



Request for Proposal

By

City of Concord, Owner

For

WASTEWATER SYSTEM SCADA PROVIDER

February 4, 2025

I. OVERVIEW AND PURPOSE

The City of Concord is soliciting proposals from qualified consultants to provide SCADA hardware, communications and integration services for the upgrade or replacement of existing SCADA and Instrumentation Systems for the City's Wastewater system, which consists of 23 remote wastewater lift stations. This should include a turnkey system that enables users to gain complete system monitoring as well as a wastewater level sensor.

II. SCOPE OF WORK

Due to the limitations of the existing SCADA system, the selected provider is expected to provide all software, hardware, electrical, and communications required for the function of the proposed SCADA system. The City's preference is a turn-key solution that limits the number of separate parties responsible for achieving the desired results.

Questions concerning the scope of this project should be directed in writing to Crystal Allman, Water Resources Engineering Manager at the address below. Any amendments to this RFP shall be made in writing and distributed as an addendum.

Crystal Allman, Water Resources Engineering Manager
Alfred M. Brown Operations Center
P.O. Box 308
635 Alfred Brown Jr. Court SW
Concord, North Carolina 28026
704-920-5287 (Office)
E-mail: allmanc@concordnc.gov

Firms shall have no contact related to this project with elected officials or City of Concord employees other than as directed herein, during this RFP process. Any such contact will subject the firm to immediate disqualification for consideration for this project. At the option of the selection committee, interviews may be held with selected applicants if it is determined to enhance the selection process.

III. SUBMITTAL REQUIREMENTS

The proposal submitted shall be in a sealed package and received in accordance with the instructions detailed in this RFP. The selection of the firm will be based on the totality of the qualifications of the firm as presented in the detailed qualifications statement. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying, but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm. Qualification statements should clearly and concisely address the following:

1. **Coversheet:** List project title, the name of your firm, and the name, address, e-mail, fax number, and telephone number of a contact person for questions concerning this proposal.

2. **History and Description of Firm and Solutions Provider:** Provide a brief history of your firm as well as a description of the recommended hardware.
3. **Project Team:** Provide information related to the project manager, key personnel, and any sub-contractors who will be involved with Concord's Wastewater System SCADA project. Include the office location of each staff member and sub-consultant that will participate and what their role will be on the various work items. Describe what other work commitments the proposed team has and state the time the team has to dedicate to the City of Concord.
4. **Estimated Costs:** Provide estimated costs for installation, upfront hardware costs and recurring annual costs.
5. **Legal, Safety, Insurance, and Financial:** The firm's submittal shall provide documentation of any history of litigation associated with project performance or professional liability. A short statement of any safety problems that the firm may have encountered in projects designed and/or inspected. A statement or other information to describe the firm's general financial standing and current insurance coverage.
6. **Other Supporting Data:** Include any other information you feel to be relevant to the selection of your firm for this RFP.

IV. QUALIFICATION STATEMENT DEADLINE

The main content of the submission shall be limited to 10 single-sided pages, of standard 8½" by 11" printed size, and single-spaced. Larger formatted pages are not allowed. The printed copy of the submission shall be double sided and stapled together on the top left portion of the pages. Please note that the front and back cover pages are not considered a part of the 10-page submittal. Submissions exceeding the 10-page limitation will not be considered.

ELECTRONIC AND PRINTED SUBMITTALS. One (1) electronic copy and one (1) printed copy of the statement of qualifications is due no later than 2:00 p.m. EST on February 12, 2025 at the address shown below. The electronic copy must be submitted in PDF format on a portable USB storage device. The electronic media submitted will not be returned. No email submittals will be considered. No statement of qualifications will be accepted after the due date and time. Should the City of Concord choose to conduct interviews with selected qualified firms, City staff will contact those particular firms in order to schedule the interviews. The City reserves the right to reject any and all statements of interest.

Envelopes containing proposals shall be marked as follows:

(Your Company Title)

(Address)

To: City of Concord

Attn: Crystal Allman, Water Resources
Engineering Manager
P.O. Box 308
635 Alfred Brown Jr. Court SW
Concord, NC 28026
RFP Wastewater System SCADA Project

V. SELECTION CRITERIA

The considerations below will be utilized for selection of the firm. Selection will be made after thorough review conducted by a City panel.

1. **Qualifications of the Firm, Including Personnel:** Preference shall be given to those firms and personnel with experience and training with similar projects.
2. **Overall Qualifications of the Project Manager and Project Team:** Staff will evaluate the project manager and those personnel that will be assigned to the Concord project, including the location of their office. Preference shall be given to project teams with specific experience in similar projects and any familiarity with the area and proposed projects.
3. **Proposed Process to Review Needs and Develop Scope of Work Documents:** The City team will evaluate proposals submitted with regard to process thoroughness described to complete all items outlined in the scope of work.
4. **Response Capability, Budget Control, Meeting Deadlines, and Project Understanding:** Submitted examples of projects that your firm or team conducted shall be reviewed. The firm and team's ability to finish projects within budget and within the project time frame will be included. Examples reviewed will be within the last five (5) years. The firm's demonstrated ability to respond to the proposed projects is important.

The City of Concord selection panel may select one or more firms to interview based on the above criteria and recommend the top firm to the City Manager. Once the City Manager approves the recommendation, the selection panel will negotiate a contract fee with the top recommended firm to be approved by City Council. If a contract cannot be successfully negotiated with the top recommended firm, the panel will proceed to the second recommended firm, and so on until an acceptable contract is negotiated. Any firms that are not selected will be notified.

VI. PROJECT SCHEDULE

It is projected that City personnel will complete the proposal evaluation process and make a recommendation of the top firm to the City Manager, including a completed scope of work and corresponding engineering consultant's fee, by late February of 2024. The contract with the top firm must be approved by City Council. Once the contract is approved by City Council and executed by the City Manager, a notice to proceed will be sent to the firm. The firm will then have approximately twelve (12) months to complete this project.

VII. CONTRACTING

Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina.

The selected firm will be expected to enter into the City's standard service agreement. This agreement is attached and any questions or comments should be communicated to Crystal Allman, Water Resources Engineering Manager, before they are selected as the consultant for this project.

VIII. EQUAL EMPLOYMENT OPPORTUNITY AND DRUG FREE WORK PLACE

The local government of the City of Concord does not discriminate administering any of its programs and activities. The firm(s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

Although no percentage is assigned, it is an absolute requirement of the City that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions. In addition, the qualifications statement should include a commitment to this requirement and an indication of the plan of the firm to ensure compliance with this requirement.