

REQUEST FOR QUALIFICATIONS

for

SCADA SYSTEM IMPROVEMENTS

for the

BALDWIN COUNTY BOARD OF COMMISSIONERS
C&S Project No.: B1000.072

FEBRUARY 2025



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Section 1 Introduction & Project Overview

1.1 Purpose

The Baldwin County Board of Commissioners (“Owner”) is requesting Statement of Qualifications to select a qualified SCADA Integrator (“Integrator”) to improve and integrate their existing SCADA at the County’s ten (10) booster pump station sites, twelve (12) tank sites, and one (1) meter site, and to implement SCADA at nine (9) sewage pump station sites. The purpose of this Request for Qualifications is to solicit qualifications from SCADA Integrators interested in and experienced in providing the services requested herein. A Request for Proposals to solicit pricing will be forthcoming after qualified SCADA Integrators are short-listed and a detailed Scope of Work is finalized. Funding for this project will be provided through local funds and therefore no additional State or Federal requirements will be applicable.

1.2 Scope of Work

The scope of work will be finalized and a request for pricing will be forthcoming after qualified SCADA Integrators are short-listed; however, below is a general scope of work, which is to provide a complete and comprehensive design and installation that will accomplish the monitoring and control goals described below and to furnish all materials, equipment and services required for a complete installation of the SCADA system designed.

A. Water & Sewer Department Offices

The work to be completed will consist of furnishing all labor, materials and equipment necessary to design, upgrade and implement SCADA monitoring and controls at two (2) different office locations with a connection into the new SCADA system as described below.

- a. Provide SCADA computer hardware and software along with programming services to upgrade the existing SCADA system within the offices.
- b. Provide new realistic and process view graphics displays to replace all existing graphic displays and perform a complete “point-to-point” I/O checkout for all input and output signals from the field device, through the remote or local



PLC and through the SCADA system database, new graphics displays, alarming subsystems, reporting subsystems, and trending subsystems.

- c. Provide a new workstation to run a standalone version of the SCADA software that will eventually replace the existing client workstation. Once the system is fully swapped over, the existing client workstation should no longer be required.

B. Collection & Distribution SCADA Sites

The work under this item shall include all equipment, materials, and services required to furnish and install cellular SCADA connections to ten (10) booster pump stations, twelve (12) ground or elevated tanks, one (1) meter site, and nine (9) pump stations with a connection into the upgraded SCADA systems to be supplied under the other items listed above, as described below.

- a. The system should be a complete stand-alone alarm and SCADA system with cellular data interface and shall have the capability to monitor and/or control pumps, valves, wetwell levels, tank levels, run status, pressures, etc.
- b. The remote stations will report to the new SCADA system hardware being installed at the County offices.
- c. Provide new cellular-based remote telemetry units.



Section 2 General Instructions

2.1 Submittal Instructions

Statements of Qualifications will be received until **Wednesday, March 19, 2025 at 5:00 PM** local time electronically in a password protected PDF by One Drive, Google Docs or Dropbox to Mr. Jason Kidd at jkidd@baldwincountyga.com with a copy of the link to download also emailed to msmith@cartersloope.com.

Requests for Information (RFI's) shall be submitted in writing via email to Matt Smith, P.E. at msmith@cartersloope.com. RFI's will be accepted until **5:00 PM** local time on **Tuesday, March 11, 2025**.

Qualifications will be evaluated by the Owner and Engineer based on the criteria stated in Section 4.

2.2 Submittal Format and Organization

Statement of Qualifications shall be typed in a minimum 11-point font size on 8.5x11 paper and limited to no more than 30 pages (page limit does not include cover sheet, section dividers or Appendix). Statements of Qualifications shall be submitted via a password protected PDF file, and passwords must be emailed to jkidd@baldwincountyga.com and msmith@cartersloope.com. The Statement of Qualification shall be organized in the following manner:

1. Transmittal Letter – Limit: 2 pages

Provide a Letter of Transmittal describing your interest in providing SCADA Services and how the Owner will benefit with your firm as their SCADA Integrator. This letter should be limited to two (2) pages. **Please acknowledge receipt of any and all Addenda in this letter.**

2. Table of Contents – Limit: 1 page

3. Company Profile and Qualifications – Limit: 10 pages

In this section, provide evidence of your qualifications, experience, history of your firm, services offered, relevant professional and/or contractor licenses held by firm and key team members, list of proposed team members, and organization chart.



This section is limited to ten (10) pages, but brevity is encouraged. Resumes of key team members may be included in an Appendix and do not count towards the page limit. At a minimum, the following information shall be included in this section:

- a. Background / History of firm, including number of years in business
 - b. Corporate structure (corporation, sole-proprietorship, etc.) and organization chart
 - c. A list of all owners and officers, and the number of licensed Professional Engineers and/or of degreed engineers on staff, if applicable. If none, state so.
 - d. Location of offices and field service offices or technicians.
 - e. Services offered
 - f. Confirmation of various relevant licenses and certifications held by the company including: Engineering Certificates of Authorization (COA) by State; Electrical Contractor Licenses by State; Confirmation of Control System Integrators Association (CSIA) Certification
 - g. Project team members (include resumes in Appendix)
4. References and Project Experiences – Limit: 10 pages

For project descriptions included in this section, provide at least seven (7) SCADA projects the Integrator has completed within the past fifteen (15) years in the municipal water and wastewater industry in the Southern United States, but preferably Georgia. At a minimum, the following information shall be included for each of the seven (7) projects:

- a. Name and location of project
- b. Client contact information including name, address, phone, and email address.
- c. Description of the project and type of SCADA system installed including HMI and communications methods. The description should include details of the project, the installation date, the number of days in the contract,



and the number of actual days it took to complete the work as demonstration of timeliness. Discussion of dependability, reliability, warranty services, and cooperation with Owner’s staff should also be included.

- d. Explain the ongoing services and support services that your company has provided for these projects since installation. Does your company have a formal service and maintenance agreement with each of these customers?
- e. Additional information about each project should include: Number of tags, type of facility SCADA system was installed in, a few screen shots of HMI provided to demonstrate capability.

5. General Approach to Projects – Limit: 5 pages

A description of the Integrator’s general technical approach to a SCADA project. This section should address the following questions at a minimum:

- a. How do you scope a project?
- b. How do you determine the cost of a project?
- c. How do you manage the project from design through installation and implementation?

6. Rates – Limit: 2 pages

Include a list of hourly rates, organized by employee type, and include any reimbursable expenses and typical day rates for site visits.

7. Appendix

The Integrator shall include the following Appendices that shall include the following items:

- a. Resumes: Resumes of key team members as described above
- b. Customers: List of current customers who have ongoing SCADA Service and Maintenance Agreements with your firm. Include contact names, phone numbers, and email addresses.



- c. Insurance Certificates: Sample Certificates of Insurance. Such certificates will be subject to review and negotiation with Owner. Owner and Engineer shall be listed as additional insured upon contract award.
- d. Affidavits: Complete and include the following affidavits: Non-collusion Affidavit, Contractor Affidavit and Agreement, SAVE Affidavit



Section 3 General Terms and Conditions

3.1 Examination of RFQ Document and Site

The Integrator shall thoroughly examine the RFQ document to ensure that it understands the scope of services to be provided. Any discrepancies, errors, or conflicts shall be brought to the attention of the Engineer immediately.

3.2 Compliance with the RFQ

Statement of Qualifications must be in strict compliance with this RFQ. Failure to comply with all provisions of the RFQ may result in disqualification.

3.3 Interpretations and Addenda

If a Integrator discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFQ or any document attached to, incorporated into or referenced by the RFQ, they shall immediately notify the Engineer of such error in writing and request modification or clarification of the document as outlined herein. Requests for Information (RFI's) shall be submitted in writing via email to Matt Smith, P.E. at msmith@cartersloope.com. If needed, an Addendum addressing any questions will be issued.

3.4 No Gratuities or Favors

Contractor shall not offer any gratuities and/or favors to any member of the Owner or Engineer. Any attempt by the Contractor to influence the selection process shall be grounds for exclusion from the selection process.

3.5 Accurate Information

Contractor shall provide accurate information in its Statement of Qualification. Any Contractor who provides false or misleading information in their Statement of Qualification shall be excluded from the selection process.

3.6 Statement of Qualification Costs

The Owner will not be liable in any way for any costs incurred by any Integrator in the preparation of its Statement of Qualifications or Proposal in response to this RFQ, nor for the presentation of its Statement of Qualification and/or participation in any discussions or negotiations.



3.7 Termination of Project

The Owner reserves the right to cancel this project at any time without cause.

3.8 Open Records

All materials submitted in connection with the RFQ will be public documents and subject to the Open Records Act. All such materials shall remain the property of the Baldwin County Board of Commissioners.

If the Integrator has notified the Owner that the Integrator’s submittal contains trade secrets, proprietary commercial or financial information, which is privileged and confidential, we will make every effort to protect those portions of the submittal. The title page and each page containing proprietary information must be marked as “confidential”.

3.9 Owner and Engineer Rights

The Owner and Engineer reserve the right to evaluate the qualifications submitted; waive any irregularities therein; request more detailed information; request clarifications or corrections to Statement of Qualifications, accept any submittal or portion of a submittal; and/or reject any or all Statement of Qualifications should it be in the best interest of the Owner.

3.10 Terms and Conditions of Contract

A contract resulting from this RFQ shall be in the form of a Purchase Order. A W-9 Taxpayer Identification Number and Certification will also be required along with the necessary Georgia Security and Immigration Compliance Act Affidavits included in the Appendix.

3.11 Nondiscrimination

It is the policy of the Owner not to discriminate on the basis of age, race, sex, color, national origin or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities. With regard to all aspects of this Statement of Qualifications, Integrator certifies and warrants it will comply with this policy.

3.12 Integrator Guarantee

The Integrator certifies, by submission of its Statement of Qualification, that neither it nor its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible,



or voluntarily excluded from participation in any transaction with a public agency in the State of Georgia.



Section 4 Evaluation and Selection of SCADA Integrator

4.1. Method of Integrator Selection

Statement of Qualifications will be evaluated using the criteria stated in the RFQ. Once the evaluation is complete, all responsive Integrators will be ranked from most advantageous to least advantageous to the Owner, considering the evaluation factors stated in the RFQ. This evaluation and ranking process will result in the short-listing of at least 2-3 Integrators. The Owner will then interview the short-listed SCADA Integrators, then provide a detailed project scope and solicit pricing from those highest ranked SCADA Integrators.

4.2. Statement of Qualification Evaluation Panel and Evaluation Factors

A panel appointed by the Owner will evaluate Statement of Qualifications. Consultants of the Owner may, at the sole discretion of the Owner, evaluate the Statement of Qualifications and/or Integrators. The factors to be considered by the panel in the evaluation of Statement of Qualifications are listed below.

The Owner will consider responses to the following items in its evaluation of the Statement of Qualifications and Integrators, listed in order of importance to the Owner in their evaluation process.

<u>Evaluation Factor</u>	<u>Points</u>
Qualifications and experience of the members of the Integrator’s team to be utilized in any project	30
Client references for the Integrator’s performance on projects of similar size and scope	30
Service and Maintenance Support services provided and location of service technicians and offices	30
Billing Rates & Reimbursable Expenses that are favorable to the Owner	10
Total No. of Points = 100	

Points will be awarded for each category based on this distribution where the maximum points an Integrator can receive is 100. Up to 30 points will be awarded to the SCADA



Integrator offering the most relevant experience and best qualifications. Up to 30 points will be offered to the Integrator who has demonstrated on previous projects timeliness of completion, dependability, reliability, warranty service and cooperation with treatment plant staff by not negatively impacting daily plant operations. Up to 30 points will be awarded to the Integrator who has the best service and maintenance support services and whose location of service technicians and offices are a reasonably close distance from the project location. Up to 10 points will be awarded to the Integrator who has the most competitive rates.



Appendix

Affidavits



NONCOLLUSION AFFIDAVIT OF PRIME CONTRACTOR

State of Georgia

County of **Baldwin**

_____, being first duly sworn, deposed and says that:

- (1) He is _____ of
(Owner, partner, officer, representative, or agent)
_____, the
Company that has submitted the attached Statement of Qualification;
- (2) He is fully informed respecting the preparation and contents of the attached Statement of Qualification and of all pertinent circumstances respecting such Statement of Qualification;
- (3) Such Statement of Qualification is genuine and is not a collusive or sham Statement of Qualification;
- (4) Neither the said Contractor nor any of its officers, partners, Owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Contractor, firm or person to submit a collusive or sham Statement of Qualification in connection with the Contract for which the attached Statement of Qualification has been submitted or to refrain from offering in connection with such contract, or has in any manner directly or indirectly sought by agreement or collusion or communication or conference with any other Contractor, firm or person to fix the price or prices in the attached Statement of Qualification or of any other Contractor, or to fix any overhead, profit or cost element of the Statement of Qualification price or the Statement of Qualification price of any other Contractor, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the **Baldwin County Board of Commissioners** (Local Public Agency) or any person interested in the proposed Contract and;
- (5) The price or prices quoted in the attached Statement of Qualification are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Contractor or any of its agents, representatives, Owners, employees, or parties in interest, including this affidavit.



By: _____

Title: _____

Subscribed and sworn to before me this ____ day of _____, 20__.

(Notary Public)

My commission expires _____
_____, 20_____



CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the **Baldwin County Board of Commissioners** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established O.C.G.A. § 13-10-91. Furthermore, the undersigned Contractor will continue to use the federal work authorization program throughout the contract period and the undersigned Contractor will contract for the physical performance of services in satisfaction of such contract only with Subcontractor(s) who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

SCADA System Improvements

Name of Project

Baldwin County Board of Commissioners

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on: _____, 20____ in (city) _____ (state), _____.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE
_____ DAY OF _____ 20____

NOTARY PUBLIC

My Commission Expires: _____



SAVE AFFIDAVIT

STATE OF GEORGIA

BALDWIN COUNTY

By executing this affidavit under oath, as an applicant for a(n) contract [*type of public benefit*] as referenced in O.C.G.A. § 50-36-1 from the Baldwin County Board of Commissioners, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen
- 2) _____ I am a legal permanent resident of the United States
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A § 50-36-1 (e)(l), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: _____

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant:

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
___ DAY OF _____ 20__

Printed Name of Applicant:

NOTARY PUBLIC
My Commission Expires: _____

