

**REQUEST FOR QUALIFICATIONS
RFQ # ENG-IT-2024-01
SCADA SYSTEMS REDEPLOYMENT
AND RELATED SERVICES**

Statement of Qualifications Submittal Due Date

Tuesday, May 7, 2024
No Later than 3:00 P.M.



To

Jerry Roegner
IT Manager
Rogers Water Utilities
601 S. 2nd Street
Rogers, AR 72756
Email- jerryroegner@rwu.org

ADVERTISEMENT
REQUEST FOR QUALIFICATIONS (RFQ)
SCADA SYSTEMS REDEPLOYMENT
AND RELATED SERVICES
ROGERS WATER UTILITIES
DATE: APRIL 4, 2024

Rogers Water Utilities (“RWU”) of Rogers, Arkansas is seeking qualified firms to provide SCADA systems redeployment services and related services. More information about the requested professional services is contained in the Request for Qualifications (RFQ).

Copies of the RFQ may be obtained from the RWU administration office at 601 S. 2nd St. in Rogers, Arkansas between the hours of 8:00am and 4:30pm M-F or by request via email at the email address listed below.

Five (5) bound copies of the statements of qualification, and one electronic PDF copy, shall be submitted on or before Tuesday, May 7, 2024 by 3:00 P.M. local time to:

Jerry Roegner
IT Manager
Rogers Water Utilities
601 S. 2nd Street
Rogers, AR 72756
Email- jerryroegner@rwu.org

No solicitation conference is planned. The selection process will conform to the procedures and requirements of Ark. Code Ann. § 19-11-801 *et seq.*, and other applicable law. RWU reserves the right to cancel this RFQ process without notice, reject any and all submissions, to waive technicalities, formalities, and/or informalities, and to accept any submission deemed to be in the best interest of RWU.

This publication was paid for by Rogers Water Utilities, Information Technology Office, amount paid \$215.84.

**Request for Qualifications (RFQ)
Rogers Water Utilities
SCADA Systems Redeployment
and Related Services**

INTRODUCTION

The Rogers Water Utilities (“RWU”) of the City of Rogers, Arkansas is the municipal water and sewer utility of the City of Rogers, Arkansas (“the City”). RWU operates under the supervision and management of the Rogers Waterworks and Sewer Commission of the City of Rogers, Arkansas (“the Commission”).

RWU is seeking statements of qualification from qualified firms to provide networking and systems architecture guidance as related to SCADA and the implementation of HMI software and related services. RWU uses SCADA systems in its water distribution system, wastewater collection systems, and wastewater treatment systems. **Engineering professional services are required for this project.** The RWU Information Technology (IT) Office will assist with the administration of this procurement and coordination of services obtained pursuant to this procurement.

BACKGROUND

RWU’s SCADA environment needs to be redeployed with an updated system architecture and new software. RWU is seeking advice regarding the best configuration of the systems for operational efficiency and security. RWU is also seeking advice on selecting an HMI platform that is best suited to its operational needs.

PRELIMINARY SCOPE OF SERVICES

The selected firm(s) may be asked to perform any of the following tasks, and other related tasks:

- A. Conduct an initial Survey of RWU’s existing SCADA systems and provide recommendations for an updated system architecture including server configuration, network design, and domain services; system architecture should account for security, redundancy, and maintainability;
- B. Provide recommendations for SCADA related software including HMI, historian, alarming, secure remote access, development tools, and logging;
- C. Provide recommendations for replacing any end-of-life hardware;
- D. Provide implementation strategy of SCADA related software and services;
- E. Execute the implementation of the updated system architecture and any SCADA related software.

- F. Provide periodic evaluation of systems and practices implemented and provide recommendations for adjustments;
- G. Provide online, and (as needed) onsite support services;

This is a preliminary scope of services. In accordance with Ark. Code. Ann § 19-11-805 (a), after a firm is selected, RWU and the selected firm will jointly prepare a detailed, written description of the scope of the proposed services.

EVALUATION OF QUALIFICATIONS

Qualifications shall be evaluated in accordance with Ark. Code. Ann. § 19-11-803. In accordance with those standards, respondents to this RFQ are asked to provide the following information regarding qualifications and characteristics of the responding firm.

1. Please describe the specialized experience and technical competence of the responding firm with respect to serving RWU. Describe the history and experience of the responding firm and the responding firm's experience in providing services of the type listed in the preliminary scope of services. Describe the firm's familiarity with functionality and feature requirements prescribed by law for certain public entities in Arkansas. Provide the names and professional qualifications of the personnel who would provide the services and identify the individual who would serve as the primary contact and be primarily responsible for handling the engagement. Include any distinguishing features of the responding firm's proposed services.
2. Describe the capacity and capability of the firm to perform the work in question within any time limitations fixed for completion of the courses of action chosen.
3. Please describe the past record of performance of the firm with respect to factors such as those listed in Ark. Code. Ann. § 19-11-803 (3). With regard to the control of costs factor, please describe the willingness of the firm to, where appropriate, accomplish the objectives of the engagement by working in concert with RWU staff.
4. The firm's proximity (office locations and associated resources) to Northwest Arkansas and its familiarity with Northwest Arkansas, and its proximity to and familiarity with any other geographical areas in which the work would be, or would likely be, performed, including additional office locations.
5. Provide other information that has bearing on the responding firm's ability and qualifications to provide the requested services.

Firms should not submit fee and costs information with their Statements of Qualification. Fees and costs will be considered with a firm selected for negotiation of a contract in accordance with Ark. Code. Ann. § 19-11-805.

Each responding firm should also disclose any conflicts or potential conflicts with RWU including all contracts and/or transactions that might reasonably be construed to be adverse to the interests of RWU. Each responding firm should also disclose all relevant material facts regarding significant financial

interests, or any influential interests, with any of RWU's employees, members of the Rogers Waterworks and Sewer Commission, elected officials of the City of Rogers, members of the Rogers City Council, and City officers and employees of the City of Rogers.

Prefacing the qualifications statement shall be an Executive Summary, providing a summation of the statement and bearing the signature of an individual authorized to bind the responding firm. Statement of Qualifications expenses shall be borne by the responding firm.

SELECTION

Selection shall be conducted in accordance with the procedures outlined in Ark. Code. Ann. § 19-11-804. Each qualification statement shall be provided to RWU's designated representatives, who will rank each firm in accordance with the criteria listed above, resulting in the selection of three qualified firms, with the top-ranked firm then being considered the best qualified and capable of performing the desired work and therefore selected by RWU's representatives for negotiation of a contract in accordance with Ark. Code. Ann. § 19-11-805. The decisions of RWU's designated representatives shall be determinative, subject to approval by the Rogers Waterworks and Sewer Commission.

The selection process may involve in-person and/or telephone interviews and/or presentation to, RWU's representatives.

RWU reserves the right to establish a pool of qualified firms, any one of which may be selected for a particular matter.

Selection and actual award of a contract may be subject, as applicable, to approval by the Rogers Waterworks and Sewer Commission.

NEGOTIATION OF CONTRACTS

Once a firm is selected, negotiation of contracts shall be conducted in accordance with the procedures outlined in Ark. Code. Ann. § 19-11-805.

If the selected firm desires to use its own form professional services contract as a basis for negotiation, it may provide RWU with a draft of the contract. However, RWU may propose changes to any proposed draft during contract negotiations. Further, certain contract provisions are required to be inserted into the contract by applicable law. The selected firm shall provide a Microsoft Word document of any proposed contract document to facilitate entry of proposed revisions.

As part of contract negotiations, the selected firm will be asked to sign RWU's standard Professional Services Non-Disclosure Agreement (as may be modified for this project).

In the event RWU is unable to negotiate a satisfactory contract with the firm selected, RWU shall terminate such negotiations and undertake negotiations with another of the qualified firms selected, and shall further proceed as outlined in Ark. Code. Ann. § 19-11-805. Given the scope of the project and the need for continuity, contracts may have multi-year duration, as permitted by law.

APPLICABLE LAW INCORPORATED

The laws, regulations, and rules of the State of Arkansas, the City of Rogers, Arkansas, and the Rogers Waterworks and Sewer Commission pertaining to procurement by public entities are incorporated into this RFQ, as applicable. Any contract resulting from this procurement process will contain any provision required by applicable law, and any required provision of law that is inadvertently omitted will be deemed incorporated by reference.

INSURANCE REQUIREMENTS

Firms should have appropriate insurance for the work undertaken in this project. Specific types and amounts of coverage will be the subject of contract negotiations with the selected firm.

PERFORMANCE STANDARDS

- A. Contracts for services will include Performance Standards for measuring the overall quality of services provided that a Contractor must meet in order to avoid assessment of damages.
- B. RWU may be open to negotiations of Performance Standards prior to contract award, prior to the commencement of services, or at times throughout the contract duration.
- C. RWU has the right to modify, add, or delete Performance Standards throughout the term of the contract, should RWU determine it is in its best interest to do so. Any changes or additions to performance standards will be made in good faith following acceptable industry standards, and may include the input of the Contractor so as to establish standards that are reasonably achievable.
- D. All changes made to the Performance Standards will become an official part of the contract.
- E. Performance Standards will continue throughout the aggregate term of the contract.
- F. Failure to meet the minimum Performance Standards as specified will result in the assessment of damages.
- G. In the event a Performance Standard is not met, the Contractor will have the opportunity to defend or respond to the insufficiency. RWU has the right to waive damages if it determines there were extenuating factors beyond the control of the Contractor that hindered the performance of services. In these instances, RWU has final determination of the performance acceptability.
- H. Should any compensation be owed to RWU due to the assessment of damages, Contractor shall follow the direction of RWU regarding the required compensation process.

SUBMISSION

Five (5) bound copies of the qualification statements, and one electronic PDF copy, shall be submitted on or before Tuesday, May 7, 2024 by 3:00 P.M. local time to:

Jerry Roegner
IT Manager
Rogers Water Utilities
601 S. 2nd Street
Rogers, AR 72756
Email- jerryroegner@rwu.org

All materials submitted to RWU become public property and are subject to potential disclosure, in whole, or in part, under the Arkansas Freedom of Information Act (FOIA), codified at Ark. Code. Ann. § 25-19-105 *et seq* and other applicable law. If the qualification statement contains proprietary information that the responding firm does not want disclosed, each page containing such information must be identified and marked "PROPRIETARY" at the time of submittal. RWU will, to the extent provided by law, endeavor to protect such information from disclosure. The final decision as to what information must be disclosed, however, lies with RWU in consultation with its legal counsel. Neither RWU nor its legal counsel shall have any liability to any responding firm for any decision of RWU to release information in compliance with FOIA or other applicable law. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request. A responding firm shall not be permitted to mark its entire qualification statement as proprietary.

RIGHT OF REJECTION

RWU reserves the right to reject any and all submissions, to waive technicalities, formalities, and/or informalities, and to accept any submission deemed to be in the best interest of RWU.

QUESTIONS CONCERNING RFQ

Questions concerning this RFQ should be directed by email to:

Jerry Roegner
IT Manager
Rogers Water Utilities
601 S. 2nd Street
Rogers, AR 72756
Email- jerryroegner@rwu.org

Interested persons and firms should communicate only with Mr. Roegner and any other person designated by Mr. Roegner to address questions. Answers to questions shall be sent by email to all firms registering with Mr. Roegner to receive further notices concerning this RFQ.

All interested firms must register their name, address, telephone number, fax number and electronic mail address with Mr. Roegner no later than Friday, April 19, 2024, in order to receive answers to questions, or any revisions or amendments to this RFQ. Requests for information regarding this RFQ must be submitted in writing by e-mail no later than Monday, April 29, 2024 to the contact above. RWU may elect to not answer questions submitted after said date. Questions and Answers will be sent to all registered firms no later than close of business on Tuesday, April 30, 2024.

RWU reserves the right to revise or amend this RFQ up to the time set for submission of statements of qualification. As necessary, the time for submission of statements of qualifications may be extended, at the sole discretion of RWU. Such revisions and amendments, if any, shall be announced by amendments to this RFQ. Copies of such amendments shall be furnished to all interested firms registering to receive notice.

Estimated Schedule

May 7, 2024 at 3:00 P.M.:	All Qualifications Statements received
May 8, 2024-May 15, 2024:	Review and Ranking of Firms by RWU
May 20, 2024:	Review by Rogers Waterworks and Sewer Commission
May 21, 2024:	Announcement of rankings; begin negotiation with top ranked firm

Compliance with Laws

RWU is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, sexual orientation, gender identity, transgender status, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and firms submitting statements of qualification agree during the term of any contract resulting from this RFQ that the firm will strictly adhere to this policy in its employment practices and provision of services. Submitting firms shall comply with, and all activities under any contract shall be subject to, all applicable federal, state, and local laws and regulations, as now existing and as may be amended or modified.

Business, Professional and Occupational License Requirement

All firms or individuals located in, or doing business in, Arkansas are required to be authorized to do business in Arkansas and properly licensed in accordance with all applicable federal, state, and local laws.

Antiboycott Provisions:

PROHIBITION ON CONTRACTING WITH ENTITIES THAT BOYCOTT ISRAEL

Pursuant to Ark. Code Ann. § 25-1-503, a public entity **shall not** enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel. This prohibition does not apply to:

1. A company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
2. Contracts with a total potential value of less than \$1,000.

PROHIBITION ON CONTRACTING WITH ENTITIES THAT BOYCOTT ENERGY, FOSSIL FUEL, FIREARMS, AND AMMUNITION INDUSTRIES

Pursuant to Ark. Code Ann. § 25-1-1102, a public entity **shall not** enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction, unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of energy, fossil fuel, firearms, and ammunition industries.

This prohibition does not apply to:

1. A company which offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
2. Contracts with a total potential value of less than \$75,000.