

City of Portsmouth
Portsmouth, New Hampshire
Sewer Division

REQUEST FOR PROPOSALS

INVITATION

The City of Portsmouth, NH – Sewer Division is seeking proposals for Data Management Software. Sealed Proposals plainly marked “Data Management Software – RFP 45-15” on the outside of the mailing envelope, addressed to the City of Portsmouth Purchasing Department, 1 Junkins Avenue, Portsmouth, New Hampshire 03801 will be accepted until 2:00 p.m., February 5, 2015.

The City of Portsmouth Sewer Division is seeking to implement a data management software application to consolidate information for the purposes of regulatory reporting and data analysis at its Wastewater Treatment Facilities. The City seeks a vendor with a well-tested software package and demonstrated ability to deliver upgrades, provide training and deliver support.

Details may be obtained from the City’s web site at <http://www.cityofportsmouth.com/finance/purchasing.htm> or by contacting the Purchasing Coordinator at the above address, or by calling the Purchasing Coordinator at 603-610-7227. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

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 and to negotiate the terms and conditions of any proposal leading to execution of a contract.

Questions may be directed to the Purchasing Coordinator, in writing, at purchasing@cityofportsmouth.com. Questions will be accepted until 4:30 p.m., January 30, 2015.

Introduction:

The City of Portsmouth Sewer Division is seeking to implement a data management software application to consolidate information for the purposes of regulatory reporting and data analysis at its Wastewater Treatment Facilities. The City has two wastewater treatment facilities. The Peirce Island Wastewater Treatment Facility is located at the end of Peirce Island Road near downtown Portsmouth. The software and supporting computer infrastructure would be located at a designated location at the Peirce Island Wastewater Treatment Facility. The Pease Wastewater Treatment Facility is located off of Corporate Drive in the Pease International Tradeport. It is the City's intention that the software program would be installed and successfully operational at the Peirce Island Wastewater Treatment Facility before the Pease Wastewater Treatment Facility would be added.

Software System Description:

The product selected is expected to be a user friendly commercial-off-the-shelf software system commonly deployed in the water and wastewater industry using standard "Windows" conventions. The following is a summary of minimum capabilities and requirements for the software system:

- The software architecture must be Client-Server. The system must be licensed for purchase (i.e., the City will not 'lease' or 'rent' the product) and "Software-as-a-Service" models of licensing will not be accepted. The software must allow multiple separate databases.
- The system will store plant, laboratory, and field data and provide reports and graphs for analysis and control. Simple back-up routines shall be available. The data must be directly stored in a standard enterprise database management system (DBMS) (, i.e. not passed through systems such as Access and linked via ODBC or other mechanism into the DBMS.).
- A full audit trail of all inserts, edits, deletes, and approvals must be provided for all data points and system parameters. The system must provide security features to ensure that only authorized individuals enter, view and modify data. Access levels shall be definable to restrict use of system level functions (such as user authorization), and to provide data access levels to restrict the use of data entry, data approval, data retrieval, data modification, database structure creation or modification functions.
- Text parameters and calculations specific to water and wastewater treatment must be available. Calculations must provide the capability to calculate loadings, percent removals, MCRT, BOD, TSS and CT at a minimum.
- Program must store an unlimited number of user defined custom data entry forms or bench sheets with text and variables (one or more days) positioned as desired. The software must provide an easy-to-use BOD worksheet whereby the BOD is automatically calculated and averaged and checked against STANDARD METHODS criteria. A report generator must be available to meet the unique needs of water and wastewater treatment facilities.

- The software must contain a complete statistical analysis and must have the capability to export full color graph images for use with any other Windows application and to write standard Windows Metafile or Bitmap files and to output full color plots.
- E-mail support must be provided with a single point gateway to relay email from any client. The software must create Events/Alerts based on regulatory and user defined limits for easy exception reporting.
- Provide interface Historian/HMI software for automatic collection of daily/hourly/15-minute/1-minute summarized data from historical file(s). Interfaces must run with no user intervention and be able to be run as an NT Service.
- Provide laboratory scheduling capability to plan sample program, track sample status, maintain chain-of-custody information, and manage associated laboratory workflow and automation. Laboratory scheduling capability must be seamlessly integrated with supporting operations database.

Vendor Qualifications:

The City seeks a vendor with a well-tested software package and demonstrated ability to deliver upgrades, provide training and deliver support. It is anticipated that submitting vendors have successfully installed, commissioned, and supported their product at more than 20 utilities. The City has preliminarily surveyed the market and identified Hach WIMS as a software package containing the features desired by the Sewer Division but seeks to further survey the market; thus this solicitation.

PROCESS

A committee will review the proposals. Proposals will be evaluated based on the following criteria:

- Functionality of the software to meet Sewer Division needs.
- Implementation, support and training services.
- Demonstrated stable, consistent product operation.

The City reserves the right to obtain clarification of any point in a vendor's proposal or to obtain additional information necessary to properly evaluate a proposal. Failure of a vendor to respond to such a request for additional information or clarification may result in rejection of the vendor's proposal.

Vendors who submit qualifying proposals may be asked to demonstrate their product. These product demonstrations will be held on City premises.

The vendor must have an established reputation for reliability and quality performance implementing and supporting the proposed software. If vendor is selected to demonstrate its product, it should be prepared to provide a history of the company, identify past and pending litigation.

The solvency of vendor is a concern of the City. If requested, vendor must submit an audited financial statement from a nationally recognized accounting firm from the most recent fiscal year. The City is prepared to maintain the confidentiality of the financial statement to the extent permitted by law if requested by the vendor and the statement is clearly marked confidential. Financial statements designated confidential will be returned at the completion of the selection process. Failure to submit such a statement may result in rejection of a proposal.

The City will attempt to negotiate a contract with the highest ranked vendor. If a satisfactory contract cannot be reached, the city may proceed to the next ranked vendor or exercise any of its reserved rights.

RESERVATION OF RIGHTS

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the vendor and to evaluate the proposal submitted. Vendors may be requested to execute releases for information. Failure to provide a release upon request will 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 and to negotiate the terms and conditions of any proposal leading to execution of a contract.

MISCELLANEOUS INSTRUCTIONS AND INFORMATION

Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Vendors submitting a proposal should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

Questions may be directed to the Purchasing Coordinator at 603-610-7227 or by email purchasing@cityofportsmouth.com, until 4:30 p.m., January 30, 2015.

Proposals submitted will be maintained confidentially only until the City reaches a contract with a vendor or the City cancels/rejects all proposals. Thereafter, proposals are available for public inspection. In the event that a vendor desires to submit information confidentially, the vendor must seek the City's prior agreement to such submission. The City discourages the submission of confidential information. With the exception of certain financial records and highly technical/trade secret materials, such agreement is generally not forthcoming.

PROPOSAL REQUIREMENTS AND FORMAT

Each vendor shall submit 2 copies of its Proposal. Proposals shall be submitted to the City of Portsmouth Purchasing Department, 1 Junkins Avenue, Portsmouth, New Hampshire 03801 no later than 2:00 p.m., February 5, 2015. Proposals shall be identified prominently as follows: “Data Management Software – RFP 45-15” Proposals shall follow the following format:

Part 1

Introductory Letter of Vendor (no more than 3 pages). Introductory letter should address vendor’s qualifications including the location of vendor’s principal office and any branch locations as well as years in business.

Part 2

Complete Vendor Customer References Form

Part 3

Submit Vendor information on the proposed software solution

Signed under the pains and penalty of perjury this _____ day of _____, 2014.

By:_____

Its:_____

_____ personally appeared before me and swore that he/she is a duly authorized representative of _____ and that the proposal information submitted is true and correct to the best of his/her knowledge and belief.

Dated:_____

Notary Public/Justice of the Peace
My commission expires:_____

VENDOR CUSTOMER REFERENCES

Provide a minimum of three (3) public sewer system and/or agency referrals that use the proposed system and are comparable in size and structure to the Portsmouth Sewer Division.

The references shall include the following:

- Organization;
- Contact Name;
- Contact Title;
- Address;
- Telephone;
- Email;
- Contract Dates;
- Number of Users; and
- Is system still active at this agency?

Describe the scope of work:

- List the modules that were included in the project; and
- The dates they went live.

Identify (list) all New England communities using the vendor’s software product at the time of submission of the proposal.
