REQUEST FOR PROPOSAL
for
Pole Load Analysis (PLA) Reports
Version: 002 – with Addendum

Issued: July 15, 2019

Response Deadline: 2:00PM (PST) July 31, 2019

Responses after this date and time will not be considered.

Summary
Northern Wasco County People's Utility District ("District") issues this Request for Proposals soliciting services to generate and provide detailed Pole Load Analysis (PLA) Reports associated with approximately 6,800 poles.

Project Description
The work associated with the Project is in or near the towns of The Dalles and Tygh Valley within Wasco County, Oregon.

The Project includes translating 2019 pole attachment audit information into a detailed pole loading analysis report utilizing calibrated digital pole images provided by the District. To simplify generating PLA reports, the Contractor will also be provided ‘read’ access to the District’s asset management system so as to provide the Contractor additional pole and electric equipment information. This project will work in conjunction with the District’s Pole Attachment Audit that began in June 2019 and will be completed in October 2019.

Scope of Work
This project includes providing 6,800 detailed PLA reports using pole loading software that can electronically transmit and upload PLA reports into the District’s Asset Management system.

Detailed PLA Reports for each pole will include a:
1) Pole Analysis/Utilization Report,
2) Digital pole profile image with detail measurements labeled directly on the pole image,
3) 3D representation of the pole and attachments
Deliverable

Contractor to provide proposal contents for labor and expertise to submit PLA Reports starting the week of August 19, 2019 and to be completed by December 31, 2019. PLA Report information will be delivered with ESRI Geodatabases in a prescribed format to be provided to the successful contractor. PLA Report deliverables will conform to District’s GIS database standards.

Successful contractor will conduct weekly conferences with District to discuss project progress and will provide Summary Reports as each Substation Service Area is completed. Successful contractor will provide an overall Project Summary Report to the District when the Project is completed.

Project Management

Successful contractor to demonstrate a systematic approach to completing the work. Successful Contractor shall have extensive experience in completing similar projects to ensure project goals are completed in an effective and accurate manner.

1. **Project Startup:** The successful contractor will meet with District personnel before the project begins. This will serve to ensure successful contractor has a clear understanding of the District’s goals, objectives, and data delivery specifications.

2. **Project status and reporting:** Successful contractor will provide examples of Project status reports generated from other similar projects.

3. **Project staffing:** Successful contractor will provide a schedule and staffing plan in their proposal that aligns with District’s goals for the project completion timeframe.

Proposal Contents Summary

Each proposal must meet all of the following to be considered for acceptance by the District:

- Provide a copy of the contractor’s cost and invoicing schedule.
- Outline the contractor’s relevant experience in the last two years.
- Provide a list of previous clients that may be used as references.
- Include the name, address, and telephone number of the primary person who will coordinate the services with the District.

Evaluation Criteria

1. **Experience and Qualifications**

Demonstration of proposed project team members:

- Qualifications to perform work in applicable discipline(s).
- Current and projected workload of each proposed project personnel and proportion of time available for this contract.
2. **Contractor Experience**

Demonstration of Contractor’s:

- Qualifications to perform work in applicable disciplines.
- Past performance in completing projects of similar size and scope.

3. **Availability and Commitment of Resources**

If applicable, Contractor to define how it manages workers in remote locations.

**Pricing Proposal**

Contractor is to submit a per pole price for generating and electronically submitting PLA Reports for approximately 6,800 poles.

**Evaluation Process**

District staff will evaluate all proposals based on: 1) cost competitiveness; 2) Contractor’s demonstrated expertise in performing pole loading analyses and generating PLA Reports; and 3) ability to successfully manage projects of similar nature and scope. The District’s staff may also request clarifications or additional information, if needed. A selection may be based on the cost alone or any combination of the Evaluation Criteria, references and interviews. The District’s Board of Directors will review staff’s selection and make the determination whether to authorize staff to execute the contract with the selected contractor.

The District reserves the right to reject any or all proposals and to waive any informality or technicality in any proposal in the interest of the District.

**Disqualification**

Factors, such as, but not limited to, any of the following, may disqualify submissions without further consideration:

- Evidence of collusion, directly or indirectly, among successful contractors in regard to the amount, terms or conditions of this Request for Proposal;
- Any attempt to improperly influence any member of the evaluation team;
- Existence of any lawsuit, unresolved contractual claim or dispute between contractor and the District;
- Evidence of incorrect information submitted as part of the proposal;
- Evidence of the successful contractor’s inability to successfully complete the responsibilities and obligations described in the request for proposal; and
- Contractor’s default under any previous agreement with the District.
Submission

Submit questions via email to: Tom-Mcgowan@nwascopud.org

Questions are to be submitted no later than July 24, 2019. Answers to questions will be provided no later than July 26, 2019.

District will not host a pre-proposal meeting.

Contractors submitting proposals are required to either mail or hand-deliver two (2) bound hardcopies and one (1) USB or similar electronic copy addressed to “Northern Wasco County PUD, c/o Tom McGowan – “Pole Load Analysis” at 2345 River Road, The Dalles, OR 97058, no later than July 31, 2019 at 2:00PM (PST). The entire submittal shall be of a sealed type. Submissions after that time will not be opened. The District may reject any or all proposal submissions if the District deems doing so would be in the public’s interest.

Once a submittal is selected, the District will determine if they desire to enter into negotiations for a final Contract with the most competitive and qualified contractor. Final project related matters will be negotiated during this period to the satisfaction of the District. Any entity responding to this solicitation shall do so at its sole expense.

This solicitation is being conducted pursuant to procedures set forth in the District’s Procurement Policies; the Oregon Revised Statutes, Chapter 279B Public Contracting - Public Procurements; and OAR 137-047.
ADDENDUM 01
FOR Pole Load Analysis (PLA) Reports RFP

Issued: July 26, 2019

Bid Deadline: 2:00PM (PST) July 31, 2019

Summary

This addendum, Addendum 01, has been issued to answer questions Northern Wasco County PUD (District) has received from potential bidders.

Q1) What collection tool was used to create the calibrated images?
A: The calibrated images are being collected as part of the Pole Attachment Audit being conducted by Osmose Utility Services using DMT (Digital Measurement Technology). Once the images have been captured in the field, DMT software is used to perform measurement extraction.

Q2) Have the poles been annotated with heights of attachment?
A: Yes.

Q3) Do you have all anchor/span length vector measurements?
A: The District will provide the PLA contractor with access to the GIS system to assist in determining pole, electric equipment, and span information. Other methods to determine span lengths like using Google Earth may prove useful as well.

Q4) What is the requested pole load analysis (PLA) software?
A: Any is acceptable. Some common PLA software programs include: PLS-Pole-CAD; O-Calc Pro; PoleForeman; SPIDAcalc

Q5) Is there a preferred user catalogue in combination with the PLA software?
A: No, since the District has not specified a specific PLA software to generate PLA Report information. However, with access to District’s GIS and other Asset Management systems, the contractor will be able utilize ‘construction unit’ information associated with each pole to determine in detail the type of equipment attached to the pole.

Q6) Can you please provide the prescribed format for the ESRI geo-database?
A: PLA Report information is to be provided in both a PDF format and an electronic file geodatabase format. In order to create an association between the PLA Report information and the District’s pole records, each PLA Report should be named using the District’s unique pole number.

Q7) Can Northern Wasco describe the process for uploading PLA reports to their Asset Management System?
A: The District will place the PLA PDF reports in a common folder on a server with a hyperlink from the GIS system to the PLA PDF folder. The District is still in the process of determining the process of integrating the PLA electronic file geodatabase information with the District’s Futura GIS system. Both methods/processes will utilize the District’s unique pole number for accessing/utilizing the PLA Report information.

Q8) Are you looking for the 3D model to be provided in JPG format or expecting the detailed pole model (with 3D representation) be delivered in a native PPLX file format (i.e. O-CalcPro file format)?
A: PLA Reports should contain Pole identification information available from the Pole Attachment information that the District will provide; Attachment detail for all pole attachments; 3D Image in the report; and the Pole Image provided by the District. Having the attachment details along with both the 3D image and the original calibrated pole image will be helpful to the District and subsequent Pole Attachers in evaluating pole strength associated with new pole attachment requests.

Q9) During the field audit, for each pole, were two (2) date stamped calibrated pole pictures collected along with the pole number inserted on each picture?
A: Yes. See Q2
Q10) Are the photos IKE calibrated images or a different type?
A: The calibrated images are being produced using a high-resolution digital camera and Osmose Digital Measurement Technology (DMT).

Q11) Can you provide a sample set of data that you intend for us to utilize for this project?
A: Attached is an example of the type of data the Pole Attachment Audit will generate and be made available.

Q12) What is your expectation of what we are to do with poles that have no attachments?
A: Poles with no attachments will not be included in the data set requiring a PLA.

Q13) Do you anticipate field visits being required to complete the deliverable, or do you intend that all information needed to be provided by the calibrated photo and GIS?
A: No. The intent to complete the deliverables is for the contractor to be able to use Pole Attachment Audit information, the calibrated images from the Pole Attachment Audit, District GIS pole and electric equipment data, and other desk top tools that provide aerial and street view images. If needed on a limited case-by-case basis the District would be willing to field visit a pole to provide the contractor any additional clarifying information.

Q14) Is a PDF report acceptable?
A: Yes. See Q6

Q15) Are there any requirements for an electronic format in regards to integrating with your GIS network? If yes, please provide.
A: Yes. In addition to submitting the PLA Report information as PDF reports, The District is also requiring that the PLA data be submitted in a file geodatabase in ArcGIS. See Q6.

Q16) Will the pole profile image be provided with dimensioning? If yes, can an example be provided?
A: Yes. See Q2, Q6, and Q10

Q17) Would the bidder be allowed to propose an alternate timeline?
A: Yes. But note that part of the Evaluation Criteria described in the RFP takes into consideration the contractor’s ability to successfully manage projects of similar nature and scope. Any adjustment to the project completion date would have to be mutually agreed to by both the District and the contractor.
Q18) Will Northern Wasco County PUD be providing the GIS database standards prior to submission of bids?
   A: No. The District is still in the process of determining the process of integrating the PLA electronic file geodatabase information with the District’s Futura GIS system. The determination as to how integrate the PLA electronic data into the District’s GIS system will be made with input from the contractor. The District designs and constructs facilities, where practicable, in accordance with RUS standards.

Q19) The Pricing Proposal section of the RFP mentions to submit a price per pole. Would Northern Wasco County PUD like to see the project management and closeout costs separated out or included in the price per pole amount?
   A: Included in the price per pole. If contractor feels that breaking out the costs to support the price per pole better supports the price submitted, then the contractor can break out per pole costing components. As stated, Pricing Proposals are to be submitted a per pole price and Evaluation Criteria will consider cost competitiveness.

Q20) Which platform does NWASCOPUD use in-house for PLAs?
   A: The District has PLS-CAD and is just learning how utilize this tool. As such, a pole loading catalog has yet to be developed.

Q21) Will the 6,800 poles and corresponding pictures come as complete groupings for each of the (10) ten substation service areas?
   A: This will be determined as part of the Project Startup meetings the contractor and the District will have. The Project Plan for the Pole Attachment Audit is to have 2,000 poles Audited by August 19th, the start date for Pole Load Analysis Project. The contractor conducting the Pole Attachment Audit is on track to meet this first milestone.

Q22) Was there a QC check on data collection and if so, what were the results of the data collections?
   A: Contractor is to achieve a 97% attribute accuracy level or better for each of (5) separate and distinct Substation Service Areas. District will sample Audit information to verify attribute accuracy reported by contractor. The contractor has identified failure rates of less than 3% for each one of the six (6) weeks in which the Audit has been in progress. If accuracy rates are found to be less than 97%, the contractor will re-audit the substation service area.

Q23) Were forward and backward spans, anchor sizes, down guy diameters collected during the data collection?
   A: No. Some of this information will be obtainable with the contractor having access to the District’s GIS system and use of other tools providing aerial and street view images.

Q24) What is the PLA failing percentage that necessitates a pole change-out?
   A: The ‘Pole strength Factor’ to be used is 85% using Grade C construction. The contractor will not design pole change-outs due to pole loading failures as part of this Contract. The PLA Report to be provided is “As-Is” in the field at the time the Pole Attachment Audit information was collected.

Q25) Of the 6800 poles can you provide a breakdown to type of equipment on a pole:
   A: This will be available to the contractor on a pole-by-pole basis with access to the District’s GIS and auxiliary systems. If needed, breakdown of equipment types can be discussed as part of the Project Startup meetings the District and contractor will have.
Q26) Of the 6800 poles can you breakdown the number of communication attachers on a pole.
A: This will be available to the contractor on a pole-by-pole basis as part of the Pole Attachment Audit data that the contractor will be provided. After six (6) weeks of Pole Attachment auditing, the average attachments per pole is 1.33. Note, however this average is for poles audited in a very rural area of the District’s system. The average is expected to increase as the Audit progresses into The Dalles city limits. See Q6 for an Audit data sample.

Q27) Will the contractor be provided a computer(s) for access to the District’s GIS system?
A: No. The contractor will use their own equipment. Timing for gaining access to District systems will be determined as part of the Project Startup meeting(s).

Q28) How will the PLA review process be conducted?
A: District Engineering group will review PLA Reports with critical review given to those poles that indicate a preliminary failure. Based on Engineering review, additional follow-up with the contractor may be needed to help determine how the District will mitigate the pole failure.