

Madison Metropolitan Sewerage District

REQUEST FOR PROPOSAL **Effluent Cabinet Analyzer System**

Issue Date: June 27th 2025
Responses Due: 11 am Friday July 18th 2025
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Introduction

Established in 1930 to protect the lakes and streams of the upper Yahara watershed, the District is a wastewater collection and treatment utility serving about 435,000 people in 24 Madison-area owner communities covering about 190 square miles. Organized as a municipal corporation, the District is governed by a nine-member Commission appointed by the communities we serve.

The District owns and operates 150 miles of pipe and 18 regional pumping stations that convey approximately 37 million gallons of wastewater to the Nine Springs Wastewater Treatment Plant daily. Through the treatment process, we recover valuable resources from the wastewater we receive before returning clean water to the environment.

Our mission is to protect public health and the environment. The District is dedicated to service, reliability, and sustainability, and our tradition of innovation has positioned us as a leader among clean water utilities.

Learn more at www.madsewer.org.

Background

The Madison Metropolitan Sewerage District operates the Nine Springs Wastewater Treatment Plant, which consists of four separate activated sludge plants. Currently, the District relies on four composite samplers for process data. Currently, each of the four composite samplers collect effluent flow from a different source stream: 1) effluent flow from plants one and two (combined), 2) plant three effluent, 3) plant four effluent, and 4) a composite effluent (CE) sample. Once a 24-hour composite sample is collected, this sample is brought to an on-site lab and analyzed for various parameters. Due to the time it takes to collect and process each sample, the District has been restricted to making delayed operational decisions.

Because of this, the District is looking to replace each of the composite samplers with an analyzer and sensor system capable of measuring orthophosphate (OP), ammonium, total suspended solids (TSS), and pH. In particular, the District is interested in a technology platform that utilizes a multi-parameter universal controller that can control, indicate, record, and transmit signals from multiple online sensors and analyzers.

The effluent analyzer and sensor system will be operated indoors on the mezzanine of the UV disinfection system and will not be subject to outdoor conditions. The intention is for this one system to be able to analyze effluent from the four separate flow streams on a rotating basis by sending one stream at a time to a stilling well for analysis. The sequencing of flow streams and related equipment shall be provided by the District. The sensors, analysis, and communications

equipment within this requirement shall provide continuous measurement and maintenance functions regardless of flow stream rotation sequence. The District will design and install flow supply and stilling well components consistent with sampling requirements for whichever analyzer and sensor system is selected.

Qualifications

All Vendor qualifications in this section are mandatory. Failure to meet a qualification may disqualify your proposal. However, the Procurement and Contracts Agent reserves the right to waive any qualification if no Vendor can satisfy that qualification.

- 1.1 Vendor must be in the business of providing cabinet analyzers and sensors for at least the past three (3) years.
- 1.2 Vendor must be an original manufacturer, authorized distributor, or dealer authorized by manufacturer with service and repair capabilities for the items.
- 1.3 Vendor must provide a written warranty providing assurance that manufactured parts are: compatible with our application, in brand new condition and free of defects in quality or workmanship.
- 1.4 Vendor must be able to deliver the analyzer and sensor system within 4 months of award.
- 1.5 Vendor must meet minimum qualifications as identified in the “Project Scope and Deliverables” section, subsections (1), (2), (3), (6), and (8).
- 1.6 Preference will be given to Vendors who also address subsections (4), (5), (7), and (9) in “Project Scope and Deliverables” below.

Project Scope and Deliverables

1. Provide a proposed system design and details including:
 - a. At least one hard bound binder copy of all installation/operational manuals for all provided components.
 - b. Specifications for each of the system components that illustrate and specify functional and general requirements, including (when necessary):
 - i. Range of parameter measurements.
 - ii. Power requirements.
 - iii. Ancillary requirements (such as compressed air).
 - iv. The sample volume or flow rate needed.
 - v. Any other important requirement not noted here.
2. Provide all system products and accessories necessary to measure the following parameters using a common controller.
 - a. Measurement parameters include:
 - i. PO4
 - ii. NH4
 - iii. TSS
 - iv. pH

- b. The system must be capable of monitoring each parameter continuously or at least four (4) times per hour, depending on whether a sensor or wet chemistry analyzer is specified.
 - c. Expected measurement ranges for each parameter:
 - i. PO₄: 0-1 mg/L
 - ii. NH₄: 0-5 mg/L
 - iii. TSS: 2-20 mg/L
 - iv. pH: 7-8
- 3. General Installation Environment Requirements.
 - a. System products do not have to be designed for operation outdoors in the climate conditions experienced at the facility since the intended location is inside on the mezzanine of the effluent UV disinfection system.
 - b. System enclosures shall be splash/drip resistant.
 - c. Internal components shall be capable of sustained operation in temperatures between 40°F to 104°F.
 - d. Construction of enclosures shall be powder-coated aluminum or PVC.
 - e. Sensor and analyzer components must be able to operate in effluent temperatures of 50° F to 75° F.
 - f. Relative humidity: less than or equal to 90% (yearly average).
- 4. Provide an itemized list of components and accessories for each such as reagents, filtering modules, self-cleaning components, sensor cabling and connectors, rail mounting accessories capable of supporting the analyzer and controller (stainless steel, max 2" diameter), etc.
 - a. This list must include itemized costs, and information on expected/recommended replacement intervals. The intention is to understand the initial installation cost as well as recurring operational costs for the system.
- 5. Furnish all components for complete and integrated process monitoring and control networks, and manufacturer documentation/manuals for each component. Include a spare parts list that shows an itemized list of all provided components along with component pricing and estimated component delivery time.
- 6. Universal Controller.
 - a. All system devices must be connected and controlled through a universal controller platform.
 - b. The universal controller must have expansion capability if additional controllers or devices are required in the future.
 - c. Each connection point into the plant process control network must include hardware and any options to allow for Ethernet/IP (industrial network protocol) communications with the existing process control network. All required measurements and parameters from sensors shall be accessible via communications link.
 - d. Capability for automatic ambient pressure compensation.

7. Provide assistance and training for equipment installation, configuration, startup, and validation. District staff will install all equipment and provide integration with the existing process control system.
8. Provide a minimum one (1) year warranty for all components.
 - a. Outline cost for any optional warranty extension.
9. Provide cost and details for optional additional support service package(s) (calibration, wear part replacement, etc.), and how such support service may extend warranty.

Timetable

The RFP timetable is tentative only and may be changed by MMSD at any time.

Target Date	Step	Notes
June 27 th , 2025	RFP Issuance	
11 am July 11 th , 2025	Deadline for Respondent Questions	
July 15 th , 2025	Respondent Questions Answered	Answers will be posted on the District website.
11 am July 18 th , 2025	Respondent Proposals Due	
July 31 st , 2025	District Proposal Review Completed	
August 4 th – 8 th , 2025	District Interviews with Candidates	Dependent upon adequacy of information obtained from written proposals.
August 11 th , 2025	District Selection Made and Candidates Notified	Selection and notification may be delayed depending on District staff availability.
August 28 th , 2025	Commission Transaction Approval	The District will omit this step if costs are below the threshold for Commission approval
September 1 st , 2025	Engagement Begins	Exact date may be adjusted depending as mutually acceptable to the District and the selected respondent.
December 31 st , 2025	Equipment Delivered	

Evaluation of Proposals, Vendor Selection, and Contracting

Proposals will be evaluated by a committee composed of District staff. Proposals will be scored based on 100 possible points, with the evaluation criteria weighted as follows:

- Qualifications and experience of the firm and assigned personnel (20%)
- Project understanding and product quality (30%)
- Budget (20%)
- Schedule (10%)
- System complexity and maintenance requirements (20%)

Following the review of proposals, the District may, at its discretion, further evaluate applicants by interviews. All interviews will be remote via the Microsoft Teams Platform. Interviews will be scheduled for the period in the timetable above.

The Review Committee's recommendation will be for the Vendor deemed to be in the best interest of the project based on both the proposal and, if applicable, interview. The District reserves the right to contract for all or part of the project.

Award shall be made to the Vendor determined to be the best qualified by the review committee, based on the evaluation criteria set forth in the Request for Proposals and upon negotiation of compensation determined to be fair and reasonable. If compensation cannot be agreed upon with the best qualified Vendor, negotiations may be conducted with such other Vendor or Vendors in the order of their respective ranking; and the contract may be awarded to the Vendor then ranked as best qualified.

Proposal Submittal

Written proposals are to be submitted by email before 11:00 a.m. CDT on July 18th, 2025. Send proposals to: rfp@madsewer.org

Proposals must note the respondent's ability to meet requirements and proposed modifications to District requirements, if any.

The proposing firm **must provide**:

- Certificate of Insurance (COI). If awarded the contract.
- Fee schedule for all employees to be included in the project.

The proposals shall include the following sections:

- **Qualifications and related experience** for your firm.
- **Project understanding and product quality**: demonstrate a complete understanding of the project. Also include a detailed description of the advertised products, specifically addressing how they meet the specifications and parameters requested. Include a discussion of the warranty provided, service costs, and ancillary components and accessories such as self-cleaning equipment. Please also include a discussion of controller capabilities.

- **Proposed Budget:** provide estimated hours and budget for each part included in your approach as well as an overall project budget. Also include any anticipated recurring costs for replacement parts as well as their frequencies. Include billable rates for each team member as necessary; indicate any expenses (e.g., travel, food, etc.) that are billed outside of salaries and account for any expected adjustments.

The District does not have a set budget for this work; however costs should be in line with the scope and timeline of the engagement. You may wish to consider providing cost estimates in tiers, if you feel some services would be beneficial but are concerned the total cost would be too high.

- **Schedule:** Include lead time on all products provided. Products must be delivered within 4 months of award. Please also include any lead times on scheduling commissioning or maintenance training. Priority will be given to Vendors with shorter lead times.
- **System Complexity and Maintenance Requirements:** Include the anticipated recurring frequency of each maintenance task. Also include any system accessories which will need to be replaced and their associated costs.

Additional Documentation

Additional Provisions

Equal Employment Opportunity Requirements

In connection with the performance of work for this project and under the related contract, the Vendor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, national origin, sexual orientation, gender identity, or other status protected by law. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Contract

Following the selection of a qualified firm for the work of this RFP, the District and the firm will begin a good faith effort to negotiate a Contract for the work. Sample contract added below

Minimum Contractor's Insurance

The Contractor shall not commence work under this Contract until all insurance required hereunder has been obtained and such insurance certification has been reviewed by the Owner. The Contractor shall not allow any Subcontractor to commence work on his Subcontract until certification for all similar insurance required for that portion of the Work has been reviewed by the Owner. Review of the insurance certification by the Owner shall not

relieve or decrease the liability of the Contractor hereunder. The insurance certification shall name as Additional Insureds the Madison Metropolitan Sewerage District.

The Contractor shall obtain, pay for, and maintain during the life of this Contract such Worker's Compensation and Employer's Liability, Comprehensive General Liability, Business Automobile Liability, and Umbrella Liability Insurance to protect the Contractor performing work covered by this Contract from claims for damages for bodily injury, including accidental death, as well as for claims for property damage which may arise from operations under this Contract whether such operations be by himself or any Subcontractor, or by anyone directly or indirectly employed by either of them, on the forms, and with limits not less than set forth below:

a) General Liability

- Comprehensive general liability coverage shall include, but not be limited to, Products and Completed Operations, Independent Contractors, Contractual Liability, Broad Form Property Damage, Personal Injury, Premises and Operations, and Explosion, Collapse and Underground.
- General aggregate limit shall be at least \$2,000,000. Policy shall be endorsed such that this full limit is reserved specifically for the named Madison Metropolitan Sewerage District project.
- Products-Completed Operations Aggregate limit shall be at least \$2,000,000.
- Each Occurrence limit shall be at least \$1,000,000.

b) Automobile Liability

- Auto liability policy shall cover all autos, whether owned, non-owned, or hired.
- Bodily injury and property damage limits shall be at least \$1,000,000 each, or
- Combined single limit shall be at least \$1,000,000.

c) Excess Liability Umbrella Form

- Umbrella limits shall be at least \$2,000,000 aggregate/\$2,000,000 each occurrence.

d) Worker's Compensation and Employer's Liability

- Worker's Compensation limits shall be in accordance with all applicable state and federal statutes.
- Employer's Liability limits shall be at least \$100,000 each accident, \$500,000 disease policy limit, and \$100,000 disease-each employee.

Use, Disclosure, and Confidentiality of Information

The information supplied by a Vendor as part of an RFP response will become the property of the District. Proposals will be available to interested parties and other requestors in accordance with the Wisconsin Public Records Law. None of the proposal responses will be made available to the public until after negotiation and award of a contract or cancellation of the procurement.

To the extent allowed by law, the District will treat trade secrets as confidential (if designated as confidential and submitted separately in a sealed envelope). If a Vendor wishes for a proposal to remain confidential, the Vendor must, before submitting a proposal, establish to the District's satisfaction that the proposal be given confidential status. The District reserves

the right to make any final disclosure determinations in accordance with the law. (Note: Pricing information will not be considered confidential.)

Use of the District's Name

Upon entering an agreement, the successful Contractor agrees not to use the name of the Madison Metropolitan Sewerage District in relation to the agreement in commercial advertising, trade literature, or press releases to the public without the prior written approval of the District. The District has the right to enjoin the Contractor from any such use in violation of this provision, and the Contractor shall be responsible for damages and reimbursement of actual reasonable legal fees incurred with regard to legal evaluation and/or legal action taken by the District because of the Contractor's violation of this provision, including fees incurred to obtain an injunction.

Confidentiality

Subject to Wisconsin's Public Records law, any data or other information regarding the District's customers, operations, or methods obtained by the Contractor during the course of the project shall remain confidential and shall not be released to third parties without the express written consent of the District.

Sample Contract

CONTRACT

THIS CONTRACT, made this _____ day of _____, __

between _____

hereinafter called the CONTRACTOR, and the Madison Metropolitan Sewerage District ,

hereinafter called the OWNER or the District.

WITNESSETH: That the Contractor and the Owner for the consideration stated herein agree as follows:

ARTICLE I, SCOPE OF WORK:

The contractor shall provide and furnish all labor, materials, equipment, tools, power, utilities, transportation, and all other items and services necessary to perform and complete in a workman like manner the **Project name**, for the Madison Metropolitan Sewerage District, all in accordance with the Contract Documents herein mentioned, including any and all Addenda

prepared by the Madison Metropolitan Sewerage District, which Contract Documents are made a part of this Contract; and the contractor shall do all other things required of the Contractor by said Contract Documents.

ARTICLE II, CONTRACT PRICE:

The Owner shall pay to the contractor for the performance of this Contract in U.S. dollars, the amount of _____ Dollars and _____ Cents, (_____), the said amount being computed from the Contractor's prices stated in the Proposal. Payments are to be made to the Contractor in accordance with and subject to the provisions embodied in the Contract Documents.

ARTICLE III, CONTRACT DOCUMENTS:

This Contract consists of the following Contract Documents, all of which are as fully a part of this Contract as if herein set out verbatim, or if not attached, as if hereto attached.

1. This Instrument
2. Contractor's Proposal
3. Advertisement
4. Request for Proposal
5. Addenda No. ___ to ___ inclusive
6. Plans

In the event that any provision in any of the above component parts of this Contract conflicts with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in three (3) original counterparts this day and year first above written.

(Contractor)

Attest _____

By _____

Title _____

Title _____

Madison Metropolitan Sewerage District

(Owner)

Attest _____

By _____

Title _____

Title _____