



## **City of Milton-Freewater** **Request for Qualifications**

### **Water & Sewer SCADA Assessment and On-Call Support** **Contract 302**

**DUE DATE/TIME:** May 19, 2022 / 2:00 p.m. local time

**SUBMITTAL LOCATION:** City of Milton-Freewater, Public Works Department, Attn: Steven Patten, 501 Lamb Street, PO Box 6, Milton-Freewater, OR 97862. Email submittals are preferred: [steven.patten@milton-freewater-or.gov](mailto:steven.patten@milton-freewater-or.gov). Qualifications must be received at this location or via email on or before said due date. Proposers are solely responsible for meeting this deadline.

**PROJECT DESCRIPTION:** The City of Milton-Freewater is seeking interested SCADA firms to submit a list of pertinent qualifications for providing a system wide SCADA hardware assessment and providing on-call support for SCADA updates and modifications. Firms should submit pricing policies as part of their submittal, including staff hourly costs and other relevant expenses.

The City's existing SCADA hardware has reached its end of life. The City's SCADA server and software were upgrade approximately 5 years ago; the hardware at City wells and sewer lift stations is over 20 years old. The City currently uses Ignition for its SCADA software and does not have plans to change or upgrade as the current system is only 5 years old. The system assessment would include SCADA communication components and sensors at locations (see attached map). The completed system assessment should include hardware recommendations and budget information to allow the City to make informed decisions about future improvements for the SCADA hardware. The scope of work for the assessment should include documentation of existing hardware and condition, evaluation of new hardware alternatives and a summary including recommendations.

Consultants should include information on previous experience with municipal water and sewer SCADA systems. The proposed contract is planned to be an annual contract with renewal up to five years with Consumer Price Index adjustments for compensation.

**REQUIREMENTS/CRITERIA:** Qualification submittals may not exceed 10 pages (i.e. 10 pages is equal to 10 pieces of paper) in total length. In addition to the 10 pages we will allow for the following additional supporting documents as follows: Cover Letter (not to exceed one (1) page). Table of Contents (not to exceed one (1) page). Covers (front and back – not to exceed one (1) sheet each to include the front and back).

The following is the criteria that will be used for scoring proposals:

1. A statement describing Consultants' general qualifications and related performance information.
2. Scope of work for system-wide SCADA assessment and budget for SCADA assessment.
3. A description of Consultants' specific qualifications for municipal water and sewer SCADA system development and support and past experience with Ignition software.
4. Similar support experience and references concerning past performance including but not limited to quality of work, ability to meet schedules, cost control and contract administration.
5. Consultants' geographic proximity to and familiarity with the physical location of the project.
6. Consultants' Ownership status and employment practices regarding women, minorities and emerging small businesses or historically underutilized businesses;
7. Consultants' pricing policies or other pricing information, including the expenses, hourly rates and overhead.

**COMPENSATION TO CONTRACTOR:** The payment to the Contractor shall be based on the proposal for the first year ending June, 30, 2023, and adjusted in succeeding fiscal years (July 1<sup>st</sup> to June 30<sup>th</sup>) by the amount of change in the Portland All Urban Consumer Price Index.

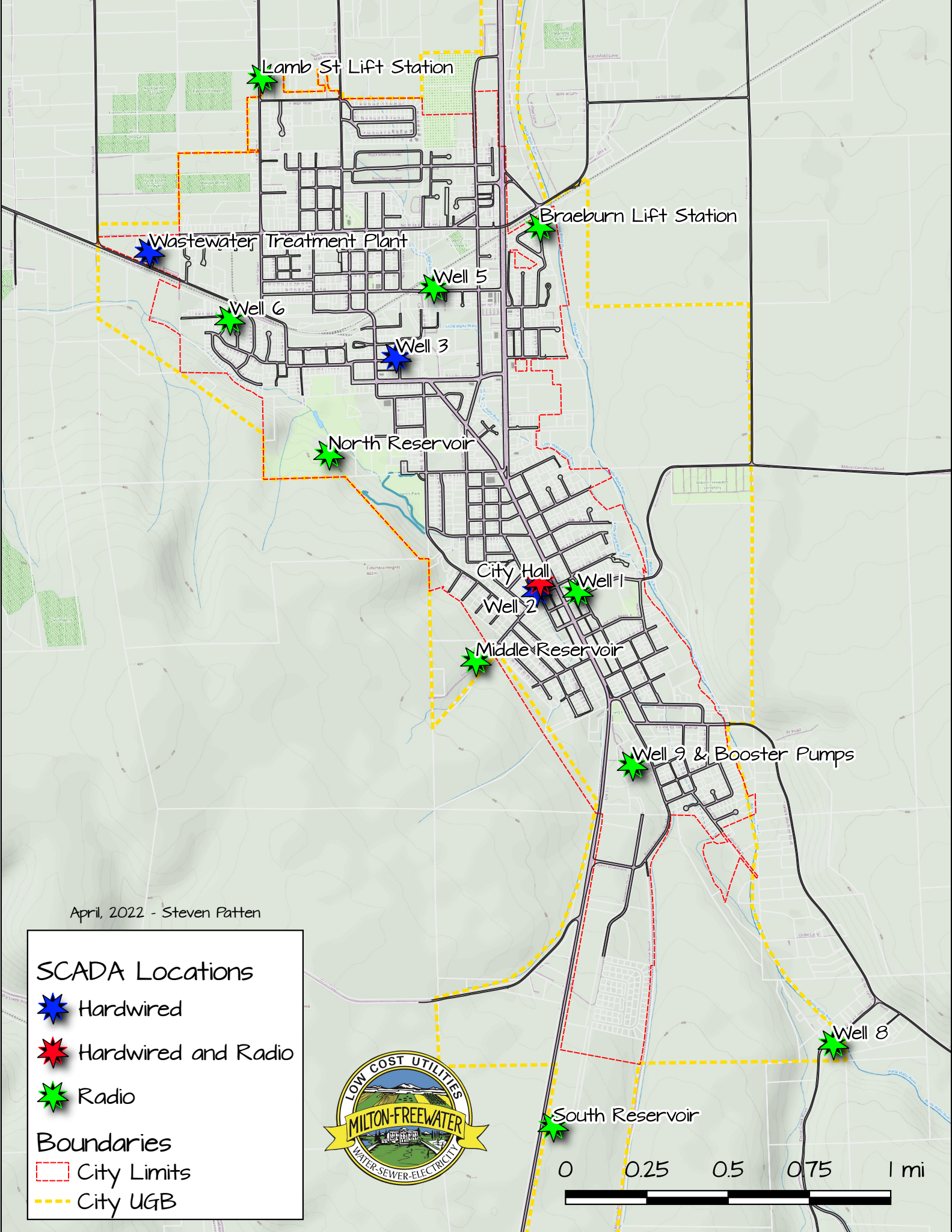
Notwithstanding the above, should the price structure become unworkable, detrimental, or injurious to the City or result in prices which are not truly reflective of current market conditions, and no adjustment in price is mutually agreeable, the City reserves the sole right to cancel this contract upon giving the contractor ten days' notice. The City shall not be responsible for any costs or lost profits resulting from such contract cancellation.

**GENERAL:** Proposers responding to this request for qualifications do so solely at their expense and the Contracting Agency (City) is not responsible for any Proposer expenses associated with the Request for Qualifications.

The Proposer declares and agrees that they will comply with all provisions of the Federal and State statutes and regulations pertaining to Workers Compensation, Industrial Accident Insurance, Income Tax Withholding, Social Security and payment of bills for labor and materials. Workers shall be paid not less than the specified minimum hourly rate of wage if the project is subject to the Prevailing Wage Rate Law.




In all cases and at any time, the City has the right to execute other contracts related to or unrelated to the Work of this contract.

The City reserves the right to reject any or all qualifications, to postpone making the award for a reasonable length of time, or waive informalities, and to accept the qualifications deemed in the best interest of the City considering the experience and equipment of the bidders and the time required for completion.





April, 2022 - Steven Patten

**SCADA Locations**

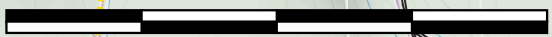
-  Hardwired
-  Hardwired and Radio
-  Radio

**Boundaries**

-  City Limits
-  City UGB



0 0.25 0.5 0.75 1 mi



# CITY OF MILTON-FREEWATER

## Public Works – Water & Sewer SCADA Assessment and On-Call Support – Contract 302

### Proposal Scoring Record Sheet

Name of Firm: \_\_\_\_\_

#### Scoring Instructions:

For each criterion below, circle the best score as determined for the proposal with 1 being the lowest score and 5 being the highest score.

1 – Proposal describes the Consultants’ general qualifications and related performance information

LOW      1      2      3      4      5      HIGH

2 – Consultants’ scope of work for system-wide SCADA assessment, including existing conditions, new hardware evaluation and alternatives and summary with recommendations

LOW      1      2      3      4      5      HIGH

3 – Consultants’ specific qualifications for municipal water and sewer SCADA system development and support and past experience with Ignition software

LOW      1      2      3      4      5      HIGH

4 – Similar support experience and references for past performance including but not limited to quality of work, ability to meet schedules, cost control and contract administration

LOW      1      2      3      4      5      HIGH

5 – Consultants’ geographic proximity to and familiarity with the physical location of the project

LOW      1      2      3      4      5      HIGH

6 – Consultants’ proposed budget for the SCADA Assessment

LOW      1      2      3      4      5      HIGH

7 – Consultants’ pricing policies or other pricing information, including expenses, hourly rates and overhead

LOW      1      2      3      4      5      HIGH

**TOTAL SCORE: \_\_\_\_\_ / 35 POINTS TOTAL**

Scored by: \_\_\_\_\_

Date: \_\_\_\_\_