

# REQUEST FOR PROPOSALS

## SCADA & INFORMATION TECHNOLOGY MASTER PLANNING SERVICES



Release Date: May 20, 2021

Submission Deadline: July 1, 2021 at 4:00 pm (Pacific)

Contact Person: Mr. Richard Pallante, Maintenance Department Manager

Tahoe Truckee Sanitation Agency  
13720 Butterfield Drive  
Truckee, CA 96161  
[www.ttsa.net](http://www.ttsa.net)

Release Date: May 20, 2021

Closing Date: Thursday, July 1, 2021 at 4:00 pm (Pacific)  
Late proposals will not be considered.

Contact Person: Richard Pallante, Maintenance Department Manager  
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Phone: (530) 587-2525

Tahoe Truckee Sanitation Agency  
13720 Butterfield Drive  
Truckee, CA 96161

## **1. PROPOSALS REQUESTED**

The Tahoe Truckee Sanitation Agency (“Agency” or “TTSA”) solicits proposals from qualified firms (“proposers”) to provide SCADA and Information Technology (IT) Master Planning services. TTSA staff are looking for assistance in the review of the Agency’s existing SCADA and IT programs, organization, and technology. Both small and large qualified firms with competitive rates are encouraged to apply. The proposal submittal requirements are listed below.

## **2. BACKGROUND**

The TTSA is a public agency which provides wastewater collection and treatment for the North Lake Tahoe and Truckee region. The Agency owns and operates a 9.6 MGD Water Reclamation Plant (WRP) located along the Truckee River in the eastern portion of the Town of Truckee near the intersection of the Truckee River and Martis Creek. Wastewater is conveyed from Tahoe City to the WRP via the Truckee River Interceptor (TRI). The TRI collects flows from TTSA’s service area and five member districts, including:

- North Tahoe Public Utility District (NTPUD)
- Tahoe City Public Utility District (TCPUD)
- Alpine Springs County Water District (ASCWD)
- Olympic Valley Public Service District (OVPSD)
- Truckee Sanitary District (TSD), which includes Northstar Community Services District (NCSD)

The WRP liquid treatment processes include screening, grit removal, primary treatment, high purity oxygen activated sludge secondary treatment with advanced biological phosphorus removal (Phostrip™), chemical side-stream treatment (lime, carbon dioxide, and clarification),

biological nitrogen removal (BNR), and advanced treatment (dual media filtration and disinfection) prior to discharge to the soil via subsurface percolation. Solids are thickened and treated through meso- and thermophilic digestion prior to dewatering and disposal.

More information may be found on the Agency website ([www.ttsa.net](http://www.ttsa.net)).

### 3. SCOPE OF SERVICES

The scope of services is described in Attachment A. The selected firm will be expected to have substantial knowledge and experience relating to these tasks and services.

### 4. PROPOSAL CONTENT

Interested and qualified firms are requested to submit three (3) hard copies and one (1) electronic copy of the written proposal no later than on the time and date set forth above. The only electronic copy submitted shall be contained on a thumb drive which shall be included in the same sealed envelope that contains the three (3) proposal hard copies. It is the proposer's responsibility to ensure that proposals are submitted and received in a timely and proper manner. The proposal shall provide the following information:

1. **Description of the Firm:** Provide a brief description of the proposing firm. Provide a description of the firm's history, how long the firm has been in business, and its area of specialty. Include firm name, address, telephone number, website, and principal contact name, telephone number and e-mail address.
2. **Firm's Related Experience:** The selected consultant is expected to be familiar with and well versed in all related deliverables and processes required for the preparation and the completion of the work. Provide a list of similar projects completed in the last five years that demonstrate firm's ability to perform the requested services. Provide at least three reference projects and brief description of work performed. In Appendix A, provide a further description of the three projects, including but not limited to the following: initial project estimate, actual project cost, staff that worked on the project, and a more detailed description of the work performed.
3. **Staff's Experience:** Provide a summary of the qualifications of the staff that will be working on the project. Previous and related projects that staff have completed work for in the past five years should be included in the summary. Provide an organizational chart that illustrates the team structure including project manager, supporting staff, and any subconsultants. Include two-page resumes for all key staff members. Resumes should be included in Appendix B of the proposal.
4. **Project Approach and Scope of Work:** Provide an outline of the major tasks and a detailed scope of work to outline approach. Identify if the scope items are optional, recommended, or required.
5. **Project Schedule:** Provide a proposed project schedule including major milestones and deliverables.
6. **List of Client References:** Include name, address, telephone number and e-mail address, along with a brief description of the services provided to the client, dates of service and, if litigated, the names of the attorneys involved in the litigation.

7. **Insurance:** Description of the firm's general liability, automobile liability and professional liability insurance coverages. The successful firm will need to provide proof of insurance satisfactory to the Agency.
8. **Fee Estimate:** Description of the firm's proposed fees, costs and charges with estimates broken down by position/title, hours for each position, task, and subtask including any assumptions and contingencies. Include an explanation of services correlating to a rate schedule with a not to exceed total amount. Explain how often the Agency will be invoiced for services. Explain what costs would be charged to the Agency and the firm's policy for billing fees and costs relating to travel.

Each proposal should be limited to no more than 20 single-sided pages. The cover letter and Appendices A and B will not be counted in the total page count. Larger (11x17) sheets are allowed for graphics and/or project schedule and will count as one page.

Proposals shall be addressed and delivered to:

Tahoe-Truckee Sanitation Agency  
Attention: Mr. Richard Pallante, Maintenance Department Manager  
13720 Butterfield Drive  
Truckee, CA 96161

Questions regarding this request for proposals may be directed to Mr. Richard Pallante at the above address or [rpallante@ttsa.net](mailto:rpallante@ttsa.net) or (530) 587-2525.

## **5. EVALUATION AND SELECTION CRITERIA AND PROCESS**

The Agency will review all submitted proposals and evaluate them against the following selection criteria: demonstrated positive experience performing the requested services; capability to perform the services, including demonstrated qualifications and resources to competently and timely perform the work; firm and principal staff reputation in the community; quality of references; location of the firm's nearest office that would service the work; and proposal price and fees.

The Agency may schedule interviews with selected firms, or it may select based on the written submittal materials. Interviews may be conducted in person, telephonically, or via virtual meetings.

Proposals will be reviewed and considered by the Agency Board of Directors, based on a recommendation from Agency staff. Contract award, if any, will be based on the selection criteria set forth above. Proposal price alone will not be the determinative criterion. If the Board decides to proceed with retaining a firm, the Agency will enter contract negotiations with the selected firm. The contract will be based on the Agency's standard form of services contract. The selected firm will be expected to begin work without delay.

## **6. GENERAL CONDITIONS AND REQUIREMENTS**

- a. The Agency reserves the right to conduct contract negotiations with any firm (whether or not it has submitted a proposal), to verify the information in any proposal, to waive any informality in the process, to alter the selection process in any way, to request additional information or clarifications, to allow corrections of errors or omissions, to revise the scope of services and work, to extend the deadline for submission, to withdraw this request for proposals at any time without prior notice, to reject any and all proposals, and to decide whether or not to contract with any firm.
- b. The Agency makes no representation that any contract will be awarded to any firm responding to this request. Nothing in this request for proposals shall be construed to obligate the Agency to negotiate or enter into a contract with any particular firm. This request for proposals is not an offer to contract.
- c. All costs of response and proposal preparation shall be borne by the proposer. The Agency shall not be liable for any pre-contractual expenses incurred by the proposer, including any time and costs associated with the preparation and submission of the proposal and any interview.
- d. All submitted proposals shall become the property of the Agency. The Agency shall have the right to copy, publicly review and discuss, retain, and dispose of each proposal. All responses received by the Agency will be considered public records subject to disclosure under the California Public Records Act.
- e. Proposals (three hard copies and one electronic copy) shall be submitted as described herein. Please be succinct. Unnecessarily elaborate or lengthy responses or other presentations beyond those needed to give sufficient and clear response to the request for proposals requirements are not desired.

## **Attachment A**

### **Scope of Services**

The proposed scope of services shall include, but not be limited to, the items of work described herein. Provide a list of deliverables, expected meetings, and workshops. If needed, provide suggested revisions and modifications to the scope tasks, or include additional tasks not captured in the descriptions below. Modifications to the scope tasks or additional tasks shall be clearly identified in the proposal.

Consultant will prepare a SCADA and IT Master Plan which will provide a summary of TTSA's existing SCADA components, and information technology (IT) systems in order to develop a benchmark for comparing the existing systems against current technology and industry standards. The master plan will identify system gaps, deficiencies, areas of improvement, and necessary upgrades and develop recommendations to further enhance and maintain the SCADA and IT systems. These recommendations will be evaluated and grouped into projects with estimated costs and a proposed project schedule to develop an overall roadmap for SCADA and IT systems improvements.

### **Task 1 - Project Management**

Upon selection and award, the successful Consultant shall prepare a work plan and schedule. The consultant shall prepare monthly invoices and progress reports, as well as manage staff hours and ensure the budget and schedule are met. Consultant shall conduct coordination calls and meetings, prepare meeting agenda and meeting minutes, as well as maintain action item lists and decision logs.

### **Task 2 - System-Wide SCADA and IT Needs Analysis**

System-Wide SCADA and IT Needs Analysis includes review of existing SCADA and IT system documentation, software systems needs and current usage for engineering, operations, maintenance, finance and management staff, high-level work activities involving the use of core software systems, SCADA control and alarming methodologies, work orders and change management procedures, document management, system testing and startup procedures, and staff interview information.

### **Task 3 – SCADA and IT Hardware Review and Assessment**

The consultant shall perform a review of the Agency's SCADA and IT Hardware and provide an assessment relative to current industry standards. The consultant will provide recommendations on improvements, upgrades, or modifications to the current Agency hardware.

### **Task 4 - SCADA and IT Software Review and Assessment**

This task will evaluate existing IT software applications including computerized maintenance management system (CMMS, Lucity), inspection / CCTV software, hydraulic / process models, document management software and TTSA's custom operations and laboratory data application. The consultant will provide recommendations on improvements, upgrades, and/or modifications to the current Agency hardware. Key elements of the review will focus on ease of graphical system use, functionality, levels of control, alarm management, trending, and access to data.

#### **Task 5 – Server and Network Equipment Review**

The consultant shall perform on-site reviews and gather documentation on the existing server and network equipment and related configuration and enterprise software used to provide essential background information needed to provide recommendations and SCADA/IT implementation plans.

#### **Task 6 - Organizational and Operational Assessment**

This task will focus on defining both the organization structure surrounding the SCADA and IT systems along with overall data needs for the enterprise. The organizational structure will be summarized, and key SCADA and IT system stakeholders and decision makers will be identified.

#### **Task 7 - Security Assessment**

This task will focus on plans and policies for physical and cyber security, asset management, incident detection and response, and resiliency and disaster recovery. The consultant will review the present state of TTSA's plans and develop next steps for updating plans, closing gaps, and implementation strategies if plans are well developed. This task will be highly coordinated with Tasks 3 through 6 as security is integral at every level of the SCADA and IT systems.

#### **Task 8 - SCADA and IT Master Plan**

The selected consultant will prepare a SCADA and IT Master Plan report for TTSA. The SCADA and IT Master Plan Report will be submitted to TTSA for review and comment. The consultant will facilitate a meeting with TTSA to discuss comments on the Draft Report. The consultant will then incorporate comments into the Final SCADA and IT Master Plan Report.