

## REQUEST FOR PROPSAL (RFP)

For Grand Water & Sewer Service Agency

### SEWER METER EQUIPMENT, INSTALLATION, AND INTEGRATION

#### GENERAL

Grand Water & Sewer Service Agency (OWNER) requests proposals from instrumentation providers to provide three (3) complete sewer flow rate and totalizer systems including integration for the OWNER's sanitary sewer system.

This document describes the minimum requirements for the proposal. The submittal requirements for the proposal and the evaluation criteria are as defined herein. The successful respondent to this RFP shall be referred hereinafter as "Instrumentation Provider". The content of this RFP shall become part of the successfully selected Instrumentation Provider's Contract.

#### PURPOSE

The purpose of the proposal process is to contract with an instrumentation provider that can provide, install, integrate, and place in operation three (3) complete sewer flow rate and totalizer systems for the OWNER's sanitary sewer system.

Questions or requests for clarification of the RFP will be accepted in writing by Sunrise Engineering, Inc. (ENGINEER). Questions or requests shall be submitted a minimum of 4 working days prior to the RFP deadline. After that date, response will be provided to requests or questions. Questions or requests shall be submitted to:

Devan Shields  
Project Manager  
Sunrise Engineering, Inc.  
25 East 500 North  
Fillmore, Utah 84631  
dshields@sunrise-eng.com

Instrumentation Provider's time for completion of its contract shall be 60 calendar days from the Notice to Proceed date.

## DESCRIPTION

Only proposals from experienced respondents (having a minimum of 5 years of experience in design, construction, and integration of similar instrumentation) will be considered.

The selected instrumentation provider will be bound by the requirements of this RFP and any associated documents included as part of the RFP. The instrumentation provider will be responsible for design, supply, installation, and integration of all required instruments and communications equipment. This RFP is based on performing the following at three (3) existing sewer metering sites:

- Replace existing ultrasonic level transducers
- Replace existing controllers
- Upgrade or replace existing power systems consisting of solar panels and batteries as needed

Cellular communication will be updated through a separate contract with the OWNER's SCADA provider. Proposed metering equipment must include local totalizers and have the capability to sample every 15 minutes and transmit data every hour. Meter controllers must include output compatible with the Allen Bradley Micro 820 PLC via Modbus or DF1 protocol.

The equipment that will be furnished by the instrumentation provider must be compatible with the existing Palmer-Bowlus flumes at the metering locations. The instrumentation provider must closely coordinate with OWNER as required to ensure that the sensors are installed correctly and that controller programming fits the conditions at each meter site.

## FAMILIARITY WITH RFP

Respondents to this RFP will be responsible for reading and being thoroughly familiar with this Request for Proposals and any associated documents. Failure or omission to do any of the foregoing shall in no way relieve the respondent of any obligation in respect to their Proposal.

## SUBMITTAL PROCEDURE

**Proposals will be received at the GWSSA office located at 3025 E Spanish Trail Road, Moab, UT 84532 until close of business on Wednesday, August 5, 2020.** Proposals shall be submitted electronically as a single PDF to [dana@grandwater.org](mailto:dana@grandwater.org). Any proposal failing to clearly present all the requested information or failing to be in the requested format may be considered non-responsive and rejected.

Information contained in the proposals will be considered confidential and reasonable precautions will be taken to ensure the security of the documents. All proposals will become and remain the property of the OWNER.

The OWNER reserves the right to request any potential instrumentation provider to clarify any part of its proposal. Response to such requests must be made in writing and will become part of the proposal. Unsolicited supplementary information and materials received after the deadline will not be considered in the evaluation.

## TENTATIVE PROJECT SCHEDULE

The project schedule for this project may vary due to unforeseen issues. However, the tentative schedule will be as follows:

- Proposals due Close of business August 5, 2020
- Selection On or before August 14, 2020
- Notice to Proceed On or before August 21, 2020
- Completion Due October 23, 2020

## MINOR DEFECTS

The OWNER at its sole option reserves the right to waive any informalities or minor defects or reject any or all proposals.

## CONTENT OF PROPOSAL

The instrumentation provider's proposal shall be limited to the pages listed for each Section below, excluding the "Project Reference Forms" submitted for similar projects (See Section 3 below). The instrumentation provider shall submit its proposal, which shall include the information requested below. The organization of the proposal shall be as follows:

- **Title page**
- **Section 1 Work Approach and Scheduling**
- **Section 2 Costs & Fee Schedule**
- **Section 3 Previous Project Experience**

### **Title Page (1 Page)**

The title page shall identify the document as a proposal and shall include the name of the OWNER, the name of the project and the name of the instrumentation provider submitting the proposal.

### **Section 1 Work Approach and Scheduling (No Page Limit, but material must be specific to your approach to this project)**

Describe and defend (1) Your proposed power supply system, and (2) your proposed metering system.

- a description of the proposed Scope of Work, including proposed equipment that would be provided,
- approach and methods to accomplish integration,
- a confirmation that the proposed system would integrate with the proposed SCADA equipment,
- and a signed certification statement that everything listed in the specifications and all incidental items required to make the system work are included in the proposal, and that the Schedule listed herein will be met.
- Provide a list of optional value added features that are not included in the RFP that the OWNER might find useful and valuable.

- Also provide your approach to providing on-going maintenance and support for the new systems including: phone support, response time, on-line support, and any other maintenance and support your company provides.

**Section 2 Fee Schedule & Costs (Limited to 2 Pages)**

A current fee schedule shall be provided with the proposal to allow the OWNER to evaluate the meter systems project scope increases and to evaluate and compare long term service options.

The instrumentation provider shall provide separate unit prices for individual components of the systems. The Unit Prices for each site shall include complete supply of the sensors, power supply, and controllers, as well as installation as needed at the site, and complete system setup. The unit prices shall include all required components within the cabinet, panel, etc., including battery backup, separate solar power and battery power supply equipment where required, and the cost to complete the required work at that site.

Provide an itemized unit price for any proposed value-added features not included in the RFP that the OWNER might find useful and valuable listed in Section 1 above. The OWNER will evaluate these value-added features and may choose to add some or all of the recommended features to the system at additional cost.

Payment for metering systems work will be paid per the accepted unit price schedule.

**Section 3 Previous Project Experience (PROJECT REFERENCE FORM, 1 Form for each project)**

List all similar projects accomplished in the past five (5) years.

- Name of project
- Description of project
- Owner (Include references names and phone numbers)
- Year completed
- Dollar value of work performed
- Completed within original bid price? (If no, explain)
- Completed within original contract time? (If no, explain)
- Were any claims or disputes filed? (If yes, explain)

**WITHDRAWAL OF PROPOSALS**

Any proposal may be withdrawn prior to the scheduled time on the proposal due date. Any proposal received after the due date and time specified shall not be considered. No proposal may be withdrawn within 60 days after the due date specified.

**EVALUATION OF PROPOSALS**

Selection of the successful Instrumentation Provider will not be based solely on price. Other important factors will be considered based on the information provided in the proposals. Proposals will be evaluated and scored through application of a selection by advantage point rating system. The OWNER will select the successful Instrumentation Provider using point rating system itemized below applied to the proposals submitted.

• Work Approach and Scheduling	25
• Previous Project Experience	25
• Costs & Fee Schedule	25
• References	<u>25</u>
Total Points:	100

**POST PROPOSAL NEGOTIATION**

The OWNER reserves the right to interview and negotiate with respondents as part of the RFP evaluation.

**NOTIFICATION OF INSTRUMENTATION PROVIDER’S AWARD**

Instrumentation Providers submitting proposals will be contacted and notified of the selection results. The OWNER’s decision will be final. The OWNER reserves the right to reject any and all proposals.