



NOTICE TO PROPOSERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida, and Indian Trace Development District (collectively "CITY") will be accepting sealed proposals for:

WASTEWATER LIFT STATIONS SCADA SYSTEM UPGRADE REQUEST FOR PROPOSALS ("RFP") NO. 2023-04

The CITY is requesting proposals from qualified PROPOSERS to provide all labor, supervision, equipment, supplies, tools, materials, drawings, operator training, MOT, safety measures and all other necessary incidentals required to install SCADA system hardware and software at sixty-nine (69) wastewater lift stations, including cellular RTU radio, and cloud-based VTScada software for SCADA/HMI, Historian, Alarming, Trending, and Reporting for desktop browser access and mobile device access. The CONTRACTOR shall perform ongoing maintenance for the contract term as stipulated herein, for the entire SCADA System, including existing Modicon M340 PLC.

All PROPOSERS are advised that the CITY has **NOT** authorized the use of CITY's seal by individuals or entities responding to the CITY's RFP, and that any such use by unauthorized persons or entities constitutes a second-degree misdemeanor pursuant to Section 165.043, Florida Statutes.

PROPOSER QUALIFICATIONS

Proposals will only be considered from firms that are regularly engaged in the business of providing wastewater lift station SCADA system installation and maintenance to governmental and/or utility agencies that own and maintain utility infrastructure within Miami-Dade, Broward, or Palm Beach counties. PROPOSER must be able to demonstrate a record of exceptional performance and have sufficient financial resources, equipment, and organization to satisfactorily provide the services required.

PROPOSERS shall provide the necessary documentation to demonstrate that they meet the following qualifications: i) PROPOSERS shall have been incorporated and in continuous operation for a minimum of the past five (5) years immediately preceding the date that this RFP is issued and shall have a primary or branch office in Miami- Dade, Broward, or Palm Beach County, Florida; ii) PROPOSERS shall be verified VTScada Integrators iii) PROPOSERS shall provide at least three references (Form 3) for similar work performed to show evidence of qualifications and previous experience.

PROPOSERS shall have a minimum of five (5) years of experience prior to the date that this RFP is issued, in providing SCADA system installation and maintenance for wastewater infrastructure to governmental agencies with infrastructure similar in scope, size and complexity as those owned and managed by the CITY.

MANDATORY PRE-PROPOSAL CONFERENCE

A virtual pre-proposal conference shall be held on **June 6, 2023 at 3:00 p.m.**, local time. All PROPOSERS planning to submit a proposal are required to attend this conference. Failure of a PROPOSER to be present for the entire mandatory pre-proposal conference, beginning at the time stated above and concluding at the dismissal of the mandatory pre-proposal conference by the CITY, shall render a PROPOSER to be deemed non-responsive and the proposal shall not be considered for award. Decisions of the CITY shall be final. Connect to the Live Event link via Cisco Webex as follows:

Event:	Pre-Proposal for RFP No. 2023-04 for Wastewater Lift Station SCADA System Upgrade
Event address for attendees:	https://westonfl.webex.com/westonfl/j.php?MTID=m94492bfc94dd340aa6b141bda439bfb6 You may also connect to: www.webex.com <ul style="list-style-type: none"> • Click "Join a Meeting" • Enter Event/Meeting Number
Date and Time:	Tuesday, June 6, 2023 3:00 PM Eastern Standard Time (New York, GMT-05:00)
Event Number:	2318 665 1928
Event Password:	weston (937866 from phones and video systems)
Video Address:	23173774448@westonfl.webex.com You can also dial 173.243.2.68 and enter your meeting number.
Audio conference:	Join by phone 415-655-0001 US Toll 2318 665 1928

PROPOSAL SUBMITTAL DEADLINE

Sealed proposals shall be received by the Director of Procurement until **2:00 p.m. local time, on June 22, 2023 June 26, 2023 July 5, 2023 (the "Submittal Deadline")** at the City of Weston, City Hall, located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Proposals received after this time shall be returned unopened. The sealed proposals will be publicly opened at the City of Weston, City Hall after the Proposal Submittal Deadline. Award of a proposal will be made at a City Commission meeting. The public opening of submittals may be viewed by the public via Cisco Webex as follows:

Event:	Opening for RFP No. 2023-04 for Wastewater Lift Station SCADA System Upgrade
Event address for attendees:	https://westonfl.webex.com/westonfl/j.php?MTID=m4dd9dfbf4e5571a56fe46d004618ba65 You may also connect to: www.webex.com <ul style="list-style-type: none"> • Click "Join a Meeting" • Enter Event/Meeting Number
Date and Time:	Thursday, June 22, 2023 Monday, June 26, 2023 Wednesday, July 5, 2023 2:00 PM Eastern Standard Time (New York, GMT-05:00)
Event Number:	2310 309 9828
Event Password:	weston (937866 from phones and video systems)
Video Address:	23173774448@westonfl.webex.com You can also dial 173.243.2.68 and enter your meeting number.
Audio conference:	Join by phone 415-655-0001 US Toll 231 030 99828

AVAILABILITY OF RFP DOCUMENTS

Interested parties may download a copy of RFP No. 2023-04, Wastewater Lift Stations SCADA System Upgrade by visiting the CITY's Procurement website at: <https://www.westonfl.org/government/procurement>. Proposal documents are also available for electronic download from Demand Star at <http://www.demandstar.com>.

PROPOSAL SECURITY

Proposal security in the form of a proposal bond acceptable to the CITY or a cashier's check made payable to the "City of Weston" in the amount of \$5,000.00 will be required to be submitted with the proposal.

QUESTIONS

Any questions concerning this Notice to Proposers shall be submitted in writing to the **Director of Procurement , Martha Perez-Garviso** at mperezgarviso@westonfl.org, with **"RFP No. 2023-04 for Wastewater Lift Stations SCADA System Upgrade"** in the subject line, at least five business days prior to submittal deadline.

CONE OF SILENCE

A cone of silence is imposed upon publication of this Notice to Proposers. The cone of silence prohibits communications with the following individuals pertaining to this RFP:

Margaret Brown, Mayor
Mary Molina-Macfie, Commissioner
Byron L. Jaffe, Commissioner
Chris Eddy, Commissioner; and
Henry Mead, Commissioner

Ryan Fernandes, Director of Technology Services, Selection Committee Member;
Kara Petty, Director of Parks and Recreation, Selection Committee Member;
Andrew Matusевич, Assistant Director of Landscaping, Selection Committee Member;
Cindy Tao, Director of Accounting, Alternate Selection Committee Member; and

Any member of the Protest Committee, if and when established.

The details of the CITY's Cone of Silence are set forth in Section 32.10 of the City Code.

The Selection Committee shall convene at a publicly noticed meeting and review submissions, rank and evaluate the proposals and provide a recommendation to the City Manager.

RIGHTS RESERVED

1. The CITY (through the City Commission, City Manager, Selection Committee or Protest Committee) reserves the right to:
 - A. Reject any or all proposals;
 - B. Waive any informality in a proposal;
 - C. Waive any deficiency or irregularity in the selection process;
 - D. Accept or reject any or all qualifications statements in part or in whole; and
 - E. Request additional information as appropriate.

2. The City Commission reserves the right to:

- A. Award all or a portion of the services set forth in the RFP/RFQ as determined to be in the best interest of the CITY; and
- B. Reject any or all Proposals if found by the City Commission not to be in the best interest of the CITY.
- C. Award an Agreement to one or more than one PROPOSER, make split or multiple awards as determined to be in the best interest of the CITY.
- D. In the event of a sole proposal, reject the sole proposal.

Martha Perez-Garviso
Director of Procurement
City of Weston

Published: May 22, 2023