

REQUEST FOR TECHNICAL PROPOSALS Northstar and Lower Scioto WRFs SCADA Upgrades

INTRODUCTION

Delaware County seeks to hire a professional engineering firm to provide design and technical services for the SCADA upgrades to the Lower Scioto (LSWRF) and Northstar (NWRF) Water Reclamation Facilities.

The Delaware County Regional Sewer District (DCRSD) office, 50 Channing Street, Delaware, Ohio 43015, will receive Technical Proposals until **2:00 pm (EST) on Friday, May 7, 2021**. Proposals received after the date and time due will not be considered. Due to logistic issues related to Covid-19 restrictions and the limited scope of this project, site walks will not be provided. All site and technical data available will be provided with the issuance of the RFP. All questions should be directed to Erik McPeek by email at emcpeek@co.delaware.oh.us.

In order to receive consideration, questions about the proposals or the project must be received no later than 4:00 p.m. (EST) on Monday, April 19 2021. DCRSD will transmit written addenda in response to any questions that DCRSD considers necessary to be answered for clarification purposes. Oral statements may not be relied upon and will not be binding or legally effective.

PROJECT LOCATION AND DESCRIPTION

This project includes preliminary evaluation, upgrades to SCADA servers and the HMI software at both the LSWRF and NWRF. HMIs at each plant are currently using GE iFix software. NWRF is using iFix 4.5 with Fix32, while LSWRF is using iFix 5.0. The DCRSD would like to convert both plants to VTSCADA software using "High Performance" HMI graphics. Access to recent Alum Creek WRF (ACWRF) High Performance HMI using VTSCADA will be provided to the firm that is awarded the project. The new servers shall have the necessary reporting capabilities including historical data reports. Factory testing of software upgrades is required before installation at the plant. Start-up to include PLC signal testing, monitoring from remote sites, and training for site staff. Proposing firm should establish their ability and experience in providing similar software migration, generation/modification of functional description, and ability to perform agreed upon scope in an accelerated time schedule as this is a high priority project for the DCRSD.

EXISTING DOCUMENTS

DCRSD will provide existing record documents such as drawings for both plants and updated Network Architecture Drawings on the District's website at the following link:

<https://regionalsewer.co.delaware.oh.us/rfp/>.

OVERVIEW OF PROCESS

DCRSD uses a Qualifications Based Selection Process conforming to the requirements of Ohio Revised Code Sections 153.65 to 153.71. The process is as follows:

CONTENT OF CONSULTANT'S RESPONSE

A firm's proposal response shall include, but is not limited to, the following:

1. Company Name and background on company.
2. Identification of contract(s) that proposer wishes to be considered for.
3. Names and experience of key personnel that will be assigned to perform the services. Provide organizational chart for the proposed project team for each contract to be considered for. Provide resumes for the key project staff members (1 page maximum per resume).
4. List of completed projects for DCRSD and/or similar to the proposed project in which the team is wishing to be considered for and has previously participated in; include detailed information on project description and key personnel.
5. A description of the firm's project strategy for each contract to be considered for. The description shall include:
 - a. Understanding of the project
 - b. Keys to a successful project
 - c. Innovative and cost savings ideas for the project.
6. Project Schedule indicating the time frame for work tasks, review time, milestones, etc.
7. Three (3) public or private agency references to contact regarding the firm's past performance, preferably on similar projects.

One (1) original and four (4) copies of the proposal are to be submitted for evaluation, along with a digital copy of the proposal on a flash drive. There is a fifteen (15) page limit on the proposal.

EVALUATION

The Proposal Evaluation Committee shall be determined by the Director or his/her designee. Each member of the Proposal Evaluation Committee shall evaluate all firms. Individual evaluations shall be combined into a consensus evaluation. The average score for each of the criteria shall be totaled for a composite score.

EVALUATIONS CRITERIA

The Proposal Evaluation Committee shall evaluate the proposals based on the following criteria:

Experience, technical training and education of the personnel assigned to perform the work	15 POINTS
Competence to perform the required services as indicated by past projects	10 POINTS
Project Understanding and Strategy	10 POINTS
Project Schedule	15 POINTS
TOTAL POINTS	50 POINTS

Prior to completing evaluations, the Proposal Evaluation Committee may request revisions or clarification of the proposals, provided the same opportunity to revise or clarify is given to all firms. If the Proposal Evaluation Committee feels that the scoring process listed above is sufficient to determine the highest ranked firm, DCRSD may proceed to consultant recommendation.

CONSULTANT RECOMMENDATION

Once the Proposal Evaluation Committee has evaluated all proposals and ranked the firms, the committee shall prepare a letter notifying each firm of its findings. DCRSD may then enter into contract negotiations with the highest ranked firm.

FINAL CONTRACT NEGOTIATIONS AND AWARD

DCRSD shall establish the proposed terms and scope of services for the project's contract. Should the negotiations with the highest ranked firm be unsuccessful, then they shall be terminated and negotiations shall begin with the next highest ranked firm. This process shall continue until a contract is successfully negotiated. If all of the negotiations are unsuccessful, all of the firms that submitted proposals will be notified that the selection process has been terminated. DCRSD reserves the right to terminate the final negotiations at its discretion.