



ArcFM Conversion
2090 Hilltop Circle
Roseville, California 95747

Request for Proposal (RFP)

ArcFM Conversion

Copies of this RFP are available at www.roseville.ca.us/ArcFM. Proposers are encouraged to register by sending an email to nblomquist@roseville.ca.us to assure receipt of any and all subsequent communications. All communications related to this RFP will be posted to www.roseville.ca.us/ArcFM and registered Proposers will be notified of all postings.

Date Issued: July 27th 2009
Date Due: August 27th 2009
Time Due: 3:00 pm Pacific Standard Time (PST)

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1 GENERAL INFORMATION

1.1 Overview of City

The City of Roseville is a community 17 miles northeast of Sacramento with a resident population of approximately 108,000. The City of Roseville's Electric Department is the City owned electric utility which serves approximately 52,000 customers within the City of Roseville. The Electric Department receives 230kV via its two receiving stations within the City, has 60kV sub-transmission and 12kV distribution network which is comprised of 13 sub stations and 96 feeders throughout the City. The Electric Department also provides electric power generation to offset a portion of the City's total demand.

1.2 Project Background

In 2008, the Electric Department began studying the feasibility of implementing a GIS solution. The City of Roseville's IT Department provided assistance with identifying the system requirements and helped the Electric Department conduct a pilot study. The factors that ultimately determined that GIS was a necessity were the redundant systems it would replace, the ability to model the system more accurately, and the introduction of Enterprise Asset Management (EAM) to the City. The EAM committee determined that using GIS as the system of record for horizontal assets is critical to the implementation of EAM. The electric distribution component of EAM is scheduled to initiate in fiscal year 2011/2012. The ArcFM conversion will need to be completed prior to this date in order to ensure the next step of the EAM can be completed on schedule. The Electric Department has been working in conjunction with the City's IT Department to migrate the AutoCAD distribution drawing into GIS for a small pilot area.

The IT Department is responsible for maintaining the City's GIS infrastructure including an enterprise geodatabase that contains the core data framework for the City including parcels, addresses, and road centerlines. This geodatabase also contains numerous data layers maintained by other departments such as Planning, Public Works, Environmental Utilities, Fire, and Police.

The enterprise geodatabase is housed in a SQL Server database running ESRI ArcSDE. For desktop GIS software, the City uses ArcGIS 9.3 SP1. The City also uses ArcGIS Server for web-based mapping. The Electric Department has acquired and installed ArcFM 9.3 Rev 2.

Typical workstations are a Dell Precision 690 with (2) 3.8 GHz Intel Xeon Dual core processors, 3GB of ram, (1) 80GB hard drive and (1) 250GB hard drive and a 250MB video card. They are currently running Microsoft XP Pro SP2.

2 OBJECTIVE

The City of Roseville is seeking proposals from qualified consultants that will convert existing AutoCAD 2008 map files and consolidate ancillary asset databases into a single GIS database. This database will provide a foundation for optimized management of the Electric Department's major asset groups and eliminate system redundancy. The Electric Department intends to implement an ArcFM MultiSpeak data model enabling staff to efficiently manage assets and adapt existing workflows. The purpose of this

RFP is to obtain proposals from experienced and qualified consultants who have successfully converted and migrated data to the MultiSpeak model in a similar manner as well as configured the ArcFM solution and database to work in an enterprise GIS environment.

The requirements defined in this RFP are intended to provide the City with a geodatabase and ArcFM configuration services that will complete the ArcFM solution for the Electric Department. In addition, the geodatabase will integrate with the enterprise geodatabase for the City.

The short term goals for the completed ArcFM solution include:

- Accurate locations and descriptions for distribution assets.
- Ability to easily add and delete assets.
- Publish pre-defined maps and graphics.
- Network tracing functionality.
- QA/QC tools.
- Ability to add and maintain annotation features.

Long term goals of the system will include:

- Ability to implement an Outage Management System (OMS).
- Map Sub Transmission network map in ArcFM
- Integration into the existing SCADA System in order to provide current system status and details.
- Line Design/Staking.
- Work Order Management in conjunction with IBM Maximo.
- Ability to export the distribution model from ArcFM into Advantica Stoner's SynerGEE engineering analysis model.

3 INSTRUCTIONS TO PROPOSERS

3.1 Invitation to Respond

The Electric Department is requesting proposals for the conversion and integration of existing Mapping and facilities maintenance databases into a functional ArcFM Solution. The Electric Department has acquired the ArcFM software and the conversion will require an ArcFM geodatabase to be installed and configured on the City's ArcSDE server.

All responses received within the specified time period that comply with the terms set forth in this RFP will be considered by the City. Subsequently, each response will be evaluated against conformance to requirements and ranked based on established evaluation and selection criteria. Proposals must be in compliance with this RFP. Failure to comply with all provisions of the RFP may result in disqualification at the sole discretion of the City.

The City will not be liable in any way for any costs incurred by any Proposer in the preparation of proposal in response to this RFP, nor for the submittal or presentation of proposals, and subsequent participation in interviews, demonstrations, discussions, or negotiations related to the response.

The City reserves the right to withdraw this RFP at any time, for any reason, and to issue such clarifications, modifications, and/or amendments, as the City may deem necessary and appropriate.

Receipt of a proposal by the City or a submission of a proposal to the City confers no rights upon the Proposer nor obligates the City in any way.

The City reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the City. Any such waiver shall not modify or waive any remaining RFP requirements or excuse the Proposer from full compliance with the RFP specifications and other requirements if the Proposer is selected for agreement award.

The City reserves the right to accept or reject in whole or in part any or all proposals submitted. The City may reject the proposal of any Proposer that is determined to be non-responsive.

3.2 Submission of Proposals

Each Proposer shall submit to the City one (1) reproducible original, eight (8) hard copies, and one (1) electronic copy (in Microsoft Office and/or PDF format). A One (1) page Cost Proposal incorporating the pricing, cost structures and breakdowns. All proposal documents, electronic media and pricing information should be submitted in a single sealed package.

All proposals must be received by the City no later than **3:00 PM Pacific Standard Time (PST) on August 27th 2009**. Proposals received after this date and time will not be considered.

Proposal packages shall be clearly marked "**ArcFM Conversion Proposal**" and delivered to:

**City of Roseville
City Clerk Office
311 Vernon Street
Roseville, California 95678-2649**

The proposal should be signed by a person, or persons, duly authorized to bind the vendor. The City is under no obligation to return proposals.

3.3 RFP Questions and Clarifications

Vendors shall aggregate their questions and requests for clarification and submit them via mail or e-mail to:

**Neil Blomquist
Engineering Technician
City of Roseville
2090 Hilltop Circle
Roseville, CA 95747
nblomquist@roseville.ca.us**

Requests for clarification, questions, the City's responses, and all other communications will be posted to the City's website at www.roseville.ca.us/ArcFM. Notifications of postings to this website will be emailed to all registered Proposers. **Requests for**

clarification and questions must be received by the City no later than 5:00 pm Pacific Standard Time (PST) on August 21st 2009.

Proposers are encouraged to register by sending an email to nblomquist@roseville.ca.us to assure receipt of any and all subsequent communications. All communications related to this RFP will be posted to www.roseville.ca.us/ArcFM.

Unauthorized contact by Proposers regarding the ArcFM project and/or this RFP with employees or officials of the City of Roseville, other than the contact listed in this RFP, may result in disqualification from this procurement process.

Only the City's official, written responses and communications shall be considered binding with regard to this RFP.

3.4 Period of Validity

All proposals submitted to the City must include a statement establishing a **Period of Validity for one-hundred and eighty (180) calendar days** subsequent to the RFP closing date.

Failure of the Proposer to include a statement of validity for its proposal that meets the period set forth by the City may result in rejection of proposal.

3.5 Proposal Instructions

Proposals must be submitted in standard 8.5" by 11" single-sided page format. Any materials that are larger than this size should be folded to fit into the 8.5" by 11" single-sided page format. Font size should not be smaller than 11 point in either Arial or Times format using standard margins. **Proposals shall not exceed the page limits outlined below.** All response materials in excess of the page limit will not be considered. The page limitation applies only to the Contents of Proposal as defined in this section. **The appendices are excluded from the page limitation** as are any binding materials such as, covers, tabs, and dividers. Tabs and dividers must not contain response materials.

Additional supplemental materials provided by the Proposer, as instructed by the City or included to support the response must be assembled in the Appendix. The City discourages the inclusion of general marketing materials unless they are used to provide specific, relevant information.

All proposals should be submitted by the Proposer and organized in the order shown in Section 3.6. The content of the proposal must be clearly labeled, with pages numbered, and separated by tabs. Failure by a Proposer to include all required content may result in disqualification of the proposal.

The City reserves the right to request additional information from Proposers during the proposal evaluation process.

3.6 Contents of Proposal

Cover Letter (not to exceed 2 pages)

Submit a Cover Letter on company letterhead closing with the signature of a company official who is authorized to bind on the Proposer's organization. The authorized official must certify that all information in the proposal is true, accurate, and complete. Provide a named contact including telephone number, fax, and email address for all communication regarding this RFP. The letter must also include a Statement of Validity, as defined in Section 3. In addition, the letter must indicate that the Proposer's company agrees to be bound by the proposal without modification. If the proposal represents offerings to be made by different firms or organizations, the City will do business only with the Proposer and will require the Proposer's organization to assume responsibility for the total project. Do not include any pricing in the Cover Letter.

Chapter 1 – Project Overview (not to exceed 5 pages)

Provide a narrative description of the project based on the Scope of Work (Section 5) presented in the RFP. Include any issues that you believe will require special consideration for this project. Also identify any unique approaches or strengths that your firm may have related to this project. City staff will assess your understanding of the project based on this overview.

Chapter 2 – Project Team, Experience, and Company Background (not to exceed 8 pages)

Provide a description of your firm and proposed project personnel, including all sub-consultants. Include a project team organizational diagram and description identifying each member's role plus a brief resume of each team member.

Provide a description of your firm's experience implementing projects similar in nature and scope to this project. List not less than three nor more than five recent projects and include the following information for each project:

- Name of Client
- Type of Business
- Business Address
- Client Contact – Name and Title
- Telephone Number
- Email Address
- Consultant project Manager
- Project title
- Project duration
- Project scope
- Date of project execution

Chapter 3 – Detailed Work Plan (not to exceed 12 pages)

The proposal shall provide a description of the required tasks and duties for preparation of all project submittals and administration. The description shall include details to implement all tasks described in the Scope of Work (Section 5) and any recommended additions or changes to the list of tasks. List anticipated deliverables and assumptions used in development of the work tasks as well as assistance expected from City staff. In addition, address these specific areas of concern for the City in your response:

- Performing source data review and working with the City to map this data to the MultiSpeak data model.
- Developing and verifying the conversion methodology. The City anticipates a process of initially testing and verifying the proposed conversion approach before beginning conversion of the entire network.
- Outlining the QA/QC processes that will be used during the project.
- Configuring ArcFM to use the converted data. Describe how the requirements for configuring ArcFM to support the asset mapping and facilities maintenance operations within the Electric Department will be identified.

Chapter 4 – Project Schedule (not to exceed 2 pages)

The proposal shall provide a project schedule showing key project milestones and deliverables. Assumptions used in developing the schedule shall be identified.

Chapter 5 – Conflicts of Interest (not to exceed 1 page)

Firms submitting a proposal in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided. If a firm has no conflicts of interest, a statement to that effect shall be included in the proposal.

Chapter 6 – Proprietary Information (not to exceed 1 page)

Firms submitting a proposal in a response to this RFP must provide a statement that nothing contained in the submitted proposal will be proprietary. All proposals shall become the property of the City once submitted.

Chapter 7 – Insurance (not to exceed 1 page)

Provide proof of insurance coverage, including coverage for all sub-contractors. Minimum limits and types of insurance that are required to be maintained throughout the term of the project are identified in Section 6.

Include relevant sample documents such as a conversion plan.

4 EVALUATION AND SELECTION

The City will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP, in accordance with the instructions to Proposers and process of selection as defined in this document.

The proposal evaluation process is designed to select the Proposer with the best combination of attributes based upon the evaluation criteria. The process may not necessarily result in the selection of the Proposer of least cost. The evaluation process will consist of:

- A preliminary examination to determine substantial technical and functional responsiveness.
- A detailed evaluation to determine conformity to technical and functional requirements.

- An evaluation of references.

The City evaluation team may contact references and discuss the client's level of satisfaction with the vendor and its products.

5 SCOPE OF WORK

The Electric Department intends to acquire conversion/migration services in order to convert the current AutoCAD 2008 based, electric distribution map and ancillary databases into a single geodatabase that can support a functioning ArcFM GIS solution. The criteria for completion are based on the following tasks. At a minimum, the scope of the proposal shall include these tasks, but it is expected that each consultant will make additions which they believe from experience and judgment to be desirable. Additional items will be included in the bid as a separate item and shall have a cost listed for each recommended addition.

Task 1: AutoCAD to ArcFM GIS Conversion

- Clean AutoCAD drawings connecting points and lines where necessary.
- Convert existing AutoCAD distribution map into ArcFM Geodatabase.
 - o This is to include annotation.
 - o Include multiple block attribute data.
 - o QA and clean newly created Geodatabase.

Task 2: Migrate Electric Asset information into ArcFM MultiSpeak data model

- Reconcile assets in databases and import asset information into ArcFM.
 - o ArcFM + Cascade
 - o ArcFM + Osmose
 - o ArcFM + Meter
 - o ArcFM + Equipment
 - o ArcFM + Cable

Task 3: Implement and configure ArcFM in Enterprise GIS.

- Load data from personal or file geodatabase into ArcSDE
- Perform Database Tuning and Configuration.
 - o SQL Server tuning
 - o ArcSDE tuning
 - o This includes Session Manager and Process Framework tables
- Configure ArcFM software
 - o Stored displays
 - o ArcFM templates
 - o ArcFM favorites

Task 4: Automation and Scripting

- Pull data from CIS (Indus Banner) and populate Customer and Service tables in ArcFM.
- Identify the requirements and method for a regular import CIS data to ArcFM and develop an interface to accomplish it.

6 GENERAL PROVISIONS

6.1 Proof of Insurance

Successful Proposer shall obtain and maintain during the term of this agreement insurance in the types and amounts as defined in Table 6.1. The successful Proposer shall provide, at its own expense and maintain at all times, the following insurance with insurance companies licensed in the State of California:

Table 6.1 – Insurance Coverage Requirements

Coverage	Limits of Liability
General Liability with the following endorsements: • Comprehensive • Premises – operations • Explosion/Collapse and Underground Hazard • Contractual • Products/Completed Operations • Broad Form Property Damage • Independent Contractors • Personal Injury	Bodily Injury: • \$1,000,000 each occurrence • \$2,000,000 aggregate Property Damage: • \$1,000,000 each occurrence Personal Injury: • \$1,000,000 each occurrence • \$2,000,000 aggregate
Automobile Liability with: • Comprehensive • Owned • Hired • Non-owned	Bodily Injury: • \$300,000 per person • \$500,000 per accident Property Damage • \$100,000 each occurrence
Coverage	Limits of Liability
Workers' Compensation	Statutory
Professional Liability (Errors and Omissions)	\$1,000,000 each occurrence

The successful Proposer shall submit a certificate evidencing such coverage in form satisfactory to the City Attorney prior to submitting an agreement to Council for approval. A separate endorsement form showing City, its officers, agents and employees as additional insured, except for Workers Compensation and Professional Liability, shall also be provided. The coverage shall be primary as to such additional insured. Said certificate shall provide at least thirty (30) days written notice to the City prior to cancellation or modification of any insurance required for this project. Any insurance written on a claims-made basis is subject to approval of the City Attorney. Insurance coverage in the minimum amounts set forth shall not be construed to relieve the successful Proposer of liability in excess of such coverage, nor shall it preclude the City from taking such other actions as are available to it under any other provisions of the law.

Standard Hold Harmless Agreement - The vendor shall defend, indemnify and save and hold harmless the City, its officers, agents and employees from any claims, suits or actions of every name, kind and description brought forth, or on account of, injuries to or

death of any persons, including, but not limited to, workers and the public, or damage to property, resulting from or arising out of the vendor's negligence or willful misconduct in the performance on this project.

6.2 Conflict of Interest

Each Proposer must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for services to be awarded pursuant to this RFP. If a firm has no conflicts of interests, a statement to that effect shall be included in the proposal.

All Proposers must be able to legally conduct business in the State of California and with the City. The City will only conduct business with Proposers who do not have a conflict of interest. It is the responsibility of the Proposer during all phases of the RFP process to notify the City in writing of any potential conflict of interest.

The Proposer shall not collude in any manner or engage in any practices with any other Proposer(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the City to reject the Proposer's submittal. This prohibition is not intended to preclude joint ventures or sub-agreements relationship.

6.3 Completion of Proposal

Proposals shall be completed in accordance with the requirements of this RFP. Statements made by a Proposer shall also be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.

6.4 Issuance of Clarifications and Addenda

If the City, in its sole discretion, determines that a clarification is required, such clarification shall be issued in writing or posted to the website along with a notification of posting to each registered proposer. Interpretations, corrections or changes to the RFP made in any manner other than in writing are not binding upon the City and shall not be relied upon by Proposers.

Oral explanations or instructions given by the City during the proposal phase are not binding. Proposers shall seek all clarifications in writing.

Any interpretations, corrections or changes to this RFP will be made by written addendum. Sole issuing authority of addendum shall be vested in the City.

Proposers shall acknowledge receipt of all addenda within their proposal.

6.5 Withdrawal of Proposal

An authorized representative of the Proposer may withdraw its proposal at any time prior to the proposal submission deadline, upon presentation of acceptable identification as a representative of such Proposer.

6.6 Right to Negotiate

The City will engage in best and final offer discussions as part of negotiations with the highest ranked Proposer. The fixed cost proposal submitted in response to this RFP should reflect the Proposer's comprehension and understanding of the stated requirements and compensation necessary to satisfactorily complete negotiations. If negotiations with this Proposer fail, the City may negotiate with the second highest ranked Proposer. The final selection will be based on the satisfactory outcome of these negotiations.

7 COST PROPOSAL

The City is seeking a fixed price proposal to deliver the proposed conversion services from each Proposer. The responses will include any exceptions, conditions, or assumptions to the City specifications, if applicable. The Proposer shall not include nor reference pricing either in part or whole, elsewhere other than under the separate Pricing submittal portion of the proposal. The Proposer shall provide the City with a fixed price proposal to perform services as defined by the Proposer's response to the functional and technical requirements. The City is aware that each Proposer may offer various pricing options. However, it is the responsibility of the Proposer to determine a fixed price in adherence with the criteria outlined, noting and providing detailed explanation of any variations or exceptions taken.

Proposers shall include the methods used to determine prices for the services. A description of the pricing methods and structure must be provided in such a way that the City Selection Committee can gain a basic understanding of the basis and composition of the pricing response.

The fixed price proposal will be used for evaluation and selection purposes, in accordance with Section 4 of this RFP and shall be submitted in a separate sealed envelope in accordance with Section 3 of this RFP. The fixed price proposal will be considered a "best faith estimate" for purpose of responding to this procurement RFP.

Table 8 – Cost Proposal Breakdown

Task 1	Cost
Conversion and configuration of the 12kV AutoCAD based distribution map into ArcFM MultiSpeak Geodatabase	
Task 2	Cost
Multiple Database Import and Reconciliation.	
Task 3	Cost
Configuration of the ArcFM MultiSpeak Data Model on the City's SDE server.	
Task 4	Cost
CIS Database Integration	

Fees for Additional Services

The Proposer shall describe in the cost proposal any additional fees associated with the proposed system conversion such as third-party software, manuals, materials, training, and custom software not included in the ArcFM solution. The Proposer shall include all additional services, licenses and associated fees or costs for each additional item listed, standard hourly rates being charged, and the number of labor hours estimated for each rate class.

The additional service fees shall be priced in the cost proposal as **Additional Service Fees** on one (1) line denoting the total amount.