

REQUEST FOR QUALIFICATIONS

FOR

**CONTROL SYSTEMS INTEGRATOR FOR
DELAWARE COUNTY, OHIO
REGIONAL SEWER DISTRICT
ALUM CREEK WATER RECLAMATION FACILITY
PROCESS IMPROVEMENTS PROJECT**



Hazen

April 2, 2018

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REQUEST FOR QUALIFICATIONS

The Delaware County Regional Sewer District (DCRSD), by this Request for Qualifications (RFQ), wishes to receive sealed qualifications for a Control Systems Integrator (CSI) for the opportunity to be pre-selected as one of multiple CSIs for the DCRSD Alum Creek Water Reclamation Facility Process Improvements Upgrade.

Applications in response to this RFQ shall be placed in a sealed envelope and delivered before 1:30 PM local time on April 27, 2018 to:

Erik G. McPeck, P.E.
Deputy Director of Operations
Delaware County Regional Sewer District
50 Channing Street (South Wing)
Delaware, OH 43015

A. Inquiries

Applicants shall submit any questions about this RFQ in writing. Applicants must prepare information requests in writing for DCRSD's consideration as noted in this RFQ. DCRSD, at its sole discretion, may or may not choose to provide such information. If a response is made, the response will be in writing with copies posted in the same location as this RFQ. Except as noted herein, Applicants may not contact any officer or employee of DCRSD or Hazen and Sawyer unless it pertains to subject matters outside of this request and a previous relationship is preexisting. In the event oral inquiries are made and substantive issues are addressed, only a written response to the inquiry may be relied upon by any party. Any oral responses made by DCRSD or Hazen and Sawyer shall be considered as informal, subject to change without notice at any time, and not binding upon DCRSD under any circumstances.

An unauthorized communications (or attempted unauthorized communication) by an Applicant or anyone acting on behalf of Applicant, during this prequalification process may be grounds for disqualification.

All inquiries relating to this RFQ must be submitted in writing via email to jadvani@hazenandsawyer.com, or mailed, or delivered to:

Hazen and Sawyer
150 E. Campus View Blvd.
Suite 133
Columbus, OH 43235
Attn: Jason V. Advani, P.E.

All inquiries must be received within 96 hours of the submittal deadline. Addenda will be issued, if necessary, no later than 48 hours prior to the submittal deadline.

B. Ambiguities and Conflicts

Should an Applicant find discrepancies in or omissions from this RFQ and related documents, the Applicant shall immediately notify the individual to which all inquiries are to be directed, and any appropriate written addendum or bulletin of instructions will be sent to each Applicant.

Each Applicant requesting an interpretation will be responsible for preparing and delivering such requests to the individual to which all inquiries are to be directed in accordance with this RFQ.

C. Application Costs

DCRSD will not be responsible for any cost incurred by Applicants as a result of their participation in this selection process. Each Applicant will bear its own expenses in connection with the preparation and submission of materials and the provision of any supplemental information, which may be requested. DCRSD will have no liability for cost incurred by Applicants in connection with the review and evaluation of qualification materials and any findings and determinations made there from. All materials submitted by the Applicant will become the property of DCRSD and will not be returned.

D. Trade Secrets

The public disclosure of the contents of an Application (including without limitation any document(s) submitted as part of such Application) is governed by Ohio public records laws. If the Application contains confidential technical, financial, or other information that constitutes a trade secret under applicable Ohio law such confidential information shall be specifically and clearly identified by properly marking each page and inserting the following notice on the front page of the Applicant's submittal immediately following the Applicant's Transmittal letter:

"Pages _____ of this Application, identified by an asterisk (*) and along the right margin with a bold vertical line, contain information that is a trade secret under applicable Ohio law. The Applicant requests that such information be used for the limited purpose of evaluating this Application.

In submitting this Application, the Applicant represents that it is familiar with and understands the current provisions of the Ohio Public Records Act and Chapter 1333 of the Ohio Revised Code. Furthermore, in submitting this Application, the Applicant also agrees that DCRSD may reveal any trade secret materials contained in the Application to each of the following who are involved in the review or evaluation of any Application submitted as part of this Project: Officers and employees of DCRSD and officers and employees of Hazen and Sawyer. Additionally, the Applicant agrees to indemnify and hold harmless the following persons and entities from all costs, damages, and expenses incurred in connection with refusing to disclose any material which the Applicant has designated as a trade secret: DCRSD; Hazen and Sawyer; and, each of the foregoing entities' officers and employees. The Applicant further understands that it may be disqualified if the Applicant designates one or more portions of its submitted Application as a trade secret and DCRSD determines that the Applicant knew or should have known that any part of such portion(s) does not qualify as a trade secret under applicable Ohio law. It is understood that the public disclosure of any portion of an Application will be made to the extent that DCRSD determines that such disclosure is required by applicable law."

E. Scope of Services

The successful Applicant shall be responsible for design implementation, furnishing system components, system programming and configuration, installation, and support services for the process control system, generally described as follows:

Delaware County Regional Sewer District (DCRSD) is the fastest growing sewer district in Ohio. The DCRSD provides wastewater conveyance and treatment services for approximately 33,000 customers within Delaware County. The DCRSD owns and operates three major water reclamation facilities with a combined permitted capacity of 17.2 million gallons per day (mgd). Additionally, DCRSD owns and operates three beneficial reuse facilities and three small package facilities. The collection system consists of approximately 500 miles of gravity sewers and force mains, which includes 24 pump stations. The DCRSD conveys and treats approximately five billion gallons annually under the existing NPDES permits.

The Alum Creek Water Reclamation Facility (ACWRF) is currently rated for 10 MGD. It was originally built c. 2001. The design of a biddable process improvements project is currently underway. The scope of this project, involves new mixers for the aeration tanks, modifications to the process aeration equipment, modifications to the aerobic digesters, and other miscellaneous improvements. The project is expected to advertise and bid this summer.

In conjunction with this project, the plant's existing Supervisory, Control, and Data Acquisition (SCADA) system, which is fundamentally original to the plant will be replaced. The tentative scope of the replacement includes replacement and migration of existing Allen-Bradley PLC-5 programmable logic controllers to Allen-Bradley ControlLogix programmable controllers, and an iFix HMI upgrade or in-kind replacement, programming and configuration associated with each, new HMI hardware, and plant-wide fiber-optic/networking improvements.

The current total real (hardwired) I/O count is over 1,000 points and will be distributed over approximately one-half dozen PLCs and RIO. The HMI servers will be virtualized and HMI workstations will be via thin clients. In conjunction with other work, SCADA access may be expanded to other county locations. If successfully executed, SCADA standards set on this project will be reviewed and possibly used for other DCRSD projects.

The DCRSD, through Hazen and Sawyer, intends to list a minimum of two control system integrators (CSIs) in the bidding specifications for the process improvement project. Under this project, the CSI will be responsible for setting standards, providing replacement PLCs and ancillary systems, instruments, programming, and related tasks.

It is the intention of the DCRSD to identify qualified CSIs for this project, however, DCRSD wishes to also develop a good working relationship with one or more CSIs for future work. Future work may be as a subcontractor for other biddable projects, similar to this, or under a direct contract with DCRSD.

F. Evaluation of Applications

An evaluation committee will be convened to evaluate Applications. An award, if made, will be made to the top Applicants whom the evaluation committee believes may be the most advantageous to DCRSD, taking into consideration the evaluation factors detailed in this RFQ. The committee will not use any other factors or criteria in the evaluation of Applications.

DCRSD at its sole discretion, reserves the following rights:

- To supplement, amend, substitute or otherwise modify this RFQ at any time;
- To cancel the RFQ with or without the substitution of another RFQ or prequalification process;
- To take any action affecting the RFQ that would be in the best interests of DCRSD;
- To issue additional requests for information;
- To require one or more Applicants to supplement, clarify or provide additional information in order for DCRSD to evaluate any portion of an Application;
- To conduct investigations with respect to the qualifications and experience of each Applicant;
- To waive any defect or technicality in any Application received; and,
- To reject any or all Applications.

G. Evaluation Factors

The evaluation committee will consider the following factors in the scoring of the Applications:

- Cover Letter, Tab 1 **(10 Points)**
- Corporate Qualifications, Tab 2 **(15 Points)**
- Reference Projects, Tab 3 **(25 Points)**
- Team Qualifications, Tab 4 **(25 Points)**
- Hardware and Software, Tab 5 **(15 Points)**
- Quality Assurance and Training, Tab 6 **(10 Points)**

Applicants shall submit the following information in the order shown. Each section should be clearly labeled and separated by numbered tabs. For an electronic submittal, the document(s) shall be either hyperlinked or electronically bookmarked. Please note that the submission of duplicated mass production marketing information is not the intent of this RFQ. Points will be deducted for incomplete submissions and omissions.

Tab 1, Cover Letter

Provide a cover letter stating the firm's interest in the project. The cover letter should indicate why the Applicant's proposal is superior to other Applicants. Describe any approaches that will be used on the Projects to reduce cost or improve the value of the finished product. The cover letter should be written on the Applicant's letterhead and signed by an individual authorized to commit the Applicant to perform the work.

Tab 2, Corporate Qualifications

1. Provide a brief company overview detailing the Applicant's experience, capabilities, and available resources. Description of available resources shall include labor categories, staffing, equipment, material availability, testing equipment, and training staff and aids.
2. Provide a detailed list of office and fabrication space, location where fabrication of panels will take place, and available meeting facilities. List numbers and types of Computer Aided Drafting software and workstations available for this project. If panel fabrication is not conducted at the Applicant's facility, submit company background, years of experience, and other relevant information which demonstrates the capabilities of the panel shop and the quality of its products.
3. Provide information on the Applicant's office/personnel location(s). While there is no requirement for Applicant's location, close proximity to the project location will be evaluated accordingly.
4. List all current litigation in which the Applicant is a defendant or where the Applicant has been asked to discontinue their services without completion.
5. Provide copies of all licenses and certifications held by the Applicant (e.g., automation provider certifications, professional engineering licenses, contractor licenses, and UL certification), which are applicable to the location of Work or the project.

Tab 3, Reference Projects

1. Demonstrate ability to perform similar projects on-time and on-budget.
2. Provide detailed Project Summary Sheets for a minimum of three water/wastewater projects of similar size and scope within the last ten years. Include the following:
 - a. Project name, location, and dates.
 - b. Owner's contact information and a valid email address for reference verification.
 - c. Contractor's contact information and a valid email address for reference verification.
 - d. Dollar value of CSI contract.
 - e. Dollar value of total construction contract, if not a stand-alone project.
 - f. Project description.

Tab 4, Team Qualifications

1. Provide information which details the Applicant's organizational structure to be utilized on this project.
2. Demonstrate relevant experience of proposed team members. Provide resumes of key individuals that will be performing services for this Project. Emphasis should be placed on individuals responsible for providing services on reference projects submitted under Tab 3. Experience must be recent and specific to systems and technologies used and potentially used on this project, such as: Allen-Bradley PLC-5s and ControlLogix, Ethernet TCP/IP, fiber optics, and GE iFix.

3. Explain unique team experience, expertise, and project approach for delivering these Projects. The Applicant's response should demonstrate an understanding of the contract scope and required deliverables.
4. Provide a table listing both the maximum direct and indirect labor costs, excluding profit, for the following job classifications: Project Manager, HMI Programmer, PLC Programmer, Field Service Technician, Information Technology Consultant, and any other necessary employee classifications, if any, and brief description of that role. Include information on how travel arrangements are billed (e.g., at cost, cost plus, daily stipend, etc.).

Tab 5, Hardware and Software

1. Explain the approach used for selecting both hardware and software to be used on a project when options are presented.
2. Provide a summary of the Applicant's opinion of and experience with the Allen-Bradley ControlLogix platform and GE Digital iFix HMI software.
3. Provide a summary of the Applicant's opinion of and experience with High Performance HMI (HPHMI) and ISA101, Human-Machine Interfaces. Please note that the HPHMI style includes, but is not limited to, reserved color usage, designing for optimal situation awareness, the use of dashboard style overviews, and proportional analog values.
4. Provide summary of Applicant's experience in establishing SCADA standards such as tagging conventions, standardized valve and motor logic, graphic symbols, etc.

Tab 6, Quality Assurance and Training

1. Provide a brief summary of the Applicant's in-place quality assurance plans for performing work from the engineering phase through startup and training.
2. Provide an overview of training programs and capabilities to be used for this project for both on-site training and off-site training, if required by the Owner.

Tab 7, Required Forms

The Applicant shall complete, execute, and submit the proper Application Affidavit appended to this RFQ.

H. Preparation and Execution of Applications

Each Application must be submitted in a sealed envelope, addressed to the Owner. The package containing the Application must be clearly marked on the outside as "QUALIFICATION FOR DCRSD ACWRF – CONTROL SYSTEMS INTEGRATOR." If forwarded by mail, the sealed envelope containing the Application must be enclosed in another properly addressed and postage paid envelope.

Incomplete Applications may be rejected. Only complete and accurate information may be included in an Application. If it is later discovered that any material information given in response to this RFQ or to any request for supplement, clarifying or additional information was provided by an Applicant, knowing such information to be false, it shall be grounds for

immediate disqualification. The Owner shall also have and retain any other remedies provided by law.

One original and two copies of the Application must be provided and one CD or USB drive with an electronic version of the application. The Applicant shall complete, execute, and submit the Applicant Affidavit (notarized) attached to this RFQ. Failure to do so may result in the Application being rejected.

I. Anticipated Schedule

The top scoring Applicants may be invited to interview informally, tour the facility, and interact with DCRSD and Hazen and Sawyer staff. They may also be asked to submit a non-binding price proposal and will be provided with more specific details on the process improvements project to be used in preparing the price proposal.

It is anticipated that the short-listed candidates will be notified by May 14, 2018. Price proposals, if requested, will be due and interviews may be conducted in the weeks following the notification.

In closing, DCRSD wishes to begin a long standing relationship with one or more CSIs. Following a successful project at the ACWRF and upgrade of their existing SCADA system, DCRSD's other facilities may be considered for SCADA improvements.

Delaware County Regional Sewer District

Erik McPeck, P.E.
Deputy Director of Operations

AFFIDAVIT FOR CORPORATION

STATE OF _____

County of _____

_____, being duly sworn, deposes and says:

that he/she is _____ of _____, the Corporation submitting the attached Application; that he/she has read the same and hereby warrants that, to the best of its knowledge and belief, the responses contained therein are true, accurate, and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Applicant available to the Owner or its designated representative.

Sworn to before me this _____ day of _____, 20__.

Officer must sign here.

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

AFFIDAVIT FOR LIMITED LIABILITY COMPANY

STATE OF _____

County of _____

_____, being duly sworn, deposes and says:

that he/she is _____ of _____, the Limited Liability Company submitting the attached Application; that he/she has read the same and hereby warrants that, to the best of its knowledge and belief, the responses contained therein are true, accurate, and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Applicant available to the Owner or its designated representative.

Sworn to before me this _____ day of _____, 20__.

Manager must sign here.

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

AFFIDAVIT FOR PARTNERSHIP

STATE OF _____

County of _____

_____, being duly sworn, deposes and says:

that he/she is _____ of _____, the Partnership submitting the attached Application; that he/she has read the same and hereby warrants that, to the best of its knowledge and belief, the responses contained therein are true, accurate, and complete. The Owner, or its designated representative, may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Applicant available to the Owner or its designated representative.

Sworn to before me this _____ day of _____, 20__.

General Partner must sign here.

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____