

# Louisiana Public Service Commission



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Executive Counsel

April 13, 2021

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Deputy Undersecretary

## VIA EMAIL

**RFP 21-09 – DOCKET NO. X-35948, Louisiana Public Service Commission, ex parte, In re: Statewide review of Advanced Metering Infrastructure in order to test and certify meter compliance in accordance with each respective electric utility's approved rate.**

To all LPSC qualified consultants:

Enclosed please find a Request for Proposals ("RFP") for **independent engineering consultant** issued by the Louisiana Public Service Commission for the above referenced docket. If your firm is interested in submitting a proposal, please review the RFP carefully to determine whether your firm meets the specific requirements to qualify for this representation. All Proposals must include a showing that your firm possesses the requisite qualifications and experience to represent the Commission in this matter. Also, please note that all Proposals, including the **original, plus (2) two copies, and an electronic copy** must be received on or before Wednesday, May 5, 2021 at 4:30 p.m. Selection of consultants is anticipated to take place at the Commission's May 2021 Business and Executive Session.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Bowman".

Kathryn H. Bowman  
Executive Counsel

Enclosure

cc: Brandon M. Frey, Executive Secretary  
Melissa W. Frey, Deputy General Counsel

**RFP 21-09**  
**LOUISIANA PUBLIC SERVICE COMMISSION**  
**REQUEST FOR PROPOSALS (“RFP”)**  
**April 13, 2021**

***DOCKET NO. X-35948, Louisiana Public Service Commission, ex parte, In re: Statewide review of Advanced Metering Infrastructure in order to test and certify meter compliance in accordance with each respective electric utility’s approved rate.<sup>1</sup>***

The Louisiana Public Service Commission (“Commission” or “LPSC”), in accordance with the requirements of the LPSC General Order dated November 10, 2014 regarding the selection of contract employees (the “Contract Order”), issues this Request for Proposals (“RFP”) seeking an **independent engineering consultant or outside technical consultant** who will assist Commission Staff in a one-time statewide review of Advanced Metering Infrastructure (“AMI”) electric meters of jurisdictional electric utilities.

**Deviations from the requirements contained herein, or conditional bid amounts may result in rejection of the bid as non-conforming. Consideration of qualifying bids received in response to RFP 21-09 are anticipated to be on the Commission’s May 2021 Business and Executive Session (“B&E”).**

**I. Overview**

At the Commission’s February 24, 2021 Business and Executive Session, Vice Chairman Skrmetta directed Staff to issue a request for proposal to solicit outside technical consultants to assist with a one-time statewide review, by statistical sample testing and certification, of a random selection of AMI electric meters, and to test and certify meter compliance in accordance with each respective approved electric utility rate. Furthermore, the directive indicated a report from the findings shall be prepared for the Commission. There was no opposition.

**II. Scope of Representation**

Applicants will be assisting Commission in-house Staff (Legal, Utilities, and Auditing Divisions) in a statewide statistical sampling of AMI meters of jurisdictional electric utilities. Assistance will include, but not necessarily be limited to: formulating an action plan with Staff to conduct statistical sampling; drafting discovery requests and reviewing responses thereto; conducting site visits and meetings, as necessary; confirming compliance with the Commission’s AMS General Order;<sup>2</sup> confirming compliance with each electric utility’s approved rates; participating in open sessions wherein the matter is discussed and meeting with Commissioners as necessary. In addition, Applicants may need to conduct interviews with select personnel of each jurisdictional

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<sup>1</sup> Docket No. X-35948 will be published in the Commission’s Official Bulletin dated April 16, 2021 for informational purposes only, and is intended to be a repository for information related to the Statewide review of AMI.

<sup>2</sup> Commission General Order dated September 22, 2009 (Docket No. R-29213 consolidated with Docket No. R-29213 Subdocket A).

electric utility familiar with the respective utility's AMI system, including vendors and/or contractors. Applicants will be responsible for drafting a report to the Commission on the findings of this one-time statewide review.

As of the issuance of this RFP, the Commission has authorized the installation of six AMI systems for jurisdictional electric utilities: 1) Cleco Power LLC (Order Nos. S-30723 and U-31393); 2) DEMCO (Order No. S-31210 and Docket Nos. U-35359 and S-35630); 3) Beauregard Electric Cooperative (Order No. S-33411); 4) Northeast Louisiana Power Cooperative (Order No. S-33490); 5) Entergy Louisiana, LLC (Order No. U-34320); and 6) Concordia Electric Cooperative (Order No. U-34685 and Docket No. U-35456).

All proposals shall include an outline of a plan of action for this scope of representation. However, the Commission and its Staff shall have the right to determine how the tasks will be carried out. In addition, all proposals shall be accompanied by a professional firm resume indicating the qualifications and experience necessary to meet the requirements of this RFP. Deviations from the requirements contained herein, or conditional bid amounts may result in rejection of the bid as non-conforming.

### **III. Period of Representation**

The time period estimated to complete the Scope of Representation is approximately 18 months. This is merely an estimate and the Commission makes no representations as to the accuracy of the Period of Representation.

### **IV. Minimum Requirements**

To qualify, all Applicants must have requisite knowledge of the topics listed below, in addition to those provided in Commission General Order dated November 10, 2014. The Commission's Contract Order requires Applicants to be pre-qualified by the Commission in order to be eligible.

Applicants must either be a licensed engineer or technical consultant. If an engineer, applicants must be licensed and in good standing with all applicable engineering licensing and certification boards. All Applicants must have experience in the design and manufacturing of AMI, including all aspects of engineering, procurement, and installation. All Applicants shall be able to testify regarding industry standards and widely accepted industry practices regarding AMI design and installation. Consideration will be given to levels of competence such as educational background and achievement, practical experience and success in regulatory processes, in addition to the Applicant's knowledge of Louisiana regulatory law and the Commission's AMS General Order.

In addition to familiarity with the AMS General Order, Applicants should, at a minimum, have knowledge of:

- 1) The Commission's Rules and Orders pertaining to outage management and service reliability; and

2) Methods to improve the efficiency of a utility's operations and whether the utility is making use of any such methods.

**V. Estimate of Costs**

All proposals shall include fees and direct costs associated with Applicant's services described above. Applicants responding to this RFP shall quote their rates on an hourly basis, and shall submit a total budget, separating professional fees from direct costs. Along with providing the above, Applicants should provide an overview of the estimated costs in the summary of the bid proposal.

Applicants shall only be allowed to charge for actual hours of work performed and costs incurred. Once selected, an Applicant's hourly rates and budget shall not be altered except by formal approval of the Commission.

**VI. Conflict of Interest**

Applicants shall prominently and separately disclose current, as well as past, employment which could possibly result in a conflict of interest. In addition, Applicants shall disclose matters in which they currently represent clients before the Commission.

**VII. Billing Guidelines**

As required by the November 10, 2014 General Order, all bills shall be rendered monthly and shall specifically identify and describe all work performed, the person performing such work, the time and charge for such work, and shall additionally show the total amount billed to date and the authorized original estimate. Bills will be rendered in strict accordance with the Commission's guidelines. Expenses shall also be separately disclosed with proof of such expenses attached.

Expenses, where applicable, shall be reimbursed at state authorized rates as specified in the Travel Policies and Procedures Memorandum issued by the State of Louisiana, Division of Administration in effect at the time such expenses are incurred ("Allowable Expenses"). Any expenses that exceed the Allowable Expenses shall be borne by the contract employee and shall not be reimbursed by either the Commission, or the correspondent utility, unless otherwise specified by the Commission.

## **VIII. Reservation of Rights**

The LPSC reserves the right to reject any and all proposals, to amend and/or supplement this RFP at any time, and to consider proposals or modifications thereof received at any time prior to LPSC vote at Open Session, if such action is found by the LPSC to be in the public interest. Pursuant to the General Order regarding the selection of contract employees, the LPSC has the right to accept any offer and does not have to accept the lowest bid amount. In addition, there is also no assurance, express or implied, that an award will necessarily be made pursuant to this RFP.

## **IX. Submission of Proposals**

Interested parties should submit the **original (hard copy), 2 copies, and e-mail an electronic copy** of the proposal to:

Kathryn H. Bowman  
Executive Counsel  
Louisiana Public Service Commission  
602 North Fifth Street (Galvez Building) (70802)  
P.O. Box 91154  
Baton Rouge, Louisiana 70821-9154  
Phone: (225) 342-9888  
Fax: (225) 342-5610  
Email: [kathryn.bowman@la.gov](mailto:kathryn.bowman@la.gov)

To be considered, an original, two copies, and the electronic copy of the proposal must be received on or before **May 5, 2021 at 4:30 p.m.** **Selection of consultants is anticipated to take place at the Commission's May 2021 Business and Executive Session, which is currently scheduled for May 19, 2021.** Information concerning billing procedures and the Commission's RFP policy may be obtained from the address listed above, or by calling (225) 342-9888.