

# TUOLUMNE CITY SANITARY DISTRICT



## REQUEST FOR QUALIFICATIONS FOR SCADA IMPROVEMENTS

**Due Date: August 1, 2024**

**Time: 1:30 PM**

**Respond to:**

**Brenda Bonillo, Office Manager  
Tuolumne City Sanitary District**

**18050 Box Factory Road**

**Tuolumne CA, 95379**

**(209) 928-3517**

**[brendatsd@frontier.com](mailto:brendatsd@frontier.com)**

## **1 Introduction**

The Tuolumne City Sanitary District (District) invites qualified professional consulting firms to submit Statements of Qualifications (SOQs) for Electrical Engineering, Instrumentation, and SCADA design and support services. The services sought are essential for executing capital improvements and maintenance tasks related to the District's wastewater treatment plant, lift stations, and Land Application Area (LAA).

The purpose of the SOQ is to demonstrate the qualifications, competence, and capacity of the Consultant to perform the work or provide the services described in this RFQ. The SOQ should demonstrate the qualifications of the Consultant and of the particular staff to be assigned to the District's projects.

The District intends for this RFQ to remain open for SOQ submission until the submission date in the Schedule of Events. Qualified Consultants may remain on a list of qualified Consultants for 5 years or until they request to be removed from the list or are removed by the District. The selected Consultants will perform all work under a Master Services Agreement ("Agreement" or MSA) when authorized by a scope-specific Task Order as further described herein. It is anticipated that the District will continue to use the MSAs for approximately five (5) years. Award of an Agreement or listing does not obligate the District to compensate Consultant and does not guarantee that Consultant will receive a Task Order.

The District plans to implement several projects in the next five years, and the SOQ should demonstrate experience, competence, and qualifications in the following areas:

- a) SCADA, electrical and instrumentation systems design for new facilities or rehabilitation of existing facilities including:
  - i. Central SCADA system software and hardware platforms and architecture including:
    - a. SCADA servers
    - b. SCADA clients
    - c. SCADA HMIs
    - d. SCADA Historian
    - e. SCADA control panels
    - f. SCADA programming and integration
    - g. Mobile SCADA HMIs (tablets)
  - ii. PLC programming and hardware configuration
  - iii. Communication system infrastructure including
    - a. Alarming and notification system
    - b. Radio telemetry systems
  - iv. Field instrumentation installation and calibration
  - v. Cybersecurity implementation
  - vi. Motor selection
  - vii. Motor Control Centers (MCCs)
  - viii. Variable Frequency Drive (VFD) system design and installation
- b) Condition assessment and troubleshooting of existing electrical, instrumentation and control systems

- c) Code compliance (ie., arc flash studies)
- d) Computerized Maintenance Management System (CMMS)
- e) Preparing specifications and Requests for Quotation (RFQs), evaluating quotes, and observing and documenting installation of SCADA components.
- f) Development of installation, testing, training and commissioning plans.

### **1.1 About Tuolumne City Sanitary District**

The District provides wastewater services to the unincorporated community of Tuolumne located in Tuolumne County, California approximately eight (8) miles southeast of Sonora, California. The Tuolumne City Sanitary District is a single purpose sewer District formed in July 1941 as Special District under California Health & Safety Code Section 6400 et seq. The District currently operates a 340,000 gallon per day design flow wastewater treatment plant (WWTP) with current dry weather flows averaging approximately 150,000 gallons per day and maintains 45,000 linear feet of wastewater collection system (WWCS) piping. These wastewater facilities serve a community population of approximately 1867 residents. The District has 847 total service connections with 735 of these connections being residential. The largest commercial customer within the District is the Black Oak Casino Resort. The WWTP process includes activated sludge – extended aeration followed by secondary clarification. The Title 22 compliant effluent is piped to the District owned Grinding Rock Reservoir for storage and / or for land application on the private Baker Ranch in accordance with long-term disposal agreement.

## **2 Standard Requirements**

The following standards will be required unless otherwise directed by the District for a specific project:

- Work will be performed primarily by those qualified individuals listed in the SOQ. The principal individuals performing work will be identified in the associated Task Order, and shall not be changed without written notification and agreement by the District.
- For work product requiring certification by a licensed professional, that professional shall be licensed in the State of California and shall be named in the Task Order.
- Depending on the nature of the work assigned by Task Order, it may be used in its entirety by the District as a stand-alone work product, or as part of a larger District work product. The details of District use will be determined as part of the Task Order.
- All reports shall fit the scope, detail, and format required by the District and outlined in the Task Order.
- All work product shall be provided in editable electronic format of the working document (such as word, excel, or DWG) and in portable document format (.pdf). For specific projects, the District may also require submission of hard copy, bound documents.
- Any Geographic Information Systems (GIS) data shall be provided in the current ESRI-compatible format.

### 3 **Schedule of Events**

The schedule of events for this RFQ is as follows:

SOQ Submission Deadline	August 1, 2024
District Evaluation of SOQs	August 1 - August 31, 2024
Notification to Consultants of Qualification Status	September 1, 2024
Commence MSA Negotiation	September 1, 2024

The District will accept submission of SOQs, evaluate SOQs, and notify consultants of qualification status according to the schedule in the table above. Qualified consultants will be added to the List immediately upon execution of the MSA, and eligible for consideration for future work.

#### 3.1 **Pre-Submittal Meeting**

No pre-submittal meeting is required prior to submittal of an SOQ. Questions about SOQ requirements or the anticipated scope of future work shall be directed to the District in the manner outlined in Section 7, below.

### 4 **SOQ Requirements**

#### 4.1 **SOQ Format**

Consultant's SOQ shall be clear, accurate, and comprehensive. Excessive or irrelevant materials will not be favorably received. Consultants are directed to make their SOQ as concise as possible, while presenting complete and relevant material. The SOQ shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Consultant.

SOQs shall include the following items organized in the order specified below. The following items shall be packaged into an electronic file in PDF format:

- a) Transmittal Cover Letter (limited to one page). Include Consultant's legal name, background, and contact person, including corporate office and local office address, city, state, zip code, telephone number, fax number, website address, and e-mail address.
- b) Executive Summary (limited to one page). Summarize the content of the firm's SOQ in a clear and concise manner.
- c) Personnel (limited to two pages per person). Names and specific qualifications of key personnel, experience, relevant skill set, and appropriate licenses and/or certifications held, if applicable. Include details of the person who will be the District's primary contact.
- d) Qualifications (limited to one page per category). Describe the consultant's experience and qualifications to perform services in each of the categories of engineering support services (defined in Section 2) for which the Consultant wants to be considered.
- e) References. Provide a minimum of 3 references regarding the Consultant's experience and performance performing engineering support services, and at least one reference for each category of work the Consultant would like to perform. Include the following information:

(1) Organization contact name, phone number, e-mail address; and (2) Project size and description, if applicable, and description of services.

- f) List of Representative Projects (limited to two pages). Provide a brief description of representative projects undertaken by Consultant in the last 5 years demonstrating experience in each category of engineering support services the Consultant would like to perform for the District.
- g) Rate Sheet. Provide a current rate sheet for services. Rates may be provided in a cost per activity, hourly, or both. The rate sheet must be submitted in a separate electronic file in PDF format. The rate sheet will not be opened unless Consultant is found to be qualified. The rate sheet will be used by the District for informational purposes only; actual rates for the performance of work will be established in consultation with the Consultant and the District at the time that work is awarded, in conjunction with the completion of the Task Order.

#### **4.2 Deviations from RFQ**

In submitting a SOQ in response to this RFQ, Consultant is certifying that it takes no exceptions to this RFQ including, but not limited to the MSA and Task Order templates attached to this RFQ as Attachment B. Consultant is directed to carefully review the proposed Agreement and, in particular, the insurance and indemnification provisions therein. Any exceptions to these templates must be clearly identified by the Consultant in its cover letter. Requested deviations may not be acceptable to the District and may result in a determination that the Consultant is not qualified for this work. Consultant will not be added to the List until the Agreement has been executed.

#### **4.3 Submittal Instructions**

The District will accept submission of SOQs until the submittal deadline date defined in Section 3. To be considered, the SOQ must be submitted by email in PDF file format to Brenda Bonillo, Office Manager at [brendatsd@frontier.com](mailto:brendatsd@frontier.com). The rate sheet must be included as a separate electronic file in PDF format.

All respondents must register as a vendor through the District's Public Purchase portal.

<https://www.publicpurchase.com/gems/tuolumnecsd,ca/buyer/public/home>.

### **5 Evaluation Process**

#### **5.1 Evaluation Criteria**

SOQs that meet the submittal requirements will be evaluated and scored by the District based on the following criteria:

- h) Quality and comprehensiveness of the SOQ. (10 Points)

- i) Qualifications of the firm and proposed personnel within each category of engineering support services the Consultant is interested in performing, including licensure where applicable. (20 Points)
- j) Past performance on similar, representative projects for public agencies and private parties (20 Points)

As SOQs are received, the District will review each submission and perform any other investigation it deems appropriate, and then score the SOQs according to the above evaluation criteria and point values. A SOQ must receive a minimum of 35 points in order for the respondent to be deemed qualified.

## **5.2 Award of Contract**

Consultants will be deemed qualified on the basis of information provided in the SOQ, the results of the District's research and investigation, and, if conducted, oral interviews and/or demonstrations. Determinations will be made on the basis of the criteria set forth in Section 5.1.

The District reserves the right to reject any or all SOQs and to contract for services in whatever manner that most benefits District. By submitting an SOQ, Consultants acknowledge that the District intends to contract with multiple Consultants for services, and that the District will select the Consultants to perform work based on project-specific criteria.

## **6 Development of the Qualified Consultants List**

As stated above, the evaluation of the SOQs will result in the development of the List. The guidelines to be used for creation and maintenance of the List are as follows:

- a. The List will be maintained for up to five years.
- b. The potential number of Consultants on the List will be unlimited.
- c. When utilizing the List to select a Consultant, the District will select what it deems to be the most qualified to perform the work based on project-specific criteria. The District makes no commitment to equally distribute work to Consultants on the List.
- d. The District may remove a firm from the List if not notified of significant changes to Consultant's qualifications, including changes in key personnel. In the event of significant changes affecting the Consultant's qualifications, the District may require the Consultant to submit a new SOQ for review and scoring.
- e. The District retains the right to consider firms out of sequence for specific project assignments where the District determines that special qualifications and experience are needed.
- f. The District reserves the right, at its sole discretion, to remove a firm from the List if their performance is deemed unsatisfactory.

## **7 Requests for Clarifications**

All questions and requests for interpretations or clarifications, either administrative or technical must be submitted in writing to the District. Please submit all questions and requests for interpretations or clarifications through Public Purchase. Questions sent directly to other District staff will not be addressed.

All questions properly submitted will be answered in writing through the Q&A tab on the project's Public Purchase portal. If warranted, modifications to this RFQ will be made by Addendum through the project's Public Purchase portal. Verbal statements regarding this RFQ by any persons should be considered unverified information unless confirmed in writing.

## **8 General Provisions**

Consultant is encouraged to review this RFQ carefully in its entirety prior to preparation of its SOQ. The District reserves the right to reject any or all SOQs or to select the SOQ most advantageous to the District. District reserves the right to verify all information submitted in the SOQ which includes but is not limited to any other investigation it deems appropriate

**8.1 Addenda to RFQ.** District reserves the right to amend the RFQ or issue addenda to answer questions for clarification, at any time during the indefinite advertisement. The District retains the right to exercise sole discretion regarding the need for Consultants on the List to comply with added requirements.

**8.2 No Commitment to Award.** Issuance of this RFQ and receipt of SOQ's does not commit District to award an Agreement or Task Order. District expressly reserves the right to postpone review of the SOQ for its own convenience, to accept or reject any or all SOQ's received in response to this RFQ, to negotiate with more than one Consultant concurrently, or to cancel all or part of this RFQ.

**8.3 Amendments to SOQs.** Consultant may modify or amend its SOQ at any time by submitting a new SOQ. Submission of a modified or amended SOQ will be considered a cancellation of the prior SOQ, and will initiate a new period of evaluation and scoring.

**8.4 Non-Responsive SOQs.** A SOQ may be considered non-responsive if incomplete or if it contains conditions, alterations of form, additions not called for, or other irregularities that may constitute a material change to the SOQ.

**8.5 Cost for Preparing.** District will not compensate any Consultant for the cost of preparing any SOQ, and all materials submitted with a SOQ shall become the property of District. District will retain all SOQs submitted and may use any concept or information in a SOQ regardless of whether that SOQ is selected.

**8.6 Alternative SOQs.** Only one final SOQ is to be submitted by each Consultant at one time. Multiple SOQs submitted simultaneously will result in rejection of all SOQs submitted by the Consultant. Submission of an alternative SOQ will be considered a cancellation of prior SOQ, and will initiate a new review.

**8.7 Public Documents.** All SOQs and all evaluation and/or scoring sheets shall be available for public inspection at the conclusion of the selection process.

**8.8 No Exceptions.** Submission of a SOQ constitutes acceptance by Consultant of the conditions contained in this RFQ.

**8.9 Withdrawal.** Consultant's authorized representative may withdraw its SOQ at any time. Consultant will be removed from the List and will not be considered for future contracts. The Consultant will be obligated to complete any outstanding work on open Task Orders under the terms of the Agreement and Task Order.