
REQUEST FOR QUALIFICATIONS

SCADA SUPPORT SERVICES FOR WATER POLLUTION CONTROL DIVISION FOR THE PUBLIC WORKS DEPARTMENT, TOWN OF GROTON, CT

Statements of Qualification for the selection of a firm ("Consultant") are being solicited by the Public Works Department ("Department") to provide Supervisory Control and Data Acquisition (SCADA) Support Services for the Water Pollution Control Facility (WPCF) and Pump Stations as required by the Department. Services required include but are not limited to, ongoing on-call SCADA support, visual and functional system hardware checks, software checks, system backup and documentation, maintaining interconnectivity between other WPCF systems, providing SCADA training to facility personnel and other services that are beneficial to the Department.

The Consultant will render these services to the Department on an as-needed basis, with no minimum or maximum amount of services specified or guaranteed.

The Consultant must have direct experience with SCADA applications in the wastewater treatment community.

The Consultant's primary business should be in one or more of the fields of electronics, controls, telemetry, data acquisition, programming, electronics/electrical engineering and associated equipment or SCADA.

Consultant shall not rely on subcontractors as a primary source of expertise. The Town is requesting the Consultant to have permanent resources available as part of their firm.

The Consultant shall assign one person with significant SCADA planning and management experience to be available as the point of contact for all oversight efforts. The Consultant must have, on permanent staff, personnel that have knowledge of and training in the Town's SCADA software (Intellution iFix 5.5).

Please be advised of the Insurance Requirements of the Town (attached). Firms that are selected for interviews must show evidence of having or being able to procure such limits as detailed before the interview.

Pre-bid Site Visit: One MANDATORY pre-bid site visit will be held at 1:30pm. (prevailing time) on Wednesday, May 13, 2024 at the WPCF Plant, 170 Gary Court, Groton, CT 06340. Prospective respondents will have the opportunity to see the plant, the associated SCADA system and the associated hardware.

An original and three (3) copies of your qualifications, containing the above requirements, are to be submitted to Greg A. Hanover, P.E. Director of Public Works, 134 Groton Long Point Road, Groton, CT, by May 31, 2024 by 4:00p.m. (prevailing time). Submittal deadline will be strictly enforced.

The following information must be included in each submittal of qualifications:

- Background statement consisting of who the firm is, discipline capabilities, principals, staff size and availability, location, and financial stability.
 - A detailed statement including the organizational structure under which the firm proposes to conduct business. The relationship to any "parent" firm or subsidiary firm, with any of the
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parties concerned, must be clearly defined. In the case of multiple firms, the "firm of record" and the party responsible for coordination shall be identified.

- Qualifications and position with firm(s) of those individuals that represent the knowledge base that the firm will bring to the Department. Include resumes of these personnel.
- Projects completed in the public (preferred) or private sectors that illustrate the firm's understanding of current codes, sustainability and practicality of the solutions developed for clients.
- Excerpts, not to exceed fifteen (15) pages, showing a variety of system documentation, record drawings, O&M instructions and other similar documents developed by Consultant and provided to customers.
- Concluding statement as to why your firm is best qualified to meet the needs of the Town and why your firm should be selected.
- The consultant may wish to include information on how fees would be developed.

SELECTION OF CONSULTANT

A panel of Town of Groton staff will review the qualifications received and select not more than five of the most qualified firms to be interviewed by the panel. Interviews will be set up with the selected firms. Each firm will have 45 minutes to make a presentation to, and answer questions from, the panel. The panel will select the most qualified firm. Negotiations will commence on a fair, competitive, and reasonable fee. All negotiations will remain confidential until a contract has been signed.

After selection of the firm(s), the Consultant shall enter into a Support Service Agreement with the Town.

Insurance Requirements

Insurance shall be written with carriers approved in the State of Connecticut and with a minimum AVI Best's Rating of "A-" VIII. In addition, all carriers are subject to approval by the Town of Groton and no coverage shall contain special limitations on the scope of protection afforded to the Town, its officers, officials, employees or volunteers. The Town of Groton shall be named as an Additional Insured on a primary and non-contributory basis to all policies except Workers' Compensation and Professional Liability

General Liability		(Minimum Limits)
	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed operations Aggregate	\$2,000,000
	- Policy must contain no exclusion for Explosion. Collapse and Underground Hazard {XC & U}	
	- Contractor must notify the Town whenever claims Reduce the General Aggregate below \$1,000,000	
	- The Town should be notified if the Aggregate limits Include defense costs	
AutoLiability	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability (if required)	Each Claim	\$2,000,000
	Aggregate	\$2,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation and Employers' Liability	WC Statutory Limits EL	
	Each Accident EL Disease	\$1,000,000
	Each Employee EL Disease	\$1,000,000
	Policy Limit	\$1,000,000

For Contractors:

(Should a Contractor be involved in operations requiring coverage under special State or Federal Acts, such as Maritime or Railroad, the Contractor must provide evidence of this coverage. Should a Contractor be exempt from the Workers' Compensation Laws of the State of Connecticut, or any other State or Federal requirements, evidence of such exemption must be provided and a "Hold-Harmless" agreement provided in language satisfactory to the Town, holding it harmless in the event of any claim for injury or damages. Contractors based out-of-state must provide evidence that their Workers' Compensation policy will cover injuries/illnesses sustained while working in the State of Connecticut. The Contractor is responsible for ensuring that all of its subcontractors carry Workers' Compensation Insurance, as described above.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of three (3) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for three (3) years from the completion date. Original, completed Certificates of Insurance must be presented to the Town of Groton Public Works prior to purchase order/contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of any policy. Should any *of* the above described policies be cancelled before the expiration date, written notice must be made to the Town thirty (30) days prior to cancellation).