



Request for Proposals

RFP # 23-6-1

Engineering, Design, Graphics and BID Assistance for SCADA Improvements at the Village of Addison North Wastewater Treatment Plant

Deadline to submit proposals:

Friday, June 30, 2023 10:00 am CST

Please submit proposals to the below address.

Village of Addison

Attn: Ewa Adamow, Purchasing Agent

1 Friendship Plaza

Addison, IL 60101

(630) 693-7507

Purchasing@addison-il.org

VILLAGE OF ADDISON

REQUEST FOR PROPOSAL 23-6-1

ENGINEERING, DESIGN, GRAPHICS, AND BID ASSISTANCE FOR SCADA IMPROVEMENTS AT THE VILLAGE OF ADDISON NORTH WASTEWATER TREATMENT PLANT

SPECIFICATIONS

A. INTENT

The Village of Addison requests proposals for design engineering, preparation of bid documents and bidding assistance, graphics development, and construction engineering services for SCADA upgrades at the North Wastewater Treatment Plant.

B. EXISTING CONDITIONS

The Village of Addison currently utilizes the SCADA 3000 master module in the Main Control Building. Remote modules are in the Raw Sewage Pump Station, Secondary Treatment Building, Chlorine Building, and Main Control Building. The master module is connected to a dedicated desktop personal computer displaying alarms and notifying operations personnel. The SCADA 3000 system is a "legacy" product by Sensaphone. The most recent update to the system was in 2013.

A recently completed project in the Sludge Handling Building included the installation of Allen Bradley controllers in the process building and a current technology SCADA computer with the current version of Aveva's Wonderware SCADA graphics software and WIN-911 alarm notification software in the Main Control Building. The Aveva Wonderware system is entirely separate from the SCADA 3000 system.

C. REQUIRED UPGRADES

The Village of Addison requests that the alarm handling be incorporated into the existing Wonderware SCADA graphics and that the existing WIN-911 software be used for alarm notification to operations personnel. The SCADA 3000 modules must be replaced with technology compatible with the Allen Bradley hardware and the hardware connected to the communications network. Bids will be required for this work.

D. SCOPE OF SERVICES

a. Design and Bid Services

- i. Site Visit to the North Treatment Plant to gather information
- ii. Develop engineering drawings, specifications, and opinion of probable construction cost (OPCC) and meet with the Village to review the drawings, specifications, and OPCC. The specifications must include I/O lists for each building where the controllers will be located.

- iii. Incorporate the Village's comments and prepare bid documents using the Village's boilerplate AIA contract and the technical specifications and engineering drawings agreed upon by the Village.
 - iv. Provide electronic documents for the Village to use during the bid process.
 - v. Prepare addenda and answer questions during the bid process.
 - vi. Assist the Village in awarding the contract.
 - vii. Review the contractor's documents for compliance with the contract requirements. The Village will prepare the contract documents for signature, distribute the copies to the contractor for signature, and distribute the executed documents to the engineer.
- b. Construction Services
- i. Provide contract administration services, including attendance at the preconstruction meeting, review of the contractor's shop drawing submittals, attendance at the 1-day factory acceptance test at the system supplier's facility, review of the contractor's periodic pay requests, and participation in project closeout.
 - ii. Attend startup and checkout
 - iii. Develop new SCADA alarm graphics using the Village's existing Aveva Wonderware InTouch software to replace the existing SCADA 3000 operator graphics. This includes reviewing the new graphics at initiation, 50 percent completion, and 90 percent completion of the graphics development using online collaboration software.
 - iv. Incorporate the alarms into the Village's existing WIN-911 software.
 - v. Visit the site at 50 and 100 percent completion to observe contractor progress. Prepare a list of items to be completed or corrected at 100 percent completion.
 - vi. Visit the site to review whether the contractor completed the punch list items.

E. PROPOSAL REQUIREMENTS

The proposal must include the following information:

- a. Required site visit, before submitting a bid, at the North Wastewater Treatment Plant (711 N Addison Rd, Addison, IL 60101)
 - a. To schedule your visit, please contact Doug Armstrong at DArmstrong@Addison-IL.org or call (630) 279-2140
- b. Scope of services, including a breakdown of the anticipated work hours for each task.
- c. A project schedule for completing the project's design, bidding, and construction requirements.
- d. An organizational chart of key personnel assigned to this project, with associated resumes.
- e. A fee schedule based on actual hourly expenses to include overhead and profit, with a not-to-exceed maximum contract amount.
- f. A fee schedule listing hourly expenses for additional engineering personnel and related tasks not outlined in this proposal.

F. PROPOSAL SUBMITTAL AND QUESTION INSTRUCTIONS

Submittal Deadline

It is the intent of the Village of Addison to bid the project in the summer of 2023. Completed RFPs must be received on or before Friday, June 30, 2023, 10 AM.

Submittal Instructions

You may submit your RFP in person, by carrier (Fed Ex, UPS, USPS) to the Village of Addison, Attention Purchasing Department, 1 Friendship Plaza, Addison, IL 60101, or digitally, prior to the submittal deadline. If submitting in person or by carrier, please clearly mark your envelope "23-6-1 RFP for SCADA Upgrades at the North Plant."

Digital copies may be sent via email to Ewa Adamow, Purchasing Agent, Purchasing@Addison-IL.org. An email confirmation will be sent once the RFP is received. It is your responsibility to make sure the RFP is received prior to the deadline. We encourage you to call the purchasing agent if you do not receive a confirmation of receipt prior to the deadline. The number to reach Ewa Adamow, Purchasing Agent, is (630) 693-7507.

Contact Information

Technical questions concerning the RFP may be directed to:
Doug Armstrong, Water Pollution Control Foreman: DArmstrong@Addison-IL.org

Questions concerning the RFP documents may be directed to:
Ewa Adamow, Purchasing Agent: Purchasing@Addison-IL.org

Selection Process

The Village of Addison seeks to select a proposal submission based upon the following criteria:

1. Responsiveness of the proposal to the scope of work, as demonstrated by providing thorough responses to the scope and project requirements.
2. Past dealings with the Village of Addison and familiarity with the project areas.
3. Demonstrated experience of the firm in remodeling and construction.
4. The contractor(s) experience and approach to completing the project in a timely manner.
5. The quality and relevance of project references for projects of similar scope.

The Village reserves the right to conduct pre-award discussions and/or pre-contract negotiations with any, or all responsive and responsible vendors who submit proposals determined to be reasonably acceptable. Vendors shall be accorded fair and equal treatment with respect to any opportunity for

discussion and revision of proposals, and such revisions may be permitted after submission of proposals and prior to award of a contract.

The Village may conduct negotiations with the top Vendor(s) if required to determine the acceptability of the proposal in regards to specifications, terms and conditions and cost; therefore, the proposal(s) submitted should contain the vendor's most favorable terms and conditions as well as cost with detailed specifications as proposed, since the selection and award may be made without discussion.

If the Village finds that all of the proposals submitted fail to meet the needs and requirements, the Village is not obligated to enter into an agreement to purchase.



Rick Federighi
Director of Public Works
Village of Addison



Ewa Adamow
Purchasing Agent
Village of Addison