

Francis M. Gomez  
Purchasing Agent



Frank J. Picozzi  
Mayor

**City of Warwick**  
Purchasing Division  
(Mailing Address)  
3275 Post Road  
Warwick, Rhode Island 02886  
Tel (401) 738-2013  
Fax (401) 737-2364

The following notice is to appear on the City of Warwick's website Tuesday, January 16, 2024.  
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
BIDS REQUESTED FOR**

**Bid2024-353 24-hour On-Call SCADA Maintenance & Support for  
The Warwick Sewer Authority**

**Specifications**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, January 16, 2024. If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

**Submissions**

All bids should be submitted with one (1) original and two (2) copies in a sealed envelope (total of three (3) hard copies) as well as (3) electronic copies in .pdf format (USB flash drive), which should read: **YOUR COMPANY NAME** plainly marked on the exterior of the envelope as well as "**Bid2024-353 24-hour On-Call SCADA Maintenance & Support for The Warwick Sewer Authority**". No bids will be accepted via Facsimile or email. All bids must be sealed. Sealed bids will be received by the Purchasing Division no later than 11:00AM, Thursday, February 1, 2024. The bids will be opened publicly commencing at 11:00AM on the same day at 65 Centerville Road, Meeting Room 2.

**Delivery**

If delivering in person or sent by delivery service (FedEx/UPS/DHL etc.) use physical address 65 Centerville Road, Warwick, RI 02886, Suite D. If sent via United States Postal Service use mailing address 3275 Post Road Warwick, Rhode Island 02886.

**Awards**

Awards will be made on the basis of the lowest evaluated or responsive bid price.

## **Questions**

Please direct questions related to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to the Purchasing Division.

- Email: [Bids@warwickri.gov](mailto:Bids@warwickri.gov)
- Phone: 401-738-2013

Please direct all questions related to the specifications outlined (beginning on page 9) to the issuing department's subject matter expert:

- Name: Michael Bedard
- Title: Superintendent, WSA
- Phone: 401-468-4724
- Email: michael.p.bedard@warwickri.gov

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the bid opening date.

## **Original Signature on File**

Francis M. Gomez  
Purchasing Agent

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID**

**Acknowledgement of Addendum (if applicable)**

**Addendum Number**

**Signature of Bidder**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER'S NAME (PRINT): \_\_\_\_\_

TITLE: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

\*EMAIL ADDRESS: \_\_\_\_\_

\*Please include your email address. Future bids will be emailed, unless otherwise noted.\*

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**II. AWARD AND CONTRACT:**

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor, accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: \_\_\_\_\_

Bid2024-353

\_\_\_\_\_

Purchasing Agent

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID**

**CERTIFICATION & WARRANT FORM\***

**This form must be completed and submitted with sealed bid.  
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statutes, laws, ordinances and regulations, in particular, but not limited to Chapter 16-Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

**\*This form cannot be altered \***

**CITY OF WARWICK  
NOTICE TO BIDDERS**

**Bid2024-353 24-hour On-Call SCADA Maintenance & Support for  
The Warwick Sewer Authority**

The IRS Form W-9 is available on [www.warwickri.gov](http://www.warwickri.gov) should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder should initial the change.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder should indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified.

The opening of bids will be in the order established by the posted agenda and the agenda will continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid will be deemed late.

Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after it is open.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals submitted become the property of the City and will not be returned. If the company intends to submit **confidential or proprietary information** as part of the proposal, **any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential** and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

Prevailing Wages will apply to this bid. Current rates may be viewed at <http://www.dlt.state.ri.us/pw>.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The contractor must keep himself informed of and comply with all laws, ordinances and regulations of the federal, state and municipal governments which may apply and be in force during the life of the contract, in any manner which may affect himself/employees or the conduct of the work or the materials used or employed in the work. Before submitting bids, prospective bidders should examine the terms, covenants and conditions of all codes, permits and laws which may apply. By submitting a bid, the bidder agrees to comply with all pertinent laws/regulations if awarded a contract.

Every contractor and subcontractor awarded a contract for public works, construction, alteration and/or repair, including painting and decorating, or public buildings or public works must submit completed RI Certified Weekly Payroll forms listing employees employed on the project to the awarding authority on a monthly basis for all work completed in the preceding month. These forms may be found at: [www.dlt.ri.gov/pw/pwFormsPubs.htm](http://www.dlt.ri.gov/pw/pwFormsPubs.htm). Certified Payroll forms concerning RI Department of Transportation projects may be submitted on federal forms. However, when a complaint is being investigated by the RI Department of Labor & Training (DLT), the contractor must resubmit the payroll information on the RI Certified Weekly Payroll forms for the entire project.

Awarding authorities, contractors and subcontractors must provide any and all payroll records to the DLT within ten (10) days of any request that is made by the department.

The awarding authority of any public works project will withhold the next scheduled payment to any contractor or subcontractor who fails to comply with the above provisions, as well as any further payments until they comply. The DLT may also impose a penalty of up to \$500 for each calendar day of noncompliance.

Please refer to Rhode Island state laws Section 37-13 for more information.

The contractor must carry sufficient liability insurance and agree to indemnify the City against all claims of any nature, which might arise as a result of his operations or conduct of work.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

The successful bidder must provide the City of Warwick with an original **Certificate of Insurance** for General, Automotive and Professional Liability in a minimum amount of \$1 million, naming the **City of Warwick as the additional insured** and so stated on the certificate with the bid name and bid number. It is the vendor's responsibility to provide the City of Warwick with an updated Certificate of Insurance upon expiration of the original certificate.

For a bid to be awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a **Certificate of Good Standing** dated no more than thirty (30) days prior to the date upon which the bid approval was made.

If required, the successful bidder will provide **Certificate of Good Standing** within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm for two (2) years, March 4, 2024 through March 3, 2026. Term contracts may be extended for two (2) additional one (1) year terms upon mutual agreement unless otherwise stated.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City will incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services has been placed, the contractor will be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit will be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick will be the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and fails or refuses to satisfy fully all of the respondent's obligations thereunder, the City of Warwick will be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement will cover the actual quantities ordered during the contract period. The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.



**PLEASE COMPLETE THIS PAGE AND SUBMIT WITH YOUR BID**

**PRICING MAY NOT BE CONFIDENTIAL**

**CITY OF WARWICK**

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** Bid2024-353 24-hour On-Call SCADA Maintenance & Support  
for The Warwick Sewer Authority

I. BID:

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price.

This offer will remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance by the CITY OF WARWICK will transform the bid into a contract. This bid and contract will be secured by Bonds, if required by the specifications.

## Request for Proposals

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24 Hour On-call SCADA Maintenance and Support for The Warwick Sewer Authority

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**Issue Date:**

January 16, 2024

**Closing:**

3 complete hard copies plus 3 electronic copy (USB flash drive) in .pdf format of each.

***Closing Location:***

Warwick City Hall  
Sawtooth Building  
65 Centerville Rd  
Warwick, RI 02886  
Meeting Room #2

***Contact Individual:***

Michael Bedard  
Superintendent WSA  
125 Arthur Devine Blvd.  
Warwick, RI 02886

michael.p.bedard@Warwickri.gov

## Invitation to Submit Proposals

The Warwick Sewer Authority (WSA) SA is interested in receiving proposals from consulting firms to provide on-call SCADA maintenance and support for Wastewater Services.

**Description:** On-Call SCADA Maintenance and Support for Wastewater Services

**Date Issued:**

**Submission Deadline:**

**Submission Time:**

The consultant will provide services on an “as required” basis for the duration of the term. The contract will be for a one (2) year term with possibility of extension for two (2) additional one (1) year terms.

On-call SCADA maintenance and support assignments will be assigned to the consulting team to complete under this contract under the authority of the Superintendent and or the Assistant Superintendent.

## Introduction

The Warwick Sewer Authority’s (WSA) department operates an advanced wastewater treatment facility which serves approximately 22,000 rate payers and treats 4.5-5.5 MGD and also operates 49 remote pump stations.

## Scope

SCADA Maintenance and Support services will be provided to the Warwick Sewer Authority on an “as required” basis for the duration of the contract. The extent of these services will depend on the expertise of individuals in the project team, operational needs, and financial requirements. Projects will be assigned to team members to complete under the authority of the Operations Superintendent, and/or the Assistant Superintendent.

When the WSA requests the consultant provide SCADA support, the consultant will work collaboratively with the WSA to develop a scope and a fee budget. If the scope and fee budget are approved by the WSA, the consultant will be issued a PO number.

Following the issuance of a PO for project, any scope or any fee budget changes will need approval by the individual at the WSA managing the project.

The Vendor shall be available for emergencies with a response time of 4 hrs. or less.

Vendor should present their team member’s expertise with the following SCADA equipment, software, specializations, and certifications:

<ul style="list-style-type: none"> <li>Wastewater Treatment SCADA programming, design, and troubleshooting.</li> </ul>	<ul style="list-style-type: none"> <li>Wastewater Process Control</li> </ul>
<ul style="list-style-type: none"> <li>SCADA On-call Maintenance and Support for Wastewater Operations</li> </ul>	<ul style="list-style-type: none"> <li>Wastewater Pump Station SCADA systems</li> </ul>
<ul style="list-style-type: none"> <li>Wastewater Electrical, Instrumentation, and Control (EIC) Systems</li> </ul>	<ul style="list-style-type: none"> <li>Visual Basic</li> </ul>
<ul style="list-style-type: none"> <li>PLC’s &amp; SCADA package (FTView SE SCADA software &amp; RS Logix 5000 Pro V17.01.00)</li> </ul>	<ul style="list-style-type: none"> <li>Allen-Bradley ControLogix, Compact Logix &amp; SLC 500 PLC Programming</li> </ul>
<ul style="list-style-type: none"> <li>Ethernet/IP, DeviceNet, Profibus, and Modbus SCADA Network programming, design, and Troubleshooting</li> </ul>	<ul style="list-style-type: none"> <li>Wastewater Treatment Plant and Linear System Capital Project SCADA Integration</li> </ul>
<ul style="list-style-type: none"> <li>UPS Systems for SCADA computers, network equipment, and PLC control cabinets.</li> </ul>	<ul style="list-style-type: none"> <li>Pump and Chemical Dosing Controls.</li> </ul>
<ul style="list-style-type: none"> <li>Remote Telemetry</li> </ul>	<ul style="list-style-type: none"> <li>Electrical Code Knowledge</li> </ul>
<ul style="list-style-type: none"> <li>Maintaining as-built drawings, infrastructure drawings, documents, and software inventory</li> </ul>	<ul style="list-style-type: none"> <li>Rockwell Automation Recognized System Integrator / Other Rockwell certifications (preferred qualification but not required)</li> </ul>
<ul style="list-style-type: none"> <li>Data Analysis / Management</li> </ul>	<ul style="list-style-type: none"> <li>Up to date reporting software</li> </ul>
<ul style="list-style-type: none"> <li>IFIX Written by GE Digital</li> </ul>	

The WSA does not guarantee or warrant that all projects related to SCADA support and servicing will be undertaken by the successful Vendor

### **Request for Proposals Terms and Conditions**

This section describes the terms and conditions of the Request for Proposals process.

#### **General**

Before submitting proposals, Vendor must satisfy themselves about the nature and location of the work, local conditions, the professional services, equipment, technology and facilities needed for the execution of the work, and all other factors that might have a bearing on their proposal. Vendor are fully responsible for obtaining all information required for the preparation of proposals and the execution of the work.

Vendor are solely responsible for their own expenses in preparing and submitting Proposals, and for any meeting, negotiations, or discussions with the WSA or its representatives and consultants, relating to or arising from this RFP. Vendor agree that by participating in the RFP process, and/or submitting a Proposal, they have no claim for compensation.

#### **Contact Individual**

The contact individual for the WSA is:

Michael P. Bedard  
Superintendent, WSA

Warwick Sewer Authority

Warwick, RI 02886

#### **Requests for Information**

Any requests for information (RFI) related to this Request for Proposal (RFP) will be directed in writing by email to Michael P. Bedard at [Michael.p.bedard@warwickri.gov](mailto:Michael.p.bedard@warwickri.gov)

### **Enquiries and Addenda**

The WSA will only respond to questions that are submitted in writing. The responses to written questions received by WSA staff will be issued to all potential Vendor as an addendum.

### **Late Responses**

Proposal envelopes will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time. Hard copies of late submissions will not be considered or evaluated and will be returned to the Vendor. In the event of a dispute, the proposal receipt time will be as recorded at the closing location for the hard copy.

### **Signed Offer**

The proposal must include a signed 'offer of services' and the offer must be signed, by a person/person(s) authorized to sign on behalf of the Vendor(s) and to bind the Vendor(s) to statements made in the proposal.

### **Changes to Proposal Wording**

The Vendor will not change the wording of its proposal after the closing date and time specified on the front cover of this RFP and no words or comments will be added to the proposal unless requested by the WSA for purposes of clarification.

### **Withdrawal**

Proposals may be withdrawn prior to the deadline on written notice to the contact person. Withdrawn proposals may be replaced by alternative proposals providing emailed notice of intent is delivered to Michael P. Bedard at least 24 hours prior to the deadline for closing noted above. Proposals must remain valid for 90days following the RFP closing date and time noted. Proposals are irrevocable after the closing date and time.

### **Acceptance of Proposals**

This RFP is not an agreement to purchase goods or services. The WSA is not bound to enter into a Contract with any Vendor. Proposals will be assessed in light of the proposal review criteria. The WSA will be under no obligation to receive further information, whether written or oral, from any Vendor. The offer of services will prevail whether accurate or not. The acceptance of any proposal may be subject to approval by the Board of Directors for the WSA.

### **Definition and Form of Contract**

The receipt of an offer of services with a proposal will not constitute a contract. A contract will not be entered into until the WSA accepts a proposal and the WSA and the Vendor enter into a full written Contract. Only after a contract is mutually agreed to and signed by both parties, will a Vendor acquire any legal or equitable rights or privileges.

### **Vendor Agreement with Terms**

By submitting a proposal, the Vendor agrees to all the terms and conditions of this RFP. Vendor who have obtained the RFP electronically must not alter any portion of the document, with the exception of adding the information requested. To do otherwise will invalidate the proposal.

### **Modification of Terms**

The WSA reserves the right to modify the terms of this RFP, in its sole discretion, at any time up to 2 working days prior to the noted closing date. This includes the right to cancel this RFP at any time without entering into a Contract.

### **Liability for Errors**

While the WSA has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Vendor. The information is not guaranteed or warranted to be accurate by the WSA, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Vendor from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

### **Acceptance of Proposals**

The WSA reserves the right, at its sole discretion to waive any defect or irregularity in any or all Proposals and to negotiate with any Vendor. The WSA also reserves the right to:

- Accept any Proposal
- Reject any Proposal
- Reject all Proposals
- Reject a Proposal even if it is the only one received
- Contact any or all Vendor to clarify or confirm information provided, without any obligation to Contact any other Vendor
- Invite any or all Vendor to provide brief presentations
- Negotiate with one or more Vendor without any obligation to advise, consult with, or enter into more discussions with any Vendor.

All of the above as considered by the WSA to be in its best interests.

### **Ownership of Responses**

All documents submitted to the WSA become the property of the WSA.

### **Confidentiality of Information**

Information pertaining to the WSA obtained by the Vendor as a result of participation in this RFP is confidential and must not be disclosed without written authorization from the WSA.



## **Safety**

The successful Vendor will be expected to follow all requirements of OSHA. (Occupational Safety and Health Administration as well as safety requirements of the WSA insurer.

## **Submission Format**

The Proposal should not be more than fifteen (15) pages in length, excluding title page, cover letter, and table of contents, resumes, and project data sheets. Each Proposal will be arranged as follows:

**Title Page** Showing the closing date and time, Vendor name, address, and contact persons.

### **Letter of Introduction (Signed Offer)**

One page, introducing the Vendor and signed by the person(s) authorized on behalf and to bind the Vendor to statements made in response to this RFP.

**Table of Contents** – Include page numbers

## **Executive Summary**

### **Section 1: Staff Qualifications and Experience**

- Include brief description of experience of each of the key proposed personnel, including proposed duties, responsibilities and office location
- Include proposed team organization chart
- Provide an overview of the experience of key team members with the SCADA equipment and specification identified in the scope
- Provide background on your staff and firm's capacity to provide on-call SCADA maintenance and support services for the WSA's wastewater facilities.
- List sub-consultants required and capabilities of sub-consultant team members.
- The home office/location of each consulting team member must be identified.
- Include detailed resumes of the consultant's team members and sub-consultant team members (if applicable).

### **Section 2: Corporate Experience**

- Describe the type of company or companies involved
- Description of the company size and depth
- Describe the Company's capability (experience) to undertake this assignment
- Describe the firm's quality management protocols

### **Section 3: Relevant Experience**

- List five relevant SCADA support names, scope of work, value of projects, value of services provided, company personnel involved and client/owner references with contact names and telephone numbers
- Explain how these projects demonstrate experience with similar SCADA software and electrical, instrumentation, and controls systems to those used by the WSA
- Demonstrate how these projects show how the Vendor will provide response in urgency/emergency situations. Discuss the system the consultant used in these projects to track changes made to a SCADA system.
- List familiarity and experience with the WSA's wastewater facilities
- If desired, data sheets for up to 8 projects may be attached. Project data sheets must not exceed one page per project.

### **Section 4: Project Management Approach and Methodology**

- Provide an outline of SCADA support services to be provided. Discuss the project management approach to be used for this project.
- Provide an organization chart showing key individuals from the firm and roles and responsibilities in terms of provision of SCADA support.
- Vendor with key team members not located on Rhode Island should explain how quick response times will be provided in the event of emergency or urgent situations and/or how routine work could be done remotely.
- Provide response times for normal, urgent, and emergency scenarios. Discuss how your firm would be able to provide 24 hour / 7 day availability to the WSA in the event of urgent and emergency scenarios.
- Provide a brief discussion of the approach to project management for this assignment
- Provide background on your firm's process for tracking changes made to a SCADA system, updating drawings, field reports, and project documentation.
- Discuss your system for the formatting of deliverables prepared for consulting assignments as part of this contract.

## **Section 5: Fee Structure**

- Provide an outline of the proposed fee structure for the SCADA support services to be provided for a twoyear agreement and for the two (2) possible one (1) year agreement extensions. All possible fees and charges must be identified.
- Provide charge-out rates for the individuals listed in the RFP.
- Advise whether travel time is to be charged and if so, at what rates.
- Please describe how key team members will be travelling to WSA sites. Provide the anticipated travel cost per a local site visit and estimate how often local site visits will be required.

The Fee Schedule must be submitted in a separate envelope within each Proposal submitted. The Fee Schedule will be reviewed after the other sections of the proposal as a two-envelope system.

### **Team Member Resumes**

- Please include detailed resumes for SCADA support team members and sub-consultant team members that show experience with the specific SCADA equipment, software, specializations, and certifications requested in the scope.

### **Project Sheets**

- Please include the Project Datasheets requested in **Relevant Experience**  
(For up to 8 projects)

## **Evaluation**

Proposals will be evaluated according to the following criteria:

### **Project Team Experience (30%)**

The Vendor's project team experience will consist of 30% of the evaluation.

- Proposals will be evaluated based on the firms' organization and proposed team including sub-consultants and specialists.
- The evaluation will consider individual team member's experience with on-call SCADA maintenance and support for wastewater treatment plant, pump stations, and linear instrumentation. The evaluation will also consider experience with electrical, instrumentation, and controls systems similar to those used by the WSA.
- The evaluation will also focus on the experience of individual team members with areas of specialization for SCADA systems in the scope. Please ensure resumes of team members are detailed enough to show the experience of team members with the SCADA programs and equipment, certifications, and areas of specialization requested.

### **Past Performance with the WSA, Corporate Experience, and References (10%)**

Past performance, corporate experience, and references will consist of 20% of the evaluation.

- Preference will be given to firms that can demonstrate their experience with wastewater on-call SCADA maintenance and support services of a similar nature to the SCADA system used by the WSA.
- Preferences will also be given for projects that demonstrate provision of SCADA support with rapid response to urgent and emergency situations outside regular working hours, and to projects in which an efficient system was established to document changes to a SCADA system.
- Preference will also be provided to Vendor which can demonstrate that SCADA support services were completed by the same team members who would be providing SCADA support to the WSA.

### **Project Management Approach and Methodology (30%)**

Project management approach and methodology will consist of 30% of the evaluation.

- Vendor should describe the project management of the consulting team, main project contacts, contact protocols, and show the relationship between key members of the project team.
- Vendor should discuss their approach to establishing a scope and budget for a SCADA support project as identified by WSA staff.
- The Vendor should also describe their approach to controlling consulting costs on a project. The Vendor should also discuss their approach towards jointly establishing the scope for projects in advance with the WSA, and keeping the WSA fully aware of the implications of any change of direction to minimize scope changes.
- Vendor should also discuss how travel time will be handled. The evaluation will also consider the office location of key team members and implications on travel and response time in urgent and emergency situations.
- Preference will also be given to Vendor that have a clear process for documenting changes in a SCADA system, updating drawings, field reports, and project documentation. Preference will also be provided to Vendor that have a system for the formatting of deliverables that meets WSA requirements.

### **Fee Structure (30%)**

The consulting fee structure will consist of 20% of the evaluation points.

- Identify charge out rates for each individual identified in the project team. Hourly rates must include local travel. Vendor must identify any and all travel costs expected.
- The Vendor must describe how charge out rates will be adjusted on an annual basis for the one year contract and for the two (2) possible one (1) year extensions of the agreement. All possible fees and charges must be identified.

## INSURANCE

1. The Consultant will, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to the WSA with an insurer licensed in the United States of America.

(a) Comprehensive Public Liability and Property Damage	\$3,000,000.00
(b) Professional Liability	\$2,000,000.00
(c) Automobile Insurance (owned and non-owned)	\$3,000,000.00

The Consultant shall require that each of his Sub-Consultants provide evidence of the aforementioned insurance in the name of the Sub-Consultant to that set forth under this clause.

In all policies of insurance called for by this clause (except professional liability and automobile insurance on vehicles owned by the Consultant) the WSA shall be named as an additional insured and all such policies shall contain a provision that the insurance shall apply as though a separate policy had been issued to each additional insured. All such policies shall provide that no cancellation or lapse of or material alteration in the policy shall become effective until 30 days after written notice of such cancellation, lapse or alteration has been given to the WSA.

Any deductible amounts in the foregoing insurance which are payable by the policyholder shall be in an amount acceptable to the WSA.

2. The Consultant shall provide the WSA with a certificate or certificates of insurance as evidence that such insurance is in force including evidence of any insurance renewal or policy or policies. Every certificate, or certificates of insurance shall include, certification by the insurer that the certificate of insurance specifically conforms to all of the provisions required herein.
3. Maintenance of such insurance and the performance by the Consultant of their obligation under this clause shall not relieve the Consultant of liability under the indemnity provisions set forth herein.