

**Date:** March 14, 2019

**Proposal Deadline: 3:00 p.m., Friday, March 29, 2019**  
**Denver Water Engineering Division**  
**General Consultant (“On-Call”) Services RFP**

Denver Water is soliciting proposals from firms that wish to be considered for Denver Water’s On-Call General Consultant Services List. General Consultant Services Agreements will be written for the firms in each discipline selected through this RFP process. This RFP includes technical disciplines in **General Engineering Services and Information Technology Consulting Services**, identified as “GCS” for the purposes of this RFP.

## **REQUEST FOR PROPOSALS**

Denver Water is seeking firms to submit a proposal for General Consultant Services related to ongoing Denver Water projects. This Request for Proposals (RFP) outlines the requirements to be considered for selection to perform work on Denver Water projects on an as-needed basis.

## **SECTION 1: INTRODUCTION AND BACKGROUND**

---

### **1.1 INTRODUCTION**

Denver Water needs long-term agreements for GENERAL CONSULTANT SERVICES to provide professional services and assistance on an as-needed basis to support a few discipline areas. Contract(s) will be awarded for an initial (base) period with an expiration date of August 31, 2021. There will be an option to extend for two (2) additional one-year periods. Denver Water has not set a maximum number of Task Orders to be awarded to any one firm but will rotate work among firms and use this contracting mechanism for discipline-specific assignments.

### **1.2 REQUESTS FOR INFORMATION**

This RFP contains the instructions governing the proposals to be submitted and the material to be included therein, mandatory requirements which must be met to be eligible for consideration, and other requirements to be met by each proposal.

Any requests for clarification or additional information regarding submission of this RFP shall be submitted in writing via email ([EngineeringNotification@denverwater.org](mailto:EngineeringNotification@denverwater.org)). Written requests for interpretation, clarification, and/or additional information must be received no later than **March 20, 2019**.

### **1.3 SUBMISSION OF PROPOSAL**

Respondents are requested to submit:

- Six (6) copies of their technical proposal,
- One (1) electronic copy of the proposal provided as a .pdf on a USB flash drive, and
- One (1) copy of the price proposal, utilizing Attachment 2 as the template, in a separate envelope marked “Price Proposal - Confidential.”

The proposals must be received no later than **3:00 p.m.** local time, **March 29, 2019** at Denver Water’s Administration Building, First Floor Front Desk.

Responses must be in the format noted. Denver Water reserves the right to disqualify any response submitted incorrectly. Responses shall be addressed as follows:

Project Title: GENERAL CONSULTANT SERVICES  
Attention: Mr. Robert Mahoney, Chief Engineering Officer  
Denver Water Engineering Division, Administration Building  
1600 West 12<sup>th</sup> Avenue  
Denver, Colorado 80204-3412

Submittal Instructions:

1. Proposals (including both technical and price proposal envelopes) may be either mailed or hand-delivered. If the proposal is sent by mail, please allow extra time for delivery before the deadline. Proposals received after the deadline will be discarded or returned to the Respondent unopened. (Note: No emailed or faxed proposals will be accepted.)
2. Both the technical and price proposals must contain the signature of a duly authorized officer or agent of the Respondent's company empowered with the right to contractually bind the Respondent.
3. Each technical proposal must be sealed and addressed as stated above to ensure confidentiality of the information prior to the submission date and time. Denver Water will not be responsible for premature opening of technical proposals not properly labeled. The name of the proposing firm also must be on the outside of the envelope. Six (6) copies of the technical proposal are required to be submitted to Denver Water along with one (1) electronic copy of the proposal provided as a .pdf on USB flash drive.
4. Each price proposal must be sealed in a separate envelope and marked "Price Proposal – Confidential" to ensure confidentiality of the information prior to the submission date and time. The name of the proposing firm also must be on the outside of the envelope. Only one (1) copy of the price proposal is required to be submitted to Denver Water.
5. Proposals become the property of Denver Water upon receipt by Denver Water. The content of proposals will be kept confidential until an award is made, after which the content will no longer be kept confidential, except as provided herein.
6. Proposals may be withdrawn or modified in writing prior to the proposal submission deadline. Proposals that are modified shall be sealed and resubmitted according to the above instructions prior to the proposal submission deadline.

## SECTION 2: ADMINISTRATIVE REQUIREMENTS

---

### 2.1 OBJECTIVE OF REQUEST FOR PROPOSALS

The objective of this RFP is to provide sufficient information to enable qualified Respondents to submit written proposals for General Consultant Services. The RFP is not a contractual offer or commitment to purchase products or services.

Information must be legible. Corrections and erasures must be initialed. Each proposal shall be accompanied by a transmittal letter signed in ink by an authorized representative of the Respondent. The contents of the proposal submitted by the successful Respondent of the RFP may become part of any contract awarded as a result of this solicitation.

### 2.2 ADDENDA TO THE REQUEST FOR PROPOSALS

If it becomes necessary to revise any part of the RFP, an addendum will be placed online at: <http://www.denverwater.org/DoingBusinesswithUs/business-opportunities/> prior to **March 22, 2019**. Respondents are responsible for checking online prior to submission of their proposal and acknowledge receipt of addendum(s) within their proposal.

### 2.3 ANSWERS TO WRITTEN QUESTIONS

Answers to written questions will be placed online at: <http://www.denverwater.org/DoingBusinesswithUs/business-opportunities/> by close of business on **March 22, 2019**. Respondents are responsible for checking online for answers to written questions. Denver Water will not send out a separate communication with the answers.

### 2.4 SCOPE OF TERMS AND CONDITIONS

The general terms and conditions listed in Attachment 1 - General Consultant Services Agreement, shall govern any Agreements ensuing from this RFP. Respondents selected to provide on-call services should be prepared to accept the terms and conditions as set forth in the General Consultant Services Agreement. Professional Liability Insurance requirements may be waived or modified at Denver Water's discretion.

### 2.5 AWARD OF CONTRACT

General Consulting Services Agreements may be negotiated with Respondents whose technical proposal is determined to be most responsive to Denver Water's needs and most advantageous to Denver Water, considering the factors based on the criteria described herein, all as solely determined by Denver Water. Award of a General Consultant Services Agreement may be made without discussion after proposals are received. Proposals should, therefore, be submitted initially on the most favorable terms of qualifications, technical experience, and in the separate price proposal. Denver Water reserves the right to reject any or all proposals. It is not Denver Water's intent to base selections solely on price, but to use the price proposal as the basis for future negotiations.

### 2.6 AGREEMENT

Denver Water does not guarantee that it will request any or all services covered by the General Consultant Services Agreement. Issuance of a General Consultant Services Agreement will not give rise to a claim by Respondent for entering into such Agreement including, but not limited to, claims for anticipated profits or compensation for overhead or other related costs.

Specific services under the General Consultant Services Agreement will be released by a Task Order as set forth in Exhibit A of the General Consultant Services Agreement (draft available at: <http://www.denverwater.org/DoingBusinesswithUs/business-opportunities/>). Denver Water will request

services or assistance, and Respondent shall review its resources to verify that qualified individuals are available to satisfy Denver Water's request. If qualified individuals are available, Respondent will provide a written response describing the approach to be taken for performing requested services, estimated cost, key team members, and the schedule for completion via Task Order Attachments. If a mutual agreement is reached, Denver Water will issue a Task Order (which will include by attachment the Respondent's written response) for execution by both parties and authorizing the Respondent to proceed with the services. Costs associated with developing the written response shall be the financial responsibility of the Respondent.

Award of a General Consultant Services Agreement does not establish an exclusive agreement with the Respondent. Denver Water reserves the right to obtain the same and/or additional services from other sources.

## **2.7 RESPONDENT RESPONSIBLE FOR PROPOSAL COSTS**

Denver Water is not liable for any cost incurred by any Respondent associated with the preparation of a proposal or the negotiation of a General Consultant Services Agreement. Respondent is responsible for costs associated with responding to the RFP including costs related to site visit(s) and estimate preparation(s) for work authorized under the General Consultant Services Agreement.

Respondents may be asked to present their proposals and/or to demonstrate ability to provide products or services to Denver Water's representatives at Denver Water offices. The Respondents shall bear the costs for such presentation(s).

## **2.8 ECONOMY OF PROPOSALS**

Respondent must submit a complete and concise response to the RFP, which will be retained by Denver Water. Proposals should be prepared simply and economically, while providing complete details of the Respondent's abilities to meet the requirements of this RFP.

## **2.9 PROPOSALS BINDING**

Respondents are advised that proposals shall be binding upon the Respondent for sixty (60) days from the proposal due date. A Respondent may withdraw or modify their proposal any time prior to the proposal due date by a written request, signed in the same manner and by the same person who signed the proposal.

## **2.10 NOTIFICATION**

Each Respondent submitting a proposal in response to this RFP will be notified as to acceptance or rejection of their proposal. Denver Water plans to issue such notices within forty-five (45) days of the proposal submittal date. Denver Water may delay this action if it is deemed to be in the best interest of Denver Water.

## **2.11 RIGHT TO REJECT PROPOSALS AND NEGOTIATION**

Denver Water reserves the right to reject any and all proposals and to waive any formality in proposals received, to accept or reject any or all of the items in the proposal, if it is deemed in Denver Water's best interest.

Denver Water reserves the right to negotiate any and all elements of the proposal, if such action is deemed to be in the best interest of Denver Water.

## **2.12 CONFIDENTIALITY**

Proposers acknowledge that Denver Water may be required to disclose any or all of the documents submitted with a Response, pursuant to the Colorado Open Records Act, C.R.S 24-72-200.1, et seq. Under C.R.S § 24-72-204(3)(a)(IV), Denver Water may deny inspection of any confidential commercial or financial information furnished to Denver Water by an outside party. Therefore, a Respondent must clearly designate as such any documents submitted with its Response that the Respondent deems proprietary or confidential,

to aid Denver Water in determining what should be disclosed in the event of a request for documents under the Colorado Open Records Act. Proposals submitted and terms and conditions specified in each Respondent's response shall remain the property of Denver Water.

## SECTION 3: PROPOSAL CONTENT AND SELECTION PROCESS

---

### 3.1 GENERAL SUBMITTAL REQUIREMENTS

The following submittal requirements must be satisfied for each section of this RFP. This information will be used as the basis for selection as well as to populate a consultant selection matrix from which Denver Water will award future projects.

Respondents can limit the number of technical disciplines for which they would like to be considered based on company and/or local office strength. Respondents will not be penalized for restricting submittals to true areas of technical strength. Proposals made in a superfluous manner where any or all technical sections submitted do not demonstrate discernable strength or potential value to Denver Water may be disregarded altogether. Denver Water will not consider teaming arrangements or subcontracting strategies. As an example, a firm that must routinely subcontract for structural discipline design services should not submit on that technical discipline area under the assumption that a subcontractor will provide the service.

### 3.2 PROPOSAL FORMAT

The proposal format shall be as follows:

**All Sections.** The page limit includes tables, figures, photographs and other graphical representations, all of which must be included within the same contiguous section for a given technical discipline area. Page limits refer to limits of text (e.g., double-sided prints will be counted as two (2) pages).

**Font Size.** The font size for text pages shall be no smaller than 10 point. The overall proposal presentation must be legible. Illegible proposals will not be considered.

**Cover Letter.** Two (2) pages maximum. Pages must be 8 1/2" x 11". Indicate clearly on the first page which technical discipline areas your firm is proposing on. For example:

Engineering Disciplines:

- Estimating Services

Information Technology Disciplines:

- SCADA/Industrial Control Services

**Proposal Presentation.** Proposals must be tabbed. Individual section tabs must be clearly labeled corresponding to the Proposal's Table of Contents to facilitate efficient review.

**Summary Pages.** Three (3) pages maximum. Pages must be 8 1/2" x 11". The summary pages should provide an at-a-glance indication of the technical discipline areas addressed in the RFP and also a one-page Organization Chart summarizing program management, project management, and staff for each technical area being proposed on. Other summary information can include qualifications and experience, projects with Denver Water, and other unique or other useful information.

**Detailed Company Background and Demonstrated Abilities.** Five (5) pages maximum. Pages must be 8 1/2" x 11". At a minimum, provide information relative to your firm including: firm name(s), business address, telephone number, state in which the firm was organized or incorporated, type of ownership, name and location of parent company and subsidiaries, if any, and indication of whether the firm is licensed to do business in the State of Colorado. Also, provide information on demonstrated abilities to respond rapidly to project requests and to meet project staffing needs, schedules, and budgets. Identify if the firm is one of, or a combination of: SBE, MBE or WBE (see Section 3.6).

**Technical Discipline Sections.** Subsequent sections for each technical discipline area for which the Respondent would like to be considered must be three (3) pages maximum. Pages must be 8 1/2" x 11". One of the three (3) pages in each individual section can be in an 11" x 17" tri-fold format. Submittal detail for the Technical Discipline Sections is provided in Section 3.3.

**Resumes.** Brief personnel sketches or summaries can be included in the Technical Discipline Sections at the Respondent's discretion, within the page limits for Resumes. Resumes should be included in a separate, tabbed section following the Technical Discipline Sections. Resumes must be limited to two (2) pages, one-sided, or one (1) page front and back for each person.

**Terms and Conditions.** The general terms and conditions listed in the General Consultant Services Agreement shall govern any Agreements ensuing from this RFP. Respondents selected to provide on-call services should be prepared to accept the terms and conditions as set forth in the General Consultant Services Agreement. Professional Liability Insurance requirements may be waived or modified at Denver Water's discretion.

**Additional Information.** Do not attach additional information for Denver Water to review, or the firm's Proposal Organization Score will be reduced.

### 3.3 TECHNICAL DISCIPLINE SECTION DETAIL

Each Respondent's technical discipline section shall include the information listed below. (Note: Whenever possible, please present information in a tabular form versus a narrative form.)

**Firm and Project Experience.** Relevant project experience in the technical discipline area including, but not limited to a list of at least five (5) relevant projects that have been completed during the past five (5) years by the firm. The suggested format for listing the relevant experience is to include an 11" x 17" tri-fold page with the following headings across the top: **Project/Client/Location – Reference - Key Team Members – Completion – Size/Capacity – General Work Performed.** Then list the projects down the page. These relevant projects are to be tied to the Respondent's proposed team rather than projects completed by the firm in general. Denver Water intends to contact some or all client references.

**Staff Location.** Location(s) of the office(s) where the project services will be performed, including the main project office location where the project team (potential project manager as well as technical and support staff) will be based.

**Proposed Team Qualifications.** Qualifications and experience of key staff in the planning and design of relevant projects, as applicable.

- Proposed Project Manager(s) for a particular discipline (Denver Water understands this assignment may change due to project assignment and consultant workload)
- Discipline-specific technical staff
- Quality Assurance and Quality Control (structure and summary approach described for each)
- Other technical staff that may be in a support role
- CAD capabilities, GIS and/or Mapping capabilities as applicable, (all design-related work products will be required to meet Denver Water CAD standards)

### 3.4 TECHNICAL DISCIPLINE AREAS

Denver Water anticipates awarding contracts under the technical discipline areas listed below. The final number of contracts awarded under each Technical Discipline Area will be at Denver Water's discretion.

General Engineering Services Task Orders for services provided under this General Consultant Services Agreement shall follow procedures and workflows described in the Capital Projects Procedures Manual available at:

<http://www.denverwater.org/DoingBusinesswithUs/EngineeringOverview/CapitalProjectsProceduresManual/>.

## GENERAL ENGINEERING SERVICES DISCIPLINE AREAS

### 1. **Estimating Services**

Construction cost estimates (opinions of probable construction costs) for capital projects at varying levels of completion. Project levels of completion will vary from conceptual levels to 30%, 60%, 90%, and bid-ready Contract Documents per Denver Water's Project Procedures Manual.

## INFORMATION TECHNOLOGY CONSULTING SERVICES DISCIPLINE AREAS

### 1. **SCADA/Industrial Control Services**

Services shall include, but not be limited to SCADA, instrumentation and control systems, electrical system analysis, programming of various devices and controllers, grounding and lightning protection, communications, fire alarm and security systems, construction means and methods, field testing, commissioning, inspections, and troubleshooting at: water treatment plants, pump stations, dams and reservoirs, vaults, hydroelectric powerplants, commercial and residential buildings. Firms and proposed Professional Electrical Engineers shall be familiar with and follow Denver Water's Capital Projects Construction Standards (CPCS), Capital Projects Procedures Manual (CPPM), federal, state, and local code requirements, and industry Standards.

#### Background

Denver Water operates a SCADA system to monitor and control the water facilities located throughout its service area and collection system. The utility operations that are covered by SCADA include eleven (11) raw water reservoirs, three (3) potable water treatment plants, one (1) non-potable water treatment plant, thirty-six (36) potable water clear wells, eighteen (18) potable distribution pump stations, one (1) non-potable distribution pump station, and six (6) hydroelectric plants.

The system is primarily based on Bristol-Babcock PLC/RTUs in a wide area network that communicates via both hard-wired and wireless radio links. It has been installed, programmed, and maintained by Denver Water staff and third-party contractors. Denver Water plans to continue with this dual insourced and outsourced approach. In-house staff manages the infrastructure and instrumentation work and all programming, while a Contractor provides advanced database and software customization work. Therefore, Denver Water is evaluating options to continue to provide a variety of services to augment its in-house capabilities.

#### Technical Environment

Denver Water's SCADA system uses a combination of Bristol-Babcock 33xx, Bristol Babcock Control-Wave, Semaphore T-box, Allen Bradley ControlLogix, and GE RX3i hardware. The HMI software used includes Iconics Genesis64 and Kepware OPC servers. The data historian software used is Iconics HyperHistorian, SQL and Oracle. The architecture of the system is a wide area network with distributed logic that resides in multiple PLC/RTUs within the network hierarchy. The main system PLC/RTUs are Bristol-Babcock Control-Wave series which utilize structured text programming language for control and communications using Controlwave Designer. Ancillary PLCs include Semaphore T-box, Allen Bradley ControlLogix, and GE RX3i hardware. All PLC/RTUs utilize a combination of ladder logic programming language and structured text. Communication within the SCADA system is via hardwire and wireless radio links.

#### Scope of Services

Contractor will be responsible to review Denver Water's SCADA system, including communication hardware, instrument I/O, control and communication programming, and HMI programming to become familiar with the system. Interaction and cooperation with other contractor(s) may be necessary when performing work related to any or all of the following services; Denver Water may require a coordinated or combined approach to the work depending on Denver Water's needs.

Denver Water expects to contract for full-service support for its SCADA system. The Contractor will work with Denver Water's Contract Administrator to determine the work that is required that week. The Contractor will provide upgrades, improvements, programming and support for Denver Water's SCADA system on a time and material basis. The Work includes, but is not limited to, the following:

- Provide onsite and phone support for Genesis64 HMI Development and PLC upgrades and modifications
- Design and Implement Iconics MobileHMI platform for multiple tablet platforms
- Database design for SCADA data at Denver Water's remote source water facilities
- Upgrading PLCs from Emerson (Bristol) 33xx RTU platform to another PLC platform
- CAD capabilities, GIS and/or Mapping capabilities as applicable, (all design-related work products will be required to meet Denver Water CAD standards)
- Provide custom software development for SCADA System development and support
- Work with Denver Water staff to identify tools and formats for analyzing SCADA data to meet operation data requirements and goals
- Respond via email or phone to all communications for scheduling, new work, project updates, etc. within three (3) business days
- Provide full transparency into product development process and software tools utilized
- Provide copy of source code for custom-developed software
- Provide service at a minimum of one day (8 continuous hours) per week during Denver Water's normal business hours of 7:30 a.m. to 4:00 p.m. Mountain Standard Time.
- Travel to Denver Water's sites within the Denver Metro Area

Proposers Qualifications:

Proposers must be established in the industry, providing programming, engineering, configuration, maintenance, and technical support for municipal water and wastewater SCADA systems, specifically systems based on Bristol-Babcock ControlWave RTUs using structured text language and Iconic Genesis HMI software. Kepware Gold-level Connected System Integrator is preferred.

- Iconics Genesis64, Genesis32, BizViz, MobileHMI, and Hyper Historian experience demonstrated by a minimum 5 major projects, at least two (2) of which shall be for water utilities
- Kepware KepServerEx experience
- MS SQL / T-SQL Programming experience
- Oracle Database Interfacing
- PLC Programming with IEC-61131-3 experience, emphasis on Structured Text language
- Windows .NET programming experience
- Gold Certified ICONICS System Integrator preferred
- Gold Level Kepware System Integrator preferred

### 3.5 PRICE PROPOSAL

In a separate, sealed envelope, provide Respondent firm's billing structure, including labor rate structures by labor categories and other non-labor rates utilizing the Attachment 2 – Price Proposal – Standard Rate Sheet template. The Price Proposal template is available as an Excel file at:

<http://www.denverwater.org/DoingBusinesswithUs/business-opportunities/>. This template includes a table showing the Respondent's proposal rates for each year of the base contract, depicting a 2.5% escalation rate per year on labor rates. There will be a maximum hourly rate of \$250 unless approved by Denver Water for work of a highly specialized nature. The rate table must provide information on all proposed markups and fees, and will be incorporated into the selected firm's General Consultant Services Agreement as Exhibit B. Note that Denver Water will only allow other direct costs to be billed at cost and a maximum 5% markup on subconsultants. No project development costs or similar hourly cost recovery charges will be allowed as all of these costs are to be included in the hourly billing rates.

Denver Water intends to open only the envelopes of the top ranked firms. Denver Water will destroy unopened Price Proposal envelopes upon completion of successful negotiations with the top ranked firms. For those firms, information provided in the Price Proposal will serve as the basis for negotiations, but not for initial selection.

### 3.6 SELECTION PROCESS

Professional firms will be evaluated on the criteria listed below. The selection team will review the firm’s approach to ascertain Respondent’s relative experience, project staff, past performance on Denver Water assignments and/or reference client assignments, and client references. The Board recognizes the desirability, need, and importance to the City and County of Denver of encouraging the development of Small Business Enterprise (SBE), Minority Business Enterprise (MBE), and Women’s Business Enterprise (WBE). Respondents with these designations are encouraged to submit proposals. Having any of these designations does not provide preference in selection. A short list of the most qualified firms will be entered into the final selection matrix from which Denver Water will contract for future projects.

Criteria	Max. Points (100 pts)
Firm’s experience record on similar projects, including past performance with Denver Water; the firm’s ability to develop meaningful cost-loaded schedules and adhere to schedules and budgets.	30
Qualifications and relevant project experience of key personnel in the technical discipline	40
Capability of local staff to complete assignments	15
Proposal organization per RFP, clarity, conciseness, and thoroughness	15

### 3.7 PROJECT SCHEDULE

The selection and project schedule is tentatively set as follows:

Request for Proposal Advertisement Date	March 14, 2019
Written Questions Due	March 20 2019
Responses to Questions Available	March 22, 2019 (anticipated)
Proposals Due	March 29, 2019 (3:00 p.m.)
Award Contract	Within 90 days of submittal