



ADDENDUM TO RFP #2015-17

TO: All Proponents
FROM: Brian Hansen
DATE: Thursday, October 15, 2014
REFERENCE: **Addendum 1: Request for Proposal #2015-17
 Town of Minto Water Works SCADA Upgrade**

1.0 UPDATED DATES AND SCHEDULE

The Town provides the following revised timetable to govern the RFP process (revised dates are presented in bold type font):

Revised Timetable of RFP Process

| Item | Date |
|--|-------------------------------------|
| Advertise RFP | OCTOBER 5, 2015 |
| Mandatory Pre-Proposal Site Meeting | OCTOBER 14, 2015 (9:00 AM) |
| Final RFP Questions due from Proponents | NOVERMBER 9, 2015 (12:00 PM) |
| Town of Minto Response to Questions | NOVEMBER 10, 2015 |
| Proposal Submissions Due | NOVEMBER 12, 2015 (1:00 PM) |
| Review Submissions | NOVEMBER 16-20, 2015 |
| Interview with Short Listed Respondents (if necessary) | NOVEMBER 23, 2015 |
| Contract Award | DECEMBER 1, 2015 |
| Begin Work | TO BE DETERMINED |

2.0 MEETING MINUTES FROM MANDATORY PRE-PROPOSAL SITE MEETING

Date: Wednesday, October 14, 2015
Location: Town of Minto
Meeting Time: 9:00 AM – 11:00 AM
Project No.: Request for Proposal #2015-17
Reference: Town of Minto Water Works SCADA Upgrade
Prepared by: Luke Brennan & Hamid Salsali

Attendees: **EPS Inc.:** Hamid Salsali, Luke Brennan
Town of Minto: Brian Hansen, Wayne Metzger, Darrell Buehler, Todd Rogers, Gordon Duff
FreyCom: Ken Frey
Proponents: See attached attendance list

The following items were discussed during the mandatory pre-proposal site meeting:

- The current SCADA packs in use at the Town of Minto (the Town) are SCADAPack32s, which are still in production; and, according to some of the Proponents, will still be supported for another 5 to 10 years. If this is the case, there is no need to upgrade the SCADA packs and the programmable logic controllers (PLCs). If a Proponent believes the SCADA packs should be upgraded, the Town would need to provide information regarding the input/output (I/O) of the existing SCADA software.
- The current Operator Interface Terminals (OITs) are working well, and will not need to be replaced if they are compatible with the proposed SCADA upgrades. However, since system discharge pressure measurements will be incorporated into the future SCADA system as part of the upgrades, the Proponents will be responsible to determine whether upgrades to the OITs are required to accommodate the augmented data collection and monitoring.
- The redundant site as mentioned in Schedule A of the RFP will be located in Palmerston. This site will serve as a fail oversight and will have the full capabilities of the primary SCADA site (located in Harriston). It is vital that the Town has the ability to switch between the primary and the redundant site rapidly and with ease, detailed instructions on how to switch between sites are required. Additionally, the Town would like to know the potential cost of switching to the redundant site in times of emergency.
- In the event of a failure, the current SCADA system displays alarm warnings at the main site in Harriston and sends a phone call to Wightman Telecom call centre; however, there are no e-mail notifications sent out when an alarm is triggered. The Town would like the SCADA upgrades to have the ability to send automatic e-mails to Town staff, including details of what triggered the alarm, each time an alarm is triggered.
- The current SCADA host software is not compatible with 64-bit versions of Windows, and currently operates using Windows XP. Therefore, when the Windows desktop operating system is upgraded, the SCADA host software will need to be upgraded as well.
- When performing SCADA upgrades, the selected Proponent may work in the PLC code if required, but should address all control upgrades through the SCADA software if possible.
- It has been decided that the SCADA software upgrade shall include a licence for an unlimited tag database, in order to accommodate future upgrades to the drinking water and wastewater systems at the Town.
- All final deliverables to be submitted by the selected Proponent during the SCADA upgrades must be stamped by a Professional Engineer recognized by Professional Engineers Ontario (PEO).

- Currently, there are no control narratives available electronically through the SCADA software; these documents are only available in hard copy. When installing the updated SCADA software, the selected Proponent shall make the control narratives available electronically and in hard copy.
- The Proponents shall include a completed time task matrix detailing expected project costs as part of their final proposal.

The following action items discussed during the mandatory pre-proposal site visit shall be addressed by the Town:

- The Town is to send a copy of relevant SCADA programs to all Proponents, including program files for the PLCs and the RSView32.
- The Town is to provide specifications to the Proponents on the current uninterrupted power supply (UPS) of the SCADA system, as well as the details of and occurrence of preventative maintenance and replacement of the UPS.

3.0 QUESTIONS AND ANSWERS

Question 1: *References to influent and effluent flows are made on page 13 & 14. Please clarify that the existing flow meter; in the case of the water wells, is the only flow meter required for the pumping station locations.*

Answer: In the RFP, it was stated that effluent and influent flows of each pump are required, this was redundant, as the flow through each pump represents the influent flow to the water works facilities. Therefore, real time pump flow shall be recorded by the SCADA system including average, minimum and maximum values. The current flow meters which are in place at the water wells should be sufficient to provide these flow readings.

Question 2: *Can you please provide a specification for the new pressure transmitters to be installed at the stations. (I assume you are staying with similar units installed at the water towers)*

Answer: It is up to the selected Proponent to determine which pressure transmitters would be most suitable for this application.

Note: all further questions that Proponents have regarding the RFP and Proposal submissions should follow the procedure outlined in the RFP, and must be submitted by November 9, as outlined in Section 1.0 of this Addendum.