



Request for Proposals

City of Portsmouth, New Hampshire

Annual Services Contract - Comprehensive

INSTRUMENTATION and SCADA ANNUAL SERVICES CONTRACT

RFP No. 04-08

**CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC WORKS**

**RFP #04-08
REQUEST FOR PROPOSALS**

INSTRUMENTATION and SCADA ANNUAL SERVICES CONTRACT

Sealed Proposals, plainly marked RFP #04-08, " INSTRUMENTATION and SCADA ANNUAL SERVICES CONTRACT" on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **2:00 p.m. August 23, 2007.**

SCOPE OF WORK: The City of Portsmouth's Department of Public Works Sewer Division hereby invites sealed proposals for an annual services agreement for the maintenance of the City's water and wastewater System Control and Data Acquisition (SCADA) equipment including; radio telemetry systems; variable frequency drives, process equipment and other instrumentation.

Proposals must present evidence of the firm's qualifications and experience with similar telemetry and instrumentation equipment in New England.

There will be a **mandatory pre-proposal meeting on August 8, 2007 at 9:00 a.m.** starting at the Peirce Island Wastewater Treatment Plant and finishing at the Madbury Water Treatment Plant. All firms will have an opportunity to ask questions at this meeting.

The Request for Proposal may be obtained from the Finance/Purchasing Department on the third floor at the above address, by calling the Purchasing Coordinator at 603-610-7227, or by visiting the Finance/Purchasing Department section of the City of Portsmouth website at www.cityofportsmouth.com. **Please continue below for the complete Request for Proposal.**

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

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Qualifications

1. The FIRM shall provide any and all documentation of experience and ability to perform the Scope of Work. Prior experience with projects involving telemetry, SCADA, and instrumentation are necessary for qualification for this work.
2. The FIRM shall have registration and good standing with the Secretary of State, Corporate Division, in order to perform work in the State of New Hampshire.
3. The FIRM must demonstrate an ability through present staffing and sufficient assigned personnel to provide routine maintenance and emergency services as agreed by the City and the proposing FIRM.

Funding

This project is funded through the current sewer and water enterprise funds operation and maintenance budget's.

Mandatory Pre-Proposal Meeting

There will be a **mandatory pre-proposal meeting on August 8, 2007 at 9:00 a.m.** starting at the Peirce Island Wastewater Treatment Plant and finishing at the Madbury Water Treatment Plant. All firms will have an opportunity to ask questions at this meeting.

Project Background/Purpose

The City has a variety of instrumentation, telemetry and drives varying in age and condition. The City is standardizing around Allen Bradley PLCs, and Interlution SCADA software.

Scope of Work

The successful firm shall perform routine maintenance on the City's Water and Wastewater instrumentation, telemetry and process equipment. Additional work such as upgrading or replacing existing equipment will be negotiated on a project by project basis.

Project Schedule

The final schedule will be based on specific projects or maintenance schedules negotiated with each division at the time of contract signing.

City Role

In preparation of its scope of services the FIRM should assume that the City will provide assistance as their schedule permits.

Description of the Contract Services Firm Procurement Process

General

The process for procurement of Contract Services will proceed in two stages. Each Proposer must submit a two-part Proposal, each being in its own sealed envelope, consisting of a "Price Proposal" and a "Non-Price Proposal".

Delivery of Proposals

When sent by mail, the sealed Proposal shall be addressed to the Owner at the address and in the care of the official in whose office the Proposals are to be received. All Proposals shall be filed prior to the time and at the place specified in the Invitation for Proposals. The Proposal shall include the Price Proposal rate sheet in a separate sealed envelope. The Price Proposal rate sheet portion shall not be opened until after the selection committee concludes the preliminary selection process. Proposals received after the time for opening of the Proposals will be returned to the firm, unopened. Faxed Proposals are **NOT ACCEPTABLE**.

Submission of Written Qualifications

The selection committee will review and evaluate the non-price written responses to the Request for Proposal (RFP). Firms making proposals must respond in writing to all requirements of this RFP. Responses should reflect detailed considerations of the issues and opportunities for improved operations and maintenance of the City's Instrumentation, Telemetry and SCADA systems. Any additional information that is felt to be relevant by the proposing firm should be included after the items listed below.

Contract firms with no prior experience and submittals that do not meet the minimum requirements will not be considered.

The Price Proposal Portion rate sheet of the selected firm(s) will be opened once two or three firms have been short-listed and prior to interviews if any.

Interview

The selection committee may, at its discretion, select a minimum of one and no more than three qualified Firms to proceed to the interview stage of the procurement process. Each of the selected qualified Firms will participate in a detailed interview to more fully discuss their approach to

maintenance of Instrumentation, Telemetry and SCADA systems and to answer questions posed by the selection committee.

Selection

The top ranking candidate will be invited to negotiate a Contract with the City of Portsmouth. Should the City and the selected firm not be able to reach an agreement, the City will then negotiate with the second-highest ranked firm. The City reserves the right to discontinue the selection process at any time prior to the awarding of a Contract. There will be no reimbursement to any candidate firm for the cost of proposal preparation. The Contract shall include among other items a requirement that the Contract Services firm carries certain insurance policies naming the City as an “additional insured”.

Proposal Evaluation

The City reserves the exclusive right to select or reject the firm(s) that it deems to be in the best interest to accomplish the maintenance of the City’s Instrumentation, Telemetry and SCADA systems. Factors integral to the evaluation process, including:

- i)** The firm’s ability, capacity, and skill to perform the work necessary. The firm shall have experience and capabilities for municipal facilities and wastewater and water applications in the electrical, instrumentation and SCADA disciplines.
- ii)** The firm’s experience, reputation, efficiency, judgment and integrity. The firm shall have prior experience with municipal facilities and wastewater and water application systems.
- iii)** The quality and availability of supplies and materials that the firm has access to for maintenance and repairs to the City’s equipment.
- iv)** Firm’s prior performance. The firm shall demonstrate that they have been involved in instrumentation and SCADA service work for a minimum of ten (10) years in municipal facilities and wastewater and water applications similar in size and complexity to the City of Portsmouth. Please provide at least three (3) reference contact names and phone numbers. If the firm has less than ten (10) years of experience they must demonstrate their staff’s experience adequately fulfills the intent of the experience requirement.
- v)** Sufficiency of firm’s financial resources to fulfill the Contract.
- vi)** The firm’s knowledge and understanding of the City’s instrumentation, telemetry and SCADA systems. Other applicable factors as the City determines necessary or appropriate.
- vii)** Firm’s Proposal has been prepared in accordance with the instructions of the RFP.
- viii)** Proposed schedule and scope of work.
- ix)** Price - The labor rates and materials markup listed shall be paid for actual quantities supplied in accordance with specific projects as negotiated and shall be good for one year. If the City of Portsmouth and the Firm agree, this agreement may be renewed at the rate submitted in the proposal, with an annual adjustment based upon the Boston Consumer Price Index for May of the contract year, in one year increments for a total period not to exceed three (3) years.

The City reserves the right to undertake such investigation of the firm's qualifications and references as it deems necessary to determine the firm's ranking. The firm may be requested to provide additional information as part of the interview process. Failure to provide additional information and to execute any releases requested for reference checks may result in disqualification.

Non-Price Proposals – Minimum Requirements

Submittals at a minimum shall consist of the following:

i) Description of Firm

Brief description of the Firm including location of corporate headquarters and potential satellite office proposed to handle this project.

ii) Statement of Project Requirements

Statement in succinct terms the Firm's understanding of what is required by this Request for Proposal.

iii) Scope of Services

Describe in narrative form the Firm's approach and technical plan for accomplishing the work listed herein. Provide a discussion of how the firm will assure adequate and timely completion of the maintenance and additional projects as negotiated. A description of the Firm's overall capability and assurance that it can meet its' commitment to successfully complete these services.

iv) Team

Provide the names, with their resumes, of all members of the team. Each team member's experience, background and special skills shall be included. The team leader(s) should be designated.

v) Relevant Experience

Provide the details of experience and past performance of the Firm on comparable projects for other utilities. This item should cover, at a minimum, the substantive nature of comparable projects. Firms are required to give sufficient information of their experiences to permit the City to understand and verify the exact nature of the contributions made by the consultant to the projects listed.

vi) References

Provide the name, title, locations and telephone number of persons who can substantiate the Firm's referenced experiences. Contractor shall supply executed releases, see Appendix A, for reference release form.

vii) Costs

In a separate sealed envelope, the Firm shall include its standard rate schedule and markup for work proposed in this RFP. Additional work beyond that discussed herein shall be negotiated on a case by case basis.

Site Visitation and Additional Information

All prospective Firms may contact the Chief Water Plant Operator Mr. Steve Scotton at the Portsmouth Water Treatment Plant in Madbury, New Hampshire at (603) 516-8360, and Ms. Paula Anania, Chief Wastewater Plant Operator at (603) 427-1553 for additional information. Prospective firms may also contact Mr. Peter Rice, City Engineer at 766-1416 for additional information.

PRICE –PROPOSAL

Rate Sheet Form

Work shall be provided on the hourly rate set forth below. This rate shall cover additional negotiated work and emergency services. Additional and emergency work shall be performed between normal working hours of 7:00 am and 3:30 pm Monday to Friday, excluding holidays. Emergency service required during other than normal working hours will be invoiced at 1 ½ times the normal rate as quoted below, Except Sundays and holidays when twice the hourly rate as quoted below will be invoiced. The additional work shall be either prearranged or will be on an emergency basis. The requested work may include repair, rebuilding or replacement work of the telemetry, SCADA and instrumentation systems and ancillary electrical equipment and wiring. **The firm shall be available on a 24 hour per day, 7 days per week basis with a response within 2 hours to call to a single telephone number for servicing all telemetry, SCADA and instrumentation Systems.** The normal hourly billing rate shall be as presented in the rate schedule provided by the Firm as part of this Proposal.

Provide Hourly Rate for Integration and SCADA services: _____
\$ _____

Rate in Words _____ Rate in Figures _____

Provide Hourly Rate for Electrical services: _____
\$ _____

Rate in Words _____ Rate in Figures _____

Materials Mark-up _____ %

Mark-up in Words _____

Hourly Rate Travel: _____ \$ _____

Rate in Words _____ Rate in Figures _____

In lieu of this form the prospective Firm may submit their standard Rate Sheet with detailed break down of various rates for specific work catagories.

Part B - Proposal Conditions

The Contract Services Firm understands that the Owner reserves the right to reject any or all Proposals and to waive any informalities in the Proposal.

The Firm agrees that the Proposal shall be valid and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving proposals.

The full name of all persons and parties interested in the foregoing Proposal as principals are as follows:

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Date:

By submitting a Proposal, the FIRM consents to the City undertaking such investigation as it deems necessary to investigate and verify the FIRM’S qualifications, reputation and experience. The FIRM may be requested to execute releases (Appendix A). Failure to execute a release for information, if requested by the City, may result in disqualification.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

APPENDIX A

RELEASE OF ALL CLAIMS FOR PURPOSE OF REFERENCE CHECK

TO: _____

Name of Reference (“Reference”)

Name of Employer/Organization (“Entity”)

Address

Address

On behalf of the undersigned Firm I hereby agree to release and hold harmless the above-named Reference and Entity from any and all claims and causes of action including without limitation actions for defamation, slander or interference with contractual relations for any statements made to the City during the course of the City’s investigation of Contractor’s qualifications.

Dated: _____

Contractor: _____

By: _____

Print Name: _____

Title: _____