



## REQUEST FOR QUALIFICATIONS

### **Process Instrumentation and Controls Systems Integration Services**

The Board of Water & Sewer Commissioners of the City of Mobile dba MAWSS (hereinafter referred to as “the Board” or “MAWSS”) is accepting Statements of Qualifications (SOQ) from **additional** companies interested in providing Process Instrumentation and Controls Systems (PICS) integration services to the Board and being considered an Approved PICS Supplier. Existing Approved PICS Suppliers (Revere Control System, Prism Systems, Inc and Hargrove) do not need to resubmit. Companies selected will be considered Approved PICS Supplier and allowed to submit bids on MAWSS construction and Supervisory Control and Data Acquisition (SCADA) projects requiring PICS services. The number of additional Approved PICS Suppliers to be selected has not been determined.

The RFQ and MAWSS’ current Agreement for PICS Integrator Services is posted on MAWSS’ website, [www.mawss.com/projects/public-notices](http://www.mawss.com/projects/public-notices) for review and comment by interested companies.

For additional information about MAWSS and a copy of the Board Standard Specifications, go to [www.mawss.com](http://www.mawss.com) and look under the heading “Bids”.

#### **SOQ Submittal**

SOQs must be received at the Park Forest office of MAWSS at 4725 Moffett Road, Suite A, Mobile, Alabama, **by close of business (4:00 p.m. CST) on July 2, 2024**, to be considered. Any response received after that time and date will be returned unopened. SOQs should be mailed or hand-delivered to Donna Phillips, Secretary to Doug Cote, P.E., Assistant Director, Operations. Ms. Phillips’ telephone number is 251-694-3188.

All responses shall be submitted in a sealed envelope plainly marked “**PICS Integration Statement of Qualifications**”. Provide five copies of the SOQ.

#### **Questions and Comments**

Questions and comments regarding the RFQ must be submitted in writing to David Stejskal/Jacobs at [david.stejskal@jacobs.com](mailto:david.stejskal@jacobs.com) and copied to [dphillips@mawss.com](mailto:dphillips@mawss.com) **prior to 4:00 p.m. CST, June 25, 2024**.

#### **Responses to Company Questions and Comments**

Companies interested in submitting an SOQ to MAWSS should periodically check the Public Notices page at [www.mawss.com/projects/public-notices](http://www.mawss.com/projects/public-notices) for postings of responses to questions and answers. Any changes to the Agreement will also be noted therein.

#### **Approved PICS Supplier Summary of Work**

MAWSS requires general contractors who construct construction projects for MAWSS to use MAWSS pre-approved PICS Suppliers. The purpose of this solicitation is to approve PICS Suppliers who desire to be considered by Contractors as subcontractors on MAWSS Projects that require the services of a PICS Supplier. The scope of work to be performed by the PICS Supplier will be determined by the Contractor in accordance

with the construction project's plans and specifications.

Work by Approved PICS Suppliers may include installation of new software, programming of PACs, HMIs, and other software required for a functional SCADA system. Additionally, the PICS integrator may be required to purchase hardware and software and provide configuration for physical and virtual machines, Ethernet network switches, and firewalls. The PICS integrator will also be responsible for testing and troubleshooting to update and integrate the overall facility SCADA systems into the MAWSS SCADA network.

Approved PICS Suppliers selected for projects, as described above, will be responsible for all or some of the following work associated with MAWSS construction projects:

1. For PIC Equipment and Ancillaries:
  - a. Design and Construction Submittals
  - b. Equipment, enclosures, and ancillaries
  - c. Instructions, details, and recommendations to, and coordination with, construction General Contractors
  - d. Verify readiness for operation
  - e. Verify correctness of final power and signal connections (lugging and connecting)
  - f. Adjusting and calibrating
  - g. Starting up
  - h. Testing and coordination of testing
  - i. Training
2. Non-PIC equipment directly connected to PIC equipment:
  - a. Obtain from construction General Contractor manufacturer's information on installation, interface, function, and adjustment
  - b. Coordinate with construction General Contractor to allow required interface and operation with PIC System
  - c. For operation and control, verify that installations, interfacing signal terminations, and adjustments have been completed in accordance with manufacturer's recommendations
  - d. Test to demonstrate required interface and operation with PIC System
  - e. Examples of items in this category include, but are not limited to, the following:
    - i. Valve operators, position switches, and controls
    - ii. Motor control centers
    - iii. Generators
    - iv. Switchgears

- v. Adjustable speed and adjustable frequency drive systems

Approved PICS Supplier will be required to work closely with MAWSS's PICS Lead Consultant and IT staff, operations and maintenance staff, and preferred equipment manufacturers to determine operating requirements.

### **Minimum Qualifications**

1. Minimum of ten (10) years' experience providing, integrating, installing, and starting up similar systems as required for this SOQ.
2. Project Manager: Minimum of ten (10) years' experience installing, testing, and starting systems similar to PIC Systems required for this SOQ.
3. Approved PICS Supplier and their subcontractors must be certified to conduct business in the State of Alabama.

### **Statement of Qualifications Format**

SOQs must be submitted in the format identified below. Non-compliance with the format requirements may result in the SOQ being rejected. Qualified companies interested in submitting a SOQ must submit the information identified below in a bound document using a three (3)-ring binder, cover and binding comb, or cover with a glued binding. Stapled documents are not acceptable.

Each section of the SOQ must be preceded with a divider page containing a labeled tab. Do not exceed the number of pages identified below for each section. Resumes are excluded from the page limit, but shall not exceed two (2) pages for each resume

#### ***I. Transmittal Letter (max. one [1] page)***

The first page of the document shall be a letter from the company transmitting the SOQ to the Board. The letter must certify that the information provided in the SOQ is accurate and is signed by an appropriate officer of the company.

Include in the letter the name and contact information of the person to whom questions about the SOQ should be addressed.

#### ***II. Table of Contents (max. one [1] page, precede with labeled tab divider page)***

Include a table of contents after the transmittal letter.

#### ***III. General Information about the Company (max. three [3] pages, precede with labeled tab divider page)***

Provide general information about the company's size, office locations, expertise, water and wastewater utility clients, years in business, and any other general credentials that characterize the capabilities of the company.

Identify the client services manager and project managers who will be the primary contact for the Board and departments if the company is selected. Show the client services manager and project managers primary office locations and contact information. Attach a resume of the client services manager and listed project manager(s).

#### ***IV. Specific PICS Qualifications***

Complete the questionnaire in Appendix A and place it as the first item in this section. Complete the questionnaire in accordance with the instructions at the top of the first page of the form.

- A. Insert a divider after the questionnaire. After the divider insert three (3) pages (max.) that describe the company's experience and credentials relative for each of the service categories listed below. The categories are based on MAWSS approved Hardware standards and selection of VTSCADA for HMI application. List relevant project descriptions completed, clients and any other pertinent information that accurately describes the company's history and current capabilities within the service category. Do not include work that is a capability of a sub-consultant that worked on a project for the company. Service Categories should include:
1. Allen Bradley PAC Program
  2. VTSCADA HMI Programming
  3. Configuration of GE MDS or GE Orbit radios and radio networks.
  4. Development of PAC, HMI, and Tag Naming Standards
  5. Firewall and Ethernet Switch Configuration
  6. Development and maintenance of Virtual Machines and Virtual Local Area Networks
- B. Attach resumes of the staff that will play significant roles in the performance of the work for MAWSS, listing their experience and credentials. Only show personnel who will have significant roles supporting MAWSS projects. Indicate the primary office address out of which these personnel will be working and the distance from said office to MAWSS main office at 4725 Moffett Road, Mobile. Number of resumes submitted shall not exceed six (6) resumes.

**V. Proximity to MAWSS (max. one [1] page, precede with labeled tab divider)**

Identify the address of the nearest **fully staffed and permanent** company office to MAWSS at 4725 Moffett Road. State when the office was opened. Identify the distance from 4725 Moffett Road to the said office. Identify the resources and capabilities that exist within the nearest office. Offices that are temporarily staffed, temporarily leased, etc., are not acceptable for fulfilling this requirement.

**VI. Company Selection Process**

Approved PICS Supplier selection will be based on the process outlined below.

Preliminary Ranking

Representative from the Board's engineering staff, IT staff, and administrative staff will independently score companies. Total Score is the sum of the points identified in A through F below. The scores will then be compared among the Board's staff and a consensus reached regarding the preliminary scores.

Below is a description of the scores for preliminary ranking.

A. Hardware/Software Experience (thirty [30] points)

The Hardware/Software Experience Score is an overall score of the company's familiarity and experience with MAWSS Hardware and Software standards. The score is the opinion of the MAWSS engineer or representative performing the scoring based on personal experience with the

company, information submitted in the SOQ, the company's reputation for such capabilities, the response to the questionnaire, and any other factors the engineer deems prudent to consider in the grading.

B. Qualifications of Applicants Personnel (twenty-five [25] points)

The Qualifications of Applicants Score is an overall score of the applicant's staff capabilities, staff availability, and staff experience based on information submitted in the SOQ and the credentials of the individuals named that will perform the work

C. Panel Fabrication, Field Startup, and Equipment Testing Capabilities (thirty [30] points)

The applicant shall demonstrate ability to deliver complex projects in a timely manner including panel fabrication, PLC/HMI programming, systems startup and testing, and training of Owner personnel in projects lists submitted under other sections of this RFQ. Descriptions provided under those project descriptions will be used to score each applicants ability to deliver SCADA and PICS work for MAWSS.

D. Proximity to MAWSS Score (fifteen [15] points)

The Proximity to MAWSS Score is determined by the location of a company's nearest office. MAWSS prefers the use of companies with offices within two hundred and fifty (250) miles of MAWSS facilities.

E. Small and Underutilized Business (five [5] bonus points)

If your business is a certified DBE, state the public agency under which you are certified and the trades/business type for which you are certified..

**Final Ranking and Selection**

After preliminary ranking is determined, the rankings will be reviewed by MAWSS leadership and a recommendation will be developed for review with the Board. The final selection of Approved PICS Suppliers will be recommended to the Board for approval.

**Notices**

The Board reserves the right to waive any informality in the selection process when such waiver is in the best interest of the Board and to reject any Statements of Qualifications.

The Board in its sole discretion reserves the right to make final decisions regarding PICS Supplier selection. The grading of PICS Suppliers as described herein is intended to be a guide and not the only determinant in selecting firms.

The cost of developing a response to this RFQ is borne by the company making the submittal. The Board shall have no obligation to reimburse any expense whatsoever associated with developing and furnishing SOQs.

Companies providing SOQs are not guaranteed to receive award of an Agreement for work with the Board or guaranteed to be listed as Approved PICS Suppliers on future Work.

Approved PICS Suppliers will be used on an as-needed basis. There is no guarantee that any set amount of work will be provided to any particular company.

The Board may at any time in the future release additional RFQs and/or pursue agreements with companies other than those selected as a result of this RFQ.

In projects that are funded with Alabama State Revolving Fund Loans, ADEM may review and approve or disapprove subcontractors submitted by the General Contractor on a project. Being approved by MAWSS does not guarantee approval by ADEM.

**Tentative Schedule**

June 3, 2024	RFQ Release Date
June 25, 2024	Questions or comments due to MAWSS.
July 2, 2024	Statements of Qualifications due to MAWSS.
August 5, 2024	Board Approval of Approved PICS Suppliers



C. Certified Licensed Professional Engineers:

Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Name: \_\_\_\_\_ License #: \_\_\_\_\_

D. Has *Applicant* operated under the current name for the last five (5) years?

**YES**  **NO**

If not, attach a complete explanation for operating under a different name. List below each previous name or address, if any used in the last five (5) years. Use attachments as needed.

1. Previous Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Location Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. Company was:  **Sole Proprietor**  **Corporation**  **Partnership**  
 **Limited Liability Company**

E. Current President or Chief Executive Officer:

\_\_\_\_\_ Years in position: \_\_\_\_\_

F. Other Current *Officers* and length of time with the *Applicant*\*:

Name	Title	Years
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____





(If YES, attach a complete explanation including, without limitation, the court in which the case was pending, case number, date of charges, alleged criminal conduct and/or violation, current status and resolution, if any.)

- K. Has the *Applicant* or any of its *Officers* (including any experience and time while employed by another firm), *Parent, Affiliates, or Subsidiaries* had a judgement entered for contract default or been barred from bidding on public contracts over the last five (5) years?

\_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

(If YES, attach a complete explanation, including without limitation, pertinent facts, dates, and current status.)

L. Loans:

Has *Applicant, its Parent* or any of its *Subsidiaries* defaulted on any loan agreement or financing with any bank, financial institution, or other entity within the last five (5) years?

\_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

(If YES, attach a complete explanation including without limitation identifying the loan, borrower, name of lender, loan number, name and phone number of contact with lender, details including amount of loan and its purpose, circumstances, and prospects for resolution.)

M. Bonding:

1. What is *Applicant's* current bonding capacity.

\_\_\_\_\_

2. Payment & Performance Bond/Surety Information:

(1) Name: \_\_\_\_\_

(2) Address: \_\_\_\_\_

(3) Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

(4) Surety A.M. Best Rating: \_\_\_\_\_

3. Provide a notarized letter(s) addressed to MAWSS and referencing this RFQ from the *Applicant's* surety company(ies) which verifies the *Applicant's* total bonding limits as stated in response to Question L1 above and states that the surety company(ies) intend(s) to issue standard payment and performance bonds on behalf of the *Applicant* if a contract to construct the Project as described in this RFQ is awarded to the *Applicant*.
4. Have performance or payment bond claims ever been paid by a surety for *Applicant, its Parent, or any of its Affiliates or Subsidiaries* on any project in the past five (5) years?

\_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

(If YES, attach a complete explanation including without limitation a description of each claim, name of claimant, nature of the claim, status of the claim, and resolution of claim, if any.)

5. In the past five (5) years, has any surety refused to bond the *Applicant, its Parent, or any of its Affiliates or Subsidiaries* on any project?

\_\_\_ **YES** \_\_\_ **NO**

(If YES, attach a complete explanation including without limitation a complete statement of the reasons for each refusal and the name, address and phone number of the surety that refused to bond.)

N. Insurance: Does the *Applicant* carry Cyber Terrorism and/or Professional Liability (Errors & Omissions) Insurance?

\_\_\_ **YES** \_\_\_ **NO**

(If YES, provide proof of active insurance policy.)

O. Has the *Applicant*, its *Parent*, or any of its *Affiliates* or *Subsidiaries* ever failed to complete a project for any reason?

\_\_\_ **YES** \_\_\_ **NO**

(If YES, attach a complete explanation)

P. Minimum Experience Requirement: The *Approved PICS Supplier Applicant* shall have successfully completed one (1) project within the past five (5) years that included implementation of a virtual network and virtual machine architecture.

*Applicant* certifies that the minimum of required experience described above have been met:

\_\_\_ **YES**

List below (or separately) the requested information for the project(s) that were accomplished by *Applicant* that satisfy the minimum experience requirement certified above:

1. Project Name	_____
Owner	_____
Phone	_____
Contact Person	_____
Completion Date	_____
Engineer	_____

Q. Minimum Experience Requirement: The *Applicant* shall have successfully completed five (5) projects within the past six (6) years that included construction and implementation of a water/wastewater SCADA.

*Applicant* certifies that the minimum of required experience described above have been met:

\_\_\_ **YES**

List below (or separately) the requested information for the project(s) that were accomplished by *Applicant* that satisfy the minimum experience requirement certified above:

1. Project Name	_____
Owner	_____
Phone	_____
Contact Person	_____
Completion Date	_____
Engineer	_____
2. Project Name	_____
Owner	_____
Phone	_____
Contact Person	_____
Completion Date	_____
Engineer	_____
3. Project Name	_____
Owner	_____
Phone	_____
Contact Person	_____
Completion Date	_____
Engineer	_____
4. Project Name	_____
Owner	_____
Phone	_____
Contact Person	_____
Completion Date	_____
Engineer	_____
5. Project Name	_____
Owner	_____
Phone	_____

Contact Person \_\_\_\_\_  
Completion Date \_\_\_\_\_  
Engineer \_\_\_\_\_

- R. Minimum Experience Requirement: The *Applicant* shall have successfully completed three (3) projects within the past four (4) years that included network switch, firewall configuration, and network monitoring. Experience with listed network switch and firewall manufacturers is preferred.

*Applicant* certifies that the minimum of required experience described above have been met:

\_\_\_\_\_ **YES**

List below (or separately) the requested information for the project(s) that were accomplished by Applicant that satisfy the minimum experience requirement certified above:

1. Project Name \_\_\_\_\_  
Owner \_\_\_\_\_  
Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Completion Date \_\_\_\_\_  
Engineer \_\_\_\_\_  
Firewall  
Manufacturer \_\_\_\_\_  
Network Switch  
Manufacturer \_\_\_\_\_  
2. Project Name \_\_\_\_\_  
Owner \_\_\_\_\_  
Phone \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Completion Date \_\_\_\_\_  
Engineer \_\_\_\_\_  
Firewall  
Manufacturer \_\_\_\_\_

Network Switch  
Manufacturer

3. Project Name

Owner

Phone

Contact Person

Completion Date

Engineer

Firewall  
Manufacturer

Network Switch  
Manufacturer

- S. Local Fabrication: Does the *Applicant* have an Underwriters Laboratory (UL)-approved panel fabrication facility located within four hundred (400) miles of the City of Mobile?

\_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

If YES, attach proof UL certification, number of panel fabrication personnel, and attach list of 5 recent panel fabrication projects performed at local facility. If NO, attach explanation.

- T. Is the *Applicant* certified by the Control System Integrators Association (CSIA)?

\_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

If YES, provide proof of certification. If NO, attach explanation.

U. Has the *Applicant* provided and commissioned at least five (5) telemetry projects successfully with GE MDS Radio Products?

\_\_\_\_ **YES** \_\_\_\_ **NO**

If YES, provide references including radio type, frequency, and number of radio sites. If NO, attach explanation.

V. Is the *Applicant* a VTSCADA Certified Solutions Provider?

\_\_\_\_ **YES** \_\_\_\_ **NO**

If YES, provide proof of certification. If NO, attach explanation.

W. How many of the *Applicant's* staff are trained in VTSCADA version 12.1 or higher?

\_\_\_\_\_

How many of the *Applicant's* staff have been through VTSCADA Advanced training?

\_\_\_\_\_

X. How many VTSCADA installations has the *Applicant* performed in the last five (5) years? (Provide List)

\_\_\_\_\_

Y. Does the *Applicant* have experience with Emerson's hardware platforms including ControlWave, ControlWave Micro, and Bristol 33XX?

\_\_\_\_ **YES** \_\_\_\_ **NO**

If YES, provide a summary of this experience including programming software used and use of BSAP protocols (serial and Ethernet).

Z. Does the *Applicant*, have a written quality control/quality assurance program?

\_\_\_\_ **YES** \_\_\_\_ **NO**

If YES, provide a copy or outline. If NO, provide explanation.

AA. Does the *Applicant* have a written substance abuse policy?

\_\_\_\_ **YES** \_\_\_\_ **NO**

If YES, provide copy or outline. If NO, provide explanation.

CC.If applicable, attach a listing of all construction-related lawsuits (other than labor or personal injury litigation) in the last five (5) years in which the *Applicant* was a plaintiff or defendant including but not limited to owner's claims, warranty claims, claims against engineer, etc. Identify the nature of the lawsuit, the amount in dispute, the parties, the court where the lawsuit was/is pending, the case number, the current status, and the ultimate resolution.