

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: 07/15/2021

Item description/summary:

Consider publishing RFP for PLC Programming Services

This item was discussed in the previous Water and Wastewater committee. With the retiring of our previous PLC servicer, we are in need of finding a new one. Our treatments plants vary in the programming required, and the RFP aims to find someone that would be able to service all of them.

Fiscal Analysis:

Employee Feedback

N/A

Sample Motion:

Publish RFP for PLC Programming Services

Prepared by:

Christopher Oliver, Public Works Engineer



Olivehurst Public Utility District

Request for Proposals

for

On-Call Control System Programming
Water Plant Facilities
July 16, 2021

Proposal Submission Deadline

Thursday, August 12, 2021, 3:00 PM

Mandatory Preproposal Teleconference

Wednesday, July 21, 2021, 10:00 AM

Proposal Submission Instructions:

A. Proposal Submittal Date and Location

Proposals must be e-mailed with On-Call Control System Programming Water Plant Facilities in the subject line to COliver@opud.org by 3:00 P.M. on July 12, 2021. Any proposal received after this date and time will not be accepted.

B. Mandatory Pre-Proposal Zoom Conference Meeting:

A mandatory pre-proposal Zoom conference meeting is scheduled for Wednesday, June 23, 2021, 10:00 AM PDT to answer any questions regarding this RFP. All interested firms are required to attend and will be added to an e-mail list that will include responses to all questions asked during the RFP Question Period.

C. Instructions on Submitting Questions

Questions regarding proposals should be e-mailed to Chris Oliver at COliver@opud.org, no later than August 4th, 2021 at 5:00 PDT.

Proposals are legal and binding upon the bidder when submitted. The written proposal documents supersede any verbal or written prior communications between the parties. Selection criteria are outlined in the RFP documents. The District reserves the right to reject any or all proposals to waive technicalities and to make an award deemed in its best interest. All firms proposing will be notified via e-mail of the successful firm.

We look forward to your proposal and appreciate your interest.

John Tillotson, P.E.
General Manager, OPUD

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I. Summary

This Request for Proposal (RFP) is by Olivehurst Public Utility District (District) to soliciting competitive sealed proposals from qualified Firms for on call services associated with PLC and SCADA Control System Programming at its water plants. The successful firm will be awarded an annual On-Call Services Contract with three (3) additional one-year renewal options.

II. Contract Award Schedule

Publish RFP	July 16, 2021
Mandatory Pre-proposal Conference	July 21, 2021, 10:00 AM
Deadline for Questions	August 4, 2021, 5:00 PM
Proposal Submission Deadline	August 12, 2021, 3:00 PM
Contract Approval (tentative)	August 20, 2021
Services to Begin (tentative)	August 23, 2021

III. General Conditions

- A. Prime Responsibility: The selected Firm(s) will be required to assume full responsibility for all services and activities offered in its/their proposal(s), whether or not provided directly. Further, OPUD will consider the selected Firm(s) to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- B. Assurance: Any contract awarded under this RFP must be carried out in full compliance with Title VI and VII of the Civil Rights Act of 1964 as amended, and Section 504 of the Rehabilitation Act of 1973 as amended. The Provider must guarantee that services provided will be performed in compliance with all applicable county, state and federal laws and regulations pertinent to this project. Prior to executing an agreement, the Provider will be required to provide evidence substantiating the necessary skill to perform the duties through the submission of references.
- C. If this contract involves protected health information and the Health Insurance Portability and Accountability Act of 1996 (Public Law 104-199 (HIPAA) applies: Any contract awarded under this RFP must comply with the requirement of 42 U.S.C. §§ 1171 et seq., Health Insurance Portability

and Accountability Act of 1996 (HIPAA) and its subsequent amendments, related to Protected Health Information (PHI), in performing any task or activity related to this Agreement.

- D. Independent Firm: In performance of the work, duties and obligations assumed by the offeror, it is mutually understood and agreed that the offeror, including any and all of the offeror's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of OPUD.
- E. Vendors may submit alternate proposals. Alternate proposals shall be clearly marked as such.
- F. OPUD prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified persons.
- G. OPUD reserves the right to reject any and all proposals, to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation; to waive any informalities or irregularities in the proposals; and to accept the proposal(s) that appear(s) to be in the best interest of District. In determining and evaluating the proposals, costs will not necessarily be controlling; the experience of those who will be providing services under the contract, quality, equality, efficiency, utility, suitability of the services offered, and the reputation of applicants will be considered, along with other relevant factors.
- H. OPUD reserves the right to:
- Request clarification of any submitted information,
 - Not enter into any agreement,
 - Not to select any applicant,
 - Amend or cancel this process at any time,
 - Interview applicants prior to award and request additional information, during the interview,
 - Negotiate a multi-year contract or a contract with an option to extend the duration,
 - Award more than one contract if it is in the best interest of OPUD, and/or
 - Issue similar RFPs in the future.

- I. Qualified vendors must be prepared to enter into OPUD's standard Contract, a sample of which is attached as Attachment A to this RFP. Please review the details of Attachment A carefully. By reference, it incorporates many standards, terms and conditions required as part of this RFP. OPUD intends to award contracts substantially in the form of the sample agreement to the selected vendor(s). Portions of this RFP and the vendor's proposal may be made part of any resultant contract and incorporated in the Contract.
- J. Prior to commencement of services, the Firm must provide evidence of the following insurance coverages: Worker's Compensation, Commercial General Liability (naming OPUD as additional insured), Comprehensive Business or Commercial Automobile Liability for Owned Automobiles and Non-owned /Hired Automobiles, and may also be required to provide Errors and Omissions insurance, Professional Liability or Malpractice Insurance depending on the nature and risks associated with the services provided. The Firm will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent renewal terms of the contract.
- K. OPUD encourages its Firms and subFirms to use the US. Citizenship and Immigration Services E-Verify system to verify that employees are eligible to work in the United States. Information about the E-Verify system is available at www.dhs.gov/e-verify.
- L. Proprietary Information: Trade secrets or similar proprietary data that the prospective Firm does not wish disclosed to other than personnel involved in the proposal evaluation effort or post-award contract administration will be kept confidential to the extent permitted by law as follows.

Each page alleged to contain proprietary information shall be identified by the prospective Firm in boldface text at the top and bottom as "PROPRIETARY." Any section of the proposal that is requested to remain confidential shall also be so marked in boldface text on the title page of that section. Despite what is labeled as confidential, proprietary, or trade secret, the determination as to whether or not certain material is confidential, proprietary or trade secret shall be determined in accordance with applicable law. If a prospective Firm designates any information in its proposal as proprietary pursuant to this provision, the prospective Firm must also submit one copy of the proposal from which the proprietary information has been excised. The proprietary material shall be excised in

such a way as to allow the public to determine the general nature of the material removed and to retain as much of the content of the proposal as possible.

IV. Invitation to Submit Proposals

- A. The District hereby requests Proposals from firms for On-Call PLC and SCADA programming services on an Annual Contract with three options for renewal. This submission will assist the District in selecting a firm qualified to provide services for the District in its PLC programming at its water plants and overall SCADA programming. This programming may be part of new facility improvements or fixing issues with the existing programs.

The District needs sufficient information to determine that selected firm are adequately staffed and can demonstrate they can provide the annual professional services required to support a range of programming. Qualified firms will have broad expertise in the design, integration, and installation of both PLCs and SCADA system-related equipment that are a part of municipal groundwater treatment plants.

Following award of the selected firm, the firm will execute a task order based general services contract. As project needs arise, the firm will be contacted to develop an approach and fee for each specific project task order. The District will finalize the task order and provide a notice to proceed. No minimum or maximum amount of work is guaranteed for the selected firm under this solicitation, and work will be procured on an as-needed basis via Work Authorization approvals per request.

- B. Partnering and/or teaming is not permitted as part of the proposal.
- C. The District will not pay any firm for work done in preparation of this proposal submittal.
- D. The e-mailed proposal must be signed by a company official who has authorization to commit company resources. These officials will also be individuals noted as authorized to sign Work Authorizations.

Proposals shall be e-mailed to COliver@opud.org and with the subject line including the proposal number and company name.

- E. Included in the RFP is the Proposed Fee Schedule format. The Fee Schedule shall include the following along with the rate schedule:

- Title: Fee Schedule
- Firm's name

- RFP Number

- F. Sole responsibility rests with the firm to ensure that their proposal is e-mailed and received on time at the above stated e-mail address.
- G. Proposals submitted by alternate means other than those specified in this solicitation will be rejected and disposed of accordingly. This includes proposals sent by facsimile, hardcopy, or other telegraphic means. If the District receives a proposal through such alternate means, the District does not assume any burden or liability to notify the Firm that the proposal has been rejected.

Firms are to follow the instructions outlined in this solicitation and failure of the Firm to do so may result in the District deeming the Firm's submittal as non-responsive. Firms are expected to allow adequate time for internet outages or other electronic issues that may not allow the proposal to be e-mailed. Late proposals will not be accepted.

- H. All questions concerning this RFP should be e-mailed by August 4, 2021 at 5:00 PM to Chris Oliver at COLiver@opud.org. Where appropriate, District responses to questions will be e-mailed to all firms that have signed up for the RFP. Firms can either sign up for the e-mail distribution list by either attending the preproposal Zoom meeting or e-mailing Chris Oliver at: COLiver@opud.org.

Please note that it is the firm's responsibility to confirm that they are on the distribution list. In each case of e-mailed questions, the District will determine whether a response is appropriate or necessary.

- I. Submitted proposals and all documentation regarding the proposals will not be made available to the public until such time that an official action has been taken by the District award or rejection. All proposals and supporting materials, as well as correspondence relating to this RFP, become property of the District when received.
- J. All applicable State of California and Federal laws, City and District ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the firms and services throughout and incorporated herein by reference. The Agreement with the selected firm, and all questions concerning the execution, validity or invalidity, capacity of the parties, and the performance of the Agreement, shall be interpreted in all respects in accordance with the District.

V. Instruction to Firms

A. Firm Qualifications

If requested, firms shall be required to submit satisfactory evidence that they have a practical knowledge of the particular service proposed upon and that they have the necessary financial resources to provide the proposed service called for as described in Section III of this RFP “Description of Services”.

B. Programming Services Agreement for Professional Services

The firms will be expected to sign a Services Agreement for Professional Services developed by the District. The proposal must contain a statement that the firm has carefully reviewed the agreement, can meet all insurance and other requirements, and if selected, will sign the agreement. If any exceptions are taken to any part of this document, each must be stated in detail and submitted as part of your proposal document.

Selected firm(s) are required within ten (10) days of the Notice of Award to provide the following:

- Certificate of Insurance specified in proposal
- Two (2) sets of properly executed contract documents.

VI. Description of Services

A. Scope of Services

To accomplish its mission of providing potable water to its customers, the District owns and operates various facilities for the production, treatment, and distribution of water.

PLC and SCADA system and programming support and related integration services are required to operate and monitor the operations of the District Water Treatment Facilities along with associated facility improvement projects. Services needed may include, but not necessarily be limited to the following:

- Programmable Logic Controllers (PLC)
 - Maintaining PLC and recommending upgrades as required
 - Debug operational problems that are identified by the District
 - Updating PLC software as needed
 - Adding new controls that are associated with new facility improvements

- Establishing programming standards between common water facility operational elements (i.e., MOV valve control, alarms)
- Review consulting programming to verify that they meet District requirements
- Program new facilities to operated per the District facility control strategy
- Verify and update existing facility control strategies to match how the facilities are operated
- Supervisory Control and Data Acquisition (SCADA)
 - Review existing SCADA system and provide recommended improvements
 - Standardize monitoring and remote-control features
 - Debug program issues that are identified by the District
 - Review consulting programming to verify that they meet District requirements
 - Add new facilities to the SCADA System

B. Troubleshooting & Repair

Address issues with SCADA, PLC, instrumentation equipment and software. Emergencies require response time to request for service within 2 hours through phone and/or remote access support and as required physical response to the site within 4 hours during normal business hours and 12 hours (24/7) for after-hours, holidays, and weekends from receipt of notification.

C. System Software Updates

Inform District of any SCADA/PLC software updates that would be of benefit. Install system software and equipment firmware updates at the request of the District as needed.

D. Hardware Engineering and Design/Review

Provide monitoring, control and instrumentation design/review services for any new processes or sites and all system-related equipment, including power and signal wiring, control panels, computer software and hardware, radio configuration, Programmable Logic Controller (PLC) programming, computer-based operator interface and PLC Operator Interface Terminal (OIT) graphics development, and SCADA databased configuration per District standards and applications requirements.

E. Hardware Upgrades

Provide recommendations and, when authorized, make improvements to District SCADA, PLC, control, and instrumentation system.

F. Software Programming

Provide recommendations and, when authorized, make software programming modifications or additions to improve operations.

G. Installation

Provide SCADA, PLC, control and instrumentation installation services including installation of software modules, SCADA software programming and configuration, PLC programming and configuration, and on-site services in support of commissioning control systems at District facilities.

H. User Training and Documentation

Provide applicable user training for any software or hardware upgrades and replacements. Ensure required user operation and maintenance manuals and supporting documents are updated and provided to the District.

All work shall be authorized by the District as needed. Upon request for specific project task orders, the contractor will be required to submit a project-specific total not-to-exceed project task order cost to the District.

VII. Minimum Requirements for the Control Systems Integrator

A. Minimum Qualifications:

For standardization and quality purposes, the following criteria should be met by the Firm. In addition, several preferences have been identified which will be considered in the evaluation process for the Firm that demonstrates these requirements. Certain minimum requirements should be met for the proposal to be further evaluated. Failure to demonstrate, to the satisfaction of the selection committee, any of the following will be taken into consideration during evaluation.

1. Minimum of (5) years working on Modicon and Allen Bradley PLC's and the ability to modify programming where needed on existing TESCO PLCs.
2. Minimum of (5) years working with Inductive Automation's Ignition Software.
3. Minimum of five (5) years' experience in the design, construction, installation, and successful startup of PLC-based SCADA systems of

comparable size, type, and complexity to potable water treatment type facilities.

4. In business a minimum of five (5) years' operating under the same company name with a minimum of four (4) full time technical staff (design engineers, service engineers, and technicians) specifically trained and qualified for design and support of PLC and SCADA systems, potable water control systems, and instrumentation.
5. High Level Programming experience in PLC Programming for Allen Bradley and Modicon and the ability to modify programming where needed on the existing TESCO PLCs.
6. Employ design engineers, service engineers, and technicians for the work on the District's system who have a minimum of five (5) years of work experience or a 2-year associates degree.
7. Headquarters or local engineering office shall be located within a 100-mile radius of OPUD's office location at 1970 9th Ave, Olivehurst, CA 95961. No contract or part-time employees shall be used for any portion of any project.
8. Include a schedule of charges for services that are good for the contract period. These should include standard charges for requested services including overtime or after-hours rates.
9. Use in-house staff personnel for the completion of any services performed for the District. No part-time staff or sub-contractors shall be used.
10. Bonding capacity by June 2021 of at least \$2,000,000 for a single project. Please provide maximum bonding capacity as part of the bid response.
11. Provide documentation to show license(s) to conduct business in California.
12. Provide documentation to show what license(s) are held authorizing the firm to perform engineering in California.
13. Provide documentation of experience in programming PLCs to control Filtration Plants and Pump Stations.
14. Provide documentation of experience in programming SCADA systems to remotely monitor and control Filtration Plants and Pump Stations.

15. Have access to the Inductive Automation products, services, and the tools needed to support these products.
- B. The District will give preference to Firms who can demonstrate experience in the following:
1. That are a Certified Member in good standing with the Control System Integrators Association (CSIA).
 2. Firm's staff that includes a minimum of three (3) Service Technicians that are recognized as Certified Control Systems Technicians, Level 1, by ISA.
 3. Ability to produce and modify 3-D graphic displays.
 4. Ladder logic, Function block, Sequential and structured programming, communication techniques and protocols.
 5. High level Programming experience in PLC Programming for Allen Bradley, Modicon, and Tesco PLC products.
 6. Interfacing inductive automation multi-platform SCADA System.
 7. Training and Certification in MS Server 2019 installation, configuration, management, and maintenance with 5 plus years of proven experience
 8. Programming and configuration of SCADA software packages, PLC platforms, OPC, SQL, and OLE clients and servers.
 9. High level experience configuring and managing Industrial routers and switches such as Cisco and/or Stratix managed switches with redundant ring network infrastructure.
 10. Training & Certification from Cisco for networking and administration with 5 plus years of industrial experience
 11. 5 plus years of experience Configuring PLCs in a Distributed Control System environment for water facilities
 12. Training and Certification in MS Server 2019 - installation, configuration, management, and maintenance with 5 plus years of proven experience.
 13. Data & storage management including cloud-based storage.
 14. Implementing disaster recovery and COOP programs
 15. Design, development, and deployment of Situational awareness graphics
 16. Configuring in display, graphics, and report generation.
 17. Developing Dashboards focused on performance management and operational efficiency
 18. Developing Operational and Maintenance Manuals

19. Developing training contents for operation and Maintenance
20. Delivering training to operational and maintenance group.
21. Configuring and maintenance of Virtual environment – VM machines, cluster, and Virtual networks.
22. Hyper-convergence Technology.
23. Implementing backup servers and change management tools.
24. Design and development of PLC panels.

VIII. Preparation of Proposals

Each firm shall read all sections of this RFP including the instructions, and all attachments hereto. Failure to do so will be at the firm's risk. The firm must sign the proposal with their usual signature by an authorized representative.

Proposals do not have a page limit. Proposals should be letter size, double-sided written pages using an Arial font size no smaller than 12 point. Figures, charts, and exhibits shall be included under the appropriate tabs as described below. Resumes are to be included in an Appendix, should be limited to no more than 2 pages per individual, and should be project relevant.

The following information shall be submitted in the proposal in the format as specified herein

A. Cover Letter

A proposal cover letter should be provided presenting an Executive Summary of the Firm's proposal. Please limit this cover letter to 2 pages or less.

B. Firm Identification

A Firm is defined as the Controls Systems Integrator that will perform work equal to the total design contract dollar value. Teaming with other Firms is not permitted as part of the proposal.

Include the following information for the Firm:

1. Ownership and history
2. Affiliates and subsidiaries
3. Operating philosophy
4. Principal business office and local office locations in California
5. List of fulltime employees with license or certification in the State of California performing direct related professional services. Include a table that lists names, years of experience, professional registration, or certification area (e.g., PG, BCEE, PMP or others), two representative projects, roles and responsibilities, and home office locations.

6. List of other fulltime employees (other than item #5) in your local office performing direct related professional services
7. Provide ranges of services, capabilities, and strengths of the Firm
8. Reasons and benefits of this teaming provided to the District
9. Provide Firm's certifications (where applicable)

C. Experience of Firm on Similar Potential Projects

Describe the relevant experience of the firm on two (2) relevant projects of similar size and scope required as documentation of Firm's minimum qualifications.

D. Key Staff Qualifications, Experiences, Location and Availability

Provide an overall services organization chart for the integration services annual contract. The firm should identify the roles/positions/responsibilities of each proposed team member. The proposed organization chart should include the Client Services Manager, Subject Matter Expert(s), Lead Design Engineer(s), Programmer(s), and Technician(s). Provide a table to show all key members of the project team, their degree, professional registrations, certifications, years of experience, and levels of responsibility and availability. This table should also include two representative projects for each key member, their roles and responsibilities, control technology expertise PLC programming and/or Inductive Automation's Ignition Software including documentation of any applicable manufacturers' training and certifications, and their home office locations.

The Client Services Manager should have the Authority to commit the necessary resources of the firm. Also, the firm should describe and demonstrate how each key individual will add the most value toward achieving the key objectives for implementing and providing professional services and is the best choice for the District to meet this service contract.

E. Potential Project Understanding and Technical Approach

The District has developed a list of potential projects that they may wish to incorporate into future control systems integration services task orders under the direction of the District.

Please provide the following for each potential project task order:

- Summarize and describe your understanding of the selected potential project(s)
- Identify the key problems and technical issues to be anticipated, prevented and/or managed

- Indicate the proposed solution and list key benefits
- Provide technical approach to show your value to the District.

Potential project task orders are:

1. Provide PLC and SCADA Control Standards for:
 - Operator Alarm notifications and interlocks
 - Booster Pump Operating Controls
 - Remote SCADA monitoring of water facilities
2. Forty Mile Water Plant - PLC and SCADA Support
The PLC programming at the Forty Mile Water Plant is being completed by others. The integrator will review submittals and provide comments to the PLC programming. The integrator will provide recommendations on what improvements are needed to add the water plant to the District's SCADA system. The integrator will modify the SCADA system to incorporate the Forty Mile Water Plant into the District's SCADA system.
3. Wheeler Water Treatment Plant – Modify Modicon PLC Control Program
 - a. Manganese Filter Valve Failure Interlocking Alarms
New control wire from the motor operated butterfly valves (MOV) that are located on the Water Plants Manganese Filters to the PLC will be installed by others. The PLC integrator will be modifying the PLC program for the following:
 - Add valve position
 - Add valve position failure interlocking alarms to shut off the well supply to the filters along
 - Add Autodialer alarm to notifying the operator of a valve position failure.
 - b. Individual Filter Flow Control
New MOVs will be added to the effluent of the three manganese filters by others. New MOV control wire will be installed by others. The PLC integrator will add a PID loop to operate the MOVs based on filter flow.
 - c. Change source backwash from system to Well
The PLC integrator will modify the PLC program to activate the lead well to provide source water for backwashing rather than system water.
 - d. Filter Surface Wash Removal

The filter surface wash will be removed by others. The PLC integrator will modify the PLC program by removing surface wash program elements from the filter backwash

e. New Variable Speed Drive – Booster Pump 3

A new variable speed drive will be installed to replace the existing soft start for Booster Pump 3 by others. The PLC integrator will modify the PLC program have Booster Pump 3 vary its speed to maintain a desired discharge pressure.

f. New Backwash Tank Mixer

The PLC integrator will modify the PLC program to allow for remote starts and stops of a new backwash tank mixer.

g. Future SCADA System Inclusion

Set up site for future inclusion to OPUD's SCADA system

4. SCADA Integration

a. Plumas Lake Water Treatment Plant – SCADA System Reactivation

The Water Treatment Plant's SCADA system was installed in 2014 and was never fully activated. The SCADA system is using Inductive Automation's Ignition Software. The PLC integrator is to review the equipment and provide recommendations to get the system operating reliably.

F. Organizational Management

Describe how the Firm will manage the Control Systems Integration services contract. Describe how the Firm will select the team members for different types of task order assignments, as well as how to coordinate the design team and how the design team will work and interact with the District. Specifically, address issues such as schedule management, cost control, scope management and communications. Describe the Firm's in-house procedures for ensuring the quality, accuracy, and integrity of its work.

G. Resumes of Individuals

Provide two (2) page maximum resumes of the Client Services Manager, Project Managers, Subject Matter Experts, and other key personnel, describing their qualifications and experience. The resumes should include education, registrations/certifications, professional affiliations, and the time of employment. Resumes should also include the address of the office where the individual is based, as well as a photo of the individual.

IX. Separate File – Proposal Fee Schedule

Proposal Fee Schedule to be included in the e-mail as a separate attached file.

X. Reimbursables

The Control System Integration Firm shall be compensated on a direct reimbursement basis for certain work-related expenditures not covered by fees for system integrator services defined here, provided such expenditures are reasonable and approved in advance by the District. To be compensated, the Control System Integration Firm shall maintain accurate records and submit said records with their invoices. Reimbursable expenses typically are not considered the cost of doing day-to-day business and may include:

- Expenses for travel such as vehicle mileage shall be per IRS standard mileage rates.
- Items not listed shall be reviewed on a case-by-case basis and shall require approval in advance by the District.

In no case shall the maximum rate of compensation exceed two hundred forty dollars (\$240) per hour. Anyone with more than two hundred forty dollars (\$240) per hour billing rate must be pre-approved by the District.

Reimbursable expenses shall be identified on a direct cost basis with 10% mark-ups allowed for the Firm.

XI. Proposal Evaluation Criteria

The proposals will be reviewed by a selection team composed of District personnel. During the first phase of the evaluation, the Selection Team will have access to all proposal materials except the proposal rate schedule with hourly rates. Table 1 is a list of the criteria that will be used in the evaluation of the proposals and their relative weights shown as point values (Maximum total = 100 not including the optional presentation). The selection team will use these criteria to select the Firm.

Table 1	
Selection Criteria	Points
Phase 1	
Firm's Identification and Qualifications	10
Firm's experience on similar types of potential projects	20
Availability, experience, location, and qualification of key staff	20
Demonstration of potential project understanding and technical approach	20
Project execution and organizational management	10
Interview/Presentation	20
Subtotal	100
Phase 2	
Proposal Rate Schedule (Separate File)	20
Total	120

A. Basis of Short-Listing/Selecting

The District will select the highest scoring firms that best demonstrate that they would add the most value toward achieving the key objectives for implementing and providing professional services for the Control Systems Integration services annual contract. The District's selection team will review proposals using a two-phase process as follows:

Phase 1 - Initially, proposals will be evaluated based on their relative responsiveness to the criteria described in Phase 1 and will be scored based on the point values as shown on Table 1.

The District will schedule interviews for the top three firms to discuss their experience and how they can provide value to the District. This interview will allow the District to request further information, explanations, and clarifications regarding the firm's proposal.

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Phase 2 - Firms may be short-listed for further consideration. The Proposal Fee Schedules of the short-listed firms from Part I will be opened, evaluated, and scored.

Attachment 1
Control System Integrator Services
Fee Schedule *

Item #	Rate Description	Proposed Hourly Rate
	Senior Design Engineer	
	PLC Programmer	
	HMI Programmer	
	SCADA Programmer	
	Field Service Technician	

* Failure to return this page as your fee schedule may result in rejection.

Firm Name _____