

CITY OF SCAPPOOSE
REQUEST FOR QUALIFICATIONS
SCADA SERVICES
2019-03
July 25th, 2019



RFQ Due Date: July 25th, 2019

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SECTION 1 – GENERAL INFORMATION

1.1 General

The City of Scappoose, population 7,200, is located approximately 23 miles northwest of Portland, in the southernmost portion of Columbia County, Oregon. Like many Oregon cities, the City of Scappoose has been processing an increased volume of residential, industrial, and commercial permits for projects. With the varying volume of projects, the City is interested in retaining professional engineering firms and other professionals who are qualified Supervisory Control and Data Acquisition (SCADA) System Integrators on an as needed, on call basis. The City would like to maintain a pool of prequalified SCADA System Integration Consultants for a term of two years with the option to add a third year, if agreeable to both the City and the prequalified firm.

The City of Scappoose is interested in either replacing or making a major upgrade to the existing Supervisory Control and Data Acquisition (SCADA) system for their water treatment plants and associated facilities. The City is also interested in a SCADA system for its wastewater treatment plant as one does not presently exist. In addition to the water and wastewater treatment facilities, instrumentation and telemetry system improvements will likely be needed for the water supply and associated facilities as well as the various wastewater pump stations.

The City is interested in selecting firms that can be responsive not only to the design and installation of the desired and necessary SCADA system improvements, but also be able to provide various on-going operational support and assistance as-needed, including on an emergency basis. The SCADA System Integrator will work with City staff and contractors on the design, programming, installation and start-up of instrumentation, SCADA and telemetry control systems. The City reserves the right to make multiple contract awards and assignments of work as deemed to be in the best interests of the City.

1.2 Background

Water System

The City's water system is comprised of two water treatment plants (WTPs), Keys Road WTP and Miller Road WTP, three surface water sources, four wells (a fifth well is under construction), two pump stations, five reservoirs, three pressure reduction stations and over 50 miles of transmission and distribution piping ranging in size from 2-inch to 24-inch.

The Key's Road WTP treats both surface water and groundwater, and the Miller Road WTP treats only groundwater (Miller Road WTP).

The Keys Road WTP, located in the vicinity of SW Keys Road and Huser Lane, provides treatment of the City's surface water and groundwater supplies. The City's surface water supply is from three remote sources, South Scappoose Creek and its tributaries Lazy Creek and Gourlay Creek. The water from these sources flow by gravity to the Keys Road WTP. Groundwater from two wells (one is under construction) located in the vicinity of Dutch Canyon Road and Old Portland Road (Dutch Canyon Wells) is pumped to the WTP. Following treatment, water is pumped to onsite storage reservoirs. There are three storage reservoirs located at the Keys WTP site. One of these reservoirs is currently not in use. These reservoirs serve the lower pressure zone, the predominant pressure zone in the City. A booster pump station at

the Keys WTP site boosts water to two storage reservoirs located at the end of Bella Vista Drive (Bella Vista Reservoirs) that serve a high pressure zone. A remote booster pump station located in the vicinity of Dutch Canyon Road and Glen View Lane, boosts the pressure from the lower zone to provide service to a limited number of residents on Glen View Lane.

The groundwater treatment plant, located in the vicinity of Miller Road and Bryan Drive, provides treatment of the City's other groundwater supply (Miller Road WTP). Groundwater is pumped to the WTP from three wells co-located on the WTP site. Following treatment, water is pumped into the distribution system.

Greater and more detailed information on the existing water system, as well as necessary and upcoming improvements to the system can be found in the City of Scappoose's Draft Water System Master Plan Update dated May 2019. The City will make this document available to Consultants at, or following the pre-RFQ meeting.

Wastewater System

The City's wastewater system is comprised of approximately 32 miles of gravity mains, ranging in size from 4 to 21 inches in diameter, five pump stations and 1.4 miles of force mains that discharge to an extended aeration, activated sludge wastewater treatment plant (WWTP) located in the vicinity of E. Columbia Blvd. and NE 14th Street. There are two pump stations currently under construction that will be on-line in the near future.

Pump Stations

Of the five pump stations, four are small pump stations with capacities in the 100 to 150 gpm range with duplex pumps that range in power from 3 to 7.5 HP. Standby power for these pump stations is provided by a portable generator. The terminal pump station (Smith Road) is a triplex pump station with variable speed, 15HP pumps. Standby power is provided by a 60Kw engine-diesel generator and automatic transfer switch.

All of these pumping facilities have an autodialer system for alarms.

Wastewater Treatment Facilities

The major unit processes/systems at the WWTP consist of the following:

- Influent pump station with four 15 HP pumps with VFD control
- Headworks with a single, fine screen and bypass channel
- Influent flow measurement and sampling
- Aeration basin/lagoon with four 40 HP floating aerators
- Secondary clarifiers (2)
- RAS/WAS pumping (3, 7.5 HP RAS pumps and 2, 2 HP WAS pumps)
- Tertiary/disk filtration system pump station with two, 16 HP pumps
- Tertiary/disk filtration system

- UV disinfection
- Effluent flow measurement and sampling
- Effluent pump station with four, 40 HP pumps that discharge into an outfall in the Multnomah Channel
- Aerobic digester with two, 25 HP blowers
- Facultative sludge digestion/storage
- Sludge dewatering (screw press)
- Standby power

There is no SCADA system at the WWTP.

Greater and more detailed information on the existing wastewater system, as well as necessary and upcoming improvements to the system can be found in the City of Scappoose's Final Facilities Plan Update dated June 2018. The City will make this document available to Consultants at, or following the pre-RFQ meeting.

1.3 Invitation

The City of Scappoose is requesting qualifications from firms (hereinafter referred to as the "Consultants") for engineering services for the Public Works Department.

This RFQ contains the necessary information to understand the desired qualifications, the consultant selection process and the required documentation in submitting a proposal.

The City will consider entering into contracts with the selected consultants of approximately two (2) years with an option to renew the contract for an additional one (1) year term upon mutual agreement of both parties.

Contract/bidding documents may be obtained via the City's website at <https://www.ci.scappoose.or.us/rfps>.

1.4 Responses to this RFQ

All responses to this RFQ request must follow the directions as stated. Adherence to these rules will ensure a fair and objective analysis of the consultant's qualifications. RFQ's should be prepared simply and economically. Special bindings, colored displays, promotional materials, etc., are not necessary. Emphasis should be on completeness, brevity and clarity of content.

1.5 Schedule

Action	Location	Date	Time
Solicitation Advertisement	Business Tribune, Spotlight, City Website	6/28/2019	N/A
Optional Pre-Qualification Meeting	CDC	7/15/2019	2:00 PM
Pre-Qualification Questions Due	Public Works Director	7/16/2019	5:00 PM
Responses to Pre-Qualification Questions Distributed by City	Public Works Director	7/18/2019	5:00 PM
RFQ's Due	Scappoose City Hall	7/25/2019	3:00 PM

Interviews (optional)	CDC	7/30/2019-7/31/2019	TBD
Selection Committee Recommendation	NA	8/1/2019	5:00 PM
Contract Negotiation with Selected Consultants	TBD	8/13/2019	5:00 PM
Notice of Intent to Award Contracts	City of Scappoose	8/13/2019	10:00 AM
Council Approval	City Council	8/19/2019	7:00 PM
Challenge Period Expires and Award of Contract	City Manager	8/20/2019	10:00 AM
Begin Contracts (Estimated)	NA	8/21/2019	8:00 AM
Contract Expiration Date (prior to possible extension)	NA	8/21/2021	3:00 PM

*These dates are approximate and subject to change at the sole discretion of the City

1.6 Issuing Office

All correspondence pertaining to this RFQ should be directed to Darryl Sykes, Water Treatment Plant Supervisor, City of Scappoose, 33568 E Columbia Ave, Scappoose, OR, 97056, dsykes@cityofscappoose.org, 503-543-5894.

1.7 RFQ Withdrawal

Any RFQ may be withdrawn at any time before the “RFQ Due” date and the time specific in **Section 1.4, Schedule**, by providing a written request for the withdrawal of the RFQ to the City. A duly authorized representative of the firm shall execute the request. Withdrawal of an RFQ will not prejudice the right of the proposer to file a new RFQ on this or future projects. Proposals cannot be withdrawn within thirty days (30) after the RFQ due date.

1.8 Rejection or Acceptance of RFQ’s

The City may reject or accept any or all RFQ’s or parts thereof, submitted in response to this RFQ. The City expressly reserves the following rights to:

- Disregard any or all irregularities in the RFQ’s
- Reject any or all of the RFQ’s or portions thereof upon finding it is in the public interest to do so
- Base award with due regard to the qualifications of the consultant including experience, compliance with the RFQ, and other factors as may be necessary under such circumstances
- Reject all proposals and re-advertise at the City’s sole discretion

1.9 Selection of Consultant

An evaluation committee will be appointed to evaluate the RFQ’s received. For the purpose of scoring the RFQ’s, each committee member will evaluate each RFQ in accordance with the **Content and Evaluation Criteria** listed below and detailed at greater length in Section 3. The evaluation committee may seek outside expertise, including but not limited to, input from technical advisors, to assist in the evaluation process.

The successful Consultants shall be selected by the following process:

- a. An evaluation committee will be appointed to evaluate submitted written proposals
- b. The committee will score the RFQ's based on information submitted according to the evaluation criteria and point factors
- c. A short list of Consultants, based on the highest scores, may be selected for interviews
- d. Final scores, based on the same evaluation criteria, will be determined

Evaluation Criteria	Maximum Pages	Maximum Score
1. Experience and Expertise	7	40
2. History of Providing Similar Services	5	35
3. Special or unique capabilities or services	2	10
4. References	1	5
5. Appendix of Key Staff & Team Resumes	N/A	10
Totals:		100
Interviews (if held)		100
Totals		200

Qualifications-Based Selection:

As a matter of a qualifications-based selection (QBS) the City will attempt to reach a final agreement with one or more Consultants, with preference given to the highest scoring Consultants. However, the City may, in its sole discretion, terminate negotiations and reject the RFQ if it appears agreement cannot be reached. The City may then attempt to reach a final agreement with the second highest scoring Consultant and may continue on, in the same manner, with remaining Consultants until an agreement is reached.

Review:

Following the Notice of Intent to Award, Consultants not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures or discuss the scoring methods utilized by the evaluation committee.

Protest of Contract Awards:

Protests may be submitted to the City Manager only from those Consultants who would receive the contract if their protest was successful.

Protests must be in writing and received by the City Manager within seven (7) calendar days, UNLESS OTHERWISE NOTED, following the issue date of the City's Notice of Intent to Award. The protest must specifically state the reason for the protest and show how its RFQ or the winning RFQ was miss-scored or show how the selection process deviated from that described in the solicitation document. No contract will be awarded until the protest has been resolved.

Protests must be timely and must include all legal and factual information regarding the protest and a statement of the form of relief requested. Protests received later than specified or from other than the Consultant who would receive the contract if the protest was successful will not be considered. The

exercise of judgment used by the evaluators in scoring the written proposals and interviews, including the use of outside expertise, is not grounds for appeal.

The City Manager may waive any procedural irregularities that had no material effect on the selection of the proposed Consultant, invalidate the proposed award, amend the award selection, request the evaluation committee re-evaluate any RFQ or cancel the solicitation and begin again to solicit new RFQ's. The City Manager shall create a written opinion on the protest and forward that opinion to the City Council for further action. In the event that the City Council returns the matter to the evaluation committee, the City shall issue a notice cancelling the Notice of Intent to Award.

Decisions of the City Council are final and conclude the administrative appeals process.

1.10 Insurance

Provide Commercial General Liability, Automobile, and Professional Liability Insurance as described in the Sample Contract Document.

1.11 Execution of Contracts

The contracts with selected consultants will need to be approved by City Council. The contracts should be signed within a week of Council award.

1.12 Public Records

Any materials submitted by the Consultants shall become the property of the City unless otherwise specified. During the evaluation of RFQ's and the selection of the Consultants, the RFQ's shall be confidential. After the selection process has been completed, the RFQ's shall be open to public inspection. RFQ's should not contain any information which the Consultants do not wish to become public. If it is necessary to submit confidential information in order to comply with the terms and conditions of the RFQ, each page containing confidential information should be clearly marked "NOT FOR PUBLIC DISCLOSURE CONFIDENTIAL TRADE SECRETS." The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and any claims arising out of any public record request for such information shall be at the Consultants expense.

1.13 Recycled Products Statement

Consultants submitting RFQ's shall use recyclable products to the maximum extent economically feasible in the preparation of the proposals, and the selected proposer shall continue the same practice in the performance of the contract work in accordance with ORS 279B.270.

1.14 Federal/State/Local Requirements

The selected Consultants shall comply with all Federal, State and local laws, regulations, executive orders and ordinances applicable to the work under this contract. In addition, the proposers agree to comply with:

- a. Title VI of the Civil Rights Act of 1964;
- b. Section V of the Rehabilitation Act of 1973;
- c. The Americans with Disabilities Act of 1990 and ORS 659.425;
- d. All regulations and administrative rules established pursuant to the foregoing laws and;
- e. All other applicable requirements of Federal and State civil rights and rehabilitation statutes, rules and regulations

Consultants are subject to the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires the provision of Worker's Compensation coverage for all employees working under this contract. The City's programs, services, employment opportunities and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability or political affiliation.

1.15 Payment

The City will pay the Consultants under contract for services performed based on the approved rates, the scope of work completed and allowable reimbursement expenses. The City will make monthly progress payments within thirty (30) calendar days following receipt of properly itemized invoices.

Payment for extra work not described in the scope of services will only be made when authorized in advance and in writing by the City's Project Manager prior to such work being performed by the consultant.

If the Consultant anticipates that the fee is going to surpass the not-to-exceed figure because a task has changed and is outside the agreed upon scope, the Consultant shall notify the City in writing of the circumstances with an estimated amount that the fee is to be exceeded. The Consultant shall obtain written permission from the City before exceeding the not-to-exceed fee amount. If the consultant does work that exceeds the maximum fee amount prior to obtaining the written permission, the Consultant waives any right to collect that exceeding amount.

1.16 Incurred Costs

The City is not liable for any costs incurred by proposers in the preparation and/or presentation of their proposals.

SECTION 2 – SCOPE OF WORK

2.1 Scope of Work

General

The consultant shall provide adequate personnel and resources to accomplish the objectives of the agreed upon work and schedule.

The Consultant may be asked to provide a wide range of responsible and responsive professional engineering services including, but not limited to: project management; design; SCADA system drawings/specifications; hardware and software; installation of SCADA system equipment and components, including telemetry for operating and monitoring the remote facilities; system start-up and functional testing/commissioning; operator training; O & M manuals; and post construction/trouble shooting/warranty services.

The Consultant is expected to provide a qualified and experienced team and be able to deliver the desired and necessary system design, system equipment and components to provide the City with a current, appropriately updated, compatible and fully functional SCADA system that properly operates, controls and monitors the City's water and wastewater systems.

Water System

The City is interested in addressing and seeing the following changes and improvements being made to their existing SCADA system:

- Upgrading and replacing the existing desktop computers at both WTPs
- Upgrading and replacing the existing Wonderware software. The City is interested in upgrading or replacing the existing Wonderware software in its entirety or perhaps switching to another software if there are compelling reasons and benefits for the City to do so
- The two WTPs run on two different Wonderware programs/licenses. Consequently, the ability to retrieve/view information from one WTP to another is limited. The new SCADA system needs to be seamless and capable of running both WTPs from either location. The City also needs to be able to collect and view both current and historical information for both WTPs from either location
- The City has the ability to portal into the Miller Road WTP via a VNC connection through the City's internal network. However, because the two WTP control systems are not compatible, the City is unable to view all of the information for the Miller Road WTP at the Keys Road WTP. The City needs to have the ability to access and view all of the information at both WTP locations through the VNC connection
- The City needs to have the ability to collect and store historical information and generate reports
- The level controls on one of the filters (No. 3) at the Keys Road WTP is problematic and needs to be corrected. It swings too much over the course of a filter run and at times triggers a high level alarm or shuts the filter down

SCADA for the WTP is the City's current priority and this work will be the first project that the City will be wanting to move forward on and implement as soon as reasonably possible.

Wastewater System

As noted earlier, there is no SCADA system at the WWTP which makes the plant's operation and process monitoring, trending and control time consuming and challenging for operations staff. Each of the unit processes/systems has its own control panel and MCC. The control panel in the office controls the influent pumps and screen, digester blowers, and sludge transfer pumps. It also provides status/display for all of the pumps and motors throughout the plant as well as flow. The autodialer (Mission Control) is also located in this same panel. The control panel in the sludge pumping building controls the aerated lagoon aerators, RAS and WAS pumps, scum pump and secondary clarifier mechanisms. The control panel in the Effluent Pump Station controls the effluent pumps and sludge spray irrigation pump. The UV system, Intermediate Pump Station, and the tertiary disk filters each contain their own control panel and motor starters.

The autodialer (Mission Control) provides information on the influent and effluent pump run times, flow rates, high level alarms or if the influent or effluent pumps, influent screen, clarifier or UV systems fails. Since the control power is backed up, the operators do not always get an alarm when there is a brief power outage.

As funding is going to be limited, the City is going to be looking for the Consultants to provide advice as to how the City should best go about prioritizing and implementing SCADA at the WWTP. The plant

needs a great deal of upgrading over the coming years, and as such, the SCADA improvements need to make sense given the future improvements to the plant's processes and facilities. Process monitoring, trending and control is greatly needed. Similar to the desired SCADA system improvements for the WTP, the WWTP also needs to be able to collect, store and view both current and historical information as well as generate reports. A tool for management and maintenance of the plant's equipment is also something that the City would like to investigate and consider. While it would be desirable for the WWTP and WTP SCADA systems to be the same platforms, so as to make the operation of these plants easier for operations staff, there may be good reasons for having different SCADA platforms. The City will be looking to the Consultants for guidance in this regard.

SECTION 3 – RFQ REQUIREMENTS

3.1 RFQ Submittal

Sealed RFQ's for SCADA Services will be received by the City of Scappoose (County of Columbia, State of Oregon) until **July 25th, 2019 at 3:00 pm**, local time at Scappoose City Hall, 33568 E. Columbia Ave., Scappoose Oregon 97056. RFQ's will not be received after such date and time.

RFQ's must be submitted in a sealed envelope clearly marked as follows:

Attention: Susan Reeves, City Recorder

RE: RFQ for SCADA Services, 2019-03.

To receive consideration, submit RFQ's in accordance with the following instructions:

RFQ's should be prepared simply and economically, providing a straightforward, concise description of the Consultant's qualifications to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

The City recognizes that in the submittal of RFQ's, certain information is proprietary to the consultant and that the safeguarding of information is necessary. Accordingly, the City will make every effort to prevent any disclosure of data supplied by any consultant where the consultant identifies those portions of its RFQ that are proprietary. See Section 1.11, Public Records.

3.2 RFQ Format

Consultants must submit three hard copies (one original) of their RFQ and one electronic copy on a portable USB (thumb) drive. To provide a degree of consistency in review of the written proposals, firms are requested to prepare their proposals in the standard format specified below.

The RFQ must be organized in accordance with this section. Brevity is appreciated by the City staff reviewing the RFQ's. The RFQ may not exceed 15 pages (with the exception of the Appendix containing Key Staff & Team Resumes), font size should be 11 point or larger. When using double sided printing, each side of the page is counted as one page. RFQ's exceeding the specified number of pages may be considered non-responsive, and the RFQ may not be considered.

3.2.1 Describe Experience and Expertise

Consultants to document relevant experience and expertise.

3.2.2 History of Providing Similar Services

Consultants to provide history/project examples of providing engineering services to other Public Works Department and any other relevant experience.

3.2.3 Special or Unique Capabilities or Services

Consultants to provide details pertaining to any unique capabilities or services they are able to offer the City's Public Works Department.

3.2.5 References

Consultants to provide at least three references.

3.2.6 Appendix of Key Staff & Team Resumes

Consultants to provide Key Staff & Team Resumes.

Attachment A: Sample Consultant Agreement