



ELECTRIC WATER SEWER STORMWATER

3 Industrial Loop Drive | PO Box 1589 | Hannibal, MO 63401 | (573)-221-8050

www.HBPW.org



Hannibal Board of Public Works (HBPW)
Hannibal, Missouri

REQUEST FOR QUALIFICATIONS

SCADA INTEGRATION and MAINTENANCE SERVICES
for
WATER AND WASTEWATER UTILITIES

NOTICE

The Hannibal Board of Public Works will accept sealed Qualifications for **SCADA Integration and Maintenance Services** for **Water and Wastewater Utilities** until 10:00 a.m., Wednesday, February 21, 2024. Qualifications shall be submitted to adunker@hannibalbpw.org in PDF format with all necessary documentation completed in full.

All questions/requests for information regarding this RFQ must be submitted via email to adunker@hannibalbpw.org by 12:00 p.m. on Friday, February 16, 2024, to allow staff sufficient time to develop answers to questions deemed appropriate. Please submit all questions/requests for information in bulk (e.g., in a PDF or Word document attachment to an email) to limit the total number of emails received.

LETTER OF INTEREST

RFQ – SCADA INTEGRATION AND MAINTENANCE SERVICES FOR WATER AND WASTEWATER UTILITIES

DEADLINE: February 21, 2024

The undersigned firm submits the following information (this RFQ submittal) in response to the Request for Qualifications (as amended by any Addenda), issued by the Hannibal Board of Public Works (HBPW) to supply the above referenced services. Enclosed, and by this reference incorporated herein and made a part of this RFQ, are the following:

- ❖ Completed RFQ Letter of Interest Form
- ❖ Completed HBPW Hold Harmless Agreement
- ❖ Completed Statement of Qualifications documentation

The firm understands that the is not bound to select any firm for the final pre-qualified list and may reject any responses submitted.

The firm also understands that all costs and expenses incurred by it in preparing this RFQ and participating in this process will be borne solely by the firm, and that the required materials to be submitted will become the property of HBPW and will not be returned.

The firm agrees that HBPW will not be responsible for any errors, omissions, inaccuracies, or incomplete statements in this RFQ. Firm accepts all terms of the RFQ submittal process by signing this letter of interest and making the RFQ submittal.

This RFQ shall be governed by and construed in all respects according to the laws of the State of Missouri.

Firm Name
Authorized Signature
Name (Please Print)
Email Address

Date
Title
Telephone Number

HANNIBAL BOARD OF PUBLIC WORKS

Hannibal, Missouri

**REQUEST FOR QUALIFICATIONS (RFQ) SERVICES
FOR
SCADA INTEGRATION AND MAINTENANCE SERVICES FOR WATER AND WASTEWATER
UTILITIES**

A. PURPOSE AND INTENT

The Hannibal Board of Public Works (HBPW) is responsible for the planning, design, inspection and operation of the City of Hannibal water and wastewater utilities. To accomplish these tasks, the Department plans to utilize professional services for the development, supply, maintenance and delivery of Supervisory Control and Data Acquisition (SCADA) systems for water and wastewater facilities. This role shall be referred to as the SCADA Integrator or “Integrator”.

B. SCOPE OF SERVICES

The scope of services required by HBPW in connection with this request for qualifications covers the entire spectrum of services that are customarily provided to governmental entities by professional SCADA integration firms. The services provided could include, but need not necessarily be limited to the following:

1. Review existing facilities and develop short- and long-term plans for the development of a citywide water and wastewater SCADA system, including but not limited to a communication system, servers, computers, human interface modules, SCADA software and operating systems, alarming, and reporting software.
2. Review proposed improvements for water and wastewater facilities and recommend elements necessary for SCADA implementation, including but not limited to hardware, telemetry devices, communications equipment, electrical infrastructure, programmable logic controllers (PLCs), operator interface terminals (OITs) and instrumentation and process control systems.
3. Provide a modular architecture, MS Windows-based SCADA system, with dynamic graphic displays, customizable interfaces, real-time trending and data logging, and alarms. All SCADA system work is to be provided with the Integrator as the lead and delivered as a complete package per project or assignment.
4. Review specific facilities and sites and propose elements necessary to automate operations and controls, and to integrate those facilities into a SCADA system.
5. Perform project management tasks and integration services for SCADA and controls projects including overseeing the entire project from the design phase and/or contract implementation to the project’s completion, including construction/installation, electrical installations, communications installations, inspection, and startup services. The integrator is to provide all materials and labor necessary to deliver complete “turnkey” projects.
6. Perform on-call and emergency response on water and wastewater related controls and SCADA emergencies. The Integrator shall be available and capable of responding onsite to an emergency call within two hours of notification.
7. Additional elements on which work may be performed include, but are not limited to telemetry surveys, security and encryption of data and operating systems, electrical and controls system testing and troubleshooting, data collection, and development of standardization for parts,

sensors, components.

8. The Integrator shall be aligned with equipment and software vendors that provide readily available equipment and materials, open-access to software and programming, and flexibility of hardware, devices, and equipment for integration projects.
9. Provide instrumentation and process control startup, configuration, and calibration for equipment, such as, variable frequency drives (VFDs), flow meters, level sensors, pressure transmitters, and chemical feed pumps and process analyzers.
10. The selected firm(s) will be required to work closely with HBPW staff and their consultants. During the performance of on-site services, the firm's project manager and/or field representative shall be available at all times via cellular phones. All work performed by the integrator shall be appropriately documented and provided upon request.
11. **The candidate will be evaluated with regard to each item according to the following point system:**

ITEM NO	POSSIBLE POINTS	EVALUATED ACCORDING TO:
1. SCADA Integration Experience	15	Firms experience in providing a similar scope of work to a municipality similar to the HBPW
2. Ongoing Work	15	Available capacity of the firm to take on more work.
3. Project Delivery Methods	15	Demonstration of project management standards and programming standards
4. On-Call	30	Availability of after-hours support, proximity to Hannibal, MO, and overall quality of the on-call response system utilized by the firm.
5. Training and Documentation	15	Demonstrated ability to train staff and document all changes to the system.
6. Hardware Support Capabilities	10	Ability of candidate to take on hardware support in the future.

C. STATEMENT OF QUALIFICATIONS

The qualifications response shall include the following information, in this order:

1. **Firm Information:** Provide candidate's firm name, address, description, firm history, and any other relevant information. Identify if any sub-consultants or contract employees are proposed for the project. If so, provide complete information on their role, responsibilities, and ongoing contractual relationship for support of the project.
2. **SCADA Integration Experience:** Information pertaining to the firm's experience in working with municipalities with similar size and scope of work as the HBPW.
3. **Ongoing Work:** Include a discussion of the proposer's current workload and the ability to provide timely and accurate SCADA Integration and Maintenance services to HBPW.
4. **Team Bios:** Include all main employee bios as specified in the previous section who will be working on the project through startup. It is the Hannibal Board of Public Works's expectation that the successful candidate will have at least two programmers engaged in the project to a sufficient degree that both are well versed in its intricacies. These employees shall be identified and shall not be changed from Statement of Qualifications to design without approval by the Hannibal

Board of Public Works.

5. **Project Delivery Methods:** Include information about how your firm manages projects and delivers timely and accurate results, as well as what standards your firm utilizes for programming.
6. **On Call:** On call maintenance and troubleshooting is a high priority for HBPW. We pride ourselves on safe and reliable utilities and expect firms working with us to have those same goals in mind. Provide your capacity to troubleshoot and assist HBPW staff during the working week, after-hours, holidays, and states of emergency such as natural disasters which may knock out critical communications. Priority will be given to firms who can be on-site within two hours of notification.
7. **Training and Documentation:** Include relevant information about your approach to training HBPW staff on improvements to the system as well as how you document changes and upgrades to a system.
8. **Hardware Support:** Include your ability and willingness to potentially take over hardware support of the system at some point in the future.
9. **Signature:** an officer of the company shall provide their signature at the conclusion the qualifications response, representing that the submitted information is complete and true, and that company is committed to fulfilling the responsibilities for a complete and operational SCADA software system if selected for the project.

The qualifications response should be concise and limited to a maximum of 20 – 8.5” x 11” pages with a font size no smaller than 11-point. The cover page, letter of interest and HBPW hold harmless agreement shall not count towards the 20-page limit.

In a separate envelope (see Section I for details) provide a “Basis for Fees” in sufficient detail, such as a current Fee Schedule, to provide the broad array of services anticipated in this solicitation.

Conciseness and clarity of content are emphasized and encouraged.

D. CONTACT INFORMATION

Any questions concerning the aspects of this RFQ should be directed to: adunker@hannibalbpw.org or contact our office at 573-221-8050.

E. GENERAL CONDITIONS OF RFQ

1. Award - HBPW will review each of the bids submitted and make a recommendation to the HBPW Board regarding the disposition of the bids. HBPW shall have the full authority to award projects to the firm who, in the sole judgment of HBPW, best meets the specifications and conditions of this RFQ. All Qualifications shall remain firm for ninety (90) calendar days after the opening of Qualifications.
2. Rejection of Qualifications - HBPW reserves the right, at its sole discretion, to reject any or all Qualifications if deemed to be in the best interest of HBPW to do so. HBPW may also waive any irregularities, defects, informalities, technical defects, and/or clerical errors, as well as accept any portion or all items in a statement of qualifications, if deemed in the best interest of HBPW.
3. Multiple Contracts - HBPW reserves the right to enter into contract with more than one firm in order to avoid potential conflict of interest issues and to ensure that HBPW receives adequate representation to perform the scope of services involved with each project.
4. Revisions to RFQ/Addendum - In the event it becomes necessary to revise any part of the RFQ,

revisions will be provided to all firms which received the initial RFQ in the form of an addendum. Firms are responsible to confirm receipt of all addenda prior to statement of qualifications submittal.

5. Cancellation of RFQ – HBPW reserves the right, at its sole discretion, to cancel this RFQ in whole or in part prior to the execution of a contract.
6. Assignment – The firm shall not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of HBPW.
7. Acceptance of Statement of qualifications Content - The contents of the statement of qualifications of the successful firm will become a part of any agreement because of these specifications.
8. Statement of Qualifications Changes or Withdrawals - Any Statement of Qualifications may be withdrawn, modified, and/or resubmitted prior to the bid opening date by written request, signed in the same manner and by the same person who signed the Statement of Qualifications.
9. Termination of Contract - If through any cause, the firm selected shall fail to fulfill the obligations agreed to in a timely and efficient manner, HBPW shall have the right to terminate the contact by specifying the date of termination in a written notice to the firm at lease thirty (30) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.
10. Accounting Records – Individual task orders will be negotiated based on the submitted “Basis for Fees.”
11. Ownership of Material - All documents prepared and submitted pursuant to this RFQ or contract shall be property of the HBPW upon submittal and will be subject to staff and public review and discussion in association with our public bidding and formal Statement of Qualifications process. Any information or documents deemed proprietary shall be so marked at the time of submittal and limited to detail where the disclosure of contents could be prejudicial to competing offerors during the process of negotiation, and any commercial or financial information of a privileged or confidential nature.
12. Compliance with Terms and Conditions of RFQ – The successful proposer shall comply with all the specifications, terms, and conditions of this RFQ, as outlined herein. Proposers are further required to complete/submit all information requested in this RFQ.
13. Approval – In the event that HBPW Board of Directors is required to approve the award of a contract based on this RFQ, the selected Firm(s) may be required to attend the Meeting to address any questions. Costs for attendance shall be incorporated in the bid.
14. Advertisements - Any bidder submitting a bid will not use the name of HBPW in any advertisement without first obtaining the written consent of the H.
15. EEO and Business Licenses - The bidder shall possess all required business or other licenses and also shall be a fair and equal opportunity employer.
16. Non-collusion - The bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with the contract.
17. Term of Contract – The length of the contract will be for one (1) year. By mutual consent of the contracted firm(s) and HBPW, the contract may be renewed or extended for additional one (1) year periods, not to exceed a total contract length of four (3) years. This option shall be exercised only if agreed to in writing by both parties and approved by HBPW.
18. Time of Completion and Liquidated Damages - HBPW will work with the selected firm to establish an

agreed upon time schedule for the completion of each task prior to issuance of individual purchase orders.

19. Sub Contracts - The Contractor shall not execute an agreement with any sub-contractor or permit any sub-contractor to perform any work included in this Contract until he has received from HBPW written approval of such agreement.