



REQUEST FOR QUALIFICATIONS
SCADA AND ELECTRICAL ENGINEERING SERVICES

INTRODUCTION

Notice is hereby given that the City of Snohomish (City) is requesting qualifications from qualified firms to provide SCADA (Supervisory, Control and Data Acquisition) and electrical engineering services to maintain, repair and improve the City's existing SCADA and telemetry systems.

The City's current contract is with Process Solutions and will expire March 31, 2026. The new contract will begin April 1, 2026. To ensure continuity of operations, the City is particularly interested in firms with demonstrated experience working with the City's existing SCADA system and software suite.

The SCADA software is comprised of Aveva System Platform 2023 R2, Aveva Intouch, Aveva Historian, SmartSights WIN-911 2024 R2, and drivers for communicating with the PLCs (Programmable Logic Controllers) and control equipment. The modem is 4G Sierra Wireless Airlink RV50X Cellular Verizon.

The Wastewater Treatment Plant (WWTP) has a server that monitors process operations. Workstations are located at the WWTP office and chemical building. WWTP staff can monitor and control operations from the workstations or remotely by iPad or iPhone.

PLCs are installed at Reservoir No. 3 and the Terrace Avenue PRV (Pressure Reducing Valve). Cal-Amp Viper radios are installed at those locations. Reservoir No. 2 has a repeater to relay radio signals from Reservoir No. 3, Terrace Avenue intertie, Reservoir No. 2 flow vault, and the City's thirteen (13) sewage pump stations to the MTU (Master Telemetry Unit) located at the CSO (Combined Sewer Overflow) Pump Station. The CSO pump station hosts the main control server for the Water Distribution and Sewer Collections System along with a modem for alarming and remote access.

The Utility Manager and Utility offices have standalone workstations. From these standalone workstations, staff can view real-time information such as wet well levels, pump operations, water levels, valve status, current set points, and alarm status. Staff can also change set points and acknowledge alarms. iPads are used by Utility staff to access this information in the field or on standby.

SCOPE OF WORK

The City owns and operates the water distribution and sewer collection systems, which include water storage facilities, sanitary sewer pumping stations, and a wastewater treatment plant. The SCADA equipment monitors and partially controls these facilities. The City requires the services of an electrical engineering firm specialized in SCADA and telemetry systems to provide assistance in the maintenance, repair, evaluation, design, preparation of technical specifications, and construction administration of improvements to these systems.

Firms must:

- Demonstrate proven experience working with the City’s existing SCADA software and hardware configuration (Wonderware suite, WIN-911, Multitech modems, Cal-Amp radios, and iOS integration).
- Demonstrated knowledge of the City’s current SCADA configuration and architecture, including existing telemetry, server, and repeater systems.
- Ability to provide continuity of service and minimize transition impacts.
- Familiarity with Washington State regulatory and reporting requirements applicable to SCADA systems.
- Needs to demonstrate knowledge and experience with DeviceNet.

Firms must be capable of advising City personnel on SCADA matters and providing recommendations for system improvements on an ongoing basis. Firm shall also be capable of coordinating with the Various SCADA systems integrators/vendors involved in the City’s system.

PRE-PROPOSAL SITE VIST

A non-mandatory site visit will be held on Wednesday, March 11, 2026. Firms will be provided with an opportunity to tour the facilities with City Staff. The tour will begin at the Public Works Operations and Maintenance Facility (1801 1st Street, Snohomish, WA 98291) at 10:00 AM. **Please arrive on-time.** From the Operations and Maintenance Facility, City Staff will take the Firms to each of the facilities.

RSVP and attendance is NOT required. It is strongly recommended that all Firms attend the site visit. Selection criteria points will be awarded to Firms that attend the site visit. Please direct any questions regarding the site visit to Tim Jackson, at (360) 282-3170 or by email at jackson@snohomishwa.gov.

PROPOSAL CONTENT

- Proposals must include:
- Firm name, address, and contact information for the individual responsible and project lead.
- An executive summary of no more than two (2) pages explaining why the firm is best qualified.
- Resumes for proposed project staff, highlighting SCADA experience and familiarity with Wonderware software and the City of Snohomish’s current configuration.
- At least three (3) case studies of municipal water/wastewater SCADA projects utilizing Wonderware and WIN-911.
- Evidence of prior successful work with the City of Snohomish’s SCADA and telemetry systems.
- A minimum of five (5) references, including project descriptions, contacts, and years of service.
- Confirmation of immediate availability to begin services on April 1, 2026, without onboarding delays.
- Demonstrated familiarity with Washington State regulatory and reporting requirements for municipal SCADA systems.

PROPOSAL SUBMISSION

Firms shall submit one (1) complete electronic copy in PDF format (15 megabytes maximum file size) of the proposal via email to Tim Jackson at jackson@snohomishwa.gov. **Proposals must be received no later**

than 3:00 PM on Wednesday, March 18, 2026. Include “Snohomish SCADA Project” in the email subject line.

It is the Firm’s responsibility to confirm delivery of proposal by requesting a confirmation via email. If a response is not received from the City, it is the bidder’s responsibility to contact the City via telephone or email to request confirmation.

Proposals submitted after the deadline will not be accepted and will be disqualified from further consideration. All proposals and any accompanying documentation become the property of the City and will not be returned,

All questions regarding this RFQ must be submitted in writing via email to Tim Jackson at jackson@snohomishwa.gov. Answers will be posted on the City’s RFQ webpage (<https://snohomishwa.gov/105/Bids-RFPs-RFQs>). To ensure equal access to information, questions must be submitted no later **than 3:00 PM on Wednesday, March 18, 2026. Include “Snohomish SCADA Project - Questions” in the email subject line. Any questions received after deadline will not be answered.**

All proposal documents submitted in response to this RFQ shall be considered public documents under applicable Washington State laws. All costs incurred in the preparation of a proposal and participation in the RFQ process shall be borne by the participating Firms.

The City reserves the right to reject any and all proposals, cancel, or reissue the RFQ in whole or in part prior to a final decision. The City also reserves the right to adjust the project schedule. All decisions of the City will be final.

SCHEDULE

The City reserves the right to make changes to the schedule below, but plans to adhere to the implementation of this RFQ process as follows:

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| • Non-Mandatory Site Visit: | Wednesday, March 11, 2026 |
| • Deadline for Receiving Questions: | Thursday, March 12, 2026 |
| • Response to Questions Posted on City Website: | Monday, March 16, 2026 |
| • Proposals Due: | Wednesday, March 18, 2026, by 3:00 pm |
| • Finalists Selected: | Friday, March 27, 2026 |

PROPOSAL EVALUATION

The City will evaluate proposals based on the following weighted criteria:

- Direct experience with the City of Snohomish’s SCADA system, hardware, and software (40%)
- Continuity of service and ability to ensure a seamless contract transition beginning April 1, 2026 (25%)
- Qualifications and expertise of assigned personnel (20%)

- References from similar municipal clients (15%)

UNDERSTANDING OF RFQ

By responding to this RFQ, the firm accepts full responsibility for understanding its requirements in their entirety, including making any necessary inquiries to the City for clarification. The City reserves the right to disqualify any firm that demonstrates less than a complete understanding of the RFQ. The City reserves the right, at its sole discretion, to determine whether a firm has met this standard. This right extends to cancellation

GOOD FAITH STATEMENT

All information provided in this RFQ is offered in good faith. The City makes no representation or warranty that any item is free from error. The City shall not be responsible for or liable for any use of the information contained herein or for any claims arising from such use. The City reserves the right to reject any or all proposals, and to reissue or cancel the RFQ at its sole discretion.