City of Sebastopol

REQUEST FOR PROPOSALS
FOR ENGINEERING SERVICES for

SCADA SYSTEM
MONITORING, CONTROLS, AND CYBERSECURITY UPGRADE
PROJECT

PROPOSALS DUE:
WEDNESDAY, DECEMBER 16, 2026
5:00 PM

Approved for Release:

Oriana Hart

Oriana Hart, Public Works Director

November 18, 2026

Date

PUBLIC WORKS DEPARTMENT
714 JOHNSON STREET
SEBASTOPOL, CA 95472
engineering@cityofsebastopol.gov
Phone: 707-823-2151

The City of Sebastopol is soliciting Proposals from qualified engineering firms to provide professional engineering services for the SCADA System Monitoring, Controls, and Cybersecurity Upgrade (Project).

This RFP is for providing engineering services for the Project described in paragraph III below.

1. BACKGROUND AND DESCRIPTION OF PROJECT

The City of Sebastopol is requesting proposals from qualified firms to upgrade its existing Supervisory Control and Data Acquisition (SCADA) system serving municipal water and wastewater infrastructure. The City seeks to improve system reliability, remote monitoring, alarm notification, operational visibility, and maintenance efficiency while maintaining safe and reliable operation of its facilities.

The City is open to a range of technologies, including cloud-hosted BMS platforms, cellular-based monitoring and control systems, and other SCADA or telemetry solutions. Proposals may incorporate different system architectures and communications technologies, provided they meet the City's operational, integration, and cybersecurity requirements. Proposers shall clearly describe their proposed system architecture, including how field devices communicate with the supervisory platform and how staff securely access the system remotely.

The proposed solution must integrate with existing controls where feasible, identify necessary equipment upgrades, and meet the cybersecurity requirements established in this RFP.

Information regarding our current system is available at:
https://www.cityofsebastopol.gov/contractors-consultants/

2. EXISTING SYSTEM AND PROJECT LOCATIONS

The City has an existing BACtalk Alerton SCADA system serving its water and wastewater facilities that was installed by Syserco in 2006. The server for this system was upgraded in 2016. The selected firm shall assess the existing system, document existing equipment and control functions, verify available monitoring points and communications interfaces, and develop the system documentation necessary to design and implement the proposed upgrade. The City will provide available information regarding its facilities and operations; however, proposers shall not assume that complete or verified SCADA documentation is available. General SCADA architecture is laid out in Exhibit B.

The existing system includes the following facilities:

2.1. Water System

- Wells 4, 6, 7, and 8.
- Pleasant Hill Reservoirs (2).
- First Street Reservoir.
- Associated well pumps, booster pumps, variable frequency drives (VFDs), chemical feed equipment, instrumentation, and controls.

2.2. Wastewater System

- Morris Street Lift Station.
- Valley View Lift Station.
- Associated pumps, wet-well level monitoring, alarms, runtime values, and communications with the downstream wastewater conveyance system.

2.3. Additional Facility

- Ives Pool, including existing pump, filtration, chemical monitoring, and associated control equipment.

The existing SCADA summary identifies digital inputs, analog inputs, digital outputs, operating setpoints, alarm status, pump runtime values, and VFD information at various facilities. Not all listed points have been confirmed as physically connected or operational. The final list of facilities, monitoring points, and control functions shall be confirmed with the City during project development. Proposers shall identify any discrepancies between the SCADA summary, field conditions, and existing system documentation.

3. SCOPE OF WORK

The selected firm shall provide a complete, operational SCADA upgrade, including design, equipment, installation, programming, communications, integration, testing, training, and documentation.

3.1. Existing System Assessment

The selected firm shall review the existing SCADA system and perform site inspections necessary to establish a verified baseline. This work shall include:

- Inventorying existing RTUs, PLCs, controllers, communication equipment, instrumentation, and interfaces.
- Verifying existing input/output (I/O) points and identifying points shown in the HMI that do not appear to have corresponding physical inputs.
- Identifying existing communication protocols, Modbus addressing, data mapping, and interfaces between the City's RTU, PLCs, and other control equipment.
- Evaluating existing radio, cellular, wired, and other communication infrastructure, including signal strength and coverage where applicable.
- Identifying obsolete equipment, single points of failure, communications limitations, and other reliability concerns.
- Documenting existing operating sequences, alarms, setpoints, and remote control functions.

The selected firm shall provide a written assessment identifying equipment to retain, modify, replace, or add. Unverified functions shall not be assumed to be operational. The selected firm should describe how they would approach a dual operation period during the transition from the old to new system(s).

3.2. Existing Equipment Assessment and Replacement Plan.

As part of the proposal, the proposer shall provide a preliminary assessment of the existing SCADA field equipment and instrumentation, including RTUs, PLCs, controllers, communication devices, sensors, flow meters, level sensors, pressure transmitters, pump status devices, and other associated monitoring and control equipment.

The proposal shall identify the anticipated extent of equipment replacement and upgrades, including:

- Equipment proposed to be retained, reconfigured, upgraded, or replaced.
- Specific equipment types and components proposed for replacement, including associated sensors, instrumentation, and field devices.
- The basis for replacement, including compatibility, condition, reliability, functionality, supportability, and integration requirements.
- Any additional equipment or instrumentation needed to provide the proposed monitoring and control functions.
- Equipment or components that cannot be evaluated until the proposer completes a site assessment, clearly identifying related assumptions and potential cost implications.

The selected consultant shall submit a detailed Equipment Replacement and Upgrade Plan to the City for review and approval before ordering equipment or commencing installation. The submittal shall identify existing and proposed equipment by facility, include manufacturer and model information where known, describe the disposition of existing equipment, identify new or modified monitoring points and control functions, and provide an itemized equipment list with associated costs. The plan shall also identify any changes to existing wiring, instrumentation, control panels, communications interfaces, or other field infrastructure required to implement the proposed system.

The City will review and approve the proposed equipment replacement and upgrade plan before implementation. The consultant shall not replace existing equipment or make material changes to field instrumentation or control systems without prior City approval.

3.3. Control Logic and Operating Sequences

The consultant shall assess and document the existing control logic and operating sequences for the City's water and wastewater facilities included in the project. The assessment shall identify existing operating modes, pump start/stop sequences, lead/lag operation where applicable, operating setpoints, variable frequency drive (VFD) controls, chemical feed interfaces, alarms, interlocks, permissions, and emergency shutdown functions. Other items should also be evaluated such as the need for data storage/library and retention time.

The consultant shall identify any proposed changes to existing control logic or operating sequences and explain the operational purpose and anticipated benefits of each change. The consultant shall not assume that existing logic is complete, appropriate, or fully documented and shall verify existing conditions with City staff.

Prior to programming or implementing changes, the consultant shall submit a proposed Control Logic and Operating Sequences Plan for City review and approval. The submittal shall include control narratives, sequence-of-operation descriptions, proposed setpoints and adjustable parameters, applicable interlocks and permissives, and a description of how local, manual, automatic, and remote operating modes will function.

The proposed system shall preserve safe local operation during loss of SCADA communications, supervisory software, or remote access. The consultant shall identify how equipment will respond to communications failures, sensor failures, power interruptions, and other applicable abnormal operating conditions. Changes affecting equipment operation, process control, or safety shall be clearly identified for City review.

The consultant shall obtain City approval before implementing material changes to control logic, operating sequences, or setpoints. All implemented logic shall be tested and documented. Testing shall verify normal operating sequences, alarm conditions, interlocks, failure responses, and recovery following interruptions, as applicable to the approved design. The consultant shall provide final control narratives, setpoint schedules, configuration documentation, and test results to the City before final acceptance.

3.4. SCADA Software Platform Selection and Interface Development

The proposer shall recommend a SCADA software platform and system architecture appropriate for the City's water and wastewater operations. The City is interested in configurable, modern SCADA platforms that provide flexible interface development, remote monitoring, alarming, historical data trending, reporting, and authorized control functions.

The proposer shall describe the recommended platform, its capabilities, limitations, licensing structure, hosting options, integration requirements, and ongoing costs. The proposal shall include representative screenshots, sample dashboards, or mockups demonstrating the proposed user interface and how operators would monitor and manage the City's facilities. The selected consultant shall work with City staff during project planning and design to define the City's operational and interface requirements. This process shall include review of facility overview screens, individual site displays, equipment status, real-time measurements, historical trends, alarm presentation and acknowledgment, reporting, and authorized control functions, as applicable.

The consultant shall prepare and submit a proposed software configuration and interface design for City review before final development and implementation. The submittal shall include representative screen layouts, navigation structure, proposed dashboards, alarm displays, trend and reporting functions, and a description of user roles and available control functions. The City shall have the opportunity to provide comments and request reasonable revisions before the interface is finalized. The selected consultant shall configure and implement the approved interface, demonstrate its operation to City staff, and incorporate agreed-upon revisions before final system acceptance. The final system shall provide a clear, consistent, and intuitive interface across the City's included water and wastewater facilities and shall be accessible through the proposed authorized devices and access methods.

The proposer shall identify any additional software modules, licenses, subscriptions, databases, hosting services, or third-party products required to provide the proposed functionality. All initial and recurring costs shall be itemized. The City shall retain ownership of its system configuration,

screen designs, alarm definitions, tag database, documentation, and other project-specific configuration deliverables, to the extent permitted by applicable software licensing terms.

3.5. System Design and Implementation

The selected firm shall propose and implement a system that provides, as applicable to existing equipment and approved City requirements:

- Centralized monitoring and dashboards for City water and wastewater facilities.
- Real-time equipment status, tank and wet-well levels, flows, pressures, pump operation, VFD status, and other available instrumentation.
- Alarm notification, event logging, historical trending, and reporting.
- Monitoring of equipment faults, power failures, communications failures, and other critical operating conditions.
- Secure remote monitoring and approved remote control functions.
- Integration with existing PLCs, RTUs, VFDs, analyzers, and other equipment where technically feasible.
- Local control and safe operating capability when communications or cloud services are unavailable.

The system shall maintain or improve existing functionality unless a change is specifically identified, justified, and approved by the City.

3.6. Communications and Radio Assessment

The proposer shall evaluate communications requirements for the proposed system and identify the appropriate technology for each site. This may include radio, cellular, satellite, wired communications, or a combination of technologies. The proposal shall identify required equipment, anticipated coverage limitations, subscription costs, installation requirements, and any necessary modifications to existing infrastructure.

A radio survey or other communications assessment shall be included where needed to confirm the feasibility and reliability of the proposed design. Any proposed survey methodology and deliverables shall be described in the proposal.

3.7. Installation, Testing, and Commissioning

The selected firm shall provide all equipment, installation, programming, configuration, integration, and testing necessary to deliver a functioning system.

Testing shall verify:

- Correct operation of monitoring points and alarms.
- Communications between field devices and the supervisory platform.
- Approved control functions and operating sequences.
- Loss-of-communications behavior and local control operation.

- Cybersecurity controls and authorized access restrictions.
- Backup, recovery, and system documentation.

The City shall approve the completed system before final acceptance.

3.8. Training and Documentation

The selected firm shall provide operator and system administrator training and deliver:

- Final system architecture and communications diagrams.
- Verified I/O and monitoring point schedules.
- PLC, RTU, controller, and interface documentation.
- Configuration and programming records, as applicable.
- Alarm and operating procedures.
- User access and permissions documentation.
- Equipment manuals, warranty information, and maintenance requirements.
- Cybersecurity documentation and recovery procedures.

4. Cybersecurity and Network Requirements

The City considers all components used to monitor, control, or communicate with its water and wastewater operational systems to be operational technology (OT). This includes field controllers, RTUs, PLCs, communication equipment, cellular devices, gateways, cloud-hosted platforms, software applications, and remote-access tools. The proposed system shall incorporate appropriate cybersecurity measures to protect the City's operational systems, maintain reliable operations, and prevent unauthorized access. Proposers shall describe how their proposed solution addresses the following requirements.

4.1. Network Architecture and Segmentation

The proposer shall provide a description and diagram of the proposed system architecture, including field devices, controllers, communications equipment, supervisory platforms, cloud services, and staff access points. The architecture shall:

- Protect OT systems from unauthorized access and cybersecurity threats.
- Provide appropriate separation between OT systems and the City's business IT network, using network segmentation, firewalls, or equivalent controls where applicable.
- Limit communications between system components to those necessary for system operation.
- Identify all external connections, third-party services, cloud-hosted components, and communication pathways.
- Describe how the proposed system will operate if internet connectivity, cellular communications, or cloud services become unavailable.

4.2. Network Access Controls

The system shall restrict network access to authorized devices, IP addresses, services, and communication ports using IP allowlisting, firewall rules, access control lists, or equivalent security controls. Field controllers, RTUs, PLCs, and other OT devices shall not be directly exposed to the public internet. Unsolicited inbound internet connections shall not be permitted unless specifically reviewed and approved by the City.

Proposers shall describe:

- How access to field devices, controllers, gateways, and supervisory platforms is restricted.
- Whether private IP addressing, network address translation (NAT), IP allowlisting, private cellular access point names (APNs), VPNs, or other access-control mechanisms are used.
- How communication ports, protocols, and services are limited to those necessary for system operation.
- How unauthorized devices and connection attempts are blocked and, where supported, logged.
- Any exceptions to these requirements and the justification and safeguards proposed for each exception.
- The City will review and approve the proposed network access and security architecture before implementation.

4.3. Secure Remote Access

Remote access by City staff, system administrators, vendors, and technical support personnel shall be secured and controlled. The system shall, where technically supported:

- Require multifactor authentication (MFA) for remote access.
- Use individual user accounts rather than shared accounts.
- Apply role-based access controls and the principle of least privilege.
- Restrict remote access to authorized users and approved methods.
- Maintain logs of user access, administrative activities, configuration changes, and remote-control actions, as supported by the system.
- Provide a process for granting, reviewing, and revoking user and vendor access.
- Allow the City to control or disable remote access when necessary.

Proposers shall identify any ongoing vendor access, remote support requirements, subscription dependencies, and associated costs.

4.4. Communications and Cloud Security

Communications between field equipment and supervisory platforms shall use appropriate authentication and encryption protections based on the proposed architecture and equipment capabilities. Proposers shall identify all communication technologies, including wired networks, radio systems, cellular services, private cellular APNs, VPNs, encrypted tunnels, cloud connections, and third-party services. Proposals shall describe how communications are protected against

unauthorized access, interception, and alteration; how communication failures are detected, reported, and recovered from; and how data is retained, buffered, or transmitted following restoration of communications, where supported.

For cloud-hosted or vendor-hosted solutions, proposers shall describe the security architecture and responsibilities of the City, vendor, and third-party service providers, including:

- Encryption of data in transit and, where supported, at rest.
- User authentication, access management, security logging, and system monitoring.
- Security updates, vulnerability management, and software maintenance.
- Backup, restoration, disaster recovery, and service availability.
- Data ownership, retention, export, and deletion.
- Security incident notification procedures and applicable notification timelines.
- Third-party platforms, services, and ongoing vendor access required for system operation or support.
- Recurring costs for hosting, licensing, subscriptions, cellular service, and technical support.

4.5. System Resilience and Cybersecurity Deliverables

The proposed system shall maintain safe local operation when communications, remote access, or cloud-based supervisory services are unavailable. Proposers shall explain which functions continue locally during outages; how the system handles power loss, communications failure, and equipment failure; what local controls and manual operating procedures remain available; and how the system recovers when service is restored. Proposers shall also explain how remote commands are authorized and how unintended or unauthorized control actions are prevented. Any proposed changes to existing control logic, operating sequences, or remote-control capabilities shall be identified and submitted for City review and approval before implementation.

The selected consultant shall provide documentation sufficient for the City to understand, operate, maintain, and secure the system, including:

- System architecture and network diagrams.
- An inventory of controllers, RTUs, PLCs, gateways, communications equipment, software, and relevant protocols.
- Network access-control and firewall requirements.
- User and vendor access-control matrix.
- Documentation of encryption, authentication, and remote-access methods.
- Identification of cybersecurity risks, vulnerabilities, limitations, and proposed mitigation measures.
- Testing and commissioning documentation addressing cybersecurity and access controls.
- Backup, recovery, and incident-response procedures.
- Documentation of any exceptions to the City's cybersecurity requirements.

The proposed system shall comply with applicable laws and regulations. Proposers shall describe how their solution addresses relevant cybersecurity practices, including applicable recommendations in the U.S. Environmental Protection Agency's *Guidance on Improving Cybersecurity at Drinking Water and Wastewater Systems* and associated cybersecurity assessment resources, as applicable to the proposed solution.

Proposers shall identify any requirements that cannot be met, explain the associated risks, and describe proposed alternatives. No exception to the City's cybersecurity requirements shall be considered approved unless expressly accepted by the City.

Proposals shall include a distinct description of the proposed cybersecurity approach, including system architecture, network access controls, remote-access methods, communications security, cloud or vendor dependencies, system resilience, and ongoing security responsibilities. All recurring costs, third-party services, security-related subscriptions, and operational responsibilities required to maintain the proposed solution throughout its service life shall be clearly identified.

5. PROPOSAL CONTENTS

Proposals shall include:

- Qualifications and experience: Relevant experience with municipal water and wastewater SCADA, industrial controls, telemetry, cloud platforms, and cybersecurity.
- Technical approach: Proposed architecture, equipment, communications, integration methods, dashboards, alarms, and control capabilities.
- Existing system integration: Approach to verifying existing equipment, resolving documentation gaps, and maintaining existing functions.
- Cybersecurity response: Specific responses to Section 4, including a network architecture diagram and explanation of secure cloud-to-field and staff access.
- Project schedule: Assessment, design, procurement, installation, testing, commissioning, and training durations.
- Project team: Project manager, controls personnel, installation subcontractors, and cybersecurity support personnel.
- References: At least three comparable municipal or utility projects.
- Assumptions and exclusions: Required City support, equipment assumed to be functional, excluded work, and deviations from this RFP.

6. PRICING AND COST PROPOSAL

Proposers shall submit an itemized cost proposal for the complete project, including labor, equipment, instrumentation, software, licensing, communications services, installation, integration, testing, training, and other costs necessary to deliver the proposed system.

The City may fund the project over two fiscal years. Proposers shall therefore divide pricing into Phase 1 and Phase 2, recommending a logical division of work that allows the City to defer a portion of the project while minimizing additional costs, duplicated effort, and integration risks.

Proposers shall identify the work and deliverables included in each phase, dependencies between phases, and the level of functionality the City will receive upon completion of Phase 1.

The City reserves the right to modify the proposed phasing or scope based on available funding and operational priorities. Any subsequent phase will be subject to City approval, available funding, and applicable contracting requirements.

6.1. Itemized Project Costs

Provide separate costs for:

- Existing system assessment and communications survey.
- Equipment and hardware.
- Software, cloud hosting, and system configuration.
- Installation, wiring, electrical work, and communications.
- Programming, integration, dashboards, alarms, and testing.
- Cybersecurity design, configuration, and verification.
- Training, documentation, and commissioning.
- Initial software, cloud, cellular, radio, or satellite subscription costs.
- Annual recurring costs after the initial term, including escalation provisions.
- Optional equipment, additional sites, and future expansion costs.
- Clearly distinguish one-time capital costs from recurring operating costs. Identify all costs necessary to deliver a complete, operational system and list any exclusions separately.
- Provide a five-year total cost of ownership, including recurring subscriptions and anticipated maintenance costs.

Identify the costs associated with each phase, distinguishing one-time costs from recurring expenses. Clearly state all assumptions, exclusions, allowances, and potential additional costs.

6.2. Five-Year Total Cost of Ownership

Provide a five-year total cost estimate that includes initial implementation costs and anticipated recurring expenses, including software licensing, hosting, cellular service, maintenance, and support. Identify annual costs, when recurring charges begin, and any anticipated license increases or additional fees.

6.3. Pricing Assumptions and Alternatives

Identify any costs that may change following site assessments, equipment verification, or final design. Price optional features, enhancements, and alternatives separately from the base proposal. Identify equipment lead times and any conditions affecting pricing validity.

7. PROPOSAL EVALUATION

The City intends to evaluate proposals using the following criteria:

Criterion	Weight
Technical approach, functionality, and integration with existing equipment	30%
Cybersecurity architecture and compliance with Section 4	25%
Qualifications and relevant experience	15%
Total cost, including five-year recurring costs	20%
Schedule, training, warranty, and ongoing support	10%
Total	100%

The City reserves the right to request clarifications, conduct interviews or demonstrations, negotiate scope and pricing, reject any or all proposals, and select the proposal determined to be in the City's best interest.

8. GENERAL CONDITIONS AND SUBMISSION

The selected firm shall execute a written agreement with the City and shall not begin work until authorized. Work shall be coordinated with Public Works staff to minimize disruption to existing operations. The selected firm shall provide applicable licensing, insurance documentation, identify subcontractors, obtain required permits, and comply with applicable public works requirements.

Proposals shall be submitted electronically to engineering@cityofsebastopol.gov no later than December 15, 2026 at 5:00 pm.

Questions shall be submitted to engineering@cityofsebastopol.gov

The City may negotiate the final scope, facilities, monitoring points, and implementation approach to align the project with available funding and operational priorities.

9. SCHEDULE

The Request for Proposals (RFP) was released effective on the date shown on the cover of this RFP. It is the City's intent that this solicitation will be due on the date shown on the cover of this RFP.

Evaluation of proposals by the City will commence within thirty (30) days of receipt. The City reserves the right to conduct follow-up interviews with Proposer(s). A preliminary schedule of administrative milestones are listed below. The Consultant shall include a schedule in the Proposal that includes key milestones from date of the Notice to Proceed, estimated lead times for delivery of equipment through project completion, and staff training. The schedule should be presented as a phased approach with assessment and cost as the first phase and implementation as the second phase.

10. CITY'S RESPONSIBILITIES

City will also PDF copies of existing City plans, base maps, and other background materials for consultant's use as needed. If only hard-copy versions of the documents are available, a print copy will be provided, at Consultant's costs.

Also see "Scope of Work" Section 3.

11. GUIDELINES FOR PROPOSALS

a. Proposals should not exceed 10 pages in length, excluding cover letter, dividers, appendices and resumes.

b. Documentation for each referenced project included in your proposal shall include information in the format shown below:

   1) Client Name

   2) Project Name and Description,

   3) Project Start and End Dates

   4) Client Project Manager Name, Phone Number, and email address

   5) Key Consultant team members including assigned project manager, Lead Engineer, and other staff/backup engineers and inspectors

c. Proposals shall include a summary section describing your understanding of and approach to the proposed project assignment identified in this RFP, and a detailed Scope of Work to complete the project.

d. A detailed breakdown of fees, by task, shall be provided in spreadsheet format.

e. Proposals shall include your firm's general billing information as follows:

   1) Schedule of hourly rates, including any special rates offered to public agencies, and prevailing wage rates as appropriate.

   2) Travel-time charge-out policy (please see item #5 below).

   3) Vehicle or equipment charge-out policy.

   4) Percentage markup for reimbursable expenses.

   5) Lodging expenses, meals, airfare, and other travel expenses (excluding vehicle mileage reimbursement) to and from Consultant's Office to the Project site are not allowed.

12. PROCESS FOR SUBMITTING PROPOSALS

a. Proposals should focus on information requested above; brochures and promotional materials should not be submitted with your proposal.

b. Submit three (3) paper copies of proposal with your fee estimate included in a separate sealed envelope addressed to:

   Attn: Elissa Overton, Engineering Technician II
   City of Sebastopol Public Works Department
   714 Johnson Street, Sebastopol, CA 95472
   RE: RFP for SCADA Upgrade

Proposals shall be submitted in person or by mail or delivery service by the due date stated in the front cover of this RFP. In addition to the paper copies, please submit a PDF copy of the Proposal (excluding the Fee Estimate) to engineering@cityofsebastopol.gov. Office hours for receipt of Proposals are:

Monday – Thursday, 7:30 a.m. – 5:00 p.m.
Offices are closed on Friday's, and state and federal holidays

A final Cost Proposal/Fee Estimate will be negotiated with the selected consultant.

13. QUESTIONS

Questions regarding this RFP or its requirements, may be submitted, preferably by email, to: engineering@cityofsebastopol.gov. Due to staffing constraints, the City will attempt to respond within two (2) business days of receipt (note Fridays are non-business days for the City). Your email question should include in the Subject Line: "Questions re. RFP for SCADA Upgrade."

Questions via phone call may be made to Elissa Overton at (707) 823-2151. Due to staffing constraints, City will attempt to respond within three (3) business days of receipt.

Prior to submitting proposals, consultants should not contact any other City personnel, elected or appointed officials. The City reserves the right to reject any proposal for violation of this provision.

14. EVALUATION CRITERIA

The City's consultant evaluation and selection process is based upon "Qualifications Based Selection" (QBS) for professional services. The following criteria will be used in evaluating the proposals:

a. Responsiveness to solicitation and understanding of project.

b. Proposal documentation of demonstrated relevant experience, particularly with construction projects for public agencies.

c. General qualifications and experience of the firm, construction manager, Lead Inspector, and other key individuals assigned to projects.

A Notification of Intent to Award will be sent to the consultant selected. Award is contingent upon the successful negotiation of final contract terms contained in the Master Agreement and subject to approval by the City.

Negotiations shall be confidential and not subject to disclosure to competing consulting firms unless an agreement is reached.

15. STANDARD TERMS AND CONDITIONS

a. This RFP does not commit the City to award a contract or to pay any costs incurred for any services.

b. The City, at its sole discretion, reserves the sole right to determine which consultants are ultimately included in the Pre-Qualified Consultants List.

c. All proposals will become the property of the City of Sebastopol. Any proprietary information contained in the proposal should be clearly identified as such.

d. The City reserves the right to amend this RFQ/RFP from time to time. The current version will be posted on the City website link: https://www.cityofsebastopol.gov/contractors-consultants/

e. The cost for developing the proposal is the sole responsibility of the proposer. All proposals submitted become the property of the City.

f. Prior to award, the apparent successful firm(s) may be required to enter into discussions with the City to resolve any contractual differences. If no resolution is reached, the proposal may be rejected.

g. Proposals are subject to the Freedom of Information Act. The City cannot protect proprietary data submitted in proposals.

h. Insurance Requirements: Successful proposers must furnish the City with the Certificates of Insurance proving coverage as specified in Exhibit A, Insurance Requirements for Consultants, prior to City approval of the contract. No exceptions will be made to this requirement.

It is the proposer's responsibility to review these requirements carefully prior to submitting a proposal in response to this solicitation. Your response must indicate your familiarity with the insurance requirements and your willingness to comply with them as they are written. If you take any exceptions to the terms of the contract, these must be included in your proposal in writing. The City will consider this in determining responsiveness to the Request for Proposals.

EXHIBIT A
City of Sebastopol
Insurance Requirements for Consultants

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than $2,000,000 per occurrence. Ifa general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than $1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation insurance, as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.
   (Not required if consultant provides written verification that it has no employees)
4. Professional Liability (Errors and Omissions) Insurance appropriates to the Consultant's profession, with limit no less than $2,000,000 per occurrence or claim, $2,000,000 aggregate. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non- renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to the City of Sebastopol for review.
   If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City of Sebastopol requires, and shall be entitled to, the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sebastopol.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:
The City of Sebastopol, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33

(not allowed from subcontractors), or CG 20 38; and one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

Primary Coverage

For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City of Sebastopol, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Sebastopol, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance.

Waiver of Subrogation

Consultant hereby grants to the City of Sebastopol a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City of Sebastopol by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Sebastopol has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sebastopol for all work performed by the Contractor, its employees, agents, and subcontractors.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City of Sebastopol. The City of Sebastopol may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City of Sebastopol.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Sebastopol.

Verification of Coverage

Consultant shall furnish the City of Sebastopol with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to the City of Sebastopol before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Sebastopol reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance, meeting all the requirements stated herein, and Contractor shall ensure that the City of Sebastopol is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

The City of Sebastopol reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

CITY OF SEBASTOPOL

EXHIBIT B
EXISTING SCADA SYSTEM OVERVIEW

Request for Proposals
SCADA System Upgrade, Remote Monitoring, Controls, and Cybersecurity

1. Purpose and Use of This Exhibit

This exhibit provides a general, preliminary description of the City's existing supervisory control and data acquisition (SCADA) system and the facilities understood to be represented in the current system. It is intended to help proposers understand the general operating context and prepare proposals for assessment, design, and implementation of a SCADA upgrade.

This overview is not a verified as-built record, complete instrument list, control narrative, communications survey, or guarantee that every item described below is currently installed, functional, or available to the SCADA system. Proposers shall verify existing conditions, interfaces, signal availability, control capabilities, and communications during the project. The City will provide available records and reasonable access to facilities as coordinated with City staff.

2. System Overview

The existing system provides monitoring and/or control functions at selected City water and wastewater facilities. The known facilities include four groundwater well sites (Wells 4, 6, 7, and 8), two water storage locations (Pleasant Hill Tanks and First Street Tank), two wastewater lift stations (Morris Street and Valley View), and Ives Pool.

The existing arrangement includes field instrumentation and discrete status/alarm signals, with some values and functions displayed through the supervisory interface. The specific equipment, controller types, communication paths, protocols, network configuration, and ownership of individual components must be confirmed by the selected consultant.

3. Facilities and Known Monitoring / Control Functions

3.1 Morris Street Lift Station

Known digital/status signals: pump current/status signals for Pumps 1–2 (high- and low-speed signals are listed); level alarm; gate-closed alarm; communications/communicator alarm; power-failure alarm.

Additional signals shown in the existing interface or summary: generator running; fuel tank low; emergency generator failure; pump fail/bypass fail/overload/overtemperature alarms for Pumps 1–3.

Analog values listed: wet-well level; gate position; flow; pressure; influent-channel level.

Other functions: alarms associated with reservoir levels, water zones/wells, communications, station level, power, and gate position are listed for autodialer/alarm output.

Some items shown in the supervisory interface may not have corresponding physical inputs at the remote terminal unit (RTU), and the data path for certain values is uncertain. The consultant shall determine which signals are physically wired, communicated from another controller, calculated, or display-only, and document any relevant PLC/RTU or Modbus interfaces.

3.2 Valley View Lift Station

Digital/status signals: Pump 1 status/current switch; Pump 2 status/current switch; high-level alarm; low-level alarm; ultrasonic instrument failure alarm; power failure.

Values: Pump 1 runtime; Pump 2 runtime.

3.3 Pleasant Hill Tanks

The current system summary identifies tank-level monitoring and high- and low-level alarms associated with this storage location.

Known functions: tank level; high-level alarm; low-level alarm.

Associated supply sites shown in the system diagram: Well 6; Well 8.

3.4 First Street Tank

The current system summary identifies tank-level monitoring and high- and low-level alarms associated with this storage location.

Known functions: tank level; high-level alarm; low-level alarm; an outside sensor whose purpose requires confirmation.

Associated supply sites shown in the system diagram: Well 4; Well 7.

3.5 Well 7

Digital inputs/status: surface-level sensor; chlorine pump status; pump current/status switch.

Analog inputs: flow signal; well level; well pressure.

Outputs / commands listed: pump start/stop; chlorine pump.

Setpoints / values / alarms listed: pressure-disable, pump-enable, and pump-disable setpoints; manual mode; water-level status setpoint for chlorine; pump runtime; pressure alarm.

3.6 Well 6

Digital inputs/status: space sensor; chlorine status; ~~oiler status~~.

Analog values listed: flow; well depth/level; manifold pressure.

Outputs / commands listed: pump start/stop; chlorine pump.

Additional values displayed in the supervisory interface: blending flow; zone pressures.

Setpoints / VFD values / alarms listed: pump pressure/on/disable setpoints and manual mode; VFD speed/run/enable/fault/kW values; related pressure/level and equipment alarms.

The availability and physical source of the blending-flow and zone-pressure values shall be confirmed. The consultant shall also verify the exact meaning and source of listed sensor/status points.

3.7 Well 4

Digital inputs/status: chlorine pump status; ~~oiler pump status~~.

Analog inputs: flow signal; well level; well pressure; space temperature.

Outputs / commands listed: pump start/stop.

Setpoints / values / alarms listed: pressure-disable, pump-on, and pump-disable setpoints; manual mode; pump runtime; chlorine-pump-fail and pressure alarms; VFD speed/run/enable/fault/kW values.

3.8 Well 8

Digital inputs/status: chlorine pump status; well-pump status; booster-pump status.

Analog values: well-pump flow; booster-pump flow; manifold pressure; well level.

Outputs / commands listed: well-pump start/stop; Booster Pumps 1 and 2 start/stop; chlorine pump.

Setpoints / values / alarms listed: pump and booster enable/disable/manual setpoints; pressure and level alarm setpoints; chlorine control/VFD values; well and booster flow totals; well-pump runtime; manifold pressure, water-level, pump-failure, chlorine-failure, and emergency-shutdown alarms.

3.9 Ives Pool

Digital inputs listed: sample flow; acid feeder; oxidant feeder.

Analog inputs listed: pH; PPM sensor (the measured parameter requires confirmation); ORP; temperature.

Output listed: heat switch.

The current information does not establish how the pool signals are transmitted to the supervisory system or whether the listed values are directly integrated, provided through another controller, or otherwise made available. The consultant shall investigate and document the existing interface.

4. General Water-System Relationships

The existing system diagram identifies the following general relationships: Wells 6 and 8 are associated with Pleasant Hill Tanks; Wells 4 and 7 are associated with First Street Tank. These relationships are provided as a high-level orientation only and shall be verified as part of the consultant's assessment.

5. Communications and Existing Documentation

The City has not established through this exhibit a complete inventory of RTUs, PLCs, radios, cellular devices, network equipment, firmware/software versions, communication protocols, I/O assignments, Modbus registers, or communication paths. Proposers shall identify the information needed to complete this inventory and describe how they will verify existing conditions. Any proposed radio or cellular solution shall include an assessment of coverage, signal quality, reliability, and site-specific equipment requirements.

The selected consultant shall prepare current, City-owned documentation, including an equipment and I/O inventory, communications architecture, network diagram, point list, control narrative, alarm list, interface/register mapping where applicable, and updated system drawings.

6. Proposer Responsibilities and Assumptions

- Use this exhibit as preliminary background information only; do not assume every listed signal or function is physically available or operational.
- Identify assumptions, exclusions, dependencies, and information required from the City in the proposal.
- Describe the proposed architecture and how field equipment communicates with the supervisory platform, including any cloud, cellular, radio, wired, or hybrid components.
- Explain how the proposed system will preserve safe local operation during loss of communications, cloud service, or supervisory access.
- Include site verification, integration, functional testing, cybersecurity review, staff training, and delivery of complete City-owned documentation in the proposed scope.
- Clearly identify any proposed changes to existing control logic, operating sequences, alarm handling, or remote-control capability. Remote control changes require City review and approval.

7. Important Clarification

This exhibit is a general description of known facilities and functions, not a prescriptive design. Proposers may recommend different technologies and system architectures, including cloud-hosted BMS platforms, cellular-based monitoring/control systems, and conventional SCADA or telemetry solutions, provided the proposed solution meets the RFP’s operational, integration, reliability, and cybersecurity requirements.