



**TOWN OF COUPEVILLE  
REQUEST FOR PROPOSALS  
FROM QUALIFIED SYSTEM INTEGRATOR FIRMS  
Proposals Due 3:00 pm April 18, 2022**

The Town of Coupeville is accepting qualification proposals from System integrator firms for the Towns SCADA upgrade on eight network sites.

The Town of Coupeville's Water and Wastewater facilities have been modified and maintained by several different integrators over the years. Each firm implemented a different design standard and currently the sites throughout the system consist of a varied mix of technologies and hardware. The Town would like to transition the remaining sites to the new Allen-Bradley cellular network SCADA system.

If you have any questions concerning this RFP please feel free to contact Joe Grogan, Utility Superintendent at [utilities1@townofcoupeville.org](mailto:utilities1@townofcoupeville.org)

The scope of work will include, but is not limited to:

- **System Inventory:** Onsite review and evaluation of the existing control equipment. provide all engineering services required to determine the features and functions of the existing control system that need to be accounted for in the designed upgrades.
- Document as-built condition of existing control panels.
- Identify and document PLC and SCADA IO for each site.
- Review and outline the functional requirements of the control and telemetry system for each site.
- **Engineering and Design Services:** Professional services required for all process control upgrades.
- **Design control panels:** Design package for each site to include a detailed bill of material and CAD-based panel layout and wiring diagrams.
- **UL Fabrication:** All new control panels will be UL listed.
- **Installation:** provide field installation of all hardware and control panels. The hardware is to be installed as a direct replacement to the exiting RTU and radio equipment currently installed at each site.
- **Programming:** provide programming and integration services as required to implement a fully functional system. Including PLC, OIT, SCADA, and telemetry communications programming.

- Cellular network deployment: provide the required coordination with wireless providers to expand the existing cellular telemetry network for the Town of Coupeville. provide the required technical and administrative coordination to build the network and activate all supplied equipment.
- Startup Testing and Commissioning: provide operational testing as required to demonstrate a fully functional system.
- Training: provide operator and maintenance staff training for all hardware and software system upgrades.
- Warranty: minimum 1-year comprehensive materials and labor warranty for all equipment and services.

### **Submission Guidelines and Requirements**

- All firms or individuals submitting a proposal must be licensed and bonded and ensure compliance with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State and local agencies having jurisdiction and authority.
- Include a signed cover letter from the person who will have contract authority over this proposal explaining your interest and include contact information for that person and the company.
- Include company background and experience, working on similar municipal projects.
- Include information and the availability of system integrators and the office location they would be traveling from.
- Include an example of a SCADA system upgrade or similar work product completed in the past three years.
- Include contact information for two references from jobs completed in the prior 12 months.

**Proposals must be received by 3:00 pm April 18, 2022**

***Proposals should be mailed to:***

Town of Coupeville  
Attn: SCADA Upgrade Proposal  
PO Box 725  
Coupeville, WA 98239

**or**

***Dropped off in-person, in a sealed envelope:***

Town of Coupeville  
Attn: SCADA Upgrade Proposal  
4 NE Seventh  
Coupeville, WA 98239

## **Evaluation and Selection**

Proposals will be evaluated by the Town of Coupeville staff to ascertain which person or firm best meets the needs of the Town. The Town will make a selection based on responsiveness to the requirements set forth in this RFQ, relevant past performance/experience, sample work product and references. The Town of Coupeville reserves the right to award the contract to the responder who presents the most responsive proposal to the Town as determined solely by the Town of Coupeville in its absolute discretion.

In order to ensure consistent and correct information, prospective firms shall submit all questions and requests for clarification to the RFQ in writing, via email to [utilities1@townofcoupeville.org](mailto:utilities1@townofcoupeville.org). Questions and answers will be posted on the town website, along with the RFQ. The Town will not respond to questions submitted less than two business days prior to the due date.

*This RFQ does not commit the Town to the award of a contract or to pay and cost incurred in the preparation of or the response to this RFQ. There is not obligation on the part of the Town to select and award any firm or individual submitting a response. If appropriate, a professional service agreement will be negotiated with the selected firm.*

*The Recipient, in accordance with the Title VI of the Civil Rights Act of 1964, 78 Stat. 252.42 U.S.C. 2000d to 2000-4 and Title 49, Code of Federal Regulations Nondiscrimination in Federally-assisted program issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the ground of race, color, national origin, or sex in consideration of an award.*