



## REQUEST FOR PROPOSALS

RFP Number : \_\_\_\_\_ 15-3331 \_\_\_\_\_ Date Issued: \_\_\_\_\_ January 12, 2015

Date & Time Bid Opening: \_\_\_\_\_ Tuesday, January 27, 2015 at 10:00 a.m.

The City of North Little Rock's Electric Department is seeking proposals for:

### Geographical Information System and Staking Software

Specifications attached.

Informal inquiries that are informational in nature can be made at any time by calling Eric Heinrichs, P.E. at the Electric Department at 501-992-4086. Questions regarding this Request for Proposal should be made in writing to [asmith@nlr.ar.gov](mailto:asmith@nlr.ar.gov). Any response to inquiries that can potentially affect vendors will result in notification to all vendors of such information. Notifications will be placed on the City's website [www.nlr.ar.gov](http://www.nlr.ar.gov).

The City of North Little Rock encourages participation of small, minority, and woman own business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

If you are obtaining this bid from our website, please be reminded that addendums may occur. It is therefore advisable that you review our listings for attachments including any changes to the bid.

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#### EXECUTION OF RFP

Upon signing this page, the organization certifies that they have read and agree to the requirements set forth in this bid including conditions set forth and pertinent information requests.

Name of Firm: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Tax I.D. #: \_\_\_\_\_

Business Address: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_, 2015

**UNSIGNED COVER SHEETS STATEMENTS WILL BE REJECTED**

## Request for Proposal – Geographic Information System, Material Management, and Staking Software

NLRED is in need of updating the mapping and distribution design software plus is trying to simplify the process of keeping up with items such as material lists, tree trimming schedules and maps, installed distribution location, and nameplate data and condition. Today we live in an information age and the better the information system we use to keep up with our distribution system the better decisions we can make on maintaining and upgrading our system.

NLRED is looking for a software suite that can meet and or exceed the following specifications:

- Geographic Information System
  - Must be able to bring in an AutoCAD file into the GIS as a base layer to aid the distribution design process during the expected 2 year transition away from AutoCAD Map 2012
  - Able to integrate with a Staking package as described below
  - Able to keep up with and use the following in a searchable database and/or mapping overlay:
    - All installed distribution system equipment including but not limited to Substation Breakers, Distribution lines and wires of multiple sizes, relaying and fuse sizes, transformer nameplate information, underground distribution systems, fault detectors, and reclosers
    - Right of Way and Vegetation Management
    - 40,000 customer end points and services
    - High Resolution Aerial Photography Map Overlays
    - System Inspection Reports
    - Individual Materials and Construction Assemblies
    - Distribution System or Service Inspection Records
- Staking and Distribution Design Software
  - Must be able to integrate with the GIS system
  - Able to bring in an AutoCAD file into the Staking Software as a base layer to aid the distribution design process during the expected 2 year transition away from AutoCAD Map 2012
  - Able to create material lists for new work orders or jobs in a format that can be sent out into the field for construction crews to build from and for the GIS to keep up with all of the geospatial, material, and construction assembly information used by NLRED
  - Able to be used on Windows 7 and later
  - Able to be used on GPS equipped mobile devices in the field to draw, design, and stake new power lines
  - Able to manage several on-going jobs in various states of completion such as: new jobs, designed jobs, field staked jobs, assigned to construction jobs, completed construction jobs, and as built jobs ready to be synchronized and added into the GIS system of record

- Integration with Existing Systems
  - The GIS must be able to integrate and share information with the following systems and vendors:
    - Advanced Control Systems – Prism 10 SCADA software
    - Metersense – Smart Meter Management System
    - NorthStar – Customer Information System
    - Customer Connect – Online Customer Account Management designed and integrated into NorthStar
    - IVR – Currently out for bid also – Please submit a list of compatible IVR systems your company has integrated with to date
    - Engineering Analysis Software
    - Real Time Outage Management Software
  - Identify Middleware databases, software, or servers necessary to share data between the GIS and the above Information Systems
  - Identify Third Party Licenses needed to run any of the aforementioned software such as ESRI ArcMap or Oracle Databases
- On-Site Kickoff and System Configuration meetings
  - Before any and all software will be installed, NLRED's Engineering Department will need to meet with software engineers to configure and describe the processes that this software will need to be used for
  - The goal will be to identify problems before going live and to line out a training schedule and topics to be covered so that NLRED can competently use the new GIS and Staking Software
- Training
  - On-Site Staff Training will need to be provided to 6-8 Employees. This needs to cover:
    - GIS systems basics and usage
    - Staking a new distribution line from start to finish of a construction design
    - Project Management and Design Work Flow
    - How to Communicate and send completed designs to other departments
    - How to manage materials
    - How to create material lists along with a construction blueprint
    - How to add and remove individual construction assemblies and the individual materials that make up these assemblies
    - Data Backup best practices

**TERMS AND STANDARD CONDITIONS  
CITY OF NORTH LITTLE ROCK, ARKANSAS**

PLEASE READ CAREFULLY

1. When submitting an "Invitation to Bid," the bidder warrants that the commodities covered by the bid shall be free from defects in material and workmanship under normal use and service. In addition, bidder must deliver new commodities of the latest design and model, unless otherwise specified in the "Invitation to Bid."
2. Prices quoted are to be net process, and when an error is made in extending total prices, the City may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.
3. Discounts offered will be taken when the City qualifies for such. The beginning date for computing discounts will be the date of invoice or the date of delivery and acceptance, whichever is later.
4. When bidding other than the brand and/or model specified in the "Invitation to Bid," the brand and/or model number must be stated by that item in the "Invitation to Bid," and descriptive literature be submitted with the bid.
5. The City reserves the right to reject any and all bids.
6. The Purchasing office reserves the right to award items, all or none, or by line item(s).
7. Quality, time and probability of performance may be factors in making an award.
8. Bid quotes submitted will remain firm for 30 calendar days from bid opening date; however, the prices may remain firm for a longer period of time if mutually agreeable between bidder and the Department of Commerce and Governmental Relations.
9. Bidder must submit a completed signed copy of the front page of the "Invitation to Bid" and must submit any other information required in the "Invitation to Bid."
10. In the event a contract is entered into pursuant to the "Invitation to Bid," the bidder shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The bidder must include in any and all subcontracts a provision similar to the above.
11. Sales or use tax is not to be included in the bid price, but is to be added by the vendor to the invoice billing to the City. Although use tax is not to be included in this bid, vendors are to register and pay tax direct to the Arkansas State Revenue Department.
12. Prices quoted shall be "Free on Board" (F.O.B.) to destination at designated facility in North Little Rock. Charges may not be added after the bid is opened.
13. In the event of two or more identical low bids, the contract may be awarded arbitrarily or for any reason to any of such bidders or split in any proportion between them at the discretion of the Department of Commerce and Governmental Relations.
14. Specifications furnished with this Invitation are intended to establish a desired quality or performance level, or other minimum dimensions and capacities, which will provide the best product available at the lowest possible price. Other than designated brands and/or models approved as equal to designated products shall receive an equal consideration.
15. Samples of items when required, must be furnished free, and, if not called for within 30 days from date of bid opening, will become property of the City.
16. Bids will not be considered if they are: 1. Submitted after the bid's opening time. 2. Submitted electronically or faxed (unless authorized by Purchasing Agent).
17. Guarantees and warranties should be submitted with the bid, as they may be a consideration in making an award.
18. **CONSTRUCTION**
  - A. Contractor is to supply the City with evidence of having and maintaining proper and complete insurance, specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability and Property Damage. All premiums and cost shall be paid by the Contractor. In no way will the City be responsible in case of accident.
  - B. When noted, a Certified check or bid bond in the amount of 5% of total bid shall accompany bid.
  - C. A Performance Bond equaling the total amount of any bid exceeding \$10,000.00 must be provided for any contract for the repair, alteration or erection of any public building, public structure or public improvement (pursuant to Act 351 or 1953 as amended by Act 539 of 1979).
19. **LIQUIDATED DAMAGES** - Liquidated damages shall be assessed beginning on the first day following the maximum delivery or completion time entered on this bid form and/or provided for by the plans and specifications.
20. **AMBIGUITY IN BID** - Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance by the bidder with specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the City.
21. The bid number should be stated on the face of the sealed bid envelope. If it is not, the envelope will have to be opened to identify.
22. Whenever a bid is sought seeking a source of supply for a specified period of time for materials and services, the quantities of usage shown are estimated ONLY. No guarantee or warranty is given or implied by the participants as to the total amount that may or may not be purchased from any resulting contracts. These quantities are for the bidders information ONLY and will be used for tabulation and presentation of bid and the participant reserves the right to increase or decrease quantities as required.
23. The City of North Little Rock reserves the right to reject any and all bids, to accept in whole or in part, to waive any informalities in bids received, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by the bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the City of North Little Rock may accept the bid for the lesser amount whether reflected by the extension or by the correct multiple of the unit price.
24. Additional information or bid forms may be obtained from:  
COMMERCE DEPARTMENT, 120 Main Street, P.O. Box 5757, North Little Rock, Arkansas 72119 (501) 975-8881 [www.nlr.ar.gov](http://www.nlr.ar.gov)

**Bidding documents must be submitted on or before the bid's opening date and time. Unless noted, sealed bids must be submitted to the Commerce Department at 120 Main Street, North Little Rock, AR 72114 or PO Box 5757, North Little Rock, AR 72119**