

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

The proposal due date is Friday, December 17, 2021 by 12:00 p.m.

The last day for questions is Thursday, December 9, 2021 by 12:00 p.m.

Changes to RFP:

1. Section 1: Introduction and Background

Replace 1.1 Purpose with the following:

“The City of Cleveland (City), Department of Public Utilities (DPU), Division of Water (CWD) is soliciting proposals from qualified firms interested in providing professional services to design improvements for the plant computer control systems (PCCS) and associated required instrumentation for Nottingham and Baldwin Plants.

This Request for Proposal (RFP) invites proposals from experienced engineering firms for design services as described by this document, including but not limited to preliminary design, detailed design, specialized technical assistance, field services, construction bidding and award support, construction administration support, resident engineering, commissioning, and project close-out. A more detailed scope of work is described in Section 2 of this document. CWD intends to award one contract for the work defined in Section 2.”

Replace 1.3 Selection of Design Professional with the following:

“CWD is seeking the services of an engineering firm to assist our engineering staff. Due to the nature of the engineering activities, it is expected that the selected consulting firm will need to acquire the services of subconsultants specializing in various disciplines in order to successfully complete the contract tasks. The selected Design Professional(s) (DP) must have knowledge of and documented experience in the evaluation, design, and construction of PCCS associated with the plants, and SCADA, in addition to water treatment and pumping processes.

The City will select a DP based upon the criteria indicated in Section 7 of this RFP. The City reserves the right to reject any or all proposals or portions of them, to waive irregularities, informalities, and technicalities, to re-issue or to proceed to obtain the service(s) desired otherwise, at any time or in any manner considered in the City's best interests. The Director may, at his/her sole discretion, modify or amend any provision of this notice or the RFP.”

2. Section 2: Scope of Services

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

Replace the entire Section 2 with the following:

2.1 Scope of Work

The engineering work includes: Complete detailed condition assessment, assess CWD's current standards and specifications regarding PCCS, preliminary design of PCCS and SCADA improvements at Nottingham and Baldwin water treatment plants, detailed design of improvements at Nottingham and Baldwin water treatment plants, bidding and award assistance, construction administration, commissioning, and closeout of the project. The consultant design shall assess existing equipment such as programmable logic controllers, field instruments and devices, software, remote terminal units, human machine interface equipment, and other related instrumentation and control equipment in terms of end of life, technical support, availability of parts, and operational functionality. The control system depends heavily on the end devices such as instruments, valve actuators, gate actuators, and motor controls. The DP shall also solicit information from operation staff regarding issues with existing processes and how to improve PCCS of the plants.

The scope of work as described in this section provides planning-level information and is intended to provide information to the consultant for preparing an estimate for the engineering fee.

1. The Base Work includes the following Tasks:

Task 1: Detailed Condition Assessment

Task 2: Standards and Specifications

Task 3: Nottingham and Baldwin Preliminary Design

Task 4: Nottingham and Baldwin Detailed Design

Task 5: Bidding and Award Assistance

Task 6: Construction Administration and Resident Engineering Support

Task 7: Commissioning, O&M Manuals, and Training

Task 8: Project Closeout (including Ten Month after Use Inspection)

2. The DP shall review and assess all prior condition assessments, recommend improvements, and shall take complete ownership of the design.

3. The DP is cautioned that variations in the final design direction from the scope of work will not justify additional fees. It is expected that experienced DPs will make reasonable estimates of the final magnitude of work required. DP's

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

contract fee shall not be increased or modified if alternatives are recommended and/or accepted by CWD.

4. The DP shall assume full responsibility for itself and its subconsultants. The DP is responsible for meeting the scope of services as described in this document. The DP shall communicate in all instances on behalf of its subconsultants.
5. The DP shall manage its own personnel and those of its subconsultants with the common goal of fulfilling the needs of CWD and the requirements of the contract.
6. The DP is responsible for conducting technical evaluations of issues and alternatives and for presenting its evaluation and recommendations in Technical Memoranda (TM) throughout the project for each discipline. TMs should include a discussion of life-cycle costs (capital and operations and maintenance). The DP should not ask for direction but rather present evaluations in sufficient detail along with recommendations that represent the most technically and fiscally desirable solution. The TMs shall serve to document the evolution of the design.
7. TMs shall be developed as appropriate and whenever requested by CWD. However, most TMs are expected in the preliminary stages of the design, in order to facilitate CWD decision-making.
8. DP shall provide adequate staff, both technical and administrative, to fulfill the requirements of its contract and to produce the required deliverables per the defined schedule. Personnel with demonstrated knowledge and experience in defined scope of services shall be assigned throughout design, bidding and award, construction, and closeout.
9. The DP Project Manager shall be a Licensed Professional Engineer in the State of Ohio. The Project Manager shall be knowledgeable about and responsible for execution of the contract from start to finish. The Project Manager shall have the authorization to assign resources and make decisions on behalf of the DP. Project Manager shall have a minimum of 15 years related experience managing projects similar in size, scope, and complexity to this project.
10. The DP Resident Engineer (RE) shall be a Licensed Professional Engineer in the State of Ohio who is knowledgeable of the project scope and dedicated to the project throughout the construction and close-out phases. The RE shall be the DP's full-time onsite representative responsible for coordination between DP's home office and onsite Contractor(s). The RE shall have a minimum of 10 years

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

related work with experience in projects similar in size, scope, and complexity to this project. The RE shall be assigned to the project for the duration of construction and project closeout.

11. Within 10 business days of the kickoff meeting, the DP shall provide a detailed project schedule in MS Project and a detailed “schedule of values” for the Base Work. These schedules shall be used to monitor progress and for invoicing by the DP. Both will require CWD approval.
12. The following submittals and presentations to CWD stakeholders are required. Number of copies shall be determined by the CWD project manager, and printing expenses are compensable.

Task 1: Detailed Condition Assessment

Task 2: 60%, 90%, and 100% submittals of standards and specifications shall be submitted.

Task 3: A Preliminary Design Report (PDR) for Nottingham and Baldwin shall be submitted. The PDR shall be followed by at a presentation to CWD and a revised version shall be submitted with the final bid documents. 30% plans and specifications shall be submitted after the PDR review.

Task 4: Detailed Design for Nottingham and Baldwin. Plans and specifications submittals shall be required at the 60%, 90%, and 100% design stage. A presentation shall be required following the 60%, and 90% design submittals to selected CWD staff.

Task 5: Addenda to bidding and award documents as required. Copies of Conformed to Contract (CTC) documents, which incorporate the changes via addenda into the project drawings and specifications.

Task 6: Schedule of values, daily construction reports, testing and calibration results.

Task 7: Operations and Maintenance manuals, and training.

Task 8: Final acceptance certificate, Record Drawings, other project records, punch list, and 10 month report.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

Other duties are noted in detailed descriptions of each task. Meeting responsibilities are not noted in this section.

2.2 Preliminary Design

- 2.2.1 Review of previous preliminary condition assessments. Perform any needed Plant visits to confirm, update, and complete the condition assessment. Provide general plan for PCCS improvements. See Roadmap (Appendix D).
- 2.2.2 Standards and Specifications review and assessment. CWD shall provide DP with current standards and specifications. The DP shall submit 60%, 90%, and 100% revised standards and specifications. The DP shall track changes to facilitate CWD's review of revisions. CWD's intent is to standardize the PCCS and related instruments in all four Plants.
- 2.2.3 Preliminary Design Report (PDR) for Nottingham and Baldwin Plants. The PDR is a detailed description of the scope of work with the basis of design, descriptions, sketches, and a conceptual design. The PDR shall include key operational and equipment parameters for PCCS and SCADA to allow temporary data buffering. Instrumentation and controls, electrical, HVAC, and structural disciplines shall be included in the PDR as necessary.
 - 1. The PDR shall summarize in narrative format the existing conditions, provide a list of proposed equipment and its suppliers, identify required plant outages, and provide a preliminary schedule for design and construction.
 - 2. The PDR shall summarize in tabular format by discipline the design parameters of the project including, but not limited to, ratings, capacities, design standards, design parameters, and regulations/codes by unit process and facility to be followed in the design.
 - 3. The DP shall include a list of needed permits and a schedule for obtaining those permits with the PDR submittal.
 - 4. Electrical improvements include but are not limited to the following:
 - 4.1. Specifying new electrical feeds for the new equipment. New or existing I/O cabinets may be required.
 - 4.2. Coordinating the removal of existing electrical equipment with the installation of new systems.
 - 4.3. Providing temporary power to facilitate construction activities as needed.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

5. The PDR shall include the Preliminary Design Issues Resolution Matrix. This shall be followed by a review presentation in order to facilitate decisions on outstanding issues and options.
6. Perform AACE Class 5 cost estimate for planned improvements.
7. The PDRs shall be updated and maintained current as design progresses.

2.2.4 30% Design for Each Plant

The 30% Design submittals (preliminary drawings and specifications) shall be a part of Task 3. Essential investigations and evaluations for the engineering work shall be completed by the end of this stage. The DP shall submit several sets of the preliminary drawings and Technical Specifications, CSI Division 1 through 50, in accordance with the CWD Master Specifications (to be provided by CWD) and as revised in Task 2 for review. Specifications shall address only the project scope of work and should exclude items not applicable to the current project. The DP shall prepare any and all specification sections required for the projects which are not included as part of the CWD Master Specifications. This shall be followed by a review presentation and a “Decisions Matrix” submittal in order to facilitate decisions on outstanding issues and options.

2.3 Detailed Engineering Design for Nottingham and Baldwin Plants

The designer may be permitted to proceed with the detailed design while the preliminary design is being reviewed. However, this shall require CWD approval. The sequence and timing of the detailed design may change based on the findings of the preliminary design phase and any operational, regulatory, or other constraints identified in the preliminary design.

The specifications shall be developed to detail requirements to ensure that the work is performed in such a way as to prevent hazards to the conveyance of safe water through the plants and ensure the safety of construction personnel performing the work. The specifications shall include requirements for the Contractor to coordinate work with plant operations. The specifications shall include identification of all governmental agencies that may have current and future requirements at the plants and a listing of all known regulations that may need to be addressed in the project.

The DP shall note that the following is important to CWD: replacement of PLCs and master stations; replacement and/or programming non-compatible and nonfunctioning instruments shall be required so that all instruments are functioning; integration of all parts of the system; programming shall be performed by qualified factory-trained Rockwell Automation representative.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

This task shall include (a) 60% and 90% design submittals, each with a presentation to CWD stakeholders and subsequent modifications or additions as suggested, and (b) a 100% submittal of engineering plans and specifications (together with CWD boilerplate bid document language), that may be used directly as bidding documents for construction.

1. Sixty Percent Detailed Design

The 60% Design submittal shall include, but not be limited to, Detailed Design drawings (90% of all drawings at least 60% complete):

- Updated list of all drawings anticipated at completion of the design (in drawing format) with included drawings in bold type font
- Draft Specifications
- Hazardous material mitigation requirements (as applicable)
- Updated project schedule
- Construction schedule and proposed sequence of work including major milestones and required plant outages
- Updated list of related projects, dependencies, and coordination issues
- Updated list of approved equipment manufacturers
- Updated list of anticipated equipment, including proposed manufacturers, size, number, etc. List shall be in format as approved by CWD for integration into CWD's work management system
- Updated list of required permit status
- Updated list of all TM to date
- 30% Issues Resolution Matrix
- Detailed cost estimate (in CSI format) with contingencies and allowances
- Quality control documentation from DP's internal review

2. Ninety Percent Detailed Design

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

The 90% Design submittal shall include, but not be limited to Detailed Design drawings (95% of all drawings at least 90% complete):

- Updated list of all drawings anticipated at completion of the design (in drawing format) with included drawings in bold type font
 - Draft specifications (including boiler plate Front End and CSI Division 1)
 - Draft Bid – Schedule of Items, including proposed unit pricing items, quantities, allowances, and contingencies
 - Hazardous material mitigation requirements (as applicable)
 - Updated design schedule
 - Updated construction schedule and proposed sequence of work including major milestones and required plant outages
 - Updated list of related projects, dependencies and coordination issues
 - Updated list of approved equipment manufacturers
 - Updated list of anticipated equipment, including proposed manufacturers, size, number, etc. List shall be in format as approved by CWD for integration into CWD's work management system
 - Updated list of required permits' status. Submittal of necessary permits.
 - Updated list of all TM to date
 - 60% Issues Resolution Matrix
 - Detailed cost estimate (in CSI format) with contingencies and allowances
 - Quality control documentation from DP's internal review
3. One-Hundred Percent Detailed Design
- a. The 100% Design submittal shall consist of the following:
- Complete, checked, stamped and signed, sealed design documents (specifications and drawings)
 - The final construction cost estimate

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

- Construction schedule

- b. A Professional Engineer (PE) that is knowledgeable and responsible for the project and is licensed in the State of Ohio shall stamp the specifications and drawings.

- c. The DP shall be responsible for customizing the CWD Standard Contract front end (General and Supplemental Conditions) and Division 1 Specifications (to be provided) for project-specific requirements. The DP shall include any additions as required for the project.

2.4 Bid and Award Assistance

A PE from the DP that is knowledgeable and responsible for the project and is licensed in the State of Ohio shall stamp the specifications and drawings used for bidding.

Bidding is conducted by the City's Purchases and Supplies Division and the City enters into a contract with the construction contractor. The DP is required to assist the City and CWD in the bidding and award process.

It is the responsibility of the DP to provide CWD with hard and digital copies of completed bidding documents as required. This shall be considered a reimbursable expense.

The DP is required to attend the pre-bid meeting, prepare meeting minutes, and answer questions from prospective bidders.

Often addenda need to be issued to the contract documents and these shall to be prepared by the DP.

The DP may also be asked to evaluate the bids, render an opinion on the competence of bidders, and make recommendations accordingly.

Before the Notice to Proceed (NTP) to the construction contractor, the DP shall prepare a set of documents (specifications and drawings) that include all changes made to the originals via addenda during bidding. These documents are known as CTC documents and copies shall be distributed to the contractor and CWD.

2.5 Construction Support Services

The consultant shall be required to perform the following services during construction.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

1. Review and approval of all submittals in consultation with the CWD project manager and stakeholders. Every effort shall be made to return submittals to the contractor and CWD within ten days of receipt.
2. Identification and procurement of all permits required during project construction and WTP operation. Building plans should be submitted to City of Cleveland, Division of Housing and Permits for review and approval.
3. Resident engineering plus construction management services shall be provided during construction. CWD shall require a full time resident engineer and full time construction inspector.
4. After the NTP for construction, the DP resident engineer shall be required to prepare and approve a schedule of values for the construction, which will be used for the monthly progress payments.
5. The DP shall perform inspections using appropriately qualified personnel to verify that the Contractor's activities are in conformance to the contract documents and resolutions. Also, services of a structural engineer, electrical engineer, and mechanical engineer shall be required as needed.
6. The DP RE shall be responsible for handling all RFIs (requests for information) from the contractor, and shall co-ordinate such requests with the CWD project manager as necessary.
7. The DP resident engineer shall go over all monthly contractor invoices, approve or negotiate the payment with the contractor and forward these to the CWD project manager for approval.
8. Hazardous Material Abatement monitoring - The DP shall perform inspections using appropriately qualified personnel to monitor the environmental remediation activities required of the contractor(s). The inspection shall verify that the contractor's activities are in conformance to the contract documents and OEPA and OSHA regulations.
9. The RE shall provide daily construction reports on the contractor's work to CWD.
10. The RE shall respond to any problems and conflicts encountered during construction, as directed by CWD.
11. Based upon the information obtained while observing the construction, the RE shall determine if such work is proceeding in accordance with the contract documents.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

Where appropriate, the RE shall provide written notice to CWD of any method of construction that, in the opinion of the RE, could adversely affect the requirements of the contract documents or the construction schedule.

12. The RE is responsible for inspecting work for substantial completion, milestones, and final acceptance, identifying Contractor action items and issuing a construction discrepancy list (punch list).
13. DP is responsible for providing construction/laboratory testing services. Examples may include, but are not limited to environmental testing and hazardous materials sampling and testing.
14. The DP shall maintain current throughout construction a set of record drawings marked up to clearly identify changes made during construction. Changes shall be marked on prints and based on shop drawings, change orders and other data prepared by the Contractor. The DP shall maintain current throughout construction a set of record interconnection wiring drawings marked up to clearly reflect as-built field conditions.
15. During construction, CWD safety staff may visit the site, and CWD makes worker safety a part of the Contractor's responsibility in its construction contracts. Nonetheless, it shall be the responsibility of the DP staff to bring safety and OSHA violations to the attention of CWD in writing promptly.

2.6 Commissioning, Operation & Maintenance Manuals, and Project-Related Training

1. Commissioning: It is the intent of the City and CWD to hire a DP that will provide comprehensive engineering services for the job, from preliminary design to a fully functional PCCS at the Baldwin and Nottingham WTPs. As part of the project specifications, the DP shall define methods for testing, calibrating, and certifying equipment.

In CWD projects, the operational demonstration of each individual component is the duty of the contractor. However during commissioning, it shall be responsibility of the DP to provide assistance as requested or required to operate specific equipment or the entire PCCS for testing and operational demonstration.

2. Operations and Maintenance Manual (O&M): The DP shall prepare and deliver six CD/DVD copies of an electronic O&M manual, and test its functionality once it is loaded on the appropriate server at CWD with DPU IT staff.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

- a. The DP shall develop a comprehensive O&M Manual and instructions using information submitted by the Contractor(s) as reference for each major system, subsystem and facility in the project that requires O&M. The DP's O&M Manuals shall include and supplement contractor-provided information.
 - b. The O&M Manuals shall provide clear, concise (step-by-step) instruction in standard text format to supplement information provided by the contractor regarding starting, operating, and shutting down equipment and systems. Terminology used shall accurately reflect nomenclature of equipment labels, name tags, etc. to minimize an operator's misinterpretation of the instructions.
 - c. The O&M Manuals shall address operating specifications and parameters, preventive maintenance recommendations and schedule, corrective maintenance information, troubleshooting methods.
 - d. The O&M Manuals shall include other information deemed appropriate by CWD. O&M Manual format shall be determined by CWD.
 - e. CWD maintains a Web-based O&M. The DP may be required to load the content of the prepared O&M Manuals to the CWD electronic format and validate that it is functional. This work shall be compensated on a level of effort basis and fee shall be negotiated with the DP, when the work is performed.
3. Project-Related Training: During commissioning of the PCCS and at each plant the DP shall be responsible for arranging and providing training to CWD personnel through its senior staff (approved by CWD) or paid vendor staff.
- 2.7 Close-Out Services
1. The DP shall prepare a punch list toward the end of the construction together with the CWD project manager and CWD stakeholders and take steps to ensure that the contractor addresses all concerns.
 2. The DP will be responsible for approving the contractor's final invoice and certifying that the project can be accepted. The DP will be required to sign the "Project Final Acceptance" certificate.
3. Project Records
- a. The DP shall submit a set of Record Drawings for each plant at the conclusion of the project. Drawings shall conform to the CWD Engineering

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

Standards and shall incorporate data, information, sketches and working drawings that reflect the “as-built” condition of the equipment/system, including RFIs, change orders, etc.

- b. Record Drawings (including point to point instrument loop diagrams and interconnect wiring diagrams) shall be submitted to CWD within four weeks of Contractor's Final Acceptance.
- c. DP shall provide fully executed instrument data sheets for each installed control and/or monitoring equipment.
- d. The DP is required to compile and provide electronic records in a format approved by CWD of all important project documents, such as, contractor submittals, correspondence, change orders and invoices.

4. Ten-Month Follow-Up Inspection

- a. DP shall perform an inspection of the facility system(s) and consult with Control Center staff regarding operational problems as part of this project approximately ten months following Project Final Acceptance.
- b. The purpose of the inspection is to ensure that the installed work is functioning as per design and to identify any issue which may require attention prior to expiration of the Contractor's warranty.
- c. DP shall submit a report to CWD which includes, but is not limited to, a detailed list of equipment inspected, the current condition of the equipment, whether or not the equipment is performing as designed, operational issues, and if any, recommended actions to be taken.

2.8 Project Meetings

Meetings are an integral part of the project and are used for communication, presentation, and discussion of the many aspects of design, implementation, and coordination. DP's fee for attending and preparing for meetings throughout the life of the project, whether planned or unplanned, shall be included in the DP's proposed fee. Within 10 business days of the NTP, the DP shall be required to attend a project kick-off meeting with CWD.

1. The DP Project Manager shall attend as minimum, biweekly meetings to thoroughly present and review project issues throughout the course of the project including construction.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

2. The DP RE shall participate in, as minimum, biweekly meetings during construction and closeout phases. RE shall participate in construction coordination meetings as requested by CWD.
3. Attendance at meetings by other design team members (subconsultants, discipline engineers, etc.) to discuss topics or issues is considered to be a typical design activity and shall not be considered for additional compensation.
4. The DP shall draft and distribute meeting minutes for all meetings in a format approved by CWD.
5. DP shall prepare for and participate in meetings with agencies and committees, including but not limited to the City's Planning Commission, and other City, Cuyahoga County, or State of Ohio organizations. Formal presentations, including mounted visual graphic boards, may be required.

2.9 Invoicing

DP shall submit a progress invoice every month, and shall submit one original and a copy. A PDF copy of the invoice is also required for recordkeeping.

1. Invoices shall be numbered sequentially beginning and shall include cover page, summary table, detailed invoice per task, summary table of labor costs, summary table of Other Direct Costs (Reimbursables), receipts, and other information deemed appropriate by CWD.
2. Reimbursable expenses submitted for charges incurred more than three calendar months prior to the period for which the invoice covers may not be considered for payment.
3. Actual timesheet from the prime consultant or the subconsultants shall be produced for auditing, if requested by CWD.
4. DP is responsible for including certification of payment made to its CSB subconsultants in accordance with OEO requirements. Copies of actual checks paid to CSB subconsultants, or approved alternative shall be included in the DP's invoice.
5. Compensation is based on average hourly rates and no change in labor rates is permitted throughout the life of the project, unless authorized by CWD in writing. Consultant shall furnish actual labor rates at the kickoff meeting to CWD's project manager in order to classify project staff in categories for compensation purposes. New labor categories other than those specified in the "Labor Rate Fee Table" may be created with CWD's approval.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

6. Each approved Change Order to the Contract Documents shall be specifically identified and tracked as part of the invoice. Earned Value Milestones shall be created or revised as appropriate for each Change Order.
7. Base Work includes Task 1. Detailed Condition Assessment, Task 2. Standards and Specifications, Task 3. Nottingham and Baldwin Preliminary Design, Task 4. Nottingham and Baldwin Detailed Design, Task 5. Bidding and Award Assistance, Task 6. Construction Administration and Resident Engineering Support, Task 7. Commissioning plus Operations and Maintenance Manuals and Training, and Task 8. Project Closeout. After the kick-off meeting, the DP shall prepare a “schedule of values” for the base work fee to facilitate invoicing. The proposed “schedule” will require CWD approval.

Tasks 1-5 shall be considered “Earned Value” tasks. The fee for these tasks will not be changed (except by CWD change order), and compensation shall be based on the lesser of actual labor expense or percentage of actual progress. Before submission of its invoice, the DP shall seek approval of its earned value milestones from CWD’s project manager.

2.10 Project Reporting

The DP shall submit to CWD a Monthly Report no later than the 15th of the following month for which payment is requested.

1. The DP shall submit one digital and one hard copy of the Monthly Report.
2. The Monthly Report shall include, but not be limited to a brief narrative description of the project, activities and accomplishments for the reported month, planned activities for the next month, identification of schedule concerns and variances, summary of budget status and variances, and key issues.
3. The Monthly Report shall include an updated schedule. Schedule progress shall be reported as percent complete.
4. Monthly Report shall include a table showing the cost estimate to complete each Task. These estimates shall match the “earned value” estimates used in the invoice for the month.
5. DP shall include in its Monthly Report the number of hours worked by minority, female, and City and Cuyahoga County resident staff as part of the DP’s contract. This information is gathered by the City for statistical analysis only.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

2.11 Optional Work (Services)

DP may be asked to perform optional tasks other than the ones identified in the fee tables of Appendix G and described in Section 2. The optional work may be a study or extra design work related to the project.

The optional work shall be authorized by CWD in writing as a change order.

Should the DP be requested to perform an Optional Task, the staff hours shall be negotiated with the DP using the "Labor Rate Fee Table" of Appendix G.

Optional Tasks may be exercised, deleted, revised, reduced, or substituted at the discretion of CWD.

The City reserves the right to modify the scope of services at any time before execution of a contract to add, delete, or otherwise amend any item(s), as it deems necessary, in its sole judgment, and in the best interest of the City.

3. Section 3: Project Schedule and Deliverables

Replace the entire Section 3 with the following:

3.1 Project Schedule

CWD expects to sign a contract with the selected firm around the beginning of 2022. The contract shall stay open till the PCCS at each plant has been upgraded and commissioned

The following are proposed project milestones. The proposed durations reflect current estimates of elapsed time and do not necessarily indicate full-time effort.

Milestone	Timing
Notice to Proceed (NTP)	TBD
Task 1: Detailed Condition Assessment	
Kickoff meeting	2 weeks from NTP
Submit Detailed Condition Assessment	18 weeks from NTP
Receive CWD comments on Condition Assessment	20 weeks from NTP
Task 2: Standards and Specifications	
Submit Specs/Standards 60% design documents	36 weeks from NTP
Receive CWD comments on Specs/Standards 60%	38 weeks from NTP
Submit Specs/Standards 90% design documents	44 weeks from NTP

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

Receive CWD comments on Specs/Standards 90%	46 weeks from NTP
Submit Specs/Standards 100% design documents	48 weeks from NTP

Task 3: PDR for Nottingham/Baldwin Plants	
Submit Nottingham/Baldwin PDR	62 weeks from NTP
Receive CWD comments on PDR	64 weeks from NTP
Submit Nottingham/Baldwin 30% design	74 weeks from NTP
Receive CWD comments on 30% design	76 weeks from NTP

Task 4: Detailed Design for Nottingham/Baldwin Plants	
Submit Nottingham/Baldwin 60% design	88 weeks from NTP
Receive CWD comments on 60% design	90 weeks from NTP
Submit Nottingham/Baldwin 90% design	102 weeks from NTP
Receive CWD comments on 90% submittal	104 weeks from NTP
Submit Nottingham/Baldwin 100% bidding/design	106 weeks from NTP

Task 5: Bidding and Award Assistance	90 Days
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Task 6: Construction Administration	24 Months
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Task 7: Commissioning	60 Days
Task 8: Closeout	12 Months

If at any time during the project, CWD should determine that the DP's progress is unsatisfactory toward meeting project goals (e.g., EVMs or Project Milestones), CWD may require the DP to submit a detailed recovery schedule and narrative description at no additional cost to the City. The recovery schedule shall address DP actions required to meet project terms and conditions (e.g., EVM dates) which may be determined to be in jeopardy.

3.2 Deliverables

CWD has established the following list of reports that the DP will be required to provide as deliverables. CWD reserves the right to modify the list of deliverables at any time before execution of a contract to add, delete, or otherwise amend any report or other deliverable, as it deems necessary, in its sole judgment, and in the best interest of CWD.

- A. All work shall conform to CWD standards. After activities are completed as authorized in each task, the following items shall be submitted to the City, in hard copy and, where applicable, in electronic form (in the latest versions of MS Word®, AutoCAD®, MS Excel® or Adobe):

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

1. Detailed Condition Assessment
 2. Preliminary design report
 3. 30% design for CWD review
 4. 60% design for CWD review
 5. 90% design for CWD review
 6. Final (100%) plans and specifications for bidding.
 7. Addenda to bidding documents as required during the bid phase.
 8. CTC documents to be used during construction
 9. Record drawings after construction, electronic records of essential project documents, and Operations and Maintenance manuals.
 10. Collected information
 11. Design notes and calculations
 12. Inspection reports
 13. All task correspondence
 14. All other defined deliverables
- B. The City reserves the right to add related services as needed.
- C. Unless otherwise expressly provided, the term of the Agreement shall begin upon Notice to Proceed and, unless extended by City or unless sooner canceled or terminated under the provisions of the Agreement, shall expire when all required deliverables have been submitted to and approved by the Director and all other Services have been satisfactorily performed and accepted by the Director.

4. Section 4: Proposal Requirements

Replace Section 4.3 Compensation with the following:

“Compensation amount shall be determined as defined in this RFP and as determined during contract negotiation. Compensation shall be based on an Earned Value basis and Average Hourly Rates for individuals assigned to the project and as proposed in the Fee Proposal (Appendix G), and approved reimbursable expenses. Invoices are required for these direct expenses.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

Payments shall be made on the basis of eight labor tasks and other direct expenses (aka reimbursables) as stated in Section 2.

Tasks 1-5 shall be paid based on actual costs, capped at the bid amount; and Tasks 6-8 will be Time and Materials based on actual hours worked.

Tasks shall be assigned a Not-to-Exceed fee after NTP. The Not-to-Exceed fee shall be the total of the proposed labor fee and reimbursables, and formalized before work is started.

After the NTP the DP shall submit the following:

DP shall submit a Staffing Profile by Task and month, which reflects hours and associated cost required to complete each Task and month in which hours and cost are anticipated.

Tasks 1-5: Within thirty (30) calendar days of the NTP and prior to the DP's first invoice, DP shall submit its Cost-loaded schedule and Earned Value Milestone (EVM) definitions that define in discrete terms the deliverable to be provided, the schedule for submittal, and the amount of fee to be "earned" upon submittal. This will require CWD approval.

Task 6-8: The DP shall submit a list of its project team personnel and job classification, including subconsultants' personnel, and each person's Actual and Average Hourly Rate and the total hours estimated for the project. The rates shall conform to the fee table submitted with the proposal but rate classification and assignment of individual staff to any task will require CWD approval.

DP shall submit a Cost-loaded schedule (using MS Project) for Task completion. Schedule activities shall be at a discrete, subtask level of detail, which provides CWD the ability to adequately monitor and determine DP progress. Cost shall reflect each subtask labor and shall "roll up" to the Task not-to-exceed fee. Invoice approval shall be based on Earned Value.

Optional Tasks are defined in Section 2.11. CWD may elect to delete, substitute, reduce, or redefine these Optional Tasks as needed. The fee for Optional Tasks has been pre-defined and shall not affect the cost competitiveness of the proposal. If CWD chooses to exercise an Optional Task, the staff hours and fee shall be negotiated using the DP's actual hourly rates in the Agreement.

The DP shall be compensated for approved Reimbursable Expenses incurred in the interest of the project, in accordance with the City's Reimbursables Policy. No markup is

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

permitted on reimbursable expenses. Expenses for individual items above \$10,000 require CWD approval in writing.”

5. Section 6: Proposal Content

Replace Sections 6.6 with following:

“6.6 Technical Approach and Preliminary Project Plan

The Proposer’s technical approach to the project is an important component of the selection. The proposal should concisely demonstrate the Proposer’s understanding of the project and its method of accomplishing the scope of work in this section of the proposal. This shall include the key issues and challenges of this project and how they will be addressed. Key activities and approaches that improve the chances of success should be described. The Proposer may present information in their proposal that significantly enhances the management, accuracy, efficiency, or reliability of their work.

This section should also include a preliminary project plan describing how the proposer will achieve the intent and purpose of the preliminary design reports specified in Tasks 1 and 3, including scope, schedule, tasks, and key milestones. A budget should not be included in this section.

6. Section 7: Proposal Evaluation; Selection Criteria

Replace 7.2 Scoring of Proposals with the following:

The City will score each Proposal in each of the following categories:

- a. Team experience/qualifications and past performance on similar projects
- b. Information provided in response to Sections 6.6, 6.7, 6.8, and any scenario question(s) posed;
- c. Proposed team organizational structure, responsibilities, management and technical approach, and utilization and qualifications of subconsultants;
- d. Quality of written presentation. (An oral presentation by the shortlisted firms may be requested by CWD);
- e. Acceptance of contract conditions and requirements;
- f. Availability of resources;
- g. Local presence in the Cleveland area;
- h. CSB participation; and
- i. Fees will not be considered in the technical evaluation.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

Proposals shall be evaluated first on technical qualifications and resources. Once rankings are established, the fee submittals shall be considered, and an appropriate score awarded for the estimated fee and multiplier in comparison with other proposing firms. A firm's involvement in any current litigation with the City will be taken into account during proposal evaluation.

The ratings are not intended or to be interpreted as a reflection of a Proposer's professional abilities. Instead, they reflect the City's best attempt to quantify each Proposer's ability to provide the services sought by the City and to meet the specific requirements of this RFP, for comparison purposes.

The criteria for the evaluation of proposals as stated above may be revised before any evaluation takes place.

Changes to Appendix G – Fee Tables:

1. Replace the original Appendix G with the attached Addendum No. 2 – Appendix G – Fee Tables.

Answers to questions received:

1. Is application programming included in the scope of work for this project? Are we to assume that the application programming work will be performed by the General Contractor's integrator (their sub) during construction and startup/commissioning?

Answer: Application programming is included in the scope, but shall be completed by qualified factory-trained Rockwell Automation representative.

2. The RFP mentions two groups, two projects, and two contracts. Does the RFP define work for one or two projects? If one project, please define the scope of work for the project. If two projects, please define the scope of work for each project.

Answer: The scope has been modified in Addendum 2. Group 2 has been removed from the scope.

3. Based on the number of past reports to review for this project and discrepancies noted above, can the time period to prepare and submit a proposal be extended by one or two weeks?

Answer: Due date was extended in Addendum No. 1.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

4. The RFP states the following on page 8: “The purpose of the PCCS and SCADA Improvements is to design the plant facilities and secondary sites, and related improvements and provide engineering services during the construction phase based upon the 2020 condition assessments (Appendices A, B, and C). As directed by the City, the selected DP shall prepare PDRs and detailed design and bidding documents for the PCCS at the four plants, the DCS and SCADA for various secondary sites. The DP shall assist the City through the bidding and construction phases.” However, on page 9, the RFP also states:

“1. The PDR will summarize existing information to support the design of automation upgrade. Existing drawings and data are available electronically upon request. Prior reports provided in Appendices A and B.”

“2. The PDR shall summarize in narrative format the existing conditions, perform cost comparisons, provide a list of equipment suppliers to be named, identify required plant outages, and provide a preliminary schedule for design and construction.”

Should the PDR be based solely on 2020 condition assessment OR based on the above two points and the roadmap referenced as Appendix D? In other words, does CWD expect the DPs to complete a comprehensive field investigation of all facilities (and including all equipment) to document the current state of the PCCS (Appendix D) at all the facilities, or are we to make condition assumptions by spot-checking the sample size of equipment in the reports?

Answer: The scope has been modified in Addendum 2. See Task 1 definition, which requires detailed condition assessment of Nottingham and Baldwin Plants.

5. Appendix D identifies the development of “PCCS Control System Architecture Documentation.”

Does this documentation include the PCCS architecture above the PLC level – area network and above, or does this document have to include network architecture from field level to the HMI/SCADA level including switches, routers, firewalls, etc.? Does CWD intend for the DP to prepare a full documentation of the complete architecture of all sites, or a limited documentation of only elements that we recommend be improved?

Answer: The network for PCCS is under the supervision of DPU-IT. It is currently being upgraded under their direction and should not be included in this project.

6. The RFP specifies a font size of 12 pt.

May we use a smaller font size for labeling graphic elements, such as picture captions, tables, diagrams, org charts, etc., as long as the narrative body copy text meets the 12pt requirement?

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

Answer: Yes

7. It appears many of the fee proposal tables are mislabeled. For example, page 4 of 21 says "Task M1: Crown" where it should be "Task C1: Crown" and page 5 of 21 says "Task M1: SCADA and DCS" where it should be "Task S1: SCADA and DCS."

Does CWD intend to reissue forms to clarify, or may we recreate the forms to include the correct task names and notations?

Answer: Fee tables have been revised per the new task structure.

8. The Summary Fee Table (Exhibit G, page 21 of 21) does not include a column for Task SS1.

Should this task be included in the table or is there another way you would like us to incorporate Task SS1 fees?

Answer: Fee tables have been revised per the new task structure.

9. Are Fairmount and Kirtland Pumps Stations part of this project scope for PCCS and SCADA Improvements?

Answer: Yes. Fairmount and Kirtland Pump Stations are considered part of the Baldwin Plant.

10. Please confirm CWD's required deliverables expected for the project:

- a. P&IDs – for all areas or only updates to processes where controls are changed?

Answer: P&IDs required for updated areas only.

- b. Instrument and I/O list intended additions

Answer: Instrument list for all recommended replacements and I/O list for updated areas only.

- c. Network Architecture Drawings – for all plants complete or only for areas of upgrade/improvement?

Answer: Network drawings required for PLC to remote I/O.

- d. Control Strategies – document all control strategies or only for areas of improvement

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

Answer: Control strategies for upgraded/modified areas.

- e. Any other updated documentation needed for future maintenance of the system

Answer: Control panel drawings should be provided to show any improvements.

11. Please confirm if Appendix D and all tasks associated with CIP projects in Appendix D (all 3 pages) are included in DP scope?

Answer: Appendix D should inform the preliminary scope of the project, but the scope shall evolve during the design of the project during tasks 1-4. The Detailed Condition Assessment will determine the preliminary design of the project.

12. As per Appendix D, projects CWD 1, CWD 2, CWD 3, CWD 4 and CWD 5 are listed to be performed by CWD.

Please confirm these projects are NOT included in the DP scope and no support services are required of the DP to complete them. Also please clarify that the five (5) CWD projects do not require any condition assessment.

Answer: DP shall assume all internal CWD project tasks in Appendix D shall be completed through this contract without the help of CWD personnel.

13. The RFP specifies that the PDR and detailed design for Group 1 entails Specs/Standards, Nottingham, Baldwin, and commonalities with all 4 plants.

Can CWD define what the intent is with regards to “commonalities” with all four (4) plants?

Answer: The scope has been modified in Addendum 2. The Commonalities PDR has been removed from the scope.

14. Section 6.6 of the RFP indicates a preliminary project plan should be included in the proposal response to identify how the proposer will achieve the intent and purpose of the preliminary design reports (PDR) for Nottingham and Baldwin.

Should the proposal response to the PDR specific to Nottingham and Baldwin only or all four (4) plants? What type of information/content connotes a ‘preliminary project plan’ in CWD’s eyes, at minimum?

Answer: The scope has been modified in Addendum 2 and only includes the Nottingham and Baldwin plants. The DP’s technical approach to the project would satisfy the requirement of a “preliminary project plan” in the proposal.

CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES

REQUEST FOR PROPOSAL

PCCS AND SCADA IMPROVEMENTS

ADDENDUM No. 2

November 16, 2021

15. During the pre-proposal conference it was noted that Group 2 could be staggered by two (2) years.

Does this mean design and construction for Group 2 will be deferred or just construction? Should this proposal include the scope and fee for Group 2's Tasks 2, 3, and 4? Also, the RFP states that six (6) individual PDRs should be created simultaneously. Please confirm (in light of pre-proposal comments) this requirement remains in place.

Answer: The scope has been modified in Addendum 2. Group 2 has been removed from the scope.

PCCS and SCADA Improvements Fee Proposal

Task 1: Detailed Condition Assessment	Task 2: Standards/Specs	Task 3: Preliminary Design	Task 4: Detailed Design	Task 5: Bidding and Award Assistance	Subtotals
Prime Consultant					
Subconsultant #1					
Subconsultant #2					
Subconsultant #3					
Subconsultant #4					
Subconsultant #5					
Subconsultant #6					
Subtotal Subtask					
Total					

Proposer's Name: _____
Authorized Signature: _____
Date: _____

PCCS and SCADA Improvements Fee Proposal

Task 6: Construction Administration & Resident Engineering Support

Discipline	Total Hours	Prime Consultant			Subconsultant #1			Subconsultant #2			Subconsultant #3		
		Hours	Rate	Total	Hours	Rate	Total	Hours	Rate	Total	Hours	Rate	Total
Resident Engineer	4160												
Construction Inspector	8320												
I&C Engineer	500												
Electrical Engineer	200												
Staff Engineer (PE)	100												
Entry Level Engineer (EIT)	50												
Clerical/Technical Support	50												
Contract Manager	180				N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total		-	-	-	N/A	N/A	N/A	-	-	-	N/A	N/A	-
				A			B			C			D

Sheet Total (A+B+C+D)= _____ (additional sheets can be used if necessary)

Task Total = _____
 (if additional sheets are necessary)

Note: Prime Consultant and all Sub Consultants hours must equal the Total Hours listed for each discipline. Any adjustment to each discipline will be added/subtracted from the Prime's discipline total.

Proposer's Name: _____
 Authorized Signature: _____
 Date: _____

PCCS and SCADA Improvements Fee Proposal

Task 7: Commissioning, Operation & Maintenance Manuals & Training

Discipline	Prime Consultant			Subconsultant #1			Subconsultant #2			Subconsultant #3			
	Total Hours	Hours	Rate	Hours	Rate	Total	Hours	Rate	Total	Hours	Rate	Total	
Commissioning Work													
Resident Engineer	80												
Construction Inspector	120												
I&C Engineer	20												
Electrical Field Engineer	20												
Staff Engineer (PE)	20												
O&M Manuals													
Resident Engineer	16												
Staff Engineer (PE)	40												
Entry Level Engineer (EIT)	60												
Training													
Resident Engineer	40												
Staff Engineer (PE)	40												
Contract Manager	20			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Total		-	-	-	-	-	-	-	-	-	-	-	
		A			B			C			D		

(additional sheets can be used if necessary)

Sheet Total (A+B+C+D) = _____

Task Total = _____

(if additional sheets are necessary)

Note: Prime Consultant and all Sub Consultants hours must equal the Total Hours listed for each discipline. Any adjustment to each discipline will be added/subtracted from the Prime's discipline total.

Proposer's Name: _____

Authorized Signature: _____

Date: _____

PCCS and SCADA Improvements Fee Proposal

Task 8: Project Closeout

Discipline	Total Hours	Prime Consultant			Subconsultant #1			Subconsultant #2			Subconsultant #3		
		Hours	Rate	Total	Hours	Rate	Total	Hours	Rate	Total	Hours	Rate	Total
Punch List Work													
Resident Engineer	32												
Construction Inspector	48												
Staff Engineer (PE)	16												
Record Drawings													
Resident Engineer	20												
I&C Engineer	12												
Staff Engineer (PE)	16												
Entry Level Engineer (EIT)	40												
Clerical/Technical Support	8												
Other Project Records													
Resident Engineer	20												
Staff Engineer (PE)	16												
Entry Level Engineer (EIT)	40												
Clerical Support	8												
10 Month Inspection													
Resident Engineer	24												
Staff Engineer (PE)	40												
Clerical Support	8												
Contract Manager	12				N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total		-	-	A	-	-	B	-	-	C	-	-	D

Note: Prime Consultant and all Sub Consultants hours must equal the Total Hours listed for each discipline. Any adjustment to each discipline will be added/subtracted from the Prime's discipline total. (additional sheets can be used if necessary)

Proposer's Name: _____
 Authorized Signature: _____
 Date: _____

PCCS and SCADA Improvements Fee Proposal

	Tasks 1-5	Task 6	Task 7	Task 8	Total
Project Cost:					
Reimbursable Expense Allowance:					\$ 75,000
Permit Allowance:					\$ 75,000
Optional Work (Services) Allowance:					\$ 500,000
GRAND TOTAL:					

Proposer's Name:

Authorized Signature:

Date:
