functional training to appropriate District staff
- Fully documented Training aids
- Defect resolution of all issues found during acceptance testing

**Task D – Provide Go-live and Ongoing Support**

This task is intended to provide support and defect resolution during the go-live and ongoing support.

**Objective:**

- To provide go-live and ongoing support during the transition to a “live” system and to provide support for a period of three years thereafter.

**Deliverables:**

- Defect resolution of all issues found during go-live transition and post-go-live for a period of three years
- Administration support for a period of three years
SECTION III - SCHEDULE

Project Schedule – Energy Data Management Software Implementation Project

The Energy Data Management Software Implementation Project is envisioned as a three-month effort. A detailed schedule for the RFP evaluation and selection process is as follows:

- Issue RFP to Consultant Short-List June 20, 2017
- Consultant Proposals Due June 30, 2017 by 4:30 p.m.
- Consultant Selection July 21, 2017
- Consultant Contract Award – Notice to Proceed August 17, 2017
- Perform Scope of Work August 28, 2017

Consultants are to include a detailed preliminary project schedule in their technical proposal. The project schedule shall include anticipated completion dates for key task items. Consultants are free to include discussion on any recommended schedule modifications, citing reasons for any recommended schedule modifications.
SECTION IV – DISTRICT RESPONSIBILITY

Questions regarding the RFP should be emailed to Tom Lazio at laziot@neorsd.org. District personnel are available to meet with the Consultant teams to discuss the Energy Data Management Software Implementation Project during the Oral Presentation.

The District shall not be responsible for any costs incurred in relation to the preparation of the proposals, or regarding presentations and/or interviews. The District reserves the right to reject all proposals.

SECTION V - PROPOSAL FORMAT AND REQUIRED INFORMATION

A digital copy of the technical proposal can be emailed to laziot@neorsd.org or a CD / USB drive can be delivered to 3900 Euclid Avenue, Cleveland, Ohio 44115 by the submission deadline. If the proposal is emailed, then the Consultant must email Tom Lazio, laziot@neorsd.org, and state that the proposal was sent. The proposal must be formatted as follows:

Cover Letter (1 page)

Executive Summary (2 pages or less)

Section 1 - Company History (2 pages or less)

Section 2 – Anticipated Approach to the Project (5 pages or less)

Section II - Scope of Work contains a number of requests for items to be discussed in the proposal. Discuss the anticipated approach to the project overall and for each task.

In addition, the District invites alternatives to any approaches embodied in the Scope of Work. Any proposed alternatives shall be clearly identified in the technical proposal. In developing the level of effort (hours by tasks), the Scope of Work as provided herein shall be assumed as the base proposal. For each alternative task proposed, a total level of effort for the proposed alternative shall be separately identified and an appropriate deduction or addition of task hours shall be included.

The Consultant shall also discuss expected challenges during the project and potential approaches to these challenges. This part of the proposal will be used to evaluate the extent to which the Consultant understands the project, its magnitude and its complexity.
Section 3 – Consultant Qualifications (2 pages or less)

A statement of the Consultant’s qualifications, including a list of three (3) of the most recent similar projects completed. The following information shall be included for each of the three projects:

- Start and end dates of project;
- Consultant’s role in the project, and similarities with the Energy Data Management Software Implementation Project;
- Contact information (name, address, phone number) of individual responsible for project at the contracting agency.

Section 4 – Preliminary Schedule (1 pages or less)

A preliminary schedule showing the key tasks and activities and anticipated dates necessary to meet the Energy Data Management Software Implementation Project deadline identified in Section III - Schedule.

Attachment C – Solution Checklist

Complete Attachment C – Solution Checklist.
SECTION VI - EVALUATION OF PROPOSALS

Proposals submitted to the District for the Energy Data Management Software Implementation Project shall be evaluated by the Consultant Selection Committee utilizing the following criteria.

Pass/Fail Screening Criteria

Proposals not in compliance with the following pass/fail criteria will not receive additional consideration:

1. Avoidance of personal and organizational conflicts of interest as prohibited by State and local law.
2. Required information as specified in the RFP. The District will reject incomplete proposals.
3. Proposal conforms to Section V, Proposal Format and Required Information. Emphasis will be on whether the proposal demonstrates an understanding of the project scope and the District’s needs and requirements as specified in the RFP.
4. Proposals must be received on or before the deadline date.

Proposals that comply with the above will be scored based upon the criteria presented below.

Scoring Criterion I
Functionality
30% of the total score

Scoring will be based on the capability of the proposed application to meet the functional requirements as outlined in Section I

Scoring Criterion II
Method of accomplishing the Scope of Work
20% of the total score

Scoring will be based on consideration of the following:

1. Proposed organization of the work effort to include the following:
   - Collection, organization and display of data
   - Allocation of project staff to the different tasks and subtasks
   - Project communications
2. Innovations, alternatives, and enhancements to the Scope of Work as presented in the proposal.
3. Understanding of the appropriate levels of effort (hours) for various task areas. This evaluation will be based upon the estimated hours of effort for task areas as presented in the proposal.
Scoring Criterion III
Experience and past performance of the Consultant on similar projects
20% of the total score

This score will be based on:
1. The Consultant’s experience in conducting projects of similar nature and complexity.
2. The ability of the firm to draw upon this experience to benefit the project.

Scoring Criterion IV
Experience, qualifications, and commitment of proposed key project personnel
15% of total score

Scoring will be based on consideration of the following:
1. The experience of proposed project personnel.
2. Key project personnel must have held responsible project positions for similar projects.

Scoring Criterion V
Written quality of the proposal
10% of the total score

Scoring will consider the responsiveness of the proposal to the requests and requirements of the RFP. Additionally, proposals are expected to be organized, concise and well written.

Scoring Criterion VI
Quality of the oral presentation of the proposal; clarity
5% of the total score

The primary basis for the score will be comprised of the following:

- Answers to questions that may arise from the Energy Data Management Software Implementation Selection Committee during the interviews
- Demonstration of the Consultant’s project team’s understanding of the District's goals for the project
SECTION VII - SELECTION PROCESS

Once all proposals have been received, the following steps will be followed to select the Consultant:

1. Technical proposals will be reviewed by the Energy Data Management Software Implementation Consultant Selection Committee. Additionally, a phone survey may be conducted to evaluate the past performance of the participating firms on similar jobs. This survey will be limited to the contacts provided in the proposal as required in Section III, Experience and past performance of the Consultant on similar projects.

2. Each member of the selection committee will evaluate the Consultants based upon the predetermined selection criteria outlined in Section V of this RFP. All consultants who meet the minimum qualifications and comply with the pass/fail criteria will be scored up to and including the fifth criteria outlined in Section V. Only the top two proposals, based on score, will be given the opportunity to be evaluated against criteria VI. If you are amongst the top two (2) “short-list”, you’ll be notified by 4:30 p.m. on July 5, 2017 (or sooner) of your assigned time for the presentations during the week of July 17, 2017. Consultants not selected for the presentation will be notified. After the presentations, the selection committee will then meet to conduct the final steps of the evaluation process. The selected Consultant will be notified.

3. Negotiations will be conducted with the highest ranked firm to agree upon a final Scope of Work and the fees for those services as proposed in the Cost Proposal. The District intends to negotiate a not-to-exceed price for this project. After the final Scope of Work and fees have been negotiated, the maximum not-to-exceed price of the contract shall not be increased without written authorization by the District. Upon satisfactory completion of the contract, the District shall retain all remaining unused funds. Negotiations shall adhere to the following guidelines:

- The cost summaries shall contain a complete breakdown of man-hours for as many classifications as may be required, i.e., Project Manager, Project Associate, Network Engineer, Clerical etc. and the hourly base rate.

- Reimbursable expenses for traveling, lodging and meals shall adhere to District Guidelines for such expenses.

- No overtime will be incurred during the project without consent of the District. The District will pay any authorized overtime at straight time rates.

4. The Energy Data Management Software Implementation Project Consultant Selection Committee will report to the Board of Trustees and will make a recommendation to enter into a contract based on the outcome of the selection process.
END OF RFP

ATTACHMENTS AND APPENDICES TO FOLLOW
Attachment A

Cost Proposal Worksheet
Attachment B

NEORSD Standard Clauses for Professional Services Agreements

Attachment C

Solution Checklist

END OF ATTACHMENTS AND APPENDICES