

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**City of Carlton**

INTEGRATOR OF RECORD

City of Carlton, Oregon

## GENERAL INFORMATION

### **Introduction**

The City of Carlton is requesting Statement of Qualifications (SOQ) from qualified firms to provide integrator or record service for the City of Carlton, Oregon. The City's goal is to utilize the support and resources of a single firm to provide these services to facilitate consistency, rapid response to needs, and a standard approach to developing and maintaining the City's controls and SCADA systems moving forward. The Integrator of Record is to be appointed by the Mayor and City Council and works under the direction of the City Manager.

As a result of this Request for Qualifications (RFQ) the City will select a top qualifier with whom to commence contract negotiations. If negotiations are successful, the city will enter into a professional services contract with that firm. The City will consider an Integrator of Record contract of approximately three (3) years with an option to renew the contract for an additional two (2) year term upon mutual consent of both parties. The initial contract period is anticipated to start November 1, 2021 and end December 31, 2024. The City reserves the right to conduct periodic review of these services. At the conclusion of each contract period, the Integrator of Record performance will be formally evaluated. The City retains the option to renew the contract for additional two (2) year terms upon review of fees, performance and services. The firm may submit revised prices for consideration at the time of renewal. The City retains the option to use alternative service methods and service providers when the City deems it appropriate.

### **About the City of Carlton**

Carlton was incorporated in 1899. It is a small rural town, with a current population of 1670. The City Council consists of a Mayor and 6 councilmembers. The Mayor's term runs two years, and the Councilors serve four-year staggered terms. The City Manager is the administrative head of the city government and is appointed by the City Council.

### **Scope**

- A. General services provided by the Integrator of Record (IOR) may include, but are not limited to, the following:
1. On-site troubleshooting controls or programming issues.
  2. Repairing sensors, PLC's, SCADA components, communications, and otherwise maintaining the system.
  3. Responding to requests to upgrade or change programming in PLC's or other systems.
  4. Upgrading or installing software, firmware, or other systems.
  5. Remotely accessing systems to review problems, troubleshoot, or answer questions about controls, SCADA or related systems.
  6. Generally, respond to requests for support from the City regarding controls, SCADA, etc.
  7. Design projects with regard to PLC's, SCADA or associated communications systems.

For general service tasks, the IOR will provide basic services to the City on a time and materials approach.

- B. Additional services beyond the general scope, which cannot fully be described at this

time, may be necessary if requested by the City.

C. The IOR may be directed to undertake specific projects for the City that have a finite scope of work, are larger in scale, or for any other reason the City wishes to assign the work on a task-basis to the IOR. In these cases, the IOR will prepare a proposal describing the scope of work, a proposed fee, and an estimated project timeline. This will be submitted to the PWD and City Manager. Once the proposal is accepted it will be presented to the City Council for approval. If approved a separate task order will be signed.

## RFQ INSTRUCTIONS

### Requirements

Proposals shall include, as a minimum, the following items:

- A. **Firm** - Describe your firm's background and history, including the number of years in business and the scope of service currently provided to clients. Include a statement describing why your firm is qualified to perform the work outlined in this RFQ.
- B. **Experience** - Describe your firm's experience and current practice in providing IOR services to governmental entities, including the names of current government clients. Provide least 3 references of clients for whom similar services have recently been provided (Please include client, name, phone number and email).
- C. **Capacity** - Describe the workload capacity of your firm and type of work, which the firm would be able to handle. This includes the ability to respond in a timely manner. Include any limitations you would foresee in your firm's ability to handle certain types of work, or work capacity limitations.
- D. **Understanding & Approach** - Describe your understanding and approach to on-call work of the nature described in this RFQ. This should include your understanding of the City of Carlton and facilities.
- E. **IOR** - Name and qualifications of the individual who will serve as the IOR.
- F. **Support Staff** - The names of the professional persons who will assist the IOR in performing the work and a current resume for each, including a description of qualifications, skills, and responsibilities. This should include responsibilities, and qualifications of any subconsultants. Limit each resume to two pages.
- G. **General** -  
A statement that the Proposal includes all terms and conditions of the RFQ.

Proof of insurance for a minimum of \$1 million professional liability insurance plus \$1 million comprehensive and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption.

Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap,

political affiliation, marital status or other protected class, and has a drug-free workplace policy.

Confirmation that the respondent is licensed to work in the State of Oregon.

Written confirmation that the respondent has and will make available to the project the necessary personnel.

The name of the person(s) authorized to represent the respondent in negotiating and signing any agreement which may result from the proposal.

Provide a proposed hourly rate schedule for all positions required for the work.

<b>RFQ EVALUATION</b>
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**Minimum Qualifications**

The City will review SOQ's received to determine whether or not the respondent meets the following minimum qualifications:

- A. The firm is licensed to work in the State of Oregon.
- B. Having the financial resources for the performance of the professional services agreement, or the ability to obtain such resources.
- C. Being an Equal Opportunity Employer and being otherwise qualified by law to enter into the professional services agreement.

**Investigations**

The City Reserves the right to conduct appropriate investigations into the background, previous experience, and training, financial affairs and related matters of any firm or individual under consideration for a contract resulting in successfully completing the RFQ process. Said investigation may include, but are not limited to, credit reports, submission of audited financial statements, communication with principal clients, as appropriate, relating to the ability of your firm to successfully perform the duties and responsibility of IOR.

**Closing Date for Submittal of Qualifications**

Submit One (1) original and four (4) copies of your Proposal in a sealed envelope clearly marked:

**“STATEMENT OF QUALIFICATIONS FOR INTEGRATOR OF RECORD”**  
City of Carlton  
ATTENTION: City Manager  
191 E. Main Street  
Carlton, Oregon 97111

SOQs must be received no later than **4:00 P.M.** (local time), on **October 21, 2021**. The City of Carlton assumes no responsibility for delayed or undelivered mail or express packages. SOQ's which

are not delivered to City Hall by the above specified time and date will not be considered.

**Right to Award or Reject**

All SOQ's will become part of the City's public record on this matter, without obligation to the City. This RFQ does not commit the City of Carlton to award a professional services agreement. The City reserves the right to reject any, or all, SOQ's and to negotiate an agreement conclusion with one of the proposers. The City reserves the right to award the agreement to any proposer based on evaluation criteria.

**Waiver of Informalities**

The City reserves the right to waive minor informalities contained in SOQ's, when, in the City's sole judgment, it is in the City's best interest to do so.

**Incurring Costs**

The City accepts no liability for any costs incurred by respondents in the preparation or presentation of proposals.

**Time Line** (Tentative)

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|---|------------------|
| • Issue request for Qualifications              | October 1, 2021  |
| • Receive Qualifications                        | October 21, 2021 |
| • Evaluation                                    | October 25, 2021 |
| • Interview (if required)                       | October 27, 2021 |
| • Present contract to City Council for approval | November 2, 2021 |

**Inquiries**

Questions concerning this request for proposals should be submitted to:

Shannon Beaucaire, City Manager  
City of Carlton  
191 E. Main Street  
Carlton, Oregon 97111  
(503) 852-7575 (office)

[sbeaucaire@ci.carlton.or.us](mailto:sbeaucaire@ci.carlton.or.us) (e-mail)

**Evaluation of Statement Of Qualifications & Selection**

In connection with the evaluation, the City may, at its option invite one or more applicants to make an oral presentation to the selection committee at time and location to be announced and may require the submission of supplemental material intended to substantiate or clarify information previously submitted.

The following information will be taken into consideration during the evaluation process.

1. Proposals will be evaluated by the City using the following criteria:

<u>Points</u>	<b>Maximum</b>
A. Meet all qualifications and requirements identified in this RFQ	(5)
B. Quality of the SOQ	(5)
C. Firm	(15)
B. Experience	(30)
D. Capacity and responsiveness	(20)
E. Understanding, approach, familiarity with Carlton	(30)
F. Proposed IOR	(30)
G. Support staff	(15)
H. References	(10)
<hr/> <b>Maximum Total Points</b>	
	<b>150</b>

Final selection will be made by the City Council following review and ranking of the proposals by the Review Committee. To assist in making a selection, interviews may be conducted at the discretion of the City. After selection of a consultant, a professional services agreement will be negotiated. It is the desire of the City to have a new IOR contract finalized no later than December 3, 2021.

It is the City's express desire to enter into a professional services agreement which includes all services necessary to achieve the project goals whether or not the services are specifically outlined in this RFQ.

The selected firm will be expected to sign a written agreement which incorporates parts of this RFQ and the selected firm's Proposal. The selected firm will be required to sign a statement concerning government-wide debarment and suspension. The agreement will also require that the selected firm comply with applicable federal and state laws, rules and regulations.

**The City of Carlton is an Equal Opportunity Employer**  
 THIS ANNOUNCEMENT IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED  
 OR REVOKED WITHOUT NOTICE.