



CITY OF
SUMNER
WASHINGTON

**REQUEST FOR PROPOSALS
FOR ELECTRONIC DATA
PROCESSING, SOFTWARE, AND
SERVICES IN SUPORT OF PUBLIC
WORKS LABORATORY OPERATIONS**

November 2018

CITY OF SUMNER
REQUEST FOR PROPOSALS FOR ELECTRONIC DATA PROCESSING,
SOFTWARE, AND SERVICES IN SUPPORT OF PUBLIC WORKS LABORATORY
OPERATIONS.

The City of Sumner solicits proposals for data processing, software, and service in support of the Public Works Department's laboratory operations. The software will be used to record, analyze, and archive laboratory tests conducted at the City's Waste Water Treatment Plant.

The software is planned to be hosted by the proposer at a remote location and accessed remotely by City staff through a standard web browser interface.

The City anticipates professional services will be required for the initial configuration and customization of the system.

The initial term of the agreement is planned to be for two to three years, with the City retaining the option to negotiate one to two year renewals of the Software as a Service and/or hosted software agreement for as long as the City determines it to be in its best interest to do so. The City also reserves the right to negotiate for professional services to add additional functionality or customization of the system.

The City of Sumner reserves the right to amend terms of this "Request for Proposal" (RFP), to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

The City of Sumner reserves the right to retain the services of responsive firm(s) for work of this nature beyond the tasks specifically identified in this RFP.

Prospective respondents will be held to the ADA and Civil Rights language adopted by the City of Sumner.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing Jason Van Gilder, Associate City Engineer at jasonv@sumnerwa.gov.

Title VI Statement

The City of Sumner in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

BACKGROUND AND DISCUSSION

The City of Sumner Public Works Department (Department) presently operates a laboratory to test and monitor sanitary sewer treatment processes occurring at the Wastewater Treatment Plant and Collection System operated by the City and serving the Cities of Bonney Lake and Sumner.

The City is in need of a software solution capable of recording test results, archiving test data, and retrieving results in an efficient manner.

Technical Requirements

The system should be a commercial-off-the-shelf system with standard documentation. The system shall operate on the Windows NT, Windows 2000, XP, Vista or later operating systems. Cloud based features should be accessible through use of Microsoft Internet Explorer, Microsoft Edge Mozilla Firefox or Google Chrome browsers.

The software should provide data security in the form of redundant data storage at multiple physical locations.

Access to the City data should be through a managed log in password. Three simultaneous logins are anticipated to be needed in the initial configuration.

Data shall be stored on a standard enterprise database management system. The system shall provide a full audit trail of all inserts, edits, deletes, and approvals for all data points and system parameters.

The user interface shall be configurable with language localized dashboards allowing navigation to program functionality and Key Performance Indicator displays (gauges, numerical, or chart).

The software must make available an unlimited number of user defined variables whose values may be defined as daily, hourly, 15-minute, or 1-minute parameters.

Text parameters and calculations must be available.

Variables must optionally be provided with regulatory or control limits and optional text or graphical operators (less than, less than or equal to, greater than and greater than or equal to) for use in reports.

Software must accept <, >, and ND data qualifiers with numeric entries and up to seven additional user defined data qualifiers.

Calculations must include standard operators (+, -, *, /), functions (abs, retrieve forward or backward any day; exponential and logs; reciprocal; round; if then else; averages and summations (daily, moving; weekly; monthly, fiscal periods), and difference (with specified rollover or without).

Calculations must provide the capability to calculate loadings, percent removals, MCRT, and CT at a minimum.

CT required lookup tables must be provided with the system.

Results must be calculated daily, hourly or minutely. These calculated data values must be stored in the database thus ensuring the consistency of the data and allowing the same data to be readily available for analysis. Historical equations must allow definitions of the calculation by date.

The software must provide multiple avenues for user defined data entry.

Program must store an unlimited number of user defined custom data entry forms or bench sheets with text and variables (one or more days) positioned as desired.

Variable name, units, entry range, and permit limits must be displayed when entering data to increase data accuracy.

An audible-visual prompt will activate when value is outside a specified range.

The software must provide unlimited daily comments and comments attached to a sample value.

Software must be able to represent any paper data forms.

The software must provide an easy-to-use BOD worksheet whereby beginning and ending DO readings are entered and the BOD is automatically calculated and averaged with other bottles in the group.

All BOD tests must be automatically checked against STANDARD METHODS criteria (or user defined criteria) and removed from the average if invalid.

A Report Generator (RG) must be available and customizable.

- The RG must display a spreadsheet layout format, allowing placement of daily values, summary statistics and general text.
- The RG must provide formatting options including font and color changes, drag and drop capabilities, and border settings.
- Multiple paper sizes must be supported including 8 ½" x 11", Legal, 11" x 17".
- The RG must provide for cross-facility/database reporting

The statistical capability must include the report data range, hourly, partial day, daily, weekly, monthly, quarterly, semi-annual, seasonal and annual data groupings with availability of averages, totals, geometric means, minimums, maximums, percent removal, surcharge, standard deviations, and violations (monthly, weekly, or daily).

The software must contain a complete statistical analysis capability including mean, variance, standard deviation, max and min, and confidence interval for any parameter in the Data Manager.

Five (5) different regression analysis routines must define relationships between parameters for two (2)-variable (linear, geometric, exponential, and third order polynomial curve fits) and multiple linear regression analysis.

Results must be presented graphically within time-series, pie charts, probability distribution and regression plots.

The software must provide a QC Analysis exception report to identify outliers by Grubbs Test / T Test. Points above or below control limits and a specified number of points which meet the following conditions: consecutive points outside the warning limits, consecutive points on one side of the mean, and consecutive points sloping in one direction.

Trend charts must be quickly and easily available for any variable.

Time series or trend plots must display up to six (6) variables on one "Y" axis and up to two (2) additional variables on a second "Y" axis with dates on the "X" axis for user defined time period up to ten (10) years.

Two (2) variable correlations using "best fit" linear, geometric, exponential and third order curves and indication of goodness of fit must be calculated, listed to the screen and plotted at the users' discretion.

A time-offset feature must be available to allow matching of influent and effluent variables.

A multiple regression routine must calculate and list to the screen the correlation of one dependent variable, chosen by the user, versus up to seven independent variables, also chosen by the user. This routine must also have the ability to provide a graphical output of a multiple regression analysis for a dependent variable as a function of up to three independent variables.

Process modeling routines must be available to change activated sludge parameters on the computer and determine oxygen requirements, sludge production and clarifier capacity. The State Point Analysis method must be included.

All plotting modes must include labeling for all axes parameter identification (legend) and Calendar time duration identification and must have available for user selection various plotting symbols, lines and colors.

The software must have the capability to export full color graph images for use with any other Windows application and to write standard Windows Metafile or Bitmap files and to output full color plots.

The program must allow saved graphs to be outputted over a date range and printed with up to four (4) graphs per page with a single action.

The software must allow multiple separate databases and have look-up functions that transfer data from one database to another.

The software must allow multiple concurrent users.

The software must allow for the automatic generation of reports and graphs.

Users must be able to schedule the software to output to hard drives, printers, or email.

E-mail support must be provided with a single point gateway to relay email from any client.

The software must create Events/Alerts based on regulatory and user defined limits for easy exception reporting.

The software must be able to support state required electronic reporting formats.

Selection Criteria:

The City intends to use a competitive negotiation acquisition method as described in RCW 39.04.270.

The award shall be made to the qualified bidder whose proposal is most advantageous to the municipality with price and other factors considered. The municipality may reject any and all proposals for good cause and request new proposals.

Significant evaluation factors and their relative importance are as follows:

40%	Suitability of the software to meet the needs of the City. The City anticipates a technical committee consisting of City operations and engineering staff will review the capabilities of the software systems to assess their ability
20%	References from other municipalities utilizing the proposer's software system. Additional weight will be given relative to the proximity to the City of Sumner of each reference.
20%	Annual costs
10%	Start Up and Implementation Costs. These include estimates of professional services necessary to configure and customize the system for the City's operations.
10%	Company stability as demonstrated by its reputation of continuous service, presence in the water service market, and portfolio of products.

Selection Procedure:

After the submittal deadline, the proposals will be reviewed and evaluated by an Evaluation Committee comprised of, but not limited to, City staff, appointed or elected officials, and individuals chosen by Public Works staff to participate. The Evaluation Committee will establish a numerical score for each proposal within each category listed above.

FORMAT

The proposal should include the following information:

- a) Name of the company providing the quote.
- b) Indication that the quote will be valid for more than 59 calendar days after the submission date identified in this RFP.
- c) Annual costs associated with the use of the software.
- d) Costs associated with the start-up, initialization of the software, customization of the software, and training.

- a. Include the number of hours of professional services, shipping Costs, travel costs, and a list of fees and expenses.
- e) Terms and Conditions applicable to this proposal.
- f) List at least three (3) examples of municipalities of similar or greater complexity and size to the City of Sumner presently using the software package and provide references and a phone number for each reference.
- g) Provide information describing the capabilities, user interface, and reporting capabilities of the software system.
 - a. Brochures describing the system will be suitable.
 - b. The City reserves the right to request additional information or a demonstration of the system. The findings of that investigation may be incorporated into the proposal rankings.

The submittal may be provided in hard copy or delivered electronically to the address listed below.

Submittal Deadline:

The Proposal shall be delivered by 10:00 a.m. on December 20, 2018 to the attention of Jason Van Gilder, PE, Associate City Engineer, at jasonv@sumnerwa.gov or mailed to the following address:

City of Sumner
1104 Maple Street
Suite 260
Sumner, WA 98390

Any proposal received after the specified date and time may be rejected and not receive any further consideration by the City.

Proposal Contact Person: All questions regarding this solicitation should be directed to Jason Van Gilder, PE, Associate City Engineer, at (253) 299-5703.