

Request for Proposals

SCADA/Telemetry On-Call Services 2027-2029

Issued by Cedar River Water & Sewer District, September 2, 2026

Proposals Due: 11:00 AM, Friday, September 25, 2026

Pursuant to Ch. 39.04.270 RCW, Cedar River Water & Sewer District is soliciting Requests for Proposal (RFP) from interested firms capable of providing Supervisory Control and Data Acquisition (SCADA) and telemetry on-call services. The firm selected will be expected to perform the work primarily in-house; however sub-consultants may be retained for specialized work. The services covered by this request for proposals is for a three-year period beginning January 1, 2027.

Scope of Services:

The selected firm providing On-Call SCADA/Telemetry services will provide on-call services as needed for the preventative and corrective maintenance of the District's Water and Sewer SCADA equipment including master and remote cellular telemetry system; variable frequency drives; process equipment; and other electrical and electronic instrumentation. The selected firm will assist District operations staff in troubleshooting and repairing instrumentation, installing software application changes or upgrades; and installing deletions or additions to the system as required. The District may require additional services related to system replacement and future SCADA remote telemetry sites associated with new construction of water distribution facilities and sewer systems. Proposals for this request for proposal must present evidence of the firm's qualifications and experience with similar telemetry and instrumentation equipment used in water and sewer system operations.

The District has a variety of instrumentation, telemetry and drives varying in age and condition. The District is currently operating and standardizing around AVEVA Systems Platform software, Allen-Bradley CompactLogix Programmable Logic Controllers (PLC's), Rockwell Automation FactoryTalk View ME software for operator interface devices, and cellular communications. The firm should have knowledge of analog and digital systems including transducers, level monitors, water quality instrumentation and electrical control devices, including the brands listed above. These systems apply to master and remote telemetry systems, storage tank levels, flow meter registers and totalizers, electrical and hydraulically controlled valves, pumping systems, pressure gauge indicators, and other water distribution and sewer system electronic control and monitoring devices or peripherals.

The firm should have an office located in the Puget Sound region, preferably King County, and be capable of providing on-call 24-hour technical assistance and support.

Submittal Process:

The deadline to submit proposals is 11:00 a.m., September 25, 2026. Proposals submitted after this date and time will not be considered.

Submit electronic copies of the proposal in PDF format not to exceed 20 pages. The Cedar River Water & Sewer District RFP review team will consist of Administrative and Operations personnel.

All proposals must be submitted to rfp@crwsd.com and clearly labeled, **“SCADA/Telemetry On-Call Services: Cedar River Water & Sewer District”** in the subject line. Do not include confidential materials. Response materials may constitute discoverable public records under Ch. 42.56 RCW after this RFP process is concluded.

Include the name, telephone number, email address and physical business address of your company and contact person in the body of the email.

The District will publish this RFP in Daily Journal of Commerce. The District also utilizes MRSC Rosters to ensure a broad distribution of this RFP in order that diverse businesses are afforded maximum opportunity to participate in this selection process. The District encourages minority-owned, women-owned and veteran-owned firms to submit a proposal. Every minority, woman and veteran owned business that submits a proposal will be fairly evaluated in accordance with the scoring criteria set forth below.

The District assumes no responsibility for electronic delivery delays or failures. Date and time stamp of received documents will be tracked by receipt on the District server.

The submitted proposal document must not exceed twenty (20) pages in length and in 8 1/2" X 11" sheet size format with a font size of 11 or larger. The page count will include any page submitted, including cover letters, tables, maps, graphs, charts, indices and table of contents.

Interested firms and consultants shall submit a proposal that contains the following:

1. Cover Letter
2. Qualifications: Outline the qualifications of the firm to perform this work and provide;
 - a. Summary of capabilities and services provided by your firm as related to SCADA and telemetry systems in the water and sewer industry and describe past services provided.
 - b. Brief resume of the key technical personnel to be assigned to projects.
3. References: Provide a list of relevant experience and reference contacts.
4. Schedule of rates, including outside business hours, weekends and holidays.

SCORING:

The District will use the following point system criteria to evaluate each RFP:

Scoring Criteria	Points Possible
Company Profile Including: size of business; length of time in business; business qualifications in WA St.; history in serving local governments; ownership attributes including women, minority and veteran ownership; insurance levels; and core competency in the field	0-10
Office located in Puget Sound Region	0-10
Availability for 24-hour technical assistance & support	0-10
Relevant water control system experience	0-10
Relevant sewer control system experience	0-10
Total:	50 Points Max

Upon completion of the evaluations, the District will determine the most qualified firm, if any, based on all information presented whose proposal is most advantageous to the District with price and other factors considered. The District intends to negotiate an Agreement for Professional Services with the

most qualified firm at a price which the District determines is fair and reasonable. In making its determination, the District shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature. If the District is unable to negotiate a satisfactory agreement with the firm initially selected, negotiations with that firm will be terminated and the District may select another qualified firm, if any, with whom to negotiate.

There may be two phases of the selection process. First, a committee of District personnel will evaluate and rate the available information and submittal materials. Following the initial evaluation, the District may invite a short list of firms/teams to participate in an interview to further explore the firm's experience and capabilities serving as an on-call service provider.

TERMS & CONDITIONS:

The District shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting or presenting its proposal. Each responding firm shall bear all costs relating to its response, including time in preparation of a proposal or time spent in interviews or negotiation with the District. Nothing in this RFP obligates the District to contract for any services from any respondent, and the District reserves the right to reject any and all submittals and to amend, alter, or revise the criteria for selection of a respondent. The District reserves the right to request clarification of information submitted from any respondent, to request additional information and to conduct an independent investigation on any respondent. The ultimate decision whether to enter into an agreement for the services described herein will be made by the District's Board of Commissioners.

Inquiries:

For questions, contact General Manager Sean Bauer at: 425-255-6370 or by email at: rfp@crwsd.com

A copy of the "Agreement for Professional Services" can be found on crwsd.com.