



## Request for Proposal (RFP)

<b>Re:</b>	Enterprise-wide Meter Audit
<b>Date:</b>	July 1, 2024
<b>Issued by:</b>	FortisTCI Limited

### Project Overview

The Company is currently utilizing Automatic Meter Reading (AMR) technology through the use of Itron meters to record customer electric consumption.

The Company has established standards for the installation, recording, testing and removal of meters.

The need to conduct a complete review of the metering environment is essential to identify any non-conformance to FortisTCI Standards.

### Company Background

FortisTCI Limited (FTCI), a subsidiary of Fortis Inc., provides electricity throughout the Turks and Caicos Islands, serving Providenciales, North Caicos, Middle Caicos, South Caicos and adjacent Cays. Turks and Caicos Utility Limited (TCU) serves the Islands of Grand Turk and Salt Cay and was acquired by FortisTCI in 2012. Together, both companies serve over 17,500 customers and are regarded as one of the most reliable electricity providers in the Caribbean. FortisTCI is headquartered in Providenciales and operates with 165 employees based throughout its service territory. The Company is rated BBB- by Standard and Poor credit agency.

FTCI and TCU have a combined diesel-fired generating capacity of 101.5MW and solar generating capacity of 2.6MW. As of 2024 to date, the companies met a combined peak demand of 50.6 MW. The companies own more than 660 circuit kilometers of transmission and distribution lines across

the islands, and together they operate four vertically integrated electricity systems.

The Company's purpose is ***Powering up the Turks and Caicos Islands for a sustainable future***, whilst its vision statement is ***Transforming Energy in the Turks and Caicos Islands***. Its mission is being committed to providing safe, reliable least-cost energy, using smart, innovative technologies, and by investing in people, while being a good corporate citizen, being environmentally responsible, maintaining the highest level of customer satisfaction, and ensuring a reasonable rate of return for our investors.

FortisTCl is also committed to exploring environmentally sustainable energy solutions for the Turks and Caicos Islands and to the integration of nontraditional services and new technology. In line with the 2018 Resilient National Energy Transition Strategy (RNETS), which was developed from a comprehensive integrated resource plan process, FTCl is infusing more renewables using solar PV technology and aiming to lower its carbon emission by 40% and achieve 33% renewable energy penetration by 2040.

## Scope of Work

FortisTCl desires to find a qualified, suitable contractor to provide meter-auditing services for installed single phase meters throughout its service territories in the Turks and Caicos Islands. The objective of the audit is to inspect and report on predefined physical characteristics of each installed meter and to investigate any major anomalies.

### A. Contractor Required Tasks

The contractor shall complete the following requirements:

1. The Contractor will provide FortisTCl with detailed audit procedures to address each audit objective outlined by FortisTCl.
2. The Contractor will provide weekly status reports of all findings to the Company, including:
  - 2.1. The meter number;
  - 2.2. Current meter reading;
  - 2.3. Meter testing results (sample of meters)
  - 2.4. Meter condition;
  - 2.5. Meter location;
  - 2.6. Meter geographical reference point;
  - 2.7. Condition, Type and colour of the seal;
  - 2.8. Other visual conditions – including any indications of tampering, blank meters, defective installations etc;
  - 2.9. Photographs of all meters.
3. The Contractor will consolidate all data electronically.

4. The Contractor will categorize any areas of concern by priority.
5. The Contractor will provide a final report with all findings and recommendations where necessary upon the conclusion of the audit.
6. The Contractor will provide a reconciliation of system meter database and field meter data.

#### **B. Contractor Responsibility**

- a. The Contractor will adhere to the Company's environment, health and safety policies and procedures and all Personal Protection Equipment (PPE) must meet FTCI safety standards.
- b. The Contractor will assign a Project Manager who will act as liaison between FortisTCI and Contractor and who will be given authority to transmit instructions, receive information, and execute change orders and or supplemental agreements.
- c. The Contractor shall maintain an accurate and updated contact information list for key contractor personnel, including notice of any changes in contacts that would necessitate termination of access to FortisTCI facilities.

### **Information Required of Respondents**

In responding to this RFP please use the following format.

The response to RFP should be no more than 6 pages in length, plus attachments:

**Section 1: Executive Summary of the Proposal**

Provide a brief summary of the proposal.

**Section 2: General Description of the Activities**

Provide a brief statement of your understanding of the requested effort including a detailed outline of the planning process.

**Section 3: Work Plan**

Provide information about approach or framework to be used. Provide proposed activities that would involve key stakeholders. Also, provide a timetable for completing the process within the timeframe outlined below.

**Section 4: Staffing Plan, Resumes**

Please identify each person who will work on the project, and identify his or her role.

Also provide a resume and references for each member as an attachment.

**Section 5: Budget**

For each task listed in Section 3, please identify the expected hours of staff members identified in Section 4 and the total cost. Identify the total billing rate for each staff member, if applicable.

**Vendor must have the following requirements:**

- A minimum of experience with two projects of similar size and complexity.
- Working knowledge of electrical metering systems
- Must have electrical certification
- Must have liability insurance

**Submission & RFP Timeline**

Kindly submit any questions or clarifications required and the completed RFP to Director, Customer Experience– Nicquel Garland **via email at [ngarland@fortistci.com](mailto:ngarland@fortistci.com)** by **July 13, 2024 at 5p.m (EST)**. RFPs received after that date will not be considered. FortisTCI will be contacting the selected vendor by July 27, 2024. Proposals should be prepared in a straightforward manner to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

MILESTONE	DATE
RFP Issuance	July 1, 2024
FRP Submission Due	July 13, 2024
Notification of Contract Awarding	July 27, 2024
Start of Engagement	September 2, 2024
Execution of Activities	September 2 – December 14, 2024
Final Report Issuance	January 15, 2025

FortisTCI may contact the proponents for presentation of the proposal.

FortisTCI is not bound to accept any, or the lowest quote, and reserves the right to annul the bidding process at any time prior to award of Contract.