



# *City of Hamilton Public Works*

920 New York Ave  
Hamilton, Montana 59840

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## **REQUEST FOR QUALIFICATIONS**

**SUBJECT: Professional Services for Instrumentation Controls and SCADA planning for the City of Hamilton Wastewater Treatment Plant and Water System**

**DATE: December 8, 2017**

The City of Hamilton is requesting written qualifications from qualified engineering firms for Instrumentation and Controls (I&C) services necessary to plan, design and implement upgrades to the City's existing control systems at the City's Wastewater Treatment Plant and water system. The Work also includes Water and Wastewater system-wide Supervisory Control and Data Acquisition (SCADA) planning and implementation that will set the course for additional SCADA upgrades to the City's Water and Wastewater Utilities system.

**BACKGROUND:** Upgrades to the City of Hamilton's Waste Water Treatment Plant (WWTP) have been ongoing for decades in response to permitting requirements and technological advances. The proposed project is designed to streamline, integrate and standardize the instrumentation and control systems at the WWTP and plan for full integration of the City's wastewater collection system and the potable water system.

The City wishes to integrate, upgrade and replace existing control systems at the Wastewater treatment plant. The project will design, install and replace existing instrumentation and control systems used for overall plant operations, headworks including screening and grit removal, influent pumping, aeration control including phased nitrification and de-nitrification control using pH and ORP, secondary clarification, aerobic digestion including digester air control using DO control, UV Disinfection, dewatering, composting, flow pacing for chemical input(s) and operations. The selected firm will work closely with City Wastewater Treatment Staff, Engineering Staff and I & C Electricians as required. The selected firm will be expected to design and construct the project from its nascent stages to installation/construction in a timely manner.

Integration will include SCADA upgrades to wells, booster stations, water storage reservoir, and lift stations to put water and sewer operation on a single SCADA system. The new system shall provide for remote access and control to the City's water and sewer system.

**PROPOSAL OBJECTIVES INCLUDING BUT NOT LIMITED TO:** Development of a Master SCADA System Plan including system development and design guidelines, design and installation of a new Programmable Logic Controller (PLC) System for the WWTP and Associated Hardware/Enclosures. New control PLC(s) will enable PLC

system I/O and functions to be migrated into new single PLC control system. Identify, Trace, Ring and Label all existing wiring and I/O associated with the existing PLCs located at the WWTP. Remove and salvage to Owner existing PLCs and the associated control infrastructure at the WWTP. Demolish and remove unused circuits. All programming work associated with conversion of existing PLC logic to the new software platform and the installation of new HMIs. All work on this project must be completed in accordance with Montana Department of Environmental Quality's Circular DEQ-2: Standards for Waste Water Works and all additional relevant standards, including all current relevant fire protection and electrical codes.

**PROPOSAL CONTENT:** The City of Hamilton requires the respondent to submit a concise, sealed proposal clearly addressing all of the requirements outlined in this request for proposals.

Four (4) hard copies of the proposal and one (1) electronic copy shall be submitted and shall be organized in an easy-to-follow format. The statement of qualifications (including name, address, and phone number) must be submitted to the City of Hamilton Clerk's Office, 223 S. 2<sup>nd</sup> Street, Hamilton, MT 59840 by 3:00 PM, Mountain Time, **January 10, 2018**. Proposals shall be limited to 10 pages maximum, not including resumes. Proposal must include, at a minimum, the following sections:

- a. Qualifications of the project team and technical personnel assigned to work on the project,
- b. The name of the individual that will be Project Manager should your firm be selected and his/her experience, resumes of the personnel to be utilized, including specific relevant project experience on similar projects,
- c. References from recent locations where similar work was performed including contact names and telephone numbers,
- d. Location of firm, project team members, and technical personnel assigned to work on the project,
- e. Capability to meet time and project budget requirements,
- f. Present and projected workloads,
- g. A description of any recent and current work for the City of Hamilton.
- h. Anticipated use of other firms/individuals as subcontractors,
- i. A preliminary scope of work, based upon your firm's recommended approach to the work.
- j. A signed and dated proposal by a qualified company official.

The consulting firm selected for the project must be registered as Professional Engineers in the State of Montana.

All proposals will be evaluated in accordance with the indicated points:

1. The qualifications of professional personnel to be assigned to the project, capability to meet budget, and workload - 20 Points;
2. Related experience on similar projects - 20 Points;
3. The respondent's methodology proposed for the scope of work - 10 Points;
4. Recent and current work with the City of Hamilton - 5 Points;
5. The location of the firm to the City of Hamilton – 5 points;
6. Background Reference Checks - Record of past performance of firm or personnel on similar projects and projects performed for the City of Hamilton – 25 points

7. Overall quality of the proposal - 15 Points

Following review and evaluation of all proposals, the City may conduct interviews with top candidates and then award the contract to the most qualified consultant based on the evaluation score, and whose proposal is deemed to be the most advantageous to the City. If the City is unable to negotiate a satisfactory contract, the City shall select another qualified consultant until an agreement is reached or the process is terminated. Unsuccessful consultants will be notified as soon as possible.

Requests for additional information about the project and other inquiries may be directed to Mr. Donny Ramer, Director of Public Works, at 920 New York Avenue, Hamilton, MT 59840. Telephone (406) 363-6717, e-mail: [dpw@cityofhamilton.net](mailto:dpw@cityofhamilton.net).

The City of Hamilton reserves the right to accept or reject any and all proposals, or parts of proposals; waive technicalities; and to make its decision on the basis of merit, appropriateness, and other reasonable factors. Unless all proposals are rejected or the solicitation is canceled, a contract will be awarded to the consultant whose proposal best meets the requirements and criteria set forth in this solicitation.

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