

CITY OF SEDONA
REQUEST FOR INTEREST/QUALIFICATIONS
SCADA MAINTENANCE SERVICES
FY 2015/2016
Reissued November 10, 2015

WWW.SEDONAAZ.GOV



CITY OF SEDONA
REQUEST FOR INTEREST/QUALIFICATIONS
SCADA MAINTENANCE SERVICES

INTRODUCTION 1

Request for Interest/Qualifications1

Selection Procedure and Schedule1

COMMUNITY BACKGROUND 2

RESPONSE GUIDELINES..... 2

Required Response Format and Statements2

Minimum Proposal Contents.....3

CRITERIA..... 5

RATING CRITERIA (ATTACHED)

PROFESSIONAL SERVICES CONTRACT (ATTACHED)

CITY OF SEDONA
REQUEST FOR INTEREST/QUALIFICATIONS
SCADA MAINTENANCE SERVICES
November 2015

INTRODUCTION

Request for Interest/Qualifications

The City of Sedona, Arizona is inviting technically qualified firms to submit information in response to this Request for Interest/Qualifications regarding engineering services for a SCADA Maintenance Services Contract for the City. The Scope of work may generally be described as the provision of semi-annual system integrity testing , emergency trouble shooting and repair, control loop testing and calibration, review of improvement plans (plant and collection system) as related to the SCADA system, installation of software and software upgrades, trouble shooting, PLC programing and troubleshooting, and display/communication modifications for the SCADA system. Also included is updating system architecture schematics, wiring diagrams, maintaining logic documentation, building and replacing I/O PLC racks and modules, and making upgrade recommendations. The system includes the computers with monitoring software, communication hardware and software, This request is made pursuant to ARS 34-103. All work will need to integrate into the SCADA system.

Selection Procedure and Schedule

Responses to this request are due by December 7, 2015 at 4 PM. Review of the responses is anticipated to be completed by December 16, 2015. It is anticipated that up to 3 firms will be interviewed. Upon completion of the interviews a firm will be selected to negotiate a contract with.

The City of Sedona, Arizona reserves the right to reject any and all responses, in part or in whole and to accept responses, which in its sole discretion and opinion appear to be responsive, responsible, and in the best interests of the City of Sedona. The City of Sedona further reserves the right to waive any formalities or informalities. The City of Sedona consultant selection process is in accordance with Arizona Revised Statutes. **Consultants shall not submit design costs for performance of this work or similar work in response to this request. Submission of costs of this type will disqualify the submitting consultant from further consideration in this process.** When the City has selected a consultant on the basis of qualifications and proposed work scope it will negotiate compensation and finalized work scope to be attached to the City's Professional Services Contract.

Do not attempt to contact selection committee members, who are not City of Sedona staff members, about this project. Those acting in a manner that may appear to bias the selection process may be disqualified. Contact with City of Sedona staff members, regarding this project, should be made only for the purpose of gathering project information, and then only after contacting the Director of Wastewater.

COMMUNITY BACKGROUND

The Sedona community has existed for over 100 years. It was incorporated as a City in 1988. The City of Sedona is located within two counties, Coconino and Yavapai. This work is located within Yavapai County.

The City encompasses about 19 square miles. Eight square miles are urbanized. Over 60 percent of the urbanized area is sewered. The remaining area that surrounds the urbanized area consists of Forest Service area.

The major roadways passing through the community are Highways 89A and 179.

The wastewater reclamation plant is located along West State Route 89A at about half a mile south of milepost 366. The plant has a capacity of about 1.5 MGD and a permit authorization of 2.0 MGD. Daily flows average about 1.2 MGD. The plant uses an activated sludge process (modified Ludzier-Ettinger configuration) with ultraviolet disinfection. The plant receives power from Arizona Public Service (APS) and an on-site solar generation facility operated by SunEdison. The SCADA uses Citect software and WIN 911 alarm system. Allen-Bradely processors are being used.

RESPONSE GUIDELINES

Required Response Format and Statements

Responses are limited to no more than 12 (twelve) pages (8 1/2 " X 11" pages) exclusive of a cover letter not exceeding 1-1/2 pages and resume materials which are limited to 10 pages. Provide 5 copies of your response. Each copy of the response shall contain a transmittal letter signed by a person authorized to bind the firm in all pertinent respects with respect to what is contained in the response. The response shall clearly identify if the attached Professional Services contract is acceptable in all respects including warranty, insurance, and document ownership and retention requirements. If the contract is not acceptable the response shall identify the unacceptable clauses and shall provide suggested alternate language. Minimum type size is 10 point with 12 point preferred. Responses are due by the date and time stated under "Selection Procedure and Schedule". Address proposals to:

Charles Mosley, PE
Director of Wastewater
City of Sedona
102 Roadrunner Drive

Sedona, AZ. 86336

Late responses will not be accepted under any circumstances.

Only one response shall be accepted from any single firm.

A valid response shall not include any cost information and shall comply with the requirements of this request. The budget worksheet is provided as information to possible respondents to use in deciding whether to respond to this request. **Do not submit design cost information regarding this project with your request. Submission of costs of this type will disqualify the submitting consultant from further consideration in this process.**

All costs associated with responding to this request shall be borne by the respondent.

The work for this project must be under the responsible charge of a person or persons licensed to perform engineering in the State of Arizona. The response shall contain the name and license number of persons licensed in any state.

The responding firm shall state that it does not discriminate, hire, discharge, promote or demote in matters of compensation, terms, conditions or privileges of employment against any person, otherwise qualified, on the basis of race, creed, sex, national origin, ancestry, physical or mental ability, color or age, or any other condition or status that is the subject of State or Federal anti-discrimination law.

The responding firm and persons shall state that it understands that if selected as the consultant for this project it and its employees will operate as an independent contractor and will not be considered employees of the City of Sedona.

Acknowledge that respondent is aware that the City is seeking to upgrade its management system with a Wastewater Information Management System to which the SCADA will be connected. The SCADA maintenance service provider shall cooperate with this upgrade should it occur.

Minimum Proposal Contents

1. Comply with "Required Response Format and Statements"
2. Statements and material specified in the "Required Response Format and Statements" section of this Request.
3. Contain at minimum the scope of work outlined in this request.
4. Statement regarding acceptability of Professional Services Contract
5. Address issues identified in rating schedule.
6. How will you address the Project Expectations for this project?
7. Describe the involvement of City of Sedona staff you would typically expect in a project of this type and general scope.
8. Anticipated response times to work requests such as
 - a. Plan reviews
 - b. On-site trouble shooting and software upgrade requests (non-emergency)
 - c. On-site emergency repair requests
 - d. Remote access trouble shooting and repair
9. Resumes for key project personnel including registration numbers and relevant training.

10. Knowledge

Describe your firm's familiarity with development of this type of system.
Describe your firm's capability to respond to requests for unscheduled trouble shooting and repair.

RATING CRITERIA (ATTACHED)

PROFESSIONAL SERVICES CONTRACT (ATTACHED)

RATING CRITERIA CONSULTANT NAME _____

CRITERIA	Maximum Points and (weight)	Raters Score	Considerations
1. Team	High = 30 max Med. = 18 max Low = 10 max (0.45)		<ul style="list-style-type: none"> • How many of the team have worked together on previous projects? • How many team members are available to respond to needs? • Do the skill sets meet City needs.. Training of Key personnel. • How much availability does the team have for emergencies response.
2. Scope	High = 30 max Med. = 18 max Low = 10 max (0.25)		<ul style="list-style-type: none"> • Are the minimum elements addressed • Emergency response capability and timing. • Do additional tasks suggested by the consultant tend to improve the quality of the end product • Are consultant qualifications regarding the minimum scope or the contract severely adverse. • Is the consultant's quality control team good? • Acceptability of Professional Services contract.
3. Experience	High = 30 max Med. = 18 max Low = 10 max (0.30)		<ul style="list-style-type: none"> • What experience with projects of this size and scope does the team have? • How much experience with Sedona does the consultant have. (Max 15 points) • How much project management experience does the project manager have? • How many Arizona contracts of this type has consultant lost/retained over the last five years?
4. Rater's Discretion	30 points (0.10)		<ul style="list-style-type: none"> • Staff will provide reasons for using these points