



RFP No. 500610-FY25-29
UTILITIES SUPERVISORY CONTROL AND DATA ACQUISITION
(SCADA) SYSTEM REPLACEMENT - INTEGRATOR SERVICES

ADDENDUM NO. 1

NOVEMBER 22, 2024

ITEM NO.1: PRE-PROPOSAL MEETING ATTENDEES

- The attendees of the non-mandatory pre-proposal meeting included representatives from the following firms: Comp Environmental, Inc., Valley Automation, Inc., SOAP Engineering, LLC, CDM Smith, CEC Controls, M.C. Dean, Inc., IMACS, and WRA.

ITEM NO. 2: PRE-PROPOSAL MEETING OVERVIEW

A non-mandatory pre-proposal meeting was held on Tuesday, November 12, 2024 at 10:00AM via Microsoft Teams.

The Town's Buyer provided an overview of the following procurement information:

- All information regarding this project can be found on the Town's Bid Board: <http://www.leesburgva.gov/bidboard>
- To receive updates, such as addenda, please register to receive updates on the Town's Bid Board
- Question deadline is 5:00 p.m. on Monday, November 18, 2024.
- Up until contract award, **all** questions must be submitted in writing to: bidquestions@leesburgva.gov
- Unless modified via addendum, proposals are due on Thursday, December 5, 2024 @ 3:00 p.m. ET
- Proposal Submission:
 - Proposals must be submitted to the Commonwealth's eProcurement website, eVA
 - **No** late proposals will be accepted.
- Proposal Submittal Instructions (Page 6-9)
- Evaluation Criteria
 - Offeror's experience with integrating SCADA systems in water and wastewater treatment facilities, pump stations, and related infrastructure – 30%
 - Proposed approach and concepts for enhancing the Town's operations with the new SCADA System, VTScada – 15%
 - How the offeror will satisfy the Statement of Needs – 15%
 - Staff including subconsultants assigned to the project (Resumes) – 15%
 - Schedule and plan of performance – 10%
 - Labor Rate Schedule and local office proximity to the Town, including anticipated travel costs – 15%
- Proposal Evaluation and Award
 - A committee will evaluate, and rank proposals based upon the evaluation criteria. Discussions/Negotiations with proposers may be required.

- Town of Leesburg Demographic Survey (optional)
 - In an effort to help the Town evaluate access to public meetings, a demographic survey is available at: <https://portal.laserfiche.com/h4073/forms/DemoSurvey>.
 - The demographic survey is strictly voluntary and anonymous.

ITEM NO. 3: PRE-PROPOSAL MEETING STATEMENT OF NEEDS DISCUSSION

The Town’s Utilities Department described the Statement of Needs as described in the RFP.

- The Town of Leesburg is accepting proposals from qualified and interested firms to integrate (design, develop, program and implement) a replacement Supervisory Control and Data Acquisitions (SCADA) system for the Town’s water and wastewater treatment facilities.
- Statement of Needs (Page 4-6)

ITEM NO. 4: QUESTIONS AND RESPONSES

Interested offerors shall be mindful of the following responses to the questions received:

1. My team holds a Class A electrical contractor license in the State of Virginia but has not yet registered with the Town of Leesburg. Would bid submission still be permitted while our registration is pending?

RESPONSE: A proposal can be submitted; however, if awarded a contract, the selected offeror will need to coordinate with the Town’s BPOL department prior to contract execution.

2. Would a site visit be allowed to assess the site conditions? If so, who would be the contact person for scheduling such visit?

RESPONSE: A site visit is not part of the RFP process.

3. Is the Town looking for a scalable system just for water system or others down the road?

RESPONSE: The Town is seeking a scalable system for both the water and wastewater systems. The water system consists of a treatment plant, well, five storage tanks and four booster stations. The wastewater system includes the water pollution control (treatment) facility, nine pump stations, reuse station and the effluent river outfall. The Town anticipates the potential for future expansion of industrial control systems within those facilities.

4. Is the Town looking for templating experience? Making the system scalable might require architect up front to create templates to scale as needed.

RESPONSE: Yes, templating experience is required. The system design should support scalability through templates and standardized architecture that aligns with the Town’s goals for system modernization and future expansion

5. What is the current SCADA system? Is there multiple?

RESPONSE: The current SCADA is Object Automation (OA) and Wonderware for certain wastewater processes as explained in II Background of RFP.

6. What are the part numbers of panels?

RESPONSE: The part numbers for existing panels will be provided to the successful bidder upon contract award.

7. Is the connectivity in good operation? Is it cellular or radio?

RESPONSE: Yes, the connectivity is working well. It is primarily fiber at treatment facilities and cellular for remote sites.

8. Any sites trying to bring in without PLC's?

RESPONSE: No.

9. Does the Town have full rights to audit screens (development level)?

RESPONSE: Yes, the Town has full development rights for the current SCADA system.

10. What licenses were purchased, drivers, tag naming, etc?

RESPONSE: The Town has awarded a contract to Trihedral, A Delta Group Company, for VTScada 25K Dual Server Premium for both utility systems.

11. Will the meeting minutes and attendee list from the pre-proposal meeting be distributed?

RESPONSE: Refer to Item No. 1 of addendum for meeting attendees and Items No. 2 of addendum for meeting minutes from the pre-proposal meeting.

12. The RFP language mentions design services. Is that work required to be overseen by a Professional Engineer licensed in VA?

RESPONSE: The work does not require signature by a Professional Engineer licensed in Virginia.

13. For the pricing form, please clarify the difference between travel and mileage costs. In addition, since these are not hourly rates, please clarify how they should be priced.

RESPONSE: Travel and mileage costs shall be estimated for reasonable travel expenses incurred while performing services under this Contract, including mileage at the current IRS standard mileage rate for business use, as applicable. Travel could be lump sum per trip and estimated by most economical mode of transportation such as mileage from offeror home office to Town of Leesburg.

14. The RFP says that Tab 8 – References should be linked to the projects in Tab 2 – Experience. Tab 2 allows for experience within the last 10 years, but the Reference Form states that they must be for projects in the past 5 years. Please clarify if we can show experience from the past 10 years in both places.

RESPONSE: Evaluation of proposals should include projects completed within the last 10 years. References provided on the reference form should be owners/firms that the offeror has worked with in the past 5 years.

15. Will the Town provide/allow remote access to the SCADA system for remote SCADA HMI and/or PLC programming and troubleshooting?

RESPONSE: The Town may provide remote access to the SCADA system for HMI and PLC programming, subject to compliance with the Town's security and IT policies. The extent of on-site/offsite programming will be determined in consultation with the selected offeror.

16. Can the I/O points list and/or tag database be provided for the existing PLCs and the SCADA software applications?

RESPONSE: The Town will provide the selected offeror I/O points lists and tag databases for the existing systems.

17. Will the Town provide the programming software and licenses for the existing PLCs?

RESPONSE: The Town will provide programming software and licenses for existing PLCs.

18. During the pre-proposal meeting, it was stated that the existing SCADA network infrastructure is acceptable and would not need to be upgraded. However, the statement of needs status states there is to be design and implementation of a secure OT network. Please confirm whether implementation of an OT network is required for this task.

RESPONSE: While the current OT network is functional, the design and implementation of a secure OT network is required as noted in the RFP.

19. Please confirm that furnishment of control hardware such as PLCs, OITs, etc. and network hardware such as servers, routers, network switches, etc. will not be required.

RESPONSE: The selected offeror is not required to furnish control or network hardware. The intent is to utilize existing hardware. If there is a need to procure new, replacement or additional hardware, the Town of Leesburg will procure and provide to the selected offeror.

20. Please confirm if modifications to the existing panel hardware or control wiring will be required.

RESPONSE: Modifications to existing hardware and wiring may be required to support the system upgrade and integration efforts.

21. Proposal Submittal Instructions Section C – “Proposal organization states the Offeror’s experience shall include a minimum of 5 related projects within the last 10 years”. However, the Qualifications Reference Form (pg. 33 of the RFP) states 5 projects completed within the past 5 years. Please confirm reference requirements.

RESPONSE: See Response to Question 14.

22. Can sample SCADA HMI graphic screens be provided for treatment plants and remote facilities?

RESPONSE: SCADA HMI graphic screens will be provided to the selected offeror upon contract award.

23. Will a complete IO-list/tag list cross referencing each tag with the respective equipment/description be provided by the Town at the start of the project?

RESPONSE: Yes, documentation, including the IO list and tag list, will be provided to the selected offeror for all existing systems upon contract award.

24. Will access to the existing SCADA systems be provided to extract the current server images so that development can be performed offsite?

RESPONSE: Yes, access to the existing SCADA systems will be provided to selected offeror for server imaging and offsite development upon contract award.

25. Is historian data from existing SCADA software required to be migrated to the new VTSCADA historian?

RESPONSE: The migration of data to the new historian may be considered during the scope of work for a task order.

26. Are the respective historian databases proprietary (software specific) or Microsoft SQL?

RESPONSE: The historian databases are Microsoft SQL.

27. Will the Town provide the necessary development and test environments with remote access before the application is moved to production onsite or is the bidder expected to develop and test in their own environment?

RESPONSE: The Town will provide the necessary development and test environments.

28. Will the new VTSCADA development utilize standard symbols/icons available in VTSCADA, or does the Town desire custom symbols to be created?

RESPONSE: Standard VTScada symbols will be utilized.

29. Does the Town have a standard for SCADA navigation or hierarchy, or will the bidder be expected to create a standard for future scaling/expansion?

RESPONSE: While the Town standards based on the current SCADA system, the selected offeror may be tasked to enhance the standards while addressing future scaling/expansion.

30. We are assuming that the OPC server connections (Kepware/AutoSQL, etc.) will be utilized as is without further configuration?

RESPONSE: OPC server connections will be utilized as-is without further configuration.

31. Is it expected for the bidder to configure standardized based on ISA before importing into VTSCADA or only create mapping internal to VTSCADA?

RESPONSE: The selected offeror is responsible for configuring standardized mappings aligned with ISA standards before importing them into VTScada.

32. The Town has previously stated that 190 HMI displays in total will be developed. Does this include faceplates (popups)? If not, can the Town estimate the number (these would include setpoint adjustment popups, command confirmation popups, etc.)?

RESPONSE: The selected offeror will be provided with access to all HMI displays upon contract award.

33. Is any scripction or logic development expected inside the SCADA system or is the development only expected to use out of the box functionality?

RESPONSE: Development will primarily leverage VTScada's out-of-the-box functionality. However, the Town may request custom scripting to replicate existing operations or enhance capabilities.

34. Please provide license structure and server architecture for the installation.

RESPONSE: License and server architecture details, including Object Automation, Wonderware servers and Schneider Modicon PLC integration, will be shared with the selected offeror.

Offerors must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Request for Proposal or your proposal may not be considered.

*For the Town of Leesburg,
Kelly Neff, CPPB, VCO*

Buyer II

Town of Leesburg, Virginia

Email: kneff@leesburgva.gov

Bid Board: <http://www.leesburgva.gov/bidboard>