



**ROGUE VALLEY**  
SEWER SERVICES  
CLEAN WATER · HEALTHY COMMUNITIES

## Request for Qualifications

Rogue Valley Sewer Services (RVSS) is soliciting qualifications from qualified firms and individuals to serve as Integrator of Record to upgrade and maintain the control systems for RVSS facilities. Submittals will be accepted up to Tuesday, December 13, 2022 at 2:00 pm, Pacific Time. Submittals received after this time will be returned unopened.

**Facility Description:** The primary facility of concern is the Shady Cove Sewer Treatment Plant. This is an activated sludge plant with a design capacity of 0.35 MGD. The existing SCADA system is functional but obsolete and needs to be replaced. RVSS anticipates that all of the control systems and software will need to be replaced within the next year.

Concurrent with the SCADA upgrades at Shady Cove, RVSS will be replacing the existing chlorine disinfection system with an ultra-violet disinfection system. The design contract for that project has not yet been issued but is expected in November, 2022. The Integrator of Record will be expected to coordinate SCADA upgrades with the installation of the new disinfection equipment.

RVSS has a series of 12 permanent remote flow monitoring stations. These stations include three flumes with ultra-sonic level sensors and nine Hach Flo-Dar assemblies. These stations were originally installed in 2000 and are becoming obsolete. RVSS will be looking to replace all of these sensing and telemetry systems over the next 5 years.

RVSS also operates 24 sewer lift stations. These stations are currently equipped with Mission Control Systems. We are satisfied with the performance of the Mission systems but are willing to explore replacing them with a different monitoring system if it could be integrated into the flow monitoring system.

**Scope of Services:** The Integrator of Record will be expected to perform the following duties:

1. Provide design of new SCADA system for the Shady Cove Sewer Treatment Plant
2. Procure, install and test the performance of new SCADA system for the Shady Cove Treatment Plant.
3. Make recommendations for the replacement of remote flow monitoring equipment.
4. Make recommendations for the replacement of sewer lift stations monitoring equipment.
5. Procure, install and test flow monitoring and lift station monitoring equipment.
6. Conduct routine maintenance on all monitoring and control systems.
7. Provide emergency repairs on all monitoring and control systems, as needed.

**Submittal Contents:**

1. Contact information – Include the name and contact information of key personnel who will be involved in the project.
2. Service Approach – Describe the general approach you will use to address RVSS’ immediate and ongoing system control needs.
3. Experience with similar projects – Provide a list of at least three similar projects performed in the last five years. For each project, provide the following information:
  - a. Project Name
  - b. Name and address of client
  - c. Name of client contact person with contact information
  - d. Summary of project scope and services provided.
4. Qualifications of Key Personnel – Identify the qualifications and experience of key personnel and the role they will play in the project.
5. Emergency support – describe your ability to respond, either in-person or remotely, to control system failures or malfunctions, both under emergency conditions and non-emergency conditions.
6. Subcontracted support services – Describe any necessary services that would be done by a subcontractor and the process you would use to select these subcontractors.
7. Fee schedule – Provide a fee schedule for all services provided. Include any allowances for travel time, mark-ups for any pass through costs, such as equipment or sub-contracted work, or any other costs that would be incurred by RVSS.

**Selection:** All submittals will be reviewed by RVSS staff and ranked on a scale of 1-5 for each of the following criteria:

1. Service Approach	10%
2. Experience with similar projects	20%
3. Qualifications of key personnel	40%
4. Emergency support	20%
5. Costs	10%

Scores will be weighted as shown to develop a composite score. The consultant with the highest composite score will be awarded the contract. RVSS may make outside inquiries and check references as part of the review process.

For more information, please contact Carl Tappert, RVSS General Manager at 664-6300.