



VILLAGE OF GLENCOE REQUEST FOR PROPOSALS

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Response Submission Information

Project Name: Glencoe Water Plant SCADA Improvements

RFP Number: 17-005

Due Date: Wednesday, June 21, 2017

Time: 4:00 p.m. CST

Attention: Alex Urbanczyk, Water Plant Superintendent

Department: Public Works

Submit Proposal by E-mail to: aurbanczyk@villageofglencoe.org

Request for Proposal Response

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

PROPOSAL ON: Glencoe Water Plant SCADA Improvements, per the specifications herein.

Total Not-To-Exceed Price:

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NOTE TO PROPOSERS: Any and all exceptions to these specifications **MUST** be clearly and completely stated in writing on the proposal sheet. Attach additional pages if necessary. Please be advised that any exceptions to these specifications may cause your proposal to be disqualified.

Village of Glencoe Request for Proposals: Water Plant SCADA Improvements

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GENERAL TERMS AND CONDITIONS

Section 1: Intent

It is the intent of the Village of Glencoe ("Village") to contract with a consultant ("Consultant") for all necessary labor, expenses and materials to complete a Water Plant SCADA assessment for the Village of Glencoe.

Section 2: Proposal Price

Proposers must note any items which the Proposer cannot perform or intends to subcontract. Proposal pricing must remain firm for the term of the agreement, and Proposers must propose a not-to-exceed price. The not-to-exceed price shall be all-inclusive of all meetings, telephone calls, transportation, materials, supplies, labor, equipment and any other costs required to fulfill the scope of work as identified herein.

Section 3: Additional Information and Technical Questions

Proposers are invited to submit a letter of intent to aurbanczyk@villageofglencoe.org. Proposers submitting a letter of intent will receive a copy of all questions and answers submitted by all proposers, and any subsequent amendments to this request for proposal. Proposers should also submit questions via email to Alex Urbanczyk at aurbanczyk@villageofglencoe.org. Questions are due no later than Thursday, June 15. Answers to the questions will be provided no later than Monday, June 19. Any and all changes to these specifications are valid only if they are included by written addendum from the Village to all Proposers.

Section 4: Silence of Specifications

The apparent silence of specifications as to any detail or apparent omission from a detailed description concerning any portion of this document shall be interpreted as meaning that only the best commercial material or practice shall prevail.

Section 5: Insurance, Hold Harmless and Indemnification

In addition to other standard contractual terms the Village needs, the Village will require the selected consultant to comply with indemnification, hold harmless and insurance requirements as outlined below:

Consultant shall defend, indemnify and hold the Village, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Village.

The Consultant shall procure and maintain, for the duration of this agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the contractor. Insurance shall meet or exceed the following unless otherwise approved by the Village.

A. Minimum Levels of Insurance

1. Comprehensive or Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Worker's Compensation coverage as required by the Industrial Insurance Laws of the State of Illinois.

B. Other Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. General or Commercial Liability and Automobile Liability Coverages
 - a. The Village, its officials, employees and volunteers are to be covered as additional insureds with respect to: liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor; premises owned, leased or used by the contractor; or automobiles owned, leased, hired or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officials, employees or volunteers.
 - b. The contractor's insurance shall be primary insurance with respect to the Village, its officials, employees and volunteers. Any insurance or self-insurance maintained by the Village, its employees or volunteers shall be excess of the contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Village, its officials, employees or volunteers.
 - d. Coverage shall state that the contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
2. All Coverages
 - a. Each insurance policy required by this clause shall state that coverage shall not be canceled by either party except after thirty (30) days prior written notice has been given to the Village.
3. Acceptability of Insurers
 - a. Insurance is to be placed with insurers with a current Bests' rating of A- or better, or with an insurer acceptable to the Village.
4. Verification of Coverage
 - a. Contractor shall furnish the Village with certificates of insurance and copies of actual insured endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf and shall name the Village, its officials, employees and agents as "additional insureds" except for coverages identified above. The certificates are to be received and approved by the Village before work commences. The Village reserves the right to require complete, certified copies of all required insurance policies at any time.
5. Subcontractors
 - a. Contractor shall include all subcontractors as insured under its policies or shall require subcontractors to provide their own coverage. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Section 6: Evaluation/Acceptance of Proposals

The Village intends to select a Consultant that furnishes satisfactory evidence that it has the requisite experience, ability, resources and staffing to enable it to perform the scope of work successfully. In making the determination as to whether to select a Consultant Village will consider the following factors (listed in no particular order):

1. Prior experience performing similar work.
2. Ability, capacity and skill to fulfill the services as specified.
3. References from prior or current clients.

4. Village's prior experience with Consultant, if applicable.

Proposals submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Proposer.

The Village may accept the proposal that is, in its judgment, the best and most favorable to the interests of the Village and to the public; reject the low price proposal; accept any item of any proposal; reject any and all proposals; or waive irregularities and informalities in any proposal submitted or in the request for proposals process. The waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Proposers should not rely on, or anticipate, any waivers in submitting their proposals.

Section 7: Other Terms

No Collusion

In submitting this proposal, the Proposer declares that the only person or party interested in the proposal as principals are those named herein, and that the proposal is made without collusion with any other person, firm or corporation.

Engagement

The Proposer further understands and agrees that if their proposal is accepted, the individual will enter into an engagement with the Village to provide the services with fifteen (15) days of receiving notice of the selection.

Payment

All payments for the Services will be made by the Village in conformance with the requirements of the Local Government Prompt Payment Act (50 ILCS 505).

GLENCOE WATER PLANT SCADA IMPROVEMENTS

Section 1: Background

The Village of Glencoe is a mature community with a population of approximately 8,800. It is located in the North Shore region of northern Cook County along Lake Michigan, approximately 24 miles north of downtown Chicago. The Village is bounded by the City of Highland Park to the north, the Village of Winnetka to the south, the Cook County Forest Preserve District and Village of Northbrook to the west, and Lake Michigan to the east. The Village is a non-home rule, special charter municipality which operates under the council-manager form of government. The Village is a full-service community, with a consolidated Public Safety Department (police, fire and EMS); Public Works Department that includes all public infrastructure management as well as building, zoning and planning functions; Finance; Golf operations; as well as the functions of the office of the Village Manager/Clerk.

The Village of Glencoe requires professional engineering services to perform the Glencoe Water Plant SCADA Improvements as described in this solicitation. The Village plans to make a selection and enter into a contract for these services with the most-qualified firm through a qualification based selection process.

The Glencoe Water Treatment Plant (WTP) is a conventional surface water treatment facility that purifies and pumps Lake Michigan water to the 8,800 residents of the Village of Glencoe, Illinois. The plant uses the conventional unit process of coagulation, flocculation, sedimentation, filtration, and disinfection to purify the water before it is pumped out through the Village's distribution system to customers.

At the WTP, unit processes are controlled by the Operator, using a Supervisory Control and Data Acquisition (SCADA) system located in the Control Room. The SCADA system was originally installed in 1996; new process equipment and remote I/O has been added over the years, but the main PLCs are original. The system architecture includes two Allen-Bradley SLC-500 PLCs, each controlling portions of the WTP and associated Allen-Bradley I/O modules located in the control room behind the backup panel. As part of the original installation, there are six (6) filter control panels (FCPs) located in the filter gallery, one for each filter.

Currently the SCADA system controls chemical metering (auto pacing), filter operations (effluent valve control and backwashing), and pump starts & stops. Starting and stopping equipment or processes is manually controlled by the Operator. The SCADA system also monitors pressure in the distribution system at three remote locations, elevated tank level and chlorine residual, and monitors raw, filter influent, filter effluent, and finished tap turbidities. Sodium hypochlorite feed is residual based and applied at two locations. Chlorine residual is continually monitored at four locations within the water plant. There are four VFD pumps, two on the low lift side and two on the high lift side. The two low lift VFD's are controlled by basin level and the two high lift VFD's are controlled by distribution system pressure based on an Operator set value. Multiple Monthly Agency Reports are created by the SCADA system through a combination of Operator manual entries and data collected by the SCADA system throughout the month.

The main purpose of this RFP is to select an engineer to perform a comprehensive evaluation of the existing Glencoe WTP SCADA system and, prepare a Design Report to provide for necessary upgrades. Based on the options selected in the Design Report, the selected engineer will provide plans and specifications for upgrading the existing Allen-Bradley equipment, including other Village selected associated improvements. The Engineer may be asked to provide bid assistance and part-time construction inspection services under a separate contract once the Village Board has approved the construction phase of this project.

The Village reserves the right to award the entire service package in whole or in part based upon its best interest regarding price, convenience and professional references.

Section 2: Scope of Work

The scope of services sought by the Village shall include the provision of all required labor, materials, equipment, expertise and consultation of professional engineering related to the **Glencoe Water Plant SCADA Improvements** as identified under Task 1 and 2 below:

Task 1 – Comprehensive Evaluation and Design Report

- A. Visit the WTP and collect data on the existing SCADA system.
- B. Meet with the Village to determine the specific requirements of the project, discuss the Base Project and Optional Project Scope items, and review data in possession of the Village.
- C. Base Project Scope items:
 - 1. Upgrade all Allen-Bradley PLC equipment -- Processors, I/O cards and communication cards.
 - 2. Reuse existing Filter Control Panels (FCPs) PLCs where possible.
 - 3. Add wash water pump and diesel engine high lift 5 to the I/O list.
 - 4. Provide additional I/O hardware to accommodate new analog and digital I/O, with 10% spare included.
 - 5. Replace the Operator Interface PCs and Operator Interface Software in the Control Room and the High Lift Room.
 - 6. Create Monthly Agency Reports.
 - 7. Add equipment maintenance program.
- D. Optional Project Scope items:
 - 1. Add a VFD to control high lift pump 3 and provide control wiring to SCADA
 - 2. Relocate the main PLCs to new cabinet to improve accessibility
 - 3. Replace existing communication hardware at the WTP for the remote sites
 - 4. Add SCADA viewing monitor in Filter Gallery.
- E. Provide a construction cost estimate for the Base Project and all Optional Project Scope tasks.
- F. Meet with the water plant staff to determine which Optional Project Scope tasks are to be included in the final design, along with the Base Project tasks.
- G. Prepare and submit a Design Report, based on staff input and SCADA system evaluation and budget

Task 2 – Develop Plans and Specifications

- A. Provide design documents, suitable for bidding, for the **Glencoe Water Plant SCADA Improvements**, to include all the Base Project and the selected Optional Project Scope items tasks identified by the Village from the Design Report, including:
 - 1. Provide an itemized List of the PLC equipment to be provided;
 - 2. Prepare a general list of existing I/O signals by location;
 - 3. List of additional I/O to be added to the SCADA system (wash water pumps, diesel engine, etc.) as identified in the Design Report;
 - 4. Prepare a detailed coordinated plan for staging the upgrade that will minimize the impact of the upgrade on operations;
 - 5. Provide an updated PLC/SCADA System overview schematic, including Base Project and the selected Optional Project tasks;
 - 6. Provide a general specification document for the hardware to be provided;
- B. Review plans and specifications with staff at 30% design to confirm project direction;
- C. Submit a detailed engineer's estimate for the cost of construction of these PLC improvements;
- D. Submit completed design, ready for Village bidding

Note 1: In the Engineer's Proposal, staffing should be identified for each of the above tasks along with the proposed hours of effort.

Note 2: The scope of services for this RFP includes design services only. If the Glencoe Water Plant SCADA Improvements construction project is approved by the Board of Trustees, the successful Engineer may be asked to provide a separate proposal for additional engineering services -- bid assistance and construction inspection services.

Site Visits

The ENGINEER may elect to conduct a site visit, prior to the submittal, to view the water plant PLC equipment. To schedule a site visit, contact Alex Urbanczyk, Water Plant Superintendent at (847) 835-4183.

Time

The ENGINEER agrees to begin work when requested by the VILLAGE and to complete all work stated in the scope of services.

Section 3: RFP Schedule

The Village anticipates following the schedule described below to issue the request for issuing and reviewing this request for quotations, and completing the project:

Phase	Anticipated Date
Issue request for proposals	May 30, 2017
Letter of Intent deadline	June 7, 2017
Deadline for questions	June 15, 2017
Answers to questions provided	June 19, 2017
Proposals due	June 21, 2017, 4:00 p.m. CST
Award	June 26, 2017
Project completed	October 2017

Section 4: Proposal Submission

Proposals may be submitted by e-mail to Alex Urbanczyk at urbanczyk@villageofglencoe.org and are due by 4:00 p.m. on Wednesday, June 21, 2017. Alternatively, proposal may be submitted in a sealed envelope marked "Glencoe Water Plant SCADA Improvements" in the lower left hand corner and addressed to:

Village of Glencoe
Attention: Alex Urbanczyk, Water Plant Superintendent
Public Works Department
675 Village Court, Glencoe, IL 60022

It is the sole responsibility of respondents to the Request for Proposal to deliver the proposal by the stated deadline. Each proposal must be submitted with all required documentation.

Section 6: Right to Reject Proposals

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Submission of a proposal indicates acceptance by the firm of conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted. The Village of Glencoe reserves the right without prejudice to reject any or all proposals.

Section 7: Questions

Please direct questions or concerns related to this RFP to:

Alex Urbanczyk
Water Plant Superintendent
(847) 461-1651
aurbanczyk@villageofglencoe.org