

**Mississippi Development Authority  
501 North West Street  
Jackson, Mississippi 39201  
RFP NO. EN080609**

**INVITATION**

Written proposals for providing the activities as described below for the Mississippi Development Authority –Energy Division (MDA-ED), subject to the conditions herein and attached hereto, will be received at 501 North West Street, Woolfolk State Building, 15<sup>th</sup> Floor, Jackson, MS 39201 until August 6, 2009 at 3:00 P.M. Central Time.

**DESCRIPTION**

MDA-ED is seeking Applications for a qualified Smart Metering Professional Service Company (s), to receive grant(s) to install Advanced Meters Infrastructure (AMI) accompanied with data collection in selected State Agencies. Selected sub-grantee(s) will coordinate with the Department of Finance and Administration, Bureau of Building on prioritizing and the selection process of state agencies to receive smart meters. The primary goal is to submeter state agencies in a campus setting that are currently master metered to provide information about the individual buildings to better analyze energy consumption and identify opportunities for savings.

For consideration, proposals for this program must contain evidence of the Proposer’s experience and abilities in the specified area as well as other disciplines directly related to the proposed activity. Other additional information required by MDA-ED may be included elsewhere in this solicitation.

The Mississippi Development Authority, Energy Division received approximately \$40 million in American Recovery and Reinvestment Act (ARRA) funding from the U. S. Department of Energy (DOE). Congress has designated these monies in the State Energy Plan (SEP) for “stimulating the creation or increased retention of jobs; increasing energy generation from renewable sources; saving energy (Kwh/terms/gallons/BTUs/ etc.); and reducing greenhouse gas (GHG) emissions”. Under these objectives, Mississippi plans to work and maximize efforts toward achieving goals of reducing energy consumption by a least 15-25 percent in State and local government buildings/facilities.

MDA-ED has directed a portion of the funds towards Energy Efficient Buildings-smart metering for state agencies and local government. Initially, the meters will provide data to help agency officials get a better sense of their energy consumption and identify areas for savings. Eventually, those meters will connect to a two-way network called an advanced metering infrastructure (AMI), which will send the usage data to power companies to enable even greater grid-wide efficiencies and savings.

Most of the savings from smart meters come from the ability to spot and eliminate unnecessary power use and other problems, such as idle computers left turned on or malfunctioning equipment.

Similar meters, usually referred to as interval or time-of-use meters, have existed for years, but Smart Meters usually involve a different technology mix, such as real-time or near real-time sensors, power outage notification, and power quality monitoring. These additional features are more than simple automated meter reading (AMR). They are similar in many respects to advanced metering infrastructure (AMI) meters. Smart meters are also believed to be a less costly alternative to traditional interval or time-of-use meters and are intended to be used on a wide scale with all customer classes, including residential customers. Interval and time-of-use meters are more of a legacy technology that historically have been installed to measure commercial and industrial customers, but typically provide no AMR functionality. Smart meters may be part of a smart grid, but alone do not constitute a smart grid.

All proposed activities must meet DOE and MDA-ED standards and regulations (including, at a minimum, those listed in this RFP as well as those listed in the ARRA compliance attachments accompanying this RFP), as well as applicable state and local requirements. MDA-ED will review all proposals to ensure that they are in compliance. If selected, MDA-ED will then negotiate a contract/agreement with the Proposer to execute the activity. MDA-ED will then fund the project through the ARRA funding. ***A commitment of federal assistance will only occur after satisfactory completion of a site-specific environment review.***

#### **TERMS AND CONDITIONS FOR PROPOSALS:**

General Statement:

MDA is requesting proposals from qualified Smart Metering Companies to install smart meters in 1500 state agencies and local governments selected and approved by the Department of Finance and Administration through the Bureau of Building, Grounds, and Real Property Management.

Required Deliverables:

Install Smart Meters with end to end IP-based communication solutions on State Agencies and Local governments with campuses that are master metered; Smart Meters must be capable of receiving, processing, and reporting digital inputs for all utilities supplied to building; Meter reporting capabilities must include the ability to report actual versus benchmark for energy consumption (BTU/SF); Track and measure energy efficiency gains for ten (10) years;

Transmit data wirelessly on a real-time basis to a computing center of MDA-ED's choosing; Provide reports and analysis of energy usage; Educate and train MDA-ED Personnel on the smart meter data collection network and energy data analysis.

Successful Proposer must survey all buildings to receive meters and identify any additional work required to install

the smart meters. **Proposer must complete the Survey no later than 30 days after Notification from DFA to Proceed**

Eligible Proposers:

Any qualified Smart Metering Companies and Utility Companies offering Smart Meters Services with five (5) years of prior smart meter services.

The Proposer must be in good standing with federal, state, county and participating municipal governments.

Personnel:

Each Organization submitting a proposal under this RFP shall have demonstrable knowledge, skills and experience as it relates to the required work. The proposal must identify all persons that will be employed in the proposed work by skill and qualifications and identify key personnel by name and title and provide a resume for each.

Subcontractors must be listed, including the firm name and address, contact person, and complete description of work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities.

References for the lead contractor and any subcontractors included in the proposal should be provided.

Work Plan:

Describe in narrative form the plan for accomplishing the tasks outlined in the RFP, including technical approaches and an explanation of why the proposed approach is superior to other approaches.

Describe the monitoring interface and analytical capabilities; Describe data collection techniques and all technical requirements needed to ensure accurate, secure, and timely collection of data; Describe the ability to support AMI and a Smart Grid System in the future.

Indicate the number of hours allocated to each task for each project and which individual will complete the tasks. Also include an explanation of why the number of hours proposed is both necessary and sufficient to complete the task.

Provide statements and discussion of anticipated major difficulties and problem areas, with potential or recommended approaches for their solution.

Include a scheduling proposal and work plan specifying the date upon which the applicant would be ready to commence work, and any other appropriate scheduling of specific tasks. Also provide an explanation of all known or probable scheduling constraints, or limitations on staff availability, within timeframe of the project.

Budget Considerations: Applicants must submit a proposed budget and include narrative explanations. The following cost element should be included:

- Personnel (position, rate, hours)
- Travel (include mileage rate, lodging, etc.)
- Supplies & Materials
- Other (specify)
- Total Direct Costs
- Indirect Costs (May not exceed 10% of direct costs)
- BUDGET TOTAL

#### **EVALUATION PROCEDURE AND FACTORS TO BE CONSIDERED IN THE EVALUATION PROCESS:**

Qualifications of Proposers: Before receiving a notice of intent to contract, the Proposer will be required to show to the complete satisfaction of MDA-ED that it has the necessary facilities, ability, and financial resources to complete the proposed activity in a satisfactory manner. The Proposer will be required to give details of past history and references in order to satisfy MDA in regards to the Proposer's qualifications. MDA-ED may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the activity, and the Proposer shall furnish to MDA-ED all information for this purpose that may be requested.

MDA-ED reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy MDA-ED that the Proposer is properly qualified to carry out the obligations of the contract and to complete the activity described therein. Evaluation of the Proposer's qualifications shall include:

- A. The ability, capacity, skill, financial, and other necessary resources to perform the proposed activity;
- B. The ability of the Proposer to perform the work or provide the activity promptly or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer; and
- D. The quality of performance of previous contracts or activities.

A selection committee appointed by MDA-ED shall review and evaluate all proposals. The selection committee will utilize only the response to the solicitation to review for selection of

finalists. It is therefore important that respondents include all pertinent information specific to the activity. MDA-ED reserves the right to accept any proposal as submitted for funding, with or without substantive negotiation. Therefore, all parties are advised to propose their most favorable terms initially.

**WRITTEN PROPOSALS SHALL CONTAIN THE FOLLOWING MINIMUM INFORMATION:**

All proposals must demonstrate the ability to expend the funds, meaning spend the dollars, and install the smart meters in the selected state agencies and local government (utilizing public wireless networks – enabling 2-way communication to and from any point along the electric grid), within the proposed timeframe.

The proposal package should include the following forms and exhibits prepared by the Proposer:

1. Project Description and Detailed Plan Narrative
2. Proposer Resume
3. Proposer Prior Comparable Experience
4. Sub Contractor’s Resume (if applicable)
5. Sub Contractor’s Prior Resume (if applicable)
6. Financial Plan including Uses of Funds, Sources of Funds
7. Detailed cost and pricing information to support funding request
8. Readiness to Proceed
  - Ability to deliver the proposed project
9. Work breakdown Schedule (schedule of activities)
  - Timelines, major milestones, and major deliverables
10. Demonstrate the ability to meet ARRA regulations and requirements (attachment A).
11. Acknowledgement that the project will follow all applicable ARRA, state and local environmental regulations.

**PROPOSAL REVIEW AND SELECTION PROCESS**

Step 1: Proposals will be reviewed to assure compliance with the minimum required information listed above. Proposals that do not comply with the minimum specifications will be rejected immediately, receiving no further considerations. Note that MDA reserves the right to set available funding under this RFP. MDA will provide written notice of all changes to the RFP in the form of an amendment to this RFP prior to response deadlines.

Step II: Proposals that satisfactorily complete Step 1 will be reviewed and analyzed to determine if the proposal adequately meets the needs of MDA-ED. MDA-ED will use the following factors in reviewing and scoring proposals:

- **Feasibility Analysis (Cost Reasonableness) 10 Points**
  - Reasonableness of Project costs.
  - Ability to demonstrate sufficient financial capacity to execute the project

- **Approach and Methodology** **15 Points**
  - Proposer’s experience and project management methodology
  - The proposer shall illustrate a comprehensive understanding of the requirements and include an explanation of how the service will be provided
  
- **Work Plan** **25 Points**
  - A narrative of the plan to provide all Required Deliverables outlined in the RFP, including technical approaches and an explanation of why the proposed approach is superior to other approaches.
  - Budget line items and amounts are sufficiently described and justified.
  
- **Readiness to Proceed** **15 Points**
  - Ability to deliver proposed product
  - Timelines, major milestones, major deliverables, completion dates, mobilization Dates (Work breakdown schedule)
  
- **Development Team Experience and Capacity** **10 Points**
  - Statements of Applicant’s current workload
  - Resumes for all team members (General Contractor, Architect, Engineer)
  - Evidence of comparable properties, owned, developed, managed, or constructed
  
- **Past Performance** **10 Points**
  - Satisfactory participation working with federal, state and local governments
  - References from other governmental entities where smart meters have been installed by applicant.

Step III: MDA-ED will contact those Proposers whose proposals best meet MDA-ED’s needs. MDA-ED may require Proposers to meet with the selection team. The proposal will be reviewed in depth with the selection team, and a site visit to the proposed location may be conducted.

Step IV: MDA-ED will contract with the Proposer to execute the activity. MDA-ED will fund the proposal through a grant under the American Reinvestment and Recovery Act.

**ALL PROPOSALS SUBMITTED IN RESPONSE TO THIS REQUEST SHALL BE IN WRITING. PROPOSERS MAY DESIGNATE THOSE PORTIONS OF THE PROPOSALS WHICH MAY CONTAIN TRADE SECRETS OR OTHER PROPRIETARY DATA WHICH MAY REMAIN CONFIDENTIAL IN ACCORDANCE WITH SECTION 25-61-9 AND 79-23-1 OF THE MISSISSIPPI CODE.**

**MINIMUM EFFECTIVE PERIOD OF PROPOSAL**

All proposals are required to remain in effect for at least 6 months from the date submitted to MDA-ED for review. This should be taken into account during budget preparations.

## **REJECTION OF PROPOSALS**

Proposals that do not conform to the requirements set forth in this RFP may be rejected by MDA. Proposals may be rejected for reasons that include, but are not limited to, the following:

- A. The proposal contains unauthorized amendment to the requirement of the RFP
- B. The proposal is conditional
- C. The proposal is incomplete or contains irregularities which make the proposal indefinite or ambiguous
- D. The proposal is not received by the deadline
- E. The proposal is not signed by an authorized representative of the party
- F. The proposal contains false or misleading statements or references

## **ACCEPTANCE OF PROPOSALS**

MDA-ED reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation of the RFP, which does not affect the funding request, or give one party an advantage or benefit not enjoyed by other parties, or adversely impact the interest of MDA-ED. Waivers, when granted, shall in no way modify the RFP requirements or excuse the party from full compliance with the RFP specifications and other contract requirements, if the party is awarded the contract.

## **DISPOSITION OF PROPOSALS**

All submitted proposals become the property of MDA.

## **RFP DOES NOT CONSTITUTE ACCEPTANCE OF OFFER**

The release of the RFP does not constitute an acceptance of any offer, nor does such release in any way obligate MDA-ED to award funds. MDA-ED reserves the rights to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. The final decision to award funds to any party rests solely with MDA-ED.

## **EXCEPTIONS AND DEVIATIONS**

Proposers taking exceptions to any part or section of the solicitation shall indicate such exceptions on the proposal and shall be fully described. Failure to indicate any exception will be interpreted as the Proposer's intent to comply fully with the requirements as written. Conditional or qualified Proposers, unless specifically allowed, shall be subject to rejection in whole or in part.

## **NONCONFORMING TERMS AND CONDITIONS**

A proposal that includes terms and conditions that do not conform to the terms and conditions in the RFP is subject to rejection as non-responsive. MDA-ED reserves the right to permit the

Proposer to withdraw nonconforming terms and conditions from its proposal prior to a determination by MDA-ED of non-responsiveness based on the submission of non-conforming terms and conditions.

### **EXPENSES INCURRED IN PREPARING OFFERS**

MDA-ED accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the Proposer.

### **ADDITIONAL INFORMATION**

Questions concerning the RFP document must be submitted in writing to Mississippi Development Authority, Attn: Mike McCollough, 501 North West Street, Woolfolk Building, 15<sup>th</sup> Floor, Jackson, MS 39201 or via email to [mmccollough@mississippi.org](mailto:mmccollough@mississippi.org) and [ljohnson@mississippi.org](mailto:ljohnson@mississippi.org). Questions will be received through July 27, 2009 at 12:00 P.M. Central Time. Proposers are cautioned that any statements made by the contact person that materially change any portion of the RFP shall not be relied upon unless subsequently ratified by a formal written amendment to this RFP.

### **ACKNOWLEDGEMENT OF AMENDMENTS**

Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal, by identifying the amendment number and date in the space provided for this purpose on the proposal form, or by letter. The acknowledgement must be received by MDA by the time and at the place specified for receipt of proposals.

### **DEBARMENT**

By submitting a proposal, the Proposer certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi or the Federal government and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi or the Federal government.

### **PROPOSAL ACCEPTANCE PERIOD**

The original and (five) copies of the proposal and all attachments shall be signed and submitted in a sealed envelope or package to Mississippi Development Authority, Attn: Mike McCollough, 501 North West Street, Woolfolk Building, 15<sup>th</sup> Floor, Jackson, MS 39201. Proposals must be received no later than 3:00 P.M. Central Time on August 6, 2009. Timely submission of the proposal is the responsibility of the Proposer. Offers received after the specified time shall be rejected and returned to the Proposer unopened. The envelope or package shall be marked "Sealed Proposal American Reinvestment and Recovery Act RFP" in the lower left hand corner. Each page of the proposal and all attachments shall be identified with the name of the Proposer.

<b>Milestone</b>	<b>Date</b>
Release of RFP	July 22, 2009
Deadline for Proposers to submit written questions to MDA-ED	July 27, 2009
Deadline for MDA-ED to respond to questions submitted by Proposers	July 29, 2009
Proposals Due on	August 6, 2009
Selection of Finalist	August 14, 2009

### **CONTACT INFORMATION**

Inquiries regarding this Request for Proposal must be mailed to:

Mississippi Development Authority  
 Attn: Mike McCollough  
 P.O. 849  
 Jackson, MS 39205-0849

Or

501 North West Street  
 Woolfolk Building, 15<sup>th</sup> Floor  
 Jackson, MS 39201

Proposals and attachments must be submitted to:

Mississippi Development Authority  
 Attn: Mike McCollough  
 P.O. 849  
 Jackson, MS 39205-0849

Or

501 North West Street  
 Woolfolk Building, 15<sup>th</sup> Floor  
 Jackson, MS 39201

**MISSISSIPPI DEVELOPMENT AUTHORITY  
REQUEST FOR PROPOSAL  
AMERICAN REINVESTMENT AND RECOVERY ACT  
SUBMISSION FORM**

RFP # \_\_\_\_\_

Company/Entity \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

**NOTE: It is the Proposer's responsibility to provide adequate information in their proposal package to enable MDA-ED to ensure that the proposal meets the required criteria. Items listed in the package shall be in the same order as listed in the specifications. Failure to do so could result in the rejection of the proposal.**

**EMPLOYEES NOT TO BENEFIT**

I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employee of MDA, or members of his/her family, including spouse, parents, or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

**CONFLICTS OF INTEREST**

The Proposer [ ] is [ ] is not aware (mark one box) of any information bearing on the existence of any potential organization conflict of interest.

**COLLUSION**

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same services, materials, supplies, or equipment and without collusion or fraud. I understand collusive bidding is a violation of State and Federal laws and can result in fines, prison sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of the proposal and certify that I am authorized to sign for my company.

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Signature

Date

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Name (Printed)

Title

**Attachment A: SEP CERTIFICATION**

I certify that all requirements of the American Recovery and Reinvestment Act of 2009 (Docket No. FR-5307-N-01) are and will be followed and that I possess the legal authority to apply for the grant. I also certify if this proposal is selected for funding, I understand that program requirements may/will change as federal and state guidelines come forth and I will follow these guidelines to the degree necessary to carry out the intended use of these funds. I also certify that I am aware of and will follow the Buy American Provision located in the Federal Register vol.74, no 77, part 176. I also certify that I will comply with all reporting requirements of the Recovery Act to include reporting to MDA within 10 calendar days of the end of each quarter on all requested information related to expenditures of ARRA funds, as well as any other information requested during any point of the grant period. I certify that the provisions of Davis-Bacon wage law that apply to the use of these funds will be followed. I also certify that this is an application only, no executed contract on this project has been accomplished, and that no related expenditures will be undertaken until a contract with MDA has been executed. If funded, the recipient shall remain fully obligated under the provisions of the SEP Award until such time as the project has been closed out to the satisfaction of MDA. Further, I certify the following requirements in the Notice will be implemented to the degree necessary to carry out this program: National Environmental Policy Act (NEPA), Civil Rights Laws, Timeliness Standards, Confidentiality, Recordkeeping, Sanctions, Monitoring, Reporting and Performance Requirements, Conflicts of Interest, Environmental Requirements, Nondiscrimination and Equal Opportunity Requirements, Uniform Administrative Requirements, Equal Participation of Religious Organizations, Lobbying and Disclosure Requirements, Drug-Free Workplace and Procurement of Recovered Materials.

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Signature, Executive Director/Chairman

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Name/Title

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Company Name

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Date