

ADDENDUM NO. 2

City of Lynwood Request for Proposal GIS MASTER PLAN

DUE DATE: AUGUST 15, 2018 AT 5PM PST

You are hereby notified of the following changes, deletions, additions, and clarifications to the RFP.

Questions and Answers

- 1. Question:** On Page 2 of the above referenced contract proposal document under Summary Sheet Item #8, it states "Submit an electronic copy of the proposal by email to lhempe@lynwood.ca.us by July 26, 2018 but not earlier than July 25, 2018 at 5pm.

However, the proposal is due by 5:00 pm PST on 7/25/2018; can you clarify when the proposal can be submitted electronically to your attention (date/time)? Is this comment in addition to the hard copies submittal process stated, if we choose to provide you a electronic copy, also?

Answer: We need the hard copies and electronic copy. They each have their own deadline for submittal. *We need 5 hard copies by August 15, 2018 at 5pm submitted to the City Clerk's Office. See Addendum #1 on the change on the submittal deadline.*

In addition, we need you to email us an electronic copy by August 16, 2018, but not earlier than August 15, 2018.

- 2. Question:** We recently came across the City's RFP for GIS Master Plan and are interested in preparing a response. We do have a question that we would like to ask. Under Section III, Scope of Services the following lines appear:

Must be a Class A Contractor
Must be SWRCB Certified Staff

Does the City require that the Prime Contractor on this project be a Class "A" contractor and that the staff performing the work be SWRCB certified?

Answer: Yes. Having a Class A contractor's license and Distribution Certified staff will ensure that companies bidding on this job are highly qualified. Regarding SWRCB certified, you will be working in the distribution system, identifying valves/meters/sewer manholes, and establishing traffic control. We do not have the staff to assist you in this process.

- 3. Question:** Section III: Scope of Services states, "Must be a Class A: Contractor." This requirement is for a general contractor in construction however, the RFP is for GIS Professional Services. Is this a requirement of this RFP or can it be waived for a GIS consulting firm employing a certified Geographic Information Systems Professional (GISP) and is a member of the Esri Partner Network?

Section III: Scope of Services states, "Must be SWRCB Certified Staff." This requirement is for a water operator certification and not GIS. Is this a requirement of this RFP or can it be waived for a GIS consulting firm employing a certified Geographic Information Systems Professional (GISP) and is a member of the Esri Partner Network?

Not included in Exhibit A-1:

Section III: Scope of Services states, "Task 2: Condition Assessment of Existing city of Lynwood Assets – conduct a basic condition assessment for location identification." This task is not listed in Exhibit A-1 Scope of Services and sounds like an inspection of assets in the field. Is this task included in the GIS Master Plan RFP or should be included in a separate General Contractor Water Operations RFP?

Answer: Having a Class A contractor's license staff will ensure that companies bidding on this job are highly qualified.

Regarding SWRCB certified staff, the answer is yes, you will be working in the distribution system, identifying valves/sewer manholes, and establishing traffic control. We do not have the staff to assist you on this process.

Regarding Task 2, this is to be included, this is why we are asking for a Class A and certified staff. They need to be familiar with construction and the distribution system.

4. **Question:** Under Section III, Scope of Services the following lines appear:

Must be a Class "A" Contractor
Must be SWRCB Certified Staff

Does the City require that the Prime Contractor on this project be a Class "A" contractor and that the staff performing the GIS and surveying work be SWRCB certified?

Answer: Yes - Having a Class A contractor's license and Distribution Certified staff will ensure that companies bidding on this job are highly qualified. Regarding SWRCB certified staff - you will be working in the distribution system, identifying valves/meters/sewer manholes, and establishing traffic control. We do not have the staff to assist you in this process.

5. **Question:** Under scope of services it says Must be a Class A contractor and SWRCB certified staff. Q: Is this a requirement for this project or just preferred?

Answer: It is a requirement.

6. **Question:** Under scope of services it says Install and Integrate the system with IT Department. Q: Will the GIS system be an Enterprise System for all City users?

Answer: It will be used Water and Sewer systems for now.

7. **Question:** Is the City currently using GIS software (In-house/Hosted), if yes, what platform/software?

Answer: Nothing active for Water and Sewer system.

8. **Question:** Is the City open to a Hosted solution or will system be managed and maintained in-house?

Answer: The City would prefer to manage the software in house. The City would prefer a system that is not so complex. However, the City will be open to hosted solution.

9. **Question:** Is Public Works currently working with a GIS consultant (Who), and will they be bidding on this project?

Answer: Public Works is not working with a GIS consultant.

10. Question: Does the City have a budget for this project?

Answer: Yes.

11. Question: On page 4, under Scope of Services, "Must be a Class "A" Contractor" – Is this necessary for this GIS project? Can you explain this further?

On page 4, under Scope of Services, "Must be SWRCB Certified Staff" – Is this necessary for this GIS project? Can you explain this further?

Answer: Yes, having a Class A contractor's license and distribution certified staff will ensure that companies bidding on this job are highly qualified. Regarding SWRCB certified staff, you will be working in the distribution system, identifying vales/meters/sewer manholes, and establishing traffic control. We do not have the staff to assist you on this process.

12. Question: What is the City's budget for this project? And is this project funded?

Answer: The project is one of the projects funded for FY19. We understand that the proposals will establish the market price for this project. There has not been an Engineer's Estimate on this Project. We do not intend to release a budget number, since it may drive an artificial price for the proposals.

13. Question: Are your As-Builts all paper, all digital, or a combination of paper and digital (digital being PDF, JPG, or other format)?

Answer: Majority is on paper

14. Question: Can you provide me the number of As-Builts that you have?

Answer: We do not have a count. The City has not been consistently recording assets on GIS.

15. Question: Do you have an estimate as to how much data is digital (CADD or GIS)?

Answer: If any, it would be less than 10%.

16. Question: On page 4, under Scope of Services, The Successful Consultant shall:
(D) Create a Working Model – Is this working model a GIS model, GIS Data Schema model, or hydraulics water modeling?

Answer: *The data model will be a GIS Data Model. The ESRI Local Government Information Model is an acceptable format.*

17. Question: On page 4, under Scope of Services, The Successful Consultant shall:
(E) Install and Integrate the system with IT Department – Can you explain what will be integrated? Will it be the GIS Software, Schema, Data, and related maps and services? Or will the integration be with CMMS, asset management, Cityworks, or Acella?

Answer: *Data to be delivered will be a complete Enterprise GIS with updated GPS Coordinates and Geometric Network.*

18. Question: Can you confirm that the GIS data deliverable is an Esri Geodatabase format.

Answer: *Data to be delivered will be a complete Enterprise GIS with updated GPS Coordinates and Geometric Network.*

19. Question: The RFP indicates that staff must be a Class "A" Contractor, and must be SWRCB certified staff. Do these requirements apply to this project? These are unusual requirements for a data conversion type project. If they are required, is it all staff, or just 1 staff member overseeing the project?

Answer: *Having a Class A contractor's license and Distribution Certified staff will ensure that companies bidding on this job are highly qualified. Regarding SWRCB certified staff, you will be working in the distribution system, identifying valves/meters/sewer manholes, and establishing traffic control. We do not have the staff to assist you in this process.*

20. Question: We have reviewed the City's RFP and have the following question regarding the required qualifications noted on Page 4: Does the consultant need to be Class "A" contractor and have SWRCB certified staff?

Answer: *Having a Class A contractor's license and Distribution Certified staff will ensure that companies bidding on this job are highly qualified. Regarding SWRCB certified staff, you will be working in the distribution system, identifying valves/meters/sewer manholes, and establishing traffic control. We do not have the staff to assist you in this process.*

21. Question: Please let me know if the RFP only went to preselected vendors

Answer: *The City did not preselect vendors for this RFP.*

22. Question: Does the City require that the Prime Contractor on this project be a Class "A" contractor and that the staff performing the GIS and surveying work be SWRCB certified?

Answer: *Having a Class A contractor's license and Distribution Certified staff will ensure that companies bidding on this job are highly qualified. Regarding SWRCB certified staff, you will be working in the distribution system, identifying valves/meters/sewer manholes, and establishing traffic control. We do not have the staff to assist you in this process.*

23. Question: And under surveying it lists what needs to be mapped and one of the items is laterals. Since laterals will not be visible on the surface is the City going to provide locates for the laterals or will the contractor be required to provide their own locate. If the contractor is going to provide the locations does the City have an approximate number of laterals?

Answer: *We have CCTV with footage for the majority of the sewer system - some areas will need to have new video that the city will supply. The City has approximately 9,300 laterals*

24. Question: The City of Lynwood's GIS Master Plan request for proposal states that the successful consultant "Must be SWRCB Certified Staff." The SWRCB offers a wide variety of water-specific, and waste water-specific certifications. Can you provide more information about which certifications, and what levels of those certifications are required?

Answer: *Water distribution II would be the minimum certification*

25. Question: The request for proposal indicates the need for the consultant to create As-Builts as part of the surveying and digitization tasks. What is the needed resolution of the As-Builts?

Answer: *All of the current as-builts need to be digitized and added in to GIS. Majority of as-builts are in paper format.*

26. Question: Page 4 of the request for proposal presents four tasks. These tasks indicate that there is a wide range in the condition of digital and analog assets relating to the water and waste-water network of the City of Lynwood. Can you provide any more information on what percentage of the total records needs to be digitized?

Answer: *All pertinent records (maps) need to be digitized. Less than 10% of what the City has is digital format.*

27. Question: Part (A) of the Scope of Services states that the consultant will need to survey assets relating to the network. What is the need for accuracy regarding this surveying?

Answer: *City needs to be able to identify lines (water and sewer), valve, and manhole locations*

28. Question: Page ten of the proposal, under the heading Selection Criteria, states that one of the criteria on which the proposal will be judged is "Timing to complete Scope of Work (time is of the essence)." Can you provide any more detail about the nature of time constraints or deadlines relating to this project?

Answer: *We are anticipating a 6-8 month timeline.*

29. Question: The proposal states that the consultant shall "(D) Create working data model." Does the City of Lynwood have any specific goals or needs when it comes to this data model, other than the ability to represent flow through the network?

Answer: *All asset in formation (line size, valve size, install date, material) and the ability to create work orders through software in conjunction with assets.*

30. Question: The requests for proposal states that the consultant shall "(E) Install and integrate the system with IT Department," and "(F) Train staff." Does the City

of Lynwood have any existing asset management systems or products that the consultant should be aware of as to properly incorporate into their proposal? Roughly how many people would the consultant be training?

Answer: *We do not have any type of GIS. Roughly 16 people to train.*

31. Question: Are the answers to the questions going to be published for all to see or will they be limited to the company asking their specific questions? If it is going to be published for all, we can we expect the new addendum to be published?

Answer: *It will be posted on the City's website.*

32. Question: What is the City's expectation for the completion of this project?

Answer: *Timeline - 6 to 8 months*

33. Question: The City has Sewer Master Plan and a Water Master Plan proposal in the works. Will the GIS and these projects coincide? Or will they commence after the GIS is completed.

Answer: *They will be implemented at the same time.*

34. Question: What Asset Management software does the City use?

Answer: *None*

35. Question: Is the contractor expected to integrate the GIS with the Asset Management software?

Answer: *Contractor expected to offer software with package*

36. Question: For clarification in Section III Scope of Services "(A) Survey and Convert Water Distribution and Sewer" and Task 1"..... and complete field visits..." Is the vendor to GPS all asset features or only those features in question?

Answer: *Only assets outlined in RFP*

37. Question: For clarification in Section III Scope of Services: "...C) Develop Geometric Network Design/GP Service..." Please clarify what the abbreviation GP stands for. Global Positioning? Geoprocessing Service?

Answer: *The abbreviation stands for Geoprocessing Service*

38. Question: Please clarify what is needed for Task 2 Condition Assessment of Existing City of Lynwood Assets – Conduct a basic condition assessment for location identification.

Answer: *The City of Lynwood is seeking a qualified firm to perform GPS Data Collection on valves, hydrants, hydrant valves and manholes as outlined in the RFP. All features will be GPS'd to achieve real-time sub-foot accuracy*

39. Question: Does the City anticipate the contractor to use the existing GIS data as a starting point or develop a new GIS for water and sewer?

Answer: *Develop new - we do not have GIS data*

40. Question: State valves there are 3500. Does this include FHV or distribution valves

Answer: *Yes*

41. Question: What version of GIS software is the City on?

Answer: *Does not have any type of GIS*

42. Question: Is the City amenable to having some of the work done offshore?

Answer: *Would not prefer offshore work, since the City is not sure of the additional requirements requiring offshore work. Not sure if this is industry standard.*

43. Question: Under Section II, the RFP mentions Water Distribution Water Lines, Valves, Hydrants and Hydrant Laterals, Fire Hydrant Valves, Fire Hydrants, Water Meters, Manholes, and Sewer Mains and Laterals. Of the Water Valves, Hydrants and Hydrant Laterals, Fire Hydrant Valves, Fire Hydrants, Water Meters, Manholes and Sewer Laterals, which of these features need to be surveyed. In particular, if the laterals are to be surveyed, are the laterals to be located by the successful consultant or will the City locate the lateral connection and the consultant is to simply GPS the location?

Answer: *The City of Lynwood is seeking a qualified firm to perform GPS Data Collection on valves, hydrants, hydrant valves and manholes as outlined in the RFP - these assets need to be surveyed and GPS'd to achieve real-time sub-foot accuracy. Any other assets will be GPS'd based on mapped footages from the city or assigned locations based on asset (ex. center of lots for water meters).*

44. Question: Can you please advise if we can bid for the below tender as an international company.

Answer: Would not prefer to deal with an out of the country firm since we are not sure of the additional requirements regarding contracting with an out of the country firm.