



Request for Proposals

To Provide Services to the Fallbrook Public Utility District

For Instrumentation, Controls and SCADA Support

5/7/2019

Fallbrook Public Utility District

990 E. Mission Road

P.O. Box 2290

Fallbrook, CA 92088

(760) 728-1125

I. Introduction

On June 5, 1922, Fallbrook Public Utility District (FPUD) was incorporated to serve water from local area wells along the San Luis Rey River. Since that time, FPUD has continued to grow, and today constructs, operates and maintains facilities to supply water and sewer services to the town of Fallbrook and water and reclaimed water to the surrounding residential and agricultural areas. The District delivers potable water to some 35,000 people over a 28,000 square acre service area.

II. Scope of Required Services

The purpose of this project is to select a single Contractor to provide Instrumentation, Control and SCADA support services. When services are required a task order will be developed with the Contractor identifying the scope of materials and labor required prior to initiating the work.

Contractor is expected to have experience with Schneider Electric ClearSCADA and Rockwell Automation RSLOGIX 5000 and 500 software.

The work may include items such as the following:

- Emergency support services to assist with failures of communication or control equipment.
- Programming services for the UV Disinfection Facility, Water Reclamation Plant or Reservoirs/Pump Stations.
- Support District by providing specification or model/part numbers for purchase of communication and Control Equipment at District reservoirs, pump stations or flow control facilities.
- Assistance with troubleshooting and programming PLC's at the WWTP and Collection System SCADA system.
- Maintenance/troubleshooting services for communication equipment, instrumentation and SCADA servers.
- Review of District SCADA system configuration for potential improvements to overall reliability.
- Provide design services for new SCADA projects.

III. Facility Location

Facilities are located throughout FPUD's service area. Some facilities are located in remote areas with difficult access. All meetings are anticipated to take place at FPUD main office location at 990 E. Mission Road, 92028.

IV. Proposal Requirements

Proposals are to include the resume of the proposed firm and a list of references. A cost proposal shall be included in a separate envelope. Responders will be evaluated based on the information submitted in accordance with Section IV. Proposals submitted in response to this RFP shall include:

1. Resume and Experience
 - Include location of key personnel and availability for troubleshooting support.
2. References
 - Provide three references including contact information for similar projects conducted by Contractor.
3. Rate Schedule and Cost Proposal
 - Include an hourly rate schedule listing all service fees and anticipated travel costs, proposed mark-up on any materials, and other expenses. The not-to-exceed amount for year one is \$75,000, and \$50,000 each in years two and three. Should the District choose to extend for year four, the not-to-exceed amount shall remain \$50,000. This is an hourly rate, not-to-exceed contract.

V. Evaluation Criteria

The criteria and weight for evaluating the proposals submitted will be as follows:

1. 25% - Experience.
2. 25% - References.
3. 25% - Overall cost.
4. 25% - Interview Score.

Only the most qualified firms will be invited to interview.

VI. Schedule for Selection and Award

The District anticipates that the process for selection and awarding of the contract will be according to the following schedule:

1. Issue RFP.....5/7/2019
2. Proposal due date.....5/16/2019
3. Mandatory interview5/22/2019
4. Final selection and notification5/29/2019

VII. Special Conditions

- Reservations – This RFP does not commit the District to award a contract, to reimburse any costs incurred in the preparation of proposal pursuant to this RFP, or to procure or contract for work.
- Life of Contract – This is a three year contract, with an optional one year extension. This contract shall not exceed four years.
- Right to Cancel – The District reserves the right to cancel or revise this RFP, in part or in its entirety. If the District cancels or revises the RFP, the District will provide notice.
- Additional Information – The District reserves the right to request additional information and/or clarifications from any or all proposers to this RFP.
- Prevailing Wage – All public works jobs in excess of \$1,000 are required to pay prevailing wage, and the Contractor must keep sufficient certified payroll and records related to prevailing wage for this project.
- Agreement for Professional Service – The selected Contractor will be required to enter into an agreement based on the District’s Agreement for Professional Services.

VIII. Submittal Requirements

1. One (1) executed original, clearly marked on the cover, one (1) electronic copy, and two (2) additional paper copies of the proposal shall be submitted. An individual authorized to execute legal documents on behalf of the project team shall sign the proposal.
2. One (1) cost proposal.
3. This RFP shall be received no later than 5/16/2019 at 3:30 p.m. PST, at the District’s Administrative offices:

Fallbrook Public Utility District
Attn: Kevin Collins, Purchasing/Warehouse Supervisor
990 East Mission Road
Fallbrook, CA 92088-2290

Failure to comply with the requirements of this RFP may result in disqualification. All questions regarding this RFP shall be directed to Kevin Collins, Purchasing/Warehouse Supervisor, at kcollins@fpud.com or (702) 688-9171.