

**West Florida Electric
Cooperative Association, Inc.**

A Touchstone Energy® Cooperative



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June 15, 2021

Dear Vendor:

West Florida Electric Cooperative is seeking competitive proposals for the inventory of pole attachments, the inventory of lighting, and a pole and equipment inventory audit.

Please review the attached Request for Proposal. Proposals should be e-mailed to hbrown@westflorida.coop. or received at the Graceville Office addressed to West Florida Electric Cooperative, 5282 Peanut Road, Graceville, FL 32440-0127, in a sealed envelope addressed to the attention of Holley Brown, Purchasing, with the words "RFP-Joint Use, Light, and Equipment Audit" on or before **9:00 a.m. on Monday, August 30, 2021.**

West Florida Electric Cooperative Association reserves the right to accept any proposal it deems lowest or best and/or to reject any or all proposals received. All proposals WILL BE CONFIDENTIAL. Due to COVID-19 restrictions, this will not be a public bid opening; the selected bidder will be contacted in a timely manner. **If awarded this contract, payment will be issued after services are completed after the end of each month.** Please refer to the Technical Contacts on page 3 should you have any questions.

Sincerely,

Holley Brown

Purchasing Coordinator

Joint Use, Light and Equipment Audit

Prepared by

West Florida Electric Cooperative Association, Inc.

June 15, 2021

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Technical Contacts

Any questions concerning technical specifications or the Request for Proposal (RFP) requirements should be directed to:

Joint Use Audit: Keith L. Varnum, PE, Manager of Engineering, 850-326-0661

Light Audit: James Efurd, Manager of IT, 850-209-5802

Equipment Audit: Keith L. Varnum, PE Manager of Engineering, 850-326-0661

GIS: Wes King, GIS Coordinator, 850-326-3896

Joint Use, Light and Equipment Audit

1. Introduction

The purpose of this document is to perform West Florida Electric Cooperative Association, Incorporated's (herein referred to as WFEC) joint use, light and equipment audit. Vendors will be selected based upon the cost information provided and how quickly the data can be provided. Additional contract material will be provided to the selected vendors prior to awarding the project. This document outlines the project tasks and requirements that must be satisfied.

2. Project Description

WFEC is seeking a vendor to conduct a field audit of all joint use attachments and lights on its poles and to field verify its maps for equipment location data. Equipment is defined as all poles, pad mount transformers, pad mount enclosures and pedestals for this audit. The vendor will be required to physically visit every WFEC pole within its service area, verify each joint use attachment and the company who owns it, collect information about each light and identify any equipment discrepancies of WFEC's map database. Each light visited will require an additional visit to nearby meter(s) on the property(s) that are determined to receive the primary benefit of the light.

The Vendor will determine how each audit is conducted. WFEC is most interested in receiving the joint use data as soon as practical. It is expected that the joint use, light and equipment audits will be completed either separately or together. The vendor should identify the estimated completion times for each individual audit.

3. Existing Databases / Systems

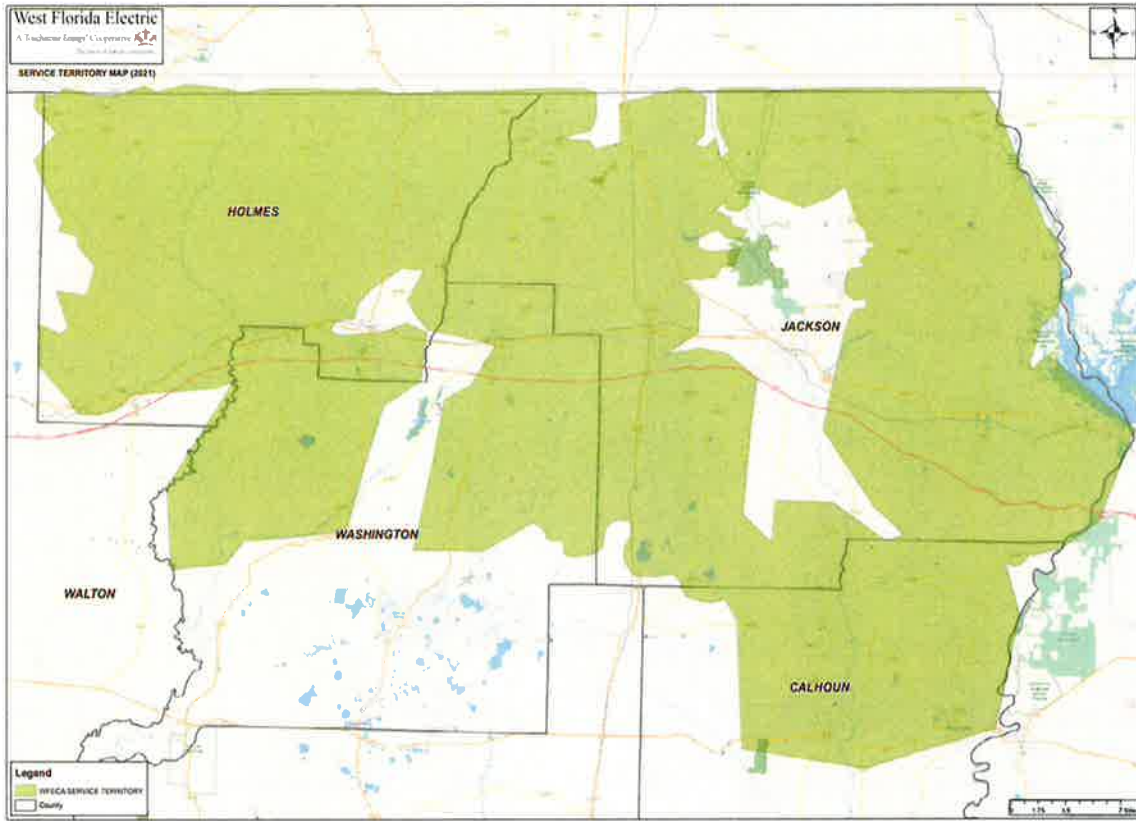
Vendor will contact joint users to determine location and ownership of the attachment(s). WFEC will make any records it has available to Vendor. WFEC light records are maintained in WFEC's Billing software. Roadway lighting provided to various municipalities and governmental organizations is not separately identified. WFEC has a GIS data base of its electric system which includes pole, light and equipment locations.

3.1 WFEC Statistics

- Joint use companies within the service territory:
 - o AT&T Communications (formally AT&T)
 - o AT&T Florida (formally BellSouth)
 - o Century Link
 - o Consolidated Communications (formally FairPoint Communications)
 - o Comcast Cablevision
 - o Spectrum (formally Bright House Networks)
 - o Mediacom (formally Cablevision)
 - o Uniti Fiber (formally Southern Light)

- o Member owned attachments (fence, signs, bird houses, lights, etc.)
- Approximate poles with joint use attachments 11,000
- Approximate deployed lights 15,000
- Approximate pole count 80,000
- Approximate equipment locations that are not poles 1,500

3.2 WFEC Service Area Map



WFEC Service Territory is in Calhoun, Holmes, Jackson and Washington Counties, Florida

4. Audit Approach

To maintain the integrity of the data provided and allow for efficient review of the deliverables provided, the vendor will review WFEC's system by substation and circuit. WFEC has 13 substations with a total of 35 circuits to audit. The order of review will be determined by WFEC. WFEC will provide vendor with extracts of GIS information. This will allow both organizations a method to manage how the audit is completed, delivered, accepted and invoiced. For identification purposes of a joint use attachment in this audit WFEC considers any cable or item not belonging to WFEC as a joint use attachment.

4.1 Requirements

Vendor will communicate and cooperate with mapping and billing software vendors to provide data in a format suitable for use with batch updates or imports to existing software. Vendor will have knowledge of both Milsoft and Futura Mapping software data formats. Submitted data should be

georeferenced and include references to existing map features. Vendor is expected to provide both summary and detailed information regarding the differences in lighting records that exist between the billing software, mapping software, and field collected records. Vendor is expected to:

- 4.1.1 Notify joint-users of project and coordinate kick off meeting at WFEC's office.
- 4.1.2 Utilize a software application and GPS tracking devices with a minimum accuracy of 30 feet. Utilize exports from WFEC's existing mapping and billing system.
- 4.1.3 Gather GIS/map data from as many parties as possible and develop a software inspection form.
- 4.1.4 Visit and visually inspect all pole and equipment locations
- 4.1.5 Joint Use Attachments

Visually inspect all Joint Use locations connected and collect data on the following:

- 4.1.5.1 Joint use attachments
- 4.1.5.2 Quantity of attachments
- 4.1.5.3 Ownership and type of the attachment
- 4.1.5.4 Presence of joint use guys and anchors
- 4.1.5.5 Unique identifier for pole (WFEC pole number)
- 4.1.5.6 Latitude/Longitude (Nad_1983_StatePlane_Florida Coordinate system)
- 4.1.5.7 Obvious NESC code violations or unsafe conditions created by the attachment
- 4.1.5.8 Document attachments needing to be transferred
- 4.1.5.9 Photograph the attachment
- 4.1.5.10 Stub poles (ready to pull/retire) due to an attachment transfer
- 4.1.5.11 Equipment belonging to Joint User (i.e., amplifier, etc.)
 - 4.1.5.11.1 Is equipment belonging to Joint User powered or not?
 - 4.1.5.11.2 If powered, collect meter number or note unmetered device.
- 4.1.5.12 If WFEC is a joint user of another utility and the pole's owner
- 4.1.5.13 Date and time stamp of the collection

4.1.6 Lights

Visually inspect all Lights connected to WFEC's system and collect data on the following:

- 4.1.6.1 Quantity of attachments
- 4.1.6.2 Light type according to WFECA specifications
- 4.1.6.3 Light wattage
- 4.1.6.4 Unique identifier for pole (WFEC's pole number)
- 4.1.6.5 Latitude/Longitude (Nad_1983_StatePlane_Florida Coordinate system)
- 4.1.6.6 Is the light energized from the load side of (behind) a meter?
- 4.1.6.7 Is the light damaged?
 - 4.1.6.7.1 Description of damage
- 4.1.6.8 Is the light disconnected?
- 4.1.6.9 Does the light burn during daylight?
- 4.1.6.10 Meter number of the property receiving the predominant benefit of the light.
 - 4.1.6.10.1 If predominant benefit cannot be determined, collect the meter numbers of the properties which share benefits of the light.
 - 4.1.6.10.2 If a meter cannot be found on the property(s) receiving the benefit, collect the pole number of the transformer serving the light.
- 4.1.6.11 Date and Time stamp of the collection

4.1.7 Equipment

Visually inspect and verify the location of all equipment (poles, pad mount transformers, enclosures and pedestals) connected to WFEC's system and collect data on the following:

- 4.1.7.1 Equipment locations on WFEC's maps
- 4.1.7.2 Provide Latitude/Longitude (Nad_1983_StatePlane_Florida Coordinate system) for WFEC's equipment not on its maps
- 4.1.7.3 Unique identifier for equipment (WFEC pole number)
- 4.1.7.4 Identify any equipment appearing on WFEC's maps which no longer exists.
- 4.1.7.5 Identify any abandoned WFEC equipment not connected
- 4.1.7.6 Identify obvious system maintenance concerns
- 4.1.7.7 identify obvious NESC code violations or unsafe conditions
- 4.1.7.8 Unique identifier (WFEC's pole number) specifically is the number physically on the equipment in the field.

4.2 WFEC Responsibilities

WFEC will provide a GIS data extract of its poles, lights and equipment in a format to be determined. Since there is a one-to-many relationship between the pole and its attachments, WFEC will most likely provide a file geo-database containing the pole data and its corresponding attachment table. Deliverables provided by vendor will be processed into GIS by WFEC personnel. As the need arises, WFEC will provide property access codes or keys for entering locked areas.

4.3 Safety Considerations

Occasionally the vendor will encounter safety issues or code violations. The following rules will apply:

- 4.3.1 For safety issues that pose a danger to the public, the vendor's representative must notify WFEC immediately and remain at the location until relieved by a WFEC representative.
- 4.3.2 For any field conditions that do not pose an immediate danger, but may impact system reliability, need to notify WFEC.

5. Deliverables

The preferred file type for data deliveries to WFEC will be an Excel format and a database export with a data dictionary. The joint-use table should match WFEC's currently formatted table. Deliverables must include hard references (e.g., key values) to provide exports unless the exported data did not contain the records that are missing reference information.

5.1. Project Plan

A project plan containing tasks and dependencies must be submitted with the proposal. The project plan should indicate weekly progress reports, proposed milestones, and WFEC will review and input requirements. Progress reports should include percent of project complete and accuracy level achieved per delivery. WFEC requires that all vendor representatives performing the field work must have prior work experience in joint use audits. WFEC requires the resume of vendor representatives who are performing the joint use and light audit. WFEC requires that at least one vendor representative per field work crew must be able to openly and effectively communicate with WFEC's membership in order to ensure the safe and efficient operation of the project.

5.2 Reports

WFEC requires that for each delivery of field audit data, a differences/exceptions report must be included that has the total number of new attachments, lights and equipment found, as well as total number of lights and equipment removed. WFEC requires an Excel format file for each delivery of field audit data with an add/remove report by unique pole identifier and the attachment company or light being added or removed. Progress reports should include percent of project complete and accuracy level achieved per delivery. Once audit is completed, a revised number of attachments by company, lights by type and poles should be provided.

5.3 Acceptance Criteria

- 5.2.1 Vendor must validate and perform an internal review of the audited field data before delivery to WFEC
- 5.2.2 For a delivery to be accepted, an accuracy level of 96% or greater must be achieved
- 5.2.3 All required reports must be submitted before final acceptance is approved
- 5.2.4 WFEC will have 90 days to review each grid report prior to acceptance

5.4 WFEC's Quality Assurance/Quality Control Process

WFEC will perform sample field audits and other verification measures of the data provided prior to accepting the completed product. The product will be rejected if it fails to meet the stated 96% or greater accuracy level.

5.5 Executive Summary

An Executive Summary on how vendor meets the requirements and RFP specifications. A pricing break down by line item, specifying costs, is to be included in the summary.

6.0 Miscellaneous

- 6.1 Vendor must identify a Project Manager Lead in the proposal response who will be WFEC's primary contact for all phases of the project to be completed.
- 6.2 WFEC will provide a single point of contact for day-to-day communication and reporting.
- 6.3 WFEC will review and provide feedback on accepted deliveries and adhere to the mutually agreed timelines for feedback and acceptance.
- 6.4 WFEC will have a dedicated team to support the vendor team.

7.0 Pricing

All pricing should be a firm, fixed and per unit.

Vendor must clearly state all assumptions made for the proposal.

The proposal should include separate deadline for completion of each audit separately.

1. Joint-use attachments:

Price per Unit: _____

Estimated Completion Time: _____

2. Lighting Inventory:

Price per Unit: _____

Estimated Completion Time: _____

3. Equipment Inventory:

Price per Unit: _____

Estimated Completion Time: _____