



REQUEST FOR QUALIFICATIONS

**CITY OF ANTIOCH
WATER TREATMENT PLANT
INFORMATION AND CONTROL SYSTEMS ASSISTANCE**

PROJECT NO. P.W. 246-32

Qualifications Due: May 5, 2022 at 4:00 pm

Public Works Department
Capital Improvements Division
200 "H" Street
Antioch, CA 94509
(925) 779-7050

INTRODUCTION

The City of Antioch seeks to retain the services of a Consultant qualified to assist the Water Treatment Plant with information and controls systems issues including installing, maintaining, troubleshooting, repairing and documenting a wide variety of industrial instruments which include electronic monitoring, metering, controlling and signaling devices used in the treatment and processing of drinking water. The work covers the entire industrial instrumentation and telemetry trades. The selected Consultant will be expected to often work independently due to the specialization of the work and have a high level of knowledge, skills, and abilities, including the ability to troubleshoot telemetry, Supervisory Control and Data Acquisition (SCADA) systems and programmable logic controllers (PLC) software. Emergency response is required.

The deadline for submission of qualifications for this work is 4:00 p.m., May 5, 2022.

SCOPE OF WORK

Items of work to be performed under this contract will be individually negotiated as the need for services arises and will be authorized in writing by the City. In some cases, the City may elect to assign only specific portions of a project, or in other cases, the entire project including auxiliary associated work to the Consultant. The Consultant's role will be to support technical work performed by instrumentation staff at the City of Antioch's Water Treatment Plant by troubleshooting, diagnosing, repairing, and replacing failing and outdated equipment as well as installing new equipment as the city replaces and upgrades current equipment.

All programs and data supporting said programs shall be made available to the City upon request and shall become the property of the City for active and future projects.

The work shall comply with the following requirements:

- Current Federal laws, State laws, and Local laws.
- FCC Communication Standards.
- CA Title 22
- Safe Drinking Water Act

The work to be performed may include, but is not limited to the following:

- Network Consultation and Design Services
- Diagnose and repair instrumentation:
 - Onsite and Offsite Radio Communications
 - SCADA Clients and PLC's
 - Online Process Instrumentation
- Perform Skilled Technical Programming:
 - SCADA Applications
 - PLC Ladder Logic
- Troubleshoot
 - PID Loops
 - Telemetry Failures
 - PLC Logic

FORMAT OF THE STATEMENT OF QUALIFICATIONS (SOQ)

The submittal is to be prepared in a bound 8 ½” x 11” format limited to approximately 15 pages, including brochures. Covers, dividers are not included in the page count. In addition, any information that needs to be returned should not be submitted. The Consultant is requested to include the following information in the SOQ. It is expected that the SOQs will follow the order listed below:

- Cover Letter introducing the firm and describing why you want to be considered. Provide location of the office that will be performing the work
- Organization Chart for the Project Team
- Brief Information for Key Staff including education, directly related experience, description of their assignment on this project, and résumé
- A list of proposed sub-consultants and a description of their proposed services
- Summary of the Company’s Relative Experience and Performance
- List of contracts/agreements terminated for convenience or default within the past three years, if any
- List any litigation that now affects or may affect in the future consultant firm’s ability to perform
- Confirm your firms’ ability to meet contract & insurance requirements

CONSULTANT SELECTION PROCESS

Enclosed is a copy of the City of Antioch’s Consultant Services Agreement. By submitting a proposal for this work, a firm agrees to comply with all terms and conditions outlined in the agreement.

It is anticipated that from the proposals submitted, City staff will be able to select the firm best suited to meet the City’s needs. However, if that is not possible, the City will ask a “short list” of firms to meet with staff to discuss the project and the firm’s proposal. The City will negotiate a professional services contract for the work after staff has determined the best qualified firm.

No compensation will be due any firm for preparation of a written proposal or for meeting with staff after a “short list” has been determined.

The selected firm will receive a notice to proceed after the City Council has approved their contract.

CRITERIA FOR SELECTION

All proposals will be evaluated based on the criteria below.

- Understanding of the scope and potential challenges - 35 points
- Qualifications and experience with similar projects - 25 points
- Innovation and advanced techniques – 20 points
- Organization of proposal – 10 points
- Familiarity with applicable standards and procedures – 10 points

Submission Instructions

Three (3) bound, and one (1) electronic copy of the proposal **must be submitted no later than 4:00 p.m. on May 5, 2022** to:

Scott Buenting
City of Antioch
Capital Improvements Division
200 H Street
Antioch, CA 94509

Interviews will be conducted if there is not an outstanding response, and two or three firms are very close in evaluation points. Any questions regarding the above should be directed to Capital Improvements Division at (925) 779-7050; or cip@antiochca.gov.

Enclosures

- A. *City of Antioch Consultant Services Agreement*