



REQUEST FOR COMPETITIVE SEALED PROPOSALS

Solicitation Number: B-12-012-MR

2012 Meter Replacement Program SAWS Job No. 12-4003

ADDENDUM #1 – 05:15 PM Central | January 31, 2012

This addendum provides answers to questions submitted by submission Deadline.

ANSWER TO QUESTIONS

1. Can SAWS provide office, warehouse, and parking space for the Contractor?
 - A. No

2. Does SAWS have an approved manufacturer/vendor for the curb stops? (on the bid form page 22, the scope of work includes the installation of 1,000 curb stops).
 - A. Yes, please check the SAWS Website, under the Business Center, Material Specifications.

3. Can SAWS provide some clarification on the Mobilization Lump Sum price and explanation at the bottom of the bid form (pg 23).
 - A. Mobilization includes the commissioning of the staging facility, integration with SAWS systems, materials received, and testing completed.

4. Can SAWS provide a list of “approved, local” certified minority businesses?
 - A. Yes, please coordinate with our SMWB department for further information.

5. Does SAWS want any exceptions to the General Conditions as part of the submittal packet? If so, can they provide a Microsoft Word version of the RFP (or at least the General Conditions) so our Legal group can use the "track changes" functionality as a mechanism to list any exceptions and/or propose alternate language?
 - A. No exceptions will be allowed.

6. On page 120 of the RFP the requirement states: "Furnish images that are at least 1024 x 768 from a 5 mega-pixel camera, or better". 1024 x 768, which would be adequate resolution, is actually 0.7 mega-pixel resolution. The work order tool we use currently can certainly provide an image at 1024 x 768 resolution but has a 3.1 mega-pixel camera. To use an alternate tool with a 5 mega-pixel camera would add significant cost (and price) and what would we do with the extra data (>1024 x 768)? Discard it? The requirement seems ambiguous.
 - A. Please develop bids according to the requirement as stated.

7. "GPS readings must include degrees, hours, minutes and seconds with detail up to one one-thousandth (1/1000) of a second so assets can be located within one (1) foot". Industry standard is 3 meters and I'm not sure 1 foot is achievable without military-grade equipment. To achieve accuracy within 1 meter would require a surveyor GPS system (aka Trimble) and add considerable cost. Was the intent 1 foot, 1 meter, or 3 meters?
 - A. Please develop bids according to the requirement as stated.

8. I was looking at past bid tabs on your website for the water meter installation project that was advertised/awarded last year. I spoke to one of our project managers who said he attended a pre-bid conference for this project, and he thought the awarded contractor was VSI. Would this tabulation be on your website?
 - A. VSI was the contractor awarded, but the bid tabulation is not on the SAWS website.

9. Last year there were no questions allowed at the pre-bid meeting. I was disappointed because it would have been beneficial to have a better understanding while on location. So that I know how to prepare for this meeting, are you going to allow questions this year?
 - A. No

10. On page 102 - "Cleanup and maintain existing water meter services that are easily accessible by SAWS meter readers" What is meant by "maintain"?
 - A. To make sure that all debris and soil is removed from the meter pit after installation is completed.

11. Are full routes (all of the meters within the route) being exchanged?
 - A. No. However, a significant portion is.

12. On page 124 - "The installation shall include the new meter, meter box, meter lid, meter strainer (if required), reducing flanges/spools, test spool assemblies, any other necessary piping or fittings, and all other Work necessary to comprise a complete and functioning

assembly." How is the Contactor to establish the amount of boxes and lids required and determine reimbursement as part of the installation according to the existing pricing form?

A. SAWS will provide all of the boxes and lids needed for this effort. Price to install on an as needed basis to be inclusive of the existing line items.

13. Please clarify the "Condition Assessment" requirement detailed on page 125 and the requirement to have the report "prepared under the supervision of a licensed design professional (Texas Licensed Civil Engineer, or Texas Licensed Architect)"?

A. The conditional assessment that SAWS will require on this project is to address any pre-existing conditions prior to the meter being reset. If additional work is required to reset the meter, and is approved by SAWS (I.E., concrete work, relocation of service, etc.), a licensed professional will need to evaluate the plan for remediation. No such work is anticipated for the scope of this contract.

14. Why the need for a climate controlled warehouse?

A. So that offices can be maintained by the Contractor's project team.

15. Why the requirement to have installers bonded?

A. It is in SAWS best interest to retain this requirement for this project, which includes adherence applicable state law.

16. Is the Installation Vendor required to meet the 17% Small Business Enterprise Subcontracting Goal, if the Vendor does not subcontract work out?

A. Yes. Please coordinate with the SMWB Officer for more information.

17. Pg. IB-1 Instructions to Respondents: "The project will require the purchase of water meters, meter boxes and/or meter fittings."

Is the Installation Vendor required to install water meter boxes?

A. Yes, only when needed.

If so, how many will be replaced and can we get a break down of the meter sizes?

A. To be determined. SAWS will provide all boxes and lids needed.
Who is providing the boxes?

A. SAWS

What are the specifications for the meter boxes?

A. SAWS standards for meter boxes are listed on the SAWS website.

What % of meters are located in concrete/asphalt?

A. Less than 1%

Are any of the meter boxes located in roadways?

- A. There may only be a handful. Meter boxes are usually in the right of way terrace of the customer's property.

How will Installation Vendor price these items that are not listed on the bid form

- A. Prices to be inclusive of all existing line items.

18. Is the Installation Vendor responsible for relocating/installing service lines?

If so, what is the breakdown for the installation of the service lines? (linear feet)

- A. No

Who provides the service lines?

- A. N/A

Can the Installation Vendor get a breakdown of sizes for the installation of the service lines?

- A. N/A

How will Installation Vendor price these items that are not listed on the bid form?

- A. Prices to be inclusive of all existing line items.

19. Will the Installation Vendor be responsible for cut-ins at un-metered services?

If so, can the Installation Vendor get a breakdown of the quantities and sizes?

- A. No unmetered services will required for this project.

20. Where is the Installation Vendor to remit the removed meters? (address)

- A. The SAWS Meter Shop located at 3930 E. Houston, San Antonio Texas 78220.

21. Is the Installation Vendor able to submit exceptions with the proposal?

- A. No

22. "SAWS shall also have inspectors on site during testing, verifying all installation work."

During the installation testing, will the SAWS inspector be on-site verifying all installation work, therefore eliminating any downtime the installer might experience waiting for the inspector to arrive on site?

- A. Yes

23. “A pre-construction video should be completed for each section of the project, submitted to SAWS for approval, and prior to the commencement of work.” Will this be required for this project?
A. Yes
24. Meter Pit Rehabilitation – “The Installation Vendor shall perform a condition assessment of all existing water meter pits and meter vaults, as well as any neighboring structures that may be impacted by the Work.” Is the assessment required for this project?
A. Yes
25. Is a licensed plumber required for this project?
A. At least one person on staff or sub-contractor should carry this license.
26. Will Installation Vendor be required to relocate service lines, meters and meter boxes? If so, how when Installation Vendor be compensated? Will a line item be added to the bid form?
A. No relocation of services is required for this contract.
27. What type of billing system does SAWS currently use?
A. SAWS utilizes an internally built mainframe billing system. SAWS will work with the awarded vendor on the specific integration requirements with the contractor who is awarded the contract.
28. Will the Installation Vendor be responsible for interfacing with SAWS’s billing system?
A. Yes
29. What is the depth of the meter setting?
A. Most meters are set at a depth of 18” or less
30. Are the meters located in setters? Or straight meter couplings?
A. Straight meter couplings.
31. What is the age of the service lines? What is the material of the service lines?
A. All services lines for the project are at least 15 years in age. Service line materials include copper, galvanized pipe, PVC, etc.
32. What brand of meter is currently in the ground?
A. There are multiple name brands, which include Hersey, Kent, ABB, Neptune, Elster, Badger, Rockwell, etc.
33. What is the procedure for inoperable valves or non-existent valves? Will the Installation Vendor be able to freeze service lines?
A. Vendor to replace all non-working CC valves. Not familiar with the term “freeze”.

34. Is the cost of cleaning out pit debris expected to be included in the installation unit rate?
Or would SAWS prefer a separate line item price for the pit cleaning?
A. All pricing to be inclusive to the installation unit rate.
35. Does SAWS have an estimated percentage of meter pits expected to have debris that will require removal?
A. No statistic is available.
36. Is the cost of leveling meter pits expected to be included within the installation unit rate?
Or would SAWS prefer a separate line item price for pit leveling?
A. All pricing to be inclusive. (See answer to #34)
37. Do you have an estimated percentage of meter pits expected to require leveling?
A. No statistic is available.
38. Will this project require the circle style meter pits be removed from the SAWS system?
If so, how many circle style meter pits does SAWS estimate will need to be replaced?
A. SAWS specifications have conformed to oval meter pits. No circle pits should exist.
39. Will the accounts issued for meter replacement be complete routes? If not, can you please provide the anticipated minimum density per route? (i.e. what percent of the route will be assigned to the installation contractor?)
A. No. at least 65% of the route or greater will be turned over for completion.
40. What criteria will be used by SAWS to identify the population of meters to be replaced?
A. Age
41. Will a 2 mega-pixel image be acceptable to SAWS?
A. Please develop bids according to the requirement as stated.
42. Will 2.5 meter accuracy be acceptable in obtaining GPS coordinates or will we be required to provide a peripheral device that achieves 1 foot accuracy?
A. Please develop bids according to the requirement as stated.
43. Will there be a requirement to change any of the Grid One and SAWS existing file interfaces?
A. A review of all existing interfaces will be performed at the beginning of the project.
44. Will SAWS require or prefer read only access to the meter tracking system?
A. Yes. This will help SAWS evaluate daily transfer of information.
45. Will SAWS provide product such as meter lids and meter pit stock for instances where damage is discovered and the equipment must be replaced?
A. Yes.

46. Is it required to operate the customer valve during the installation process?
A. No
47. We understand the blackout period will be ten (10) days. Will there be any windows where all work is in blackout, as in the pilot?
A. Not in the beginning. We anticipate this scenario at the end of the project only, when a limited number of meters is left to complete.
48. In the table of contents /submittal checklist page # 19 is marked for us to provide a "Letter accepting Project Requirements". Is a specific format or wording preferred for this letter?
A. A simple memo will suffice.
49. In the table of contents /submittal checklist page # 2 is marked for us to provide a bid price proposal of 2 pages. I think the price proposal forms are 4 pages. Also you want it in a separate sealed envelope, within the bid submission package? Please clarify.
A. Please print all of the price proposal pages and submit it in a separate sealed envelope
50. Is any licensing or registration required with the state of Texas or the local San Antonio government besides at minimum having one licensed plumber on staff?
A. No
51. I am having a hard time staying within the limits of pages that are outlined on the Table of Content/Submittal Checklist. The main issue is the Safety Plan which asks the Installation Vendor to provide copies of the Experience Modifier, OSHA 300 log, OSHA Recordable Injuries Rated, etc. for the past 5 years. This alone will exceed the 5 page maximum for this section.
A. Please do not exceed the total number of allowable pages for your entire bid proposal. Limit to less than 50 pages.
52. In the Instruction to Respondents it states that proposals shall be a maximum of 50 printed pages. If my company is able to abide by these conditions, will that suffice?
A. Yes
53. What is SAWS budget for the 38,000 meter project?
A. SAWS Cost Estimate on this project is \$2.9Million
54. Please confirm that SAWS wants 100% of installs to include new meters, boxes, lids, flanges, etc.
A. 100% of the installs will require a new meter, only locations that have broken boxes, lids, etc. will need to be replaced.
55. If not, in SAWS experience - what assumed % of work will require a new meter box?
A. Less than 1%

56. If not, in SAWS experience – what assumed % will require new lids?
A. Less than 1%
57. Can SAWS provide a file of the 38,000 meters with GPS locations (long/lat)?
A. SAWS will release this information to the selected vendor after contract award.
58. Are the 38,000 meters located in one specific area – or spread out throughout the territory?
A. The meters are in condensed meter reading routes, but are spread throughout the city.
59. Is there any wiring required – mounting MTU's?
A. No
60. Is there any programming required of meters? If so – provide process...and timing.
A. No
61. What is the population (#) that need condition assessments?
A. All locations will require a needs condition assessment prior to resetting the meter.
62. GPS requirement: Will SAWS entertain a less accurate GPS requirement? The hardware cost to provide the 1/1000 second (1 foot specific) is extremely high.
A. Please develop bids according to the requirement as stated.
63. What “customer notification” will be required? Outbound calls? Postcards? Letters?
A. Letters and public meetings to be held by SAWS prior to reset, door hangers left after reset is complete.
64. Are we replacing all meter pits or simply the water meter? Is it only as needed? How about the lids? What percentage of each needs to be replaced.
A. Only as needed. Less than 1%. Box and Lid material to be supplied by SAWS.
65. Are there any meters in Yoke settings with expander couplings or are they just couplings; are they all straight pipe
A. No Yoke settings or expander couplings are used at SAWS.
66. Is there a percentage of the meters are inside?
A. No meters are inside dwellings.
67. What percentage of commercial meters are in the population of meters to be replaced.
A. SAWS does not have that statistic at this time.
68. Is there a particular specification for Meter box and lid?
A. Yes, but SAWS will assure materials supplied meet SAWS specifications.

69. What percentage of pits are going to require excavation?
A. SAWS does not have that statistic at this time.
70. What kind of existing pipe is present on system and what percentages based on the 38,000 meters to be replaced- Lead, PVC, galvanized or K copper?
A. All of the above. However, a majority of the pipe will be galvanized or PVC.
71. Is there any wage requirement- prevailing wage or union?
A. Please work with the SMWB Officer for more information.
72. Are personal vehicles acceptable or is a fleet required?
A. Fleet with corporate branding.
73. What percentage of meter locations are going to require repair? Is there a not to exceed provision that is acceptable.
A. No provision is in place. However, based on our experience, less than 5% of the total installs should require repair. Any repair needed post reset will be the Contractor's responsibility.
74. Warehouse requirements- Is SAWS offering to lease the vendor space for this project If so at what price?
A. SAWS is not offering to lease any space for this project. The contractor must secure a location independently.
75. Will SAWS pick up old meters at our facility or will they need to be transported by installation vendor?
A. They will need to be transported to the SAWS Meter Shop at 3930 E. Houston, San Antonio Texas 78220
76. In Exhibit "B" of the Good Faith Effort Plan for Construction Services, Section C. – SBE Commitments # 3, it states:
"A list of certified firms that **must be contacted** to achieve the recognition of performing a Good Faith Effort will be provided at the Mandatory Pre-Proposal Meeting."
A list was not provided at the meeting. How can I obtain this list?
A. Please contact Marisol Robles- SMWB Officer at SAWS.
Marisol.Robles@saws.org
77. Is Bid Item #9 to be included or excluded from Base Bid Subtotal?
A. Included. Items 1-9 are part of the base bid subtotal.
78. Does Bid Item #9, include furnishing product or installation only?
A. Includes furnishing the product.

79. Bid Item #9 includes curb stops of all sizes (5/8" – 1-1/2") for which the prices for product and installation vary greatly. Can this bid item be split out with quantities for each size?
- A. No. A majority of the valves to be replaced will be 5/8"
80. Can SAWS comment further on the condition of the pits (flooded/buried) to be addressed with respect to quantity? What percentage of pits will require digging/pumping for removal of sediment/water?
- A. No statistic is available at this time.
81. Can SAWS provide the routes location/area that will be targeted?
- A. SAWS will provide this information to the contractor who will be awarded the contract.
82. Condition Assessment – RFP infers that a condition assessment will be required for each pits. Is this the case or will this be required for pits that are deemed by installer to be in poor condition and in need of repair.
- A. Condition assessment will need to be done at every location prior to install, to identify an pre-existing need for repair.
83. Good Faith Effort Plan
- Q. Do required items such as the Good Faith Effort Plan Form found on IB-4 (d), or the CIQ Form found on IB-5 (e) count toward the Proposals maximum limit of 50 pages as listed on IB-1 g. or are they exempted as in the case of the cover, table of contents, etc.?
- A. Please work with the SAWS SMWB Officer- Marisol Robles.
84. IB-5 (g) It has been suggested that new state law prohibits insurance agents from providing letters such as the one requested. Instead they are limited to a certificate listing current coverages.
- Q. If this requirement does not agree with current Texas state law, will it be waived?
- A. B-12-012-MR; Instructions to Bidders; Section 6; Item G: Delete in its entirety and replace with the following:
- Respondent shall submit a copy of a Certificate(s) of Insurance giving evidence of the various lines of Respondent's commercial insurance coverage currently in force; and
- Respondent shall submit a letter on Respondent's Company stationary stating Respondent's commitment to provide the various lines of insurance coverage as required in the General Conditions Section 5.7 Contract's Insurance Requirements, and at the limits of coverage specified, if awarded a contract under this Solicitation.
85. Price Proposal Page 2 Item 9. "Installation of Meter Curb Stop Valve (All Sizes) – The price of a curb stops vary significantly by size. Valves of different sizes require different tools, man power, and range dramatically in time required. Without proper information,

there is no accurate method of calculating an appropriate cost. The installer is being forced to guess.

Q. Could the SAWS either create a separate line item for each of the different size curb stops or at least estimate quantities of each?

A. No separate line item will be created. A vast majority of the valves needing replacement will be 5/8”.

86. SEPARATE CONTRACTS Item 1

Q. Is the SAWS intending to hire more than one installer for the work contained in these id documents?

A. SAWS is only planning for the award to one contractor .

87. SEPARATE CONTRACTS Item 1.- “The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials”

Q. If the Contractor is being required to furnish our own office and warehousing facilities, is the SAWS requiring that we make those facilities available to other contractors?

A. Only if they are a subcontractor to the prime contractor.

Q. If that is not the intent of this statement, is the SAWS intending to provide storage areas for the Contractor that must be shared?

A. No.

88. Meter Inventory Management: Optional - The Installation Vendor may be required to secure a facility to accommodate water meters and meters that are held at the Installation Vendor’s facility pending the completion of sample testing but not yet released for installation.

Q. Is this requiring the Vendor to provide additional storage facilities other than a local office and inventory warehouse facility?

A. No. This is intended for you and your supplier to house meters offsite that have not been approved by SAWS for use prior to testing. SAWS will accept a process to quarantine stock on site prior to approval.

89. Contract Scope Items A. Problem Statement states “Because SAWS has decided to forego a turn-key approach for project implementation”.

Q. Considering that SAWS is foregoing a turn-key approach and separate contracts have been allowed in section 4.7 (Separate Contract) will SAWS accept a bid that does not include the purchase of meters from one company and a separate bid from a meter manufacturer that only includes the purchase of meters?

A. No. The turn-key approach mentioned in the problem statement was in reference to a outside firm that will overlook the project. SAWS and the bidder will work together to administer the project. No third party will have oversight. Bids for meter supply and meter install shall be submitted together for SAWS consideration.

90. Section 5.5 Incidental Work, Connections and Passageways – Please explain “Shall make and provide all suitable reconnections with existing improvements”.

Q. Are these “existing improvements” limited to meters and curb stops or are there other improvements involved?

A. Existing improvements are considered the SAWS piping in front of the meter and the customer piping immediately behind the meter.

91. Contract Scope Items # 5 – It was mentioned at the pre-bid that the SAWS was going to provide customer notification.

Q. Will the Contractor be required to make additional notification prior to notifying by knocking on the customer’s door prior to replacing the meter?

A. Yes. The contractor must announce that he is onsite to replace the meter, by knocking on the door.

92. PHOTOS – *The more photos associated with a file, the higher the probability of technology failure such as handheld crashes, file corruption, etc. To prevent or prepare for such loss, associated technology costs increase several fold as photo requirements increase. In the references listed below, it is unclear how many photos the SAWS is requiring (possibly up to 19 per install).*

A. Contract Scope Items # 7 – “picture of old meter, and picture of new meter.”

(2 pics here?)

A. Yes. These pictures are of the meters.

B. Meter Set and Installation Data Requirements – “Pre-work and post-work electronic photographs (with a time and date stamp) of meter and installation”

(2 pics here different from above?)

A. Yes. These pictures are of the site.

C. Installation Tracking System – “Digital photographs (with a time and date stamp) of: Premises before start of Work; Premises upon completion of Work; Prior finished construction that may conceal the meter or hinder access; Problems at premises; Location of meters;”

(4 or possibly 5 pics here? 2 may be the same as in above?)

A. Same as section B.

D. Meter Tagging - The Installation Vendor shall tag the removed meters with the

account number and customer address from which they were removed and photograph (with a time and date stamp) removed meter

(1 pic here?) Yes

A. Same as section A

a. Meter Pit Rehabilitation – “Associated photos and documentation”

(1 pic here?) Yes

A. Same as section B.

93. Documentation of Work – “Installation Vendor shall provide digital photographs (with a time and date stamp) of all meter pits and/or vaults”

(1 pic here?)

A. Same as section B.

a. Meter Dial Photographs – “Before beginning the water meter exchange or the water module installation, Installation Vendor shall digitally photograph the reading on the legacy meter”

(1 pic here that may be the same as 1 listed above?)

A. Same as section A.

b. Work Documentation – “Installation Vendor shall take electronic digital photographs (with a time and date stamp) of all relevant as-found conditions before beginning work in each location. Take another set of photographs (with a time and date stamp) of the as-completed conditions upon completing work in each location. Provide photographs (with a time and date stamp). At any site with difficulties or obstructions, take progress photographs (with a time and date stamp) to document the Work thoroughly.”

(“set” of photos possibly implying 2 to 3 before and after?)

A. Same as section B

I. Attentive Care – “The Installation Vendor shall operate the customer valve to verify its successful operation, prior to the installation of new equipment, and shall take a construction photograph of the site.”

(1 pic here?)

A. Same as section B

Q. Please list what photos are required and how many total there should be for each account.

A. 4 (One of the old meter and new meter, and one of the site before and after the install)

94. Desired State: “developed this RFP in a manner that will lead a Vendor through a successful meter replacement program in future years”

Q. Is this RFP including additional meter installations for future replacement project years other than the 38,000 meters due to be installed this year?

A. This year’s RFP is for 38,000 meters only. However, the MRP will continue on until all of the meters in the distribution system are replaced.

95. The RFP makes dozens of references to testing. However, it is unclear as to what testing the SAWS is requiring. Listed below are a few examples of the 40+ references to testing in the RFP.

- i. Pricing: Pricing Considerations – “**Testing** and Training”; “Test Installation Route”
- ii. General Installation Requirements: Pricing – “necessary for installation and **testing service**”
- iii. Meter Inventory Management: Optional - The Installation Vendor may be required to secure a facility to accommodate water meters and meters that are held at the Installation Vendor’s facility pending the completion of **sample testing** but not yet released for installation. Spare Parts: “consumed during installation or **testing**”

Q. Does the Vendor need to include testing every water meter that is removed from the ground, or a percentage of meters, or just test the installation by visually inspecting that there are no leaks or damage to the associated curb stop, valves, or piping of any kind?

A. SAWS will perform all testing. Both of new stock through random sampling, and of the old meters turned over to SAWS for salvage.

Q. If testing goes beyond flushing lines and visually inspecting the meter installation, and includes testing removed meter accuracy, the Vendor needs to be able to account for the costs associated. Please specifically detail the requirement and quantities associated.

A. Contractor to test the flow post reset by flowing the service line to release air and sediment that may have settled in the line. All other meter testing will be performed by SAWS.

96. Experience: Organization – “the number of resources for project delivery”

Q. Is the SAWS referring to depth and number of personnel the Vendor will dedicate to the project?

A. Yes

97. Experience: Offices – “list the organization’s...offices from which the Installation project will be supported.”

It is implied in several other references that a local office to support the project is not required until the project has been awarded to the Vendor.

Q. Is the SAWS requiring a local office for bid purposes, or just a general reference that a local office will be obtained to support the project?

A. A local office will need to be provided for this project. However, SAWS would like an understanding what other offices will be utilized to support this project prior to mobilization and after close out for warranty purposes.

98. Positive Consumer Experience: Customer Convenience – “The Installation Vendor shall offer SAWS’ retail customers the option of having work performed on the customers’ premises at any time that the customer finds convenient between 8:00 a.m. and 5:00 p.m. Monday through Friday. All expenses incurred by the Installation Vendor as a result of these scheduling requirements, such as shift premiums, overtime, productivity impacts, etc., shall be at no additional cost to SAWS.”

Last year, several potential Vendors, including ourselves, no bid this project in large part because of this requirement. The requirement seems to remove the advantage gained through a systematic job progression, achievable in an outside pit installation, and change the project from a system to a more individual effort as if all installations were located inside the customer’s structure or basement. Considering last year’s installation, however, it is assumed that not every customer was asked if they would rather schedule their installation at a later time. That being said, time is of the essence in this project, and it is impossible to accurately gauge the whims of the SAWS’s customers and in order to properly figure costs, accurate estimation of how many times resources need to be deployed in order to effectively complete the project are necessary.

Q. Is the SAWS requiring the Vendor to knock on each door and ask the customer if they would like to have their water meter replaced now or arrange another appointment time at their convenience?

A. SAWS will notify the customers in advance that the meter replacement program is currently in their area. The knock on the door by the contractor is to give the customer a heads up that their water will be off for a couple of minutes. If for whatever reason the customer needs to request a re-schedule, then the contractor will make every effort to mutually schedule a time that works for both parties. This year’s contractor had experienced very few re-schedules.

Q. Or is the SAWS simply asking the Vendor to notify the customer that their meter is about to be changed and then be sensitive, respectful, and work with the customer to arrange a more convenient time to replace their meter if they have a conflict?

A. YES!

99. Attentive Care – “The Installation Vendor shall operate the customer valve to verify its successful operation, prior to the installation of new equipment”

Existing Conditions – “Plumbing systems where meters are installed are owned by SAWS’ customers from the end of the meter back to the customer’s structure. A substantial amount of this plumbing is likely to be in poor condition. The Installation Vendor shall repair any damage it causes to existing plumbing at no additional cost to SAWS or customer, and shall leave its installation leak free and in proper operating

condition, when plumbing systems on the Customer side of the meter is damaged. Should it be determined that an existing leak is present, the Installation Vendor shall fully document the existing condition, perform the installation, and alert SAWS and the Customer of the pre-existing condition.”

Q. If every customer valve is to be actuated and the Vendor is responsible for their functionality no matter the quality of the valve or the amount of time the valve has been in operation, could the SAWS please give a breakdown of age, type, and probably failure rate of customer valves?

A. No. Statistic on probability of failure is not available at this time. However, the awarded vendor will be supplied with the other information listed in the question.

Q. If the SAWS does not own the customer side valve as state above, has permission been granted by the SAWS customers to operate their valve? If so, can that permission be made available to the Vendor?

A. Customer side valves should not be turned unless as a matter of last resort to isolated service. The valve in question is the SAWS valve in front of the meter.

Q. If in the Vendor’s experience the customer side valve is damaged or extremely likely to break if disturbed, yet it is impossible to know for sure without actuating the valve, is it acceptable for the Vendor to document the previous condition prior to actuating the valve and relieve the Vendor of the responsibility of replacing it?

A. Yes. Notification to SAWS prior to turning the customer valve when needed will need to be made, and authorization will need gained. Any damages made to customer valve without prior notification will be at the contractor’s expense.

100. Maximum Attempts – “Detail the meter access process”

Q. At the pre-bid, it was stated that at least 65% of every meter in an assigned route would be replaced. How many of those meters are located in back yards, alley ways, etc. and how many or what % are located on the street?

A. No exact statistic is available at this time. However, the vast majority of meters are in the front terrace of the property.

101. Leaks after Installation – “Installation Vendor shall be responsible for correcting any leaks at the valves...that could reasonably be attributed to the meter installation by SAWS or customers”

Q. If the Vendor is called out to repair a leak that has been reported by SAWS or a customer that could in no way be attributed to the meter installation, such as a meter box being run over by a car, will the Vendor have any recourse to recover associated costs?

A. No. If SAWS has given direction to the contractor to make repair, repair must be made. SAWS will make every attempt to assess the validity of the claim prior to sending it over for repair.

102. Deployment Period – Installation Vendor shall describe the planning processes and timing requirements for meter installation.

A. Not sure how to answer this question? SAWS will be looking at the project plan to address the work in bidding document in the described time allotted.

103. “The Undersigned agrees to commence work on a date to be specified in a written "Authorization to Proceed", and to substantially complete the work in 240 calendar days and to complete all the work in 270 days from that date.”
- Q. Will any consideration be given to the typical 4 to 6 week time period required from the time meters are ordered to the time they are delivered, or does the 270 calendar day maximum time limit go into effect upon receipt of the “Authorization to Proceed”
- A. Ordering of materials will be considered part of the 270 days to complete the project. Materials should be ordered immediately upon award and signing of contract to minimize ramp up time for project.
104. Sequence of Meter Installation in the Field – “Each area shall be complete – defined as a minimum of 99% of the installation in the area before the Installation Vendor begins meter installation in the next cycle.”
- If the Vendor can only complete one cycle or route at a time, significant payroll and down time will be incurred from crews waiting on other crews to finish, different schedules to change small meters and larger meters, SAWS customer’s appointments that have the potential to be difficult to make, difficult access areas, time for SAWS to accept the installations, etc. The 270 day time frame leaves little room for unexpected down time or wasted resources.
- If the Vendor could operate in a maximum of 3 routes at a time, they could complete the majority of one area and move to the second while a smaller effort is still being made to complete the problem or slower meters of the first area. Upon completion of the bulk of the 2nd route, the Vendor can progress to route 3 while the problem or slower meters are addressed in 2nd route. Meanwhile, the SAWS inspectors can perform their due diligence in the 1st route to determine acceptance. This method creates a continuous flow of work, avoids waste and downtime, while completing one route at a time honoring what appears to be the SAWS intent.
- Q. Will the SAWS consider the above scenario in lieu of requiring each route to be 99% complete before moving to the next?
- A. SAWS will consider releasing multiple routes based on the contractor’s need to avoid downtime.
105. Meter Reading and Billing Cycles – “Before beginning water meter replacement and installation of Meter Register Meters, the Installation Vendor shall complete any and all installation and testing required by the Contract and shall obtain SAWS’ acceptance.”
- Q. What installation and testing is required by the Contract that should be completed before beginning water meter replacement?
- A. The system integration of the Contractor’s deployment tool with SAWS systems, as well as test sampling new materials received for installation.
106. Meter Reading and Billing Cycles – “Meter serial numbers must be captured adequately in order to be entered into the billing system prior to installation. The Installation Vendor shall provide SAWS with a database containing this information. The format will be provided by SAWS.”

The old meter serial number is often required at the same time as the rest of the required collected information, post replacement. However, the above statement could be interpreted to require a database of information normally provided by a utility prior to installation, so for the purpose of clarity:

Q. Is the SAWS requiring the Vendor to visit all accounts that are scheduled to have a meter replaced, clean the meter boxes to expose the old meter serial number, record the old serial number, and then fashion a database to deliver to the SAWS all before beginning the actual replacement of meters?

A. The recording of serial numbers is to happen at the same time the meter is reset.

Q. If the above requirement is not necessary, is there a billing vendor utilized by SAWS, not mentioned in the RFP, that would have the old meter serial numbers in a database that the SAWS is requiring the Contractor to obtain?

A. The above requirement is necessary for quality control purposes.

Q. If either of the above scenarios are inaccurate, where should the Vendor acquire the existing meter serial numbers in order to provide a database to the SAWS prior to the meter replacement?

A. N/A. SAWS has a database of existing meter numbers that will be provided to the contractor for their installer to verify the correct meter to be replaced. It is up to the Contractor to verify and enter the meter number at premises to assure quality of data.

Q. Please provide an electronic list of all addresses in which a replacement is scheduled so that the Vendor can map the required area in order to properly plan and assess associated costs. Please also provide meter reading schedules so that the required noninterference can be calculated.

A. This information will be given to the contractor after award.

107. Required Data – “3. Sizes, types, model numbers and serial numbers of removed, retained, and new meters,...Record both manually and by bar code”

Q. If this information is not available, or not possible to utilize bar code on old meters, how does the SAWS wish for the Vendor to honor this requirement?

A. The bar coding is for new meters only.

108. Required Data – “5. Condition and material of existing service & 6.Service type”

Q. Is the SAWS requiring that the Vendor report on the condition and material of the SAWS service type, condition, and material, or the customers, or both?

A. Customer's

109. Required Data – “Any additional valves or other parts changed must be approved by SAWS, and coordinate with the SAWS project manager.”

Q. Are there any standards or specifications required for replacing the SAWS curb stop upon breakage, or is the Vendor free to use the most economical choice available?

A. Standards for installation are included in this bidding document. SAWS will also demonstrate appropriate method during the mobilization period.

Q. If there are minimum specifications or brand names or models required for approval, please provide them.

A. The material standards for this item can be found on the SAWS website, under the Business Center, under material specifications.

Q. Will the SAWS project manager be immediately available for such approval? If not, what is the maximum amount of time will a crew member have to wait for approval on the Vendor's payroll?

A. Yes. And SAWS will also have at least one project inspector onsite every day of the project.

110. Required Data – “(GPS) taken at a standardized location”

Q. Please explain “standardized location”

A. At the meter pit location.

111. Installation Vendor Responsibilities – “The Installation Vendor shall set meter boxes flush to grade and where lids close and lay flush within the box enclosure at every location or at the discretion of SAWS.”

Q. Is the SAWS requiring the Vendor to remove and re-set all meter boxes that were not flush upon arrival, or only to re-set meter boxes flush that were required to be removed in order to facilitate a meter replacement?

A. Boxes that require adjustment must be brought to grade.

112. “All pumpage materials are to be properly disposed of in accordance with Storm drain procedures” & “Failure to adhere to Storm drain procedures...will result in non-payment of installation”

Searching the SAWS website and a general Google search turned up no results on “Storm Drain Procedures”

Q. Please identify where a copy of Storm Drain Procedures can be located.

A. The city of San Antonio website will be the best reference for this material.

113. “Installation Vendor shall place meter pits and/or vaults flush to grade, where lids are lockable at every location in a safe condition before proceeding with other Work”

Q. Do all current SAWS meter pit lids currently have lid locks?

A. Most meter pits are not lockable.

Q. If locks are not currently present, is the SAWS requiring the Vendor to replace the lids with lockable lids (what percentage of current lids will Vendor be required to replace)?

A. Yes. SAWS will provide these materials. Less than 1% is anticipated.

114. “The installation shall include the new meter, meter box, meter lid,…”

Q. Is the SAWS requiring a new meter box and lid to be installed at every meter location scheduled for replacement?

A. No. Only those locations needing repair.

115. Condition Assessment – “The Installation Vendor shall perform a condition assessment of all existing water meter pits and meter vaults, as well as any neighboring structures that may be impacted by the Work. This assessment shall be performed prior to performing meter replacements in these locations, and at no additional cost to SAWS. The assessment shall document all repairs needed to restore the condition of these facilities. SAWS’ intent is to initiate repairs on facilities to bring them up to a structurally sound condition and make them safely accessible. Therefore, the Installation Vendor shall submit to the Project Manager a condition assessment report listing all recommended repairs necessary to return the meter pits to a permanent condition that is accessible and safe for entry by Owner’s personnel. The report shall be prepared under the supervision of a licensed design professional (Texas Licensed Civil Engineer, or Texas Licensed Architect) and shall include an evaluation of the condition of the structure, piping, valves, fittings, covers or hatches, ladders as well as the overall accessibility and safety of the pit or vault. Associated photos and documentation shall be included. In addition, for those items needed to correct the structural, safety and accessibility deficiencies the report shall include a scope of work, detailed cost proposal and schedule for recommended repairs at each meter pit.

This report seems extensive and pedantic. If the SAWS is requiring that the Vendor goes to each meter address that will be replaced, cleans every meter box, documents every possible extenuating circumstance, etc. prior to replacing a single meter, a great amount of time, money, and other resources will be expended to collect information that will be acquired during the change out process.

Q. In case this requirement has been misread please explain what SAWS is asking for and detail when it is to take place in the process of replacement.

A. SAWS is asking for the contractor to assess each meter pit when arriving at the location for replacement. Anything that will prohibit the contractor for doing his work, will need further approval by SAWS prior to the contractor accepting the liability of the installation. Once the contractor begins work at the location, the contractor becomes liable for any repair that is needed. It is up to the Contractor to assess and notify SAWS prior. The assessment to tracked with the contractor’s deployment tool of choice.

Q. If this requirement is truly to take place before any work begins, will the time required to complete this report be deducted from the 270 maximum time limit, or is this to be scheduled out of the confines of the time limit?

A. The assessment to be completed within the time allotted for this project.

116. Customer Pits – “The majority of the existing water meter pits and/or vaults are located on private property and are owned by the property owners.”

Meter Pits – “Meter pits and/or vaults are owned by SAWS’ customers and some are located on private property. Should the Installation Vendor be required to enter private property, the entrance agreement shall be provided to SAWS for review. All entrance agreements shall be maintained by the Installation Vendor, and be readily available for inspection by SAWS.”

Q. Is the SAWS requiring a separate agreement to access all meters that are on private property?

A. Prior to entering private property, the contractor is to gain approval from the customer or SAWS.

Q. If so, please provide an estimate as to how many or what percentage of the meters the Vendor will have to provide an agreement for in order to replace.

A. Less than 1% of the total will require private property entrance. Customer contact by knocking on the door prior to replacing the meter and asking for permission will suffice.

117. Notification – “Installation Vendor shall obtain permission of meter pit/vault owners before proceeding with repairs...”

Affecting Repairs – “Where approved by SAWS, Installation Vendor shall design and construct permanent repairs in accordance with all requirements of the Contract to place meter pits and/or vaults in a safe and accessible condition...”

The entire Meter Pit Rehabilitation section seems to exceed the scope of a normal meter replacement. It appears that a completely separate operation is being requested that is in addition to meter replacement. It also appears that the SAWS is requiring a separate appointment with all customers that have private property to be accessed or anything wrong with their plumbing located on their private property. Most repair needs are not found until something fails during a replacement. For example, old and brittle thin wall PVC might hold up for years unless a meter is removed and the ground pressure around the pipe changes. Also, old galvanized line can disintegrate with the slightest movement or ground pressure change, but might not be affected otherwise.

Q. Is the SAWS requiring a separate appointment with all customers that have a meter on private property to obtain permission to enter and assess the condition of something the SAWS doesn't own?

A. Most repairs can be made while onsite. In the case where additional time or materials are needed, a rescheduled appointment may be required.

Q. Is the SAWS going to require the Vendor to effect repairs on their customers private property if the customer's request the service?

A. Only repair needs that arise from customer notification after reset will need to be addressed by the contractor. No requests for additional work from the customers should be facilitated.

Q. Are all repairs found during a survey to be included in the single line item described as “3/4” installation” or “1” installation” even if they are pre-existing conditions?

A. Approval for repairs prior to reset must be gained by SAWS. Payment for repairs after reset will be at the expense of the contractor.

Q. If under normal working conditions a denigrated customer side pipe fails, or a customer side glue joint blows up, or a 50 year old galvanized line disintegrates, or the customer's thin wall sprinkler grade pvc develops a hair line crack, is the SAWS requiring the Vendor to keep the customer out of water service while we wait until permission is granted to make a repair?

A. Yes. However, a project inspector will be onsite to authorize repairs quickly to minimize outage of service.

Q. What if the customer is not at home while the Vendor is changing the meter?

A. It will then be solely at the direction of the project inspector to direct the contractor to make the repair.

118. Meter Inventory Management: “A sample of each meter purchase will be pulled and sent to SAWS for QA Inspection. Within two weeks SAWS will complete the inspections and provide approval for the use of the shipped items.”

Q. Will the initial two weeks SAWS is requiring take away from the 270 calendar day maximum time limit, or will this two weeks fall outside of the bounds of the time frame?

A. This process takes no longer than 48 hours based on our experience. This testing period will need included in the time allotted for this project.

119. Item No. 824 Service Supply Lines: All of the Construction section and all of the Measurement section

Q. Is the Vendor’s scope limited to replacing the meter or is it possible that the SAWS anticipates in some cases that the Vendor should relocate a service or other perform other services for the same unit price?

A. Specification 824 was included for the bidder to understand the correct installation standard for service lines only. No relocation of service lines is anticipated for this project.

120. Construction: “Physical movement of existing meters and meter boxes to new locations may be required”

Q. Will the Vendor be responsible for relocating meter boxes or meters?

A. No relocation of service lines is anticipated for this project.

121. Construction: “Unless otherwise specified, the old service line shall be abandoned after the existing meter has been reset in the existing or new meter box.”

Q. In any case, will the Vendor be required to abandon old service lines and install a new service line from the main?

A. No abandonment of service lines is anticipated for this project.

122. Construction: “Meter and meter box configuration, shall have the meter set horizontal, approximately 6 inches below the top of meter box, so that the meter is above the bottom of the meter box and in line with the meter box lid opening. The top of the meter box shall be flush with the existing ground surface. All excess soil above the meter coupling, meter flange and meter nuts inside the meter box shall be removed so that the meter register is clearly visible. The Contractor shall exercise special precautions during excavation at the existing meter location in order to minimize the disturbance of the customer's yard piping. However, if the existing meter elevation is low, the Contractor shall raise the existing meter to conform to the correct configuration indicated herein. Adjustment of meter to proper grade is incidental to the construction and will not be paid for separately.”

PAYMENT: Payment for "Existing Meter and Existing Meter Box Relocation (5/8 inch through 2 inch meter)" will be made at the unit price bid for each existing meter and existing meter box relocated. Such payment shall also include; excavation, hauling and disposition of surplus materials, sand backfill, removal and replacement of yard piping with copper tubing of the various types and sizes and in the quantities necessary to complete the connection and adjustment between the relocated existing meter and existing meter box, and the existing yard piping."

Q. Is the Vendor required to go beyond meter replacement to change the existing meter set, inlet and outlet piping, to make the box elevation flush or for any other reason?

A. No

Q. Are there unit price line items other than those listed on the "Price Proposal" (items 1-9) or do those line items include items listed in the "Payment" section copied above?

A. Items 1-9 on the Price Proposal are the only payment line items for this contract.

123. Construction: "Where required, pressure reducing valves shall be installed by the customer in accordance with the Uniform Plumbing Code and shall be placed beyond the outlet side of the meter, but not within the Owner's meter box. The pressure reducing valve shall be the property of the water user who will be responsible for its installation, maintenance, and replacement as required."

Q. Customer activity of this kind will surely result in improper procedures, leakage, and most likely damage to the Vendor's work. Will the Vendor be released of any responsibility or liability if the customer performs work in conjunction with the work required by this RFP?

A. The contractor will only be held liable for damages or repairs that arise because of the meter installation only.

END ANSWER TO QUESTIONS

No other items, dates, or deadlines for this RFQ are changed.

END ADDENDUM #1
