



# **Request For Proposals**

**For Engineering/Integrator Services Related to  
SCADA System Software Replacement at the  
WTP and WWTP**

**For the**

**GREENVILLE UTILITIES COMMISSION**

**Of the  
City of Greenville, North Carolina**

**401 South Greene Street  
Greenville, North Carolina 27834**

**Note: All questions regarding this RFP should be directed to:**

**Mr. Keith Godbey  
Water Resources SCADA Network Coordinator  
(252) 329-2278  
[godbeypk@guc.com](mailto:godbeypk@guc.com)**

**Issue Date August 30, 2019**

**Response Due Date, October 11, 2019 by 5:00 PM (EDST)**

## **Introduction**

The Greenville Utilities Commission (GUC) Water Resources Department currently uses GE Proficy iFix, Historian, and WebSpace for HMI/SCADA. The WTP and WWTP utilize XLReporter and/or Dream Reports for generating reports.

The SCADA Communication networks are comprised of the following:

- Fiber optic
- Wifi
- Radio
- Cellular

The WTP and WWTP utilize all or some of the following Programmable Logic Controllers (PLC):

- Schneider Modicon M580
- Schneider Modicon Quantum
- Schneider Modicon Momentum
- Schneider Modicon Premium
- Allen Bradley

The WTP and WWTP both use ethernet remote I/O.

The GUC Information Technology Department will purchase and maintain all servers, workstation computers, network switches, firewalls, OS software, malware prevention software and computer peripherals for the SCADA system software replacement project.

## **Purpose of Request for Proposals**

Greenville Utilities Commission (GUC) invites proposals from companies that specialize in the evaluation, design, installation, maintenance, and repair of the Human-Machine Interface (HMI)/Supervisory Control and Data Acquisition (SCADA) systems capable of monitoring and controlling water and wastewater facilities, including remote sites. It is the goal of the GUC to replace their existing independent HMI/SCADA system software at their WTP and WWTP with one (5 server) Trihedral VTScada system. The respondents to this RFP will be responsible for providing an integrated turn-key solution, consisting of both new and existing equipment/software, including all necessary system design, procurement, programming, configuration, testing, training, commissioning and startup to provide Greenville Utilities a complete and operable HMI/SCADA system. Major elements of work could include:

- 1) Assessing condition of the HMI/SCADA system components including Servers, network devices, and ancillary equipment at various facilities
- 2) Making recommendations for improvements to the HMI/SCADA system
- 3) Procuring and installing necessary HMI/SCADA software/hardware
- 4) Updating or reprogramming PLC logic to meet operational goals

- 5) Developing new HMI graphics to include High Performance Graphics/Situational Awareness Graphics
- 6) Developing and implementing alarm management strategy
- 7) Developing and implementing two factor authentications for HMI/SCADA security
- 8) Commissioning new systems
- 9) Providing record drawing and O&M documentation

### **Available Information**

The Commission's prime contact for questions regarding this Request For Proposals shall be Mr. Keith Godbey, SCADA Network Coordinator, (252) 329-2278, [godbeypk@guc.com](mailto:godbeypk@guc.com). Information regarding the WTP/WWTP and remote sites are available for review at the WTP/WWTP by appointment only. Copies of the information are available at the cost of reproduction.

### **Selection Process**

Proposers must submit information that shows in detail how their proposed approach to upgrading the HMI/SCADA system. Proposers are also encouraged to submit any information that indicates how their proposed system would provide GUC with features and enhancements that exceed the minimum system requirements as set forth in this RFP.

Responses to the Request For Proposals shall be delivered to Greenville Utilities, 801 Mumford Rd., Greenville, NC 27834, attention Mr. Keith Godbey no later than 5 PM on October 11th, 2019. Proposals arriving or delivered after this time and date cannot be considered.

It is the intent of the Commission to utilize an objectively based selection process involving a selection committee of staff. Proposals will be evaluated based on the following criteria as a minimum:

- Qualifications of the team proposed for this project
- Project understanding and approach
- Performance on previous SCADA work completed utilizing new SCADA software.
- Work plan/schedule
- Qualifications of the firm
- List of three similar projects completed by the project team members
- References

### **Schedule**

Each Proposer is required to provide a proposed project schedule for the HMI/SCADA Upgrade project in their proposal. GUC has not set a timeline for project completion but anticipates this project will be completed within one calendar year after award.

### **Cost of Proposal Preparation**

Greenville Utilities Commission will not pay any costs incurred in the preparation, presentation or return of Proposer's proposal, including time associated with demonstrations, and/or site visits.

### **Waiver of Claims**

Each Proposer, in submitting a proposal is deemed to have waived any claims for damage by reason of the selection of another proposal and/or the rejection of his proposal.

### **Proposal Requirements**

Six copies of the proposal must be submitted within the time period shown in the Schedule section below to the appropriate contact person. Proposals must contain, at a minimum, the following major elements:

- Letter of transmittal
- Table of Contents
- Qualifications of the proposed team (please indicate if project experience listed was with another firm)
- Qualifications of the firm
- Understanding of the project
- Approach to the project
- Project schedule including estimated tasks and man-hours to accomplish
- List of three similar projects (Upgrading SCADA systems to Trihedral VTScada) completed by the project team members with reference contact information.
- List any previous SCADA work performed for GUC.
- Due to the scope and complexity of this project the work has been divided into three separate packages as follows:
  1. Approach to upgrading both plants to accomplish project.
  2. Approach to upgrading one plant and being in lead of overall project for both plants and Integrator at second plant to accomplish project.
  3. Approach to upgrading one plant and working with another Integrator at second plant to accomplish project.
  - A firm may be selected to provide services for one or all these approaches. Please describe how your firm would approach this project considering this factor.

These major elements shall be tabbed accordingly within the proposal to facilitate review. Proposals are limited to a maximum of 30 (8 1/2"x 11") pages. Printing front and back is acceptable. A single page printed front and back is counted as 2 pages. The minimum font size allowable is 12. Advertising material should not be included in the proposal and cannot be considered in the review. Additional information above and beyond the bulleted items listed above may be included in the proposal as appendices.

**E-VERIFY:**

1. I have submitted a bid for contract or desire to enter into a contract with the Greenville Utilities Commission;
2. As part of my duties and responsibilities pursuant to said bid and/or contract, I affirm that I am aware of and in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):
3. \_\_\_\_ After hiring an employee to work in the United States I verify the work authorization of said employee through E-Verify and retain the record of the verification of work authorization while the employee is employed and for one year thereafter; or
4. \_\_\_\_ I employee less than fifteen (15) employees in the State of North Carolina.
5. As part of my duties and responsibilities pursuant to said bid and/or contract, I affirm that to the best of my knowledge and subcontractors employed as a part of this bid and/or contract, are in compliance with the requirements of E-Verify, Article 2 of Chapter 64 of the North Carolina General Statutes, to include (mark which applies):
6. \_\_\_\_ After hiring an employee to work in the United States the subcontractor verifies the work authorization of said employee through E-Verify and retains the record of the verification of work authorization while the employee is employed and for one year thereafter; or
7. \_\_\_\_ Employ less than fifteen (15) employees in the State of North Carolina.

Specify subcontractor: \_\_\_\_\_

\_\_\_\_\_ (Company Name)

By: \_\_\_\_\_ (Typed Name)

\_\_\_\_\_ (Authorized Signatory)

\_\_\_\_\_ (Title)

\_\_\_\_\_ (Date)

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

**Proposals should be received no later than 5:00 PM (EDST) on October 11, 2019. Late proposals will not be considered.**

## **TERMS AND CONDITIONS**

GUC reserves the right to reject all proposals or accept such proposals, as appears in its own best interest, and to waive technicalities or irregularities of any kind in the proposal. GUC is not obligated to accept the lowest cost proposal.

### **Conflict of Interest:**

In general, conflicts of interest relate to the potential for self-gain usually, but not always, of a fiscal nature. Potential for self-gain can serve to undermine the judgment or objectivity of vendors providing consultation services. A potential or actual conflict of interest exists when commitments and obligations to GUC are likely to be compromised by a vendor's other interests or commitments, especially economic, particularly if those interests or commitments are not disclosed. Not all conflicting interests are necessarily impermissible. Timely and complete disclosure of potential conflicts of interest may be a satisfactory remedy and protects the consultant from suspicion and accusations of breach of professional integrity. Vendors are asked to disclose any situation or relationship that might be regarded as potential conflict of interest with, but not limited to, their expected duties and recommendations as defined in this RFP.

### **Vendor Incurred Costs:**

All costs that may be incurred to prepare proposals, attend meetings, attend site inspections, provide requested follow-up information, make formal and informal presentations, and for the entire contract negotiations process if applicable, shall be the sole responsibility of each vendor. GUC is not responsible under any circumstances for reimbursement of any costs that may be incurred by vendors during the proposal preparation, subsequent selection or negotiation stages.

### **MINORITY BUSINESS PARTICIPATION PROGRAM:**

GUC has adopted an Affirmative Action and Minority and Women Business Enterprise Plan (M/WBE) Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment, and to utilize M/WBE suppliers of materials and/or labor.

### **PROPOSAL WITHDRAWAL:**

A proposer must notify GUC in writing of its request to withdraw a proposal within seventy-two (72) hours after the proposal opening, not including Saturdays, Sundays, or holidays. In order to justify withdrawal, the bidder must demonstrate that a substantial error exists and that the proposal was submitted in good faith.

### **AFFIRMATIVE ACTION:**

The Provider will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

**MEDIATION/BINDING ARBITRATION:**

In the event of any dispute between the Parties, the Parties agree to submit any dispute to nonbinding mediation before a mutually agreeable Mediator prior to initiating litigation. If the Parties are unable to agree upon a Mediator within thirty (30) days after demand therefore, either Party may petition a Court of competent jurisdiction for the designation of a qualified Mediator for these purposes. Each Party shall bear its own costs and expenses of participating in the mediation (including, without limitation, reasonable attorneys' fees), and each Party shall bear one-half (1/2) of the costs and expenses of the Mediator. Unless otherwise agreed, the Parties will hold the mediation in Greenville, North Carolina. The matters discussed or revealed in the mediation session shall not be disclosed in any subsequent litigation. In the event the matter is not resolved in mediation, either Party may request arbitration. The parties shall jointly select an Arbitrator, and shall be bound by the decision of the Arbitrator with respect to any dispute between the parties with respect to this Agreement. If the parties are unable to mutually agree upon an Arbitrator, the Parties shall each select an Arbitrator, and the two Arbitrators so selected shall select a third Arbitrator, and the decision of the majority of the Arbitrators shall be conclusive and binding upon the Parties. The Parties at all times agree to equally split the costs of any Arbitrator(s) selected in an effort to resolve the dispute between the Parties. Any party desiring to resolve a dispute under the terms of this Agreement shall notify the other Party in writing, and the Parties shall seek to agree upon a mutually agreed upon Arbitrator within a period of ten (10) days from the date of such written demand. If the Parties are unable to agree within such ten (10) day period, the Parties shall each select an Arbitrator, and the two (2) Arbitrators so selected shall select a third Arbitrator within fifteen (15) days from the date of the written demand for arbitration, and a decision shall be rendered by the Arbitrator(s) so selected within five (5) days after such Arbitrator(s) is selected.

**INDEMNITY PROVISION:**

Provider agrees to indemnify and save GREENVILLE UTILITIES COMMISSION of the City of Greenville, Pitt County, North Carolina, and the City of Greenville, North Carolina, its co-owners, joint venturers, agents, employees, and insurance carriers harmless from any and all losses, claims, actions, costs, expenses including reasonable attorney fees, judgments, subrogations, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property of whatsoever nature of any person arising out of or incident to the performance of the terms of this Contract by Provider, including, but not limited to, Provider's employees, agents, subcontractors, and others designated by Provider to perform work or services in, about, or attendant to, the work and services under the terms of this Contract. Provider shall not be held responsible for any losses, expenses, claims, subrogations, actions, costs, judgments, or other damages, directly, solely, and proximately caused by the negligence of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina. Insurance covering this indemnity agreement by the Provider in favor of Greenville Utilities Commission of the City of Greenville, Pitt County, North Carolina, shall be provided by Provider.



**GOVERNING LAWS:**

All contracts, transactions, agreements, etc., are made under and shall be governed by and construed in accordance with the laws of the State of North Carolina.

**ADMINISTRATIVE CODE:**

Bids, proposals, and awards are subject to applicable provisions of the North Carolina Administrative Code.

**UNIFORM GUIDANCE**

Contracts funded with federal grant or loan funds must be procured in a manner that conforms with all applicable federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200).