



Solicitation Information

May 12, 2014

RFI # 7548748

TITLE: Water Data Reporting System – RI Water Resources Board

Submission Deadline: Monday, June 9, 2014 at 2:00 PM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than Friday, May 23, 2014 at 5:00 PM (ET). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFI / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**GAIL WALSH
CHIEF BUYER**

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Division of Planning, Water Resource Board is soliciting responses from qualified entities to explore the implementation of an online reporting, data storage and retrieval system for water production, sales and use by the water vendors in the state. The data should be compatible and able to integrate with the water demand and availability data currently under development at the Water Resources Board.

This is a Request for Information (RFI). No award will be made as a result of this solicitation.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential respondents are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this request are solicited. However, responses which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Responses are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be for estimation purposes only.
- Responses misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The “Official” time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).

Respondents are advised that all materials submitted to the State of Rhode Island for consideration in response to this RFI will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.mbe.ri.gov. To speak with an M.B.E. Officer, call (401) 574-8253 or e-mail Charles.newton@doa.ri.gov.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFI.
- **Equal Employment Opportunity (RIGL 28-5.1)**
§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or Raymond.lambert@hr.ri.gov.

Request for Information

REQUIREMENTS AND DEADLINES FOR QUESTIONS AND RESPONSES

This RFI outlines the type of information being solicited from potential respondents and includes guidelines for content and format of responses.

All questions regarding this RFI must be in written form, pursuant to the terms & conditions expressed on page one of this solicitation.

Respondents desiring to reply to this RFI must do so, in writing, providing one (1) original and three (3) complete copies by the date & time indicated on page one of this solicitation. Submit responses to this RFI, marked **“RFI #7548748: Water Data Reporting System – RI Water Resources Board** to:

RI Department of Administration
 Division of Purchases, 2nd Floor
 One Capitol Hill
 Providence, RI 02908-5855

Note:

Responses received after the above-referenced due date and time will not be considered. Responses misdirected to other State locations or which otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Responses faxed or emailed, to the Division of Purchases will not be considered. The “official” time clock for this solicitation is located in the Reception Area of the Department of Administration/Division of Purchases, One Capitol Hill, Providence, RI.

Purpose of this Request for Information

The Water Resources Board is a state agency staffed by the Division of Planning, a division within the Department of Administration (DOA).

This RFI seeks information from qualified entities as follows:

The purpose of this Request for Information (RFI) is to provide interested vendors with sufficient information to enable them to prepare and submit a proposal for developing or providing a COTS (commercially off the shelf) system for collecting, storing, maintaining, retrieving and reporting water production, sales, purchases and use information in various geographic settings (basins, regions, suppliers, statewide).

The purpose of this RFI is to inquire about developing a system that would allow WRB to collect the data from the 28 major suppliers, store and maintain it in a permanent central database and retrieve and report the data over time.

Potential vendors should describe the process, technology and deliverables required to implement and maintain an on-line interface, database, and reporting system. Topics to be included are:

- Design, hosting, system options and preferences
 - Describe Hosting Solutions: i.e. cloud hosting, internal hosting, vendor hosting
 - Describe system design architecture such as Software as a Service
 - Disaster Recovery Sites
 - COTS Solutions
- GIS/ESRI compatibility: Ability to store GIS coordinates and other GIS data to interface with other State GIS systems.
- Retrieval/Reporting functions
 - Integrated Reports
 - End User Reporting Tools
 - Data Exports
- Security features for all components
 - Data Encryption Methods
- Support requirements (technology, software, hardware, maintenance, training, etc.)
 - Expertise required for maintenance
 - Describe Skill Sets required for internal staff to support system, if applicable.
- Potential internal process considerations including but not limited to:

- Data management
- Licensing/software
- Provide cost estimates for the proposed solution including, but not limited to
 - Initial start-up
 - On-going maintenance for hardware/software as applicable
 - Personnel services, if applicable

In addition, the State would like potential vendors to describe their solution and any added value services.

Background

Sustainable use of freshwater resources requires understanding the natural systems and comparing water availability to the amounts that are used. In the past, water use data was assembled from the supplier Water Supply System Management Plans (WSSMPs). WSSMP submissions varied (years, type of data, etc.) and assembling regional and statewide information presented challenges. The Water Resources Board now collects monthly data from the Major water suppliers on an annual basis (see sample annual data report attached, Exhibit 1). In 2012, suppliers submitted three years of data (for fiscal years 2010, 2011, and 2012). They have been submitted as excel spreadsheets. Currently, staff compile data in various formats to evaluate production and use by source (groundwater, surface water, supplier) and impacts on resources (watersheds, reservoirs). The monthly production data is also used in a new template under development by the WRB to assess water use and resource availability. A goal is to use annually collected information to assess changes over time. The submitted annual reports and future reports need to be incorporated into a database in order to provide the information in a format that will be usable in multiple formats and for multiple end users.

Technology and the formats for data collected have changed over time and require a method for collecting, populating and storing data, and generating reports that will provide easily accessible and accurate information to planners, state water managers, government officials and the public. Some examples of uses include evaluating trends in water use, assessing water availability in towns and watersheds, and tracking progress of water conservation and demand management initiatives. Internally, WRB staff will analyze supply sources, supply systems and the movement of water across various geographic unites (purchases, sales, withdrawals, interconnections and their capacities). The overall system should be expandable over time to accommodate new years, sources, or other data that the WRB may be required to collect. Some considerations for the data system include:

- Standardizing naming conventions, measurement units, etc. for the on line interface to avoid errors in data entry.
- Data has to be collected and reported in ways that avoid double counting –this will require distinguishing between types of suppliers and supplies (sources). Suppliers and supplies vary. Some suppliers have sources and/or sell/purchase water. Some suppliers have no sources of their own other than purchased water. Some suppliers have inactive sources, not currently used.

- The need to track active and inactive sources- a supplier needs to include all sources whether or not they were used in a given year.
- Water use by category data is problematic as suppliers use billing data. Some are annual, some quarterly, some monthly and timing may also vary by group within the supplier.
- Generally the system needs to collect and understand sources, connections, transactions and overall use including but not limited to:
 - Withdrawals (production)
 - Total (monthly, annually)
 - By Source
 - By Basin
 - Capacities:
 - Sources
 - Connections
 - Transactions
 - Sales and Purchases
 - By supplier
 - By Connection
 - Demand data
 - Water demand by month
 - Peak month and peak seasonal demands
 - Average annual demands
 - Demand data expressed in MGD monthly and annually

Future Enhancements:

WRB plans modifications and enhancements to the current reporting form and process in collaboration with the consultant. The improvements should be consistent with the objectives listed above, and include, but are not limited to the following:

- Pre-loaded data for production sources and the ability to add sources in the future (the current form is pre-loaded in individual excel spreadsheets).
- A new section that provides the breakdown of retail water supplied by municipality for suppliers that serves multiple communities.
- Identify sources by basin (can be preloaded, available currently in excel database)
- The water rates section is currently a narrative attachment. WRB would like to explore full or partial automation of this section.

Contract Responsibilities for Proposed Solution

The selected Vendor must assume all responsibility for delivery, installation and maintenance of all software and support services provided by the successful Vendor whether or not they are the manufacturer. Further, the State will consider the selected Vendor to be the sole point of contact with regard to contractual matters.

Maintenance, Training and Project Management

Vendors must provide a detailed description of the approach, and requirements for maintenance, training and project management including but not limited to:

- Vendors must explain software requirements, policies and procedures including maintenance approach and requirements.
- Vendors must explain how they will supply, as part of the maintenance coverage, all upgrades and new releases of software required to maintain the system at a supportable level, for the full term of the contract
- Vendors must explain training approach for end users and state employees.
- Project management requirements/options

Implementation Plan

- The Vendor must provide an implementation plan describing major milestones and activities from contract signing to final acceptance. The plan must include a timetable that meets the project schedule and must provide for hardware and software testing.

Response Date

Submit one (1) original and ten (3) complete copies of responses by the date and time stated on page one of this RFI. Submissions should be single spaced on 8 ½” by 11” pages with 1” margins using Times Roman 12 font.

Disclaimer

This Request for Information is solely for information and planning purposes and does not constitute a Request for Proposal. All information received in response to the RFI and marked as “Proprietary” will be handled accordingly. Responses to the RFI cannot be accepted by the Government to form a binding contract. Responses to the RFI will not be returned. Respondents are solely responsible for all expenses associated with replying to this RFI.

Refer to Appendix 1 for example of data collection spreadsheet

END

Appendix 1

Water Collection Spreadsheet (Also Attached Separately)

WATER SUPPLY SYSTEM MANAGEMENT PLAN PROGRAM FISCAL 2013 REPORTING

Return completed form no later than August 1, 2013

WATER SUPPLIER: SUPPLIER ABC

Contact Person (401)XXX-XXXX

SECTION #1: Service Connections (July 1, 2012 through June 30, 2013) and Population Served - Historic, Current, and Projected (Section 8.02 (f) (Worksheet #8))										
Residential # Service Connections	Commercial # Service Connections	Industrial # Service Connections	Governmental # Service Connections	Other # Service Connections	Total # Service Connections	Number of Metered Services	Total Current Population Served	*5-Year Projected Population Served*	*20-Year Projected Population Served	*Population Eligible to be Served
7419	717	10	88	187	8421	8236	15,700			
					0					
					0					

Other connections include 186 fire connections and 2 wholesale connections.

*Provide data only if readily available

SECTION #2: Current Volumes of Water (MG) Withdrawn from Each Supply Source and Total System (Section 8.02 (h) (Worksheet #12))													
LAST COMPLETED FISCAL YEAR (July 1, 2012 through June 30, 2013)													
Source Name	J	A	S	O	N	D	J	F	M	A	M	J	TOT
XXXXXXXX Well Field													0
Well #1	18.821	14.932	10.844	3.855	2.556	2.225	1.799	4.794	3.636	4.104	7.849	9.856	85.071
Well #2	12.414	9.952	7.229	1.946	0	2.014	1.201	0	0	0.204	0	0	34.96
Well #3	6.207	4.977	0	0.788	0	0	1.415	0	0	0	0	0	13.387
Well #4	24.829	19.915	18.074	14.485	10.715	7.589	8.462	9.927	9.224	11.091	16.963	20.532	171.796
													0
YYYYYYY Well Field:													0
Well #5	51.67	49.086	41.504	38.732	32.6	32.87	32.887	28.844	31.533	31.984	37.582	39.567	448.859
Well #6	37.579	35.7	33.969	31.754	26.669	26.906	26.915	23.684	25.805	26.252	30.74	32.388	386.351
Well #7	4.697	4.462	0	0	0	0	0	0	0	0	0	0	9.159
													0
													0
													0
													0
Totals	156.017	139.024	111.61	91.56	72.54	71.604	72.679	67.249	70.198	73.635	93.124	102.343	1121.583

WATER SUPPLY SYSTEM MANAGEMENT PLAN PROGRAM

FISCAL 2013 REPORTING

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Well #6	37.579	35.7	33.959	31.754	26.669	26.906	26.915	23.684	25.805	26.252	30.74	32.388	358.351
Well #7	4.697	4.462	0	0	0	0	0	0	0	0	0	0	9.159
													0
													0
													0
													0
Totals	156.017	139.024	111.61	91.56	72.54	71.604	72.679	67.249	70.198	73.635	93.124	102.343	1121.583

SECTION #5: Current Water Use (Gallons) by User Category * (NAICS) (Section 8.02 (i)(2)) (WORKSHEET #20)

LAST COMPLETED FISCAL YEAR (July 1, 2012 through June 30, 2013)

	J ₃₁	A ₃₁	S ₃₀	O ₃₁	N ₃₀	D ₃₁	J ₃₁	F ₂₈	M ₃₁	A ₃₀	M ₃₁	J ₃₀	Total
Residential (Total)	32909000	40508000	58176000	42608000	35134000	35083000	28559000	29763000	24785000	23069000	28821000	30509000	409,924,000.00
Single	32,909,000	40,508,000	58,176,000	42,608,000	35,134,000	35,083,000	28,559,000	29,763,000	24,785,000	23,069,000	28,821,000	30,509,000	409924000
Multi													0
Average Day Residential Demand³													
Commercial (Total)	11067000	15857000	30225000	13575000	15207000	20068000	7918000	12448000	15620000	6629000	12843000	20706000	182,163,000.00
1	11,067,000	15,857,000	30,225,000	13,575,000	15,207,000	20,068,000	7,918,000	12,448,000	15,620,000	6,629,000	12,843,000	20,706,000	182163000
2													0
3													0
4													
5													
6													
7													
Industrial (Total)	306000	384000	202000	128000	190000	49000	89000	157000	31000	101000	154000	108000	1,899,000
1	306,000	384,000	202,000	128,000	190,000	49,000	89,000	157,000	31,000	101,000	154,000	108,000	1899000
2													0
3													0
Government (Total)	2116000	2670000	4061000	3497000	2754000	2403000	1267000	1141000	2171000	1438000	1302000	2055000	26,875,000
	2,116,000	2,670,000	4,061,000	3,497,000	2,754,000	2,403,000	1,267,000	1,141,000	2,171,000	1,438,000	1,302,000	2,055,000	26875000
Other (Total)	0	0	0	0	0	0	0	0	0	0	0	0	0.00
1													0
2													0
3													
Totals	46398000	59419000	92664000	59808000	53285000	57603000	37833000	43509000	42607000	31237000	43120000	53378000	620,861,000.00
ADD¹ (MG)													
ADD/Capita² (GAL)													

¹ - Based on Monthly Production, Purchase, and Storage Data - (Produced + Purchased ± Changes in Storage) / # of Days in Month)

² - ADD / Total Population for Last Completed Calendar Year (Worksheet #8)

* - Section 8.02 (i)(2) of the Regulations requires water use analyzed by user category utilizing the North American Industry Classification System

³Monthly Residential Water Use/Total Estimated Residential Population Served

SECTION #6: FY 2013 Water Rates

Please attach information explaining your current billing system and customer types. Attach a copy of the current water rate schedule as approved by your local governing body, water board or the public utilities commission including effective date and schedule for the next update. Include all charges, fees, surcharges and taxes as well as scale, if any, used to calculate rate for different size connections.

SECTION #7: Current Non-Revenue & Non-Metered Water Use Estimates (MG) (Worksheet #26) (July 1, 2012 through June 30, 2013)

	FY 2013
Total Water Produced/Purchased (MG)	1121583000.00
Total Metered (Sold) Water (MG)	1025361000.00
Total Non-Metered (Not sold) Water Use (MG)	96222000.00
Total Water Loss/Non-Metered (MG)	4600000.00
% Unaccounted for/leakage [(Total Non-Metered - Total Water Loss)/Total Water]	8.17%

Water Loss/Non-Metered Water (gallons) - Complete this section if the information is available

Fire Fighting Allowance	N/A		
Main Flushing/System Maintenance	4.5MG	4.5	
Storm Drain Flushing	0		
Sewer Cleaning	0		
Street Cleaning	N/A		
Schools and Other Public Buildings	Included in Gov. above		
Landscaping in Public Areas	N/A		
Swimming Pools	0		
Construction Sites	0		
Water Quality and Other Testing	.1mg	0.1	
Process Water at Treatment Plants	0		
Other Unmetered Uses	0		
Leakage, Theft, Meter Error	N/A		
		4.6	

SECTION #8: Top Ten Major Users FY 2013

Provide the legal names of the top ten major water users along with street location and telephone and the amount of water used annually in MG (Million gallons per fiscal year)

COMPANY NAME/Street address	CONTACT TELEPHONE	MG/YR
user	401-XXX-XXXX	7.59
user	401-XXX-XXXX	6.9
user	401-XXX-XXXX	3.4
user	401-XXX-XXXX	2.8
user	401-XXX-XXXX	2.5
user	401-XXX-XXXX	2.5
user	401-XXX-XXXX	2.3
user	401-XXX-XXXX	2.2
user	401-XXX-XXXX	2
user	401-XXX-XXXX	1.9