

REQUEST FOR QUALIFICATIONS FOR WATER DISTRIBUTION AND WASTEWATER COLLECTION SYSTEM CONTROLS UPGRADE

The Flathead County Water District No. 1 – Evergreen (“District”), located in Flathead County, MT is requesting sealed qualifications packages from qualified firms, teams or consultants interested in providing professional engineering services to the District for development and preparation of construction drawings and specifications, bidding assistance, engineering design, and other services during design and construction of the Water Distribution and Wastewater Collection System Controls Upgrade Project.

The District invites qualified consultants to submit a qualifications package based upon the scope of work contained within this Request for Qualifications (RFQ). The District shall not be held responsible for any oral instructions. Changes to this RFQ will be advertised or can be found on the District’s website at <https://www.evergreenwaterdistrict.com/>.

This document is intended to provide interested consultants with sufficient information to prepare and submit a statement of qualifications (SOQ) for consideration by the District. The District reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received. The Service Provider will be selected on the basis of demonstrated competence and qualification for the type of services required and thereafter the District will negotiate the services agreement with what it deems to be the most qualified company.

Project Background

The District owns and operates a potable water distribution system that includes four pumping stations and one storage tank with another storage tank soon to be online. Two locations feed the Upper Zone and pump water on demand using PID control loops to maintain pressure in the upper zone. The remaining sites serve the Lower Zone by filling the existing tank(s) and start/stop based on tank level. The potable water distribution system currently operates using antiquated Siemens LC3000 PLCs. Telemetry communications are provided by Cal Amp Integra data radios, which are past their operational life.

The District is planning to replace the existing LC3000 PLCs with an Allen-Bradley CompactLogix system with standard parts and pieces allowing them to keep spares in stock and replace hardware as needed. Since much of the existing control system is at the end of its useful life, this project includes the analysis, design, and implementation of an upgraded Supervisory Control and Data Acquisition (SCADA) system for the District’s water supply and distribution system.

In addition, the District owns and operates a sanitary sewer collection system that includes 25 lift stations (soon to be 26), which ultimately transport the District’s wastewater to the City of Kalispell’s wastewater treatment plant. Currently, each lift station uses an Allen-Bradley Micro Logix 1200 and a radio that is no longer mass produced. Since each of these items are end of life, this project includes the analysis, design, and implementation of an upgraded Supervisory Control and Data Acquisition (SCADA) system for District’s sanitary sewer collection system.

Although the water and sanitary sewer collection systems are currently separate control systems and will remain separate systems at the PLC and network level, the District desires to use one SCADA platform with redundant servers for both systems. This SCADA platform will aggregate all data from the water and sanitary collection systems and display it to operations staff in a consistent manner. The SCADA platform

must also be redundant, meaning if one of the two SCADA servers fail the second SCADA server will keep operating normally.

Scope of Service

The selected firm will evaluate the current SCADA system's network architecture, cyber-security posture, telemetry equipment, control hardware/equipment, and control software to identify and recommend opportunities for improvement. The selected firm will then be required to design, program, and implement the recommended changes.

In order to complete the collection and distribution system controls upgrade, it is anticipated that the following actions shall be necessary for both potable water and sanitary sewer collection systems:

Phase 1:

- Evaluate reliability and functionality of existing PLCs, telemetry data radios, and SCADA system hardware and software.
- Identify state-of-the-art systems/technology for consideration.
- Identify and discuss advantages and disadvantages of the identified systems with particular emphasis on security aspects.
- Identify probable costs of various systems.
- Recommend type of replacement system and reasons for recommendation.

Phase 2:

- Assist, as requested, in developing specifications and bid documents for replacement control system.
- Provide engineering design services and programming in support of the implementation of the new control system

Project Deliverables

It is anticipated that the project deliverables will consist of, but are not limited to, Construction Drawings and Specifications, Record Drawings, PLC Programs and other related content, materials, and activities. Further deliverables may be negotiated with consultant's scope. The length of this project is estimated to be from October 22, 2021, to October 31, 2022.

Submittal Format and RFQ Content:

Five hard copies and one searchable, digital copy of the SOQ must be submitted by 3 pm (local time) October 8, 2021, to:

Flathead County Water District No. 1 – Evergreen
Attn: Rob Collier
130 Nicholson Drive
Kalispell, MT59901

Responses will be received no later than 3:00 pm (local time) on October 8, 2021 , in a sealed envelope clearly marked on the outside “**Water Distribution and Wastewater Collection System Controls Upgrade Proposal**”. Legibility, clarity, and completeness are essential.

The SOQ must be organized in accordance with this section. Brevity is appreciated by the District’s staff and Board Members reviewing the SOQ’s. The SOQ may not exceed the page limits described below and font size shall be 11 point or larger. Covers, dividers, and table of contents are not included in the page count. Key personnel resumes shall be included in Appendix A as outlined below and are not included in the page count. When using double sided printing, each side of the page is counted as one page. A SOQ exceeding the specified number of pages may be considered non-responsive, and the SOQ may not be considered.

The SOQs shall contain the following information at a minimum:

1. The firm’s legal name, office address, email address, and telephone number.
3. The experience and qualifications of the staff to be assigned to project.
4. A description of the firm’s prior experience as well as experience with similar projects, including the name of an official knowledgeable about the project, regarding the firm’s performance (references).
5. A description of the firm’s/project team’s current work activities and how these would be coordinated with the project, as well as the firm’s anticipated availability and local presence during the term of the project.

To provide for a degree of consistency in review of the SOQs, firms are requested to prepare their SOQs in the standard format given below.

Introductory Letter

(Not to Exceed 1 page, 0 points)

If desired an introductory letter can be provided and limited to one page. The letter will not be scored.

Qualifications of the Professional and Technical Personnel Assigned to the Project

(Not to Exceed 5 pages, 35 Points)

Provide an overview of the Consultant team highlighting their experience, qualifications and technical capabilities that are relevant to the project. Briefly describe Consultant’s team key personnel’s experience, qualification, and role on this project. Resumes for key staff shall be provided in Appendix A but will be scored within this section. Provide an organizational chart of the proposed project team, including their location. Indicate the number of other projects that will be managed by the Project Manager and under and by the lead engineer during the time he or she would be assigned to this project.

Previous Project Experience/Project Examples

(Not to Exceed 5 pages, 35 points)

Provide descriptions of projects delivered by the project team. Projects referenced should be of similar scope and magnitude to this project. Proposals should also include a description of previous experience working with the District or other similar entities in the Flathead Valley or northwestern Montana.

**Present and Projected Workloads/Capability to Meet Time and Budget Requirements
(Not to Exceed 1 Page, 30 points)**

Provide a discussion regarding the anticipated workload for the Project Manager, Lead Engineer, and supporting Key Staff/Technical Team during the time frame that this project will occur (October 22, 2021 – Oct 31, 2022). Provide a brief description of the work plan, including the tools and processes used to manage the project and budget.

**Appendix A: Key Staff/Technical Team Resumes
(No page limit, 0 points – Points included in scoring above)**

Provide 1-page resumes for the Consultant's Key Staff/Technical Team.

GENERAL INFORMATION:

The District may select one or more firms submitting SOQs as finalists. Finalists may be interviewed to further establish qualifications. One firm will be selected to submit a formal scope of services and fee for the work and to negotiate a contract with the District. If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked firm may be invited to submit a scope and fee proposal and negotiate a contract with the District, and so on.

The District reserves the right to reject any or all SOQ's and re-advertise, to waive any irregularities in the SOQ, and to accept the SOQ that best benefits the District. The District reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate. All SOQs become the property of the District. The District is not responsible for any costs associated with preparing SOQs in response to this RFQ.

Questions should be directed to Rob Collier or Mark James, 406-257-5861, or by email to rcollier@evergreenwaterdistrict.com or fieldops@evergreenwaterdistrict.com .

Except for the advertising dates and advertised due date, the District reserves the right to modify the timeline without notice to respondents.

Legal Ad: *Daily Interlake* publication on September 16, 2021, and September 30, 2021.

Publication at www.evergreenwaterdistrict.com