



## REQUEST FOR PROPOSALS

**Solicitation Number: R-14-007-MR**

### **Transfer and Implementation of Data Records to GIS Ready Files**

#### **ADDENDUM #2 – 05:00 PM Central | June 5, 2014**

This addendum answers questions submitted before the deadline, notes several changes to the RFP and Notices of supplemental documents posted to the SAWS website.

Answers to Questions
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1. How many CAD files will the data come over in? 1 or multiple?
  - a. Typically the data comes in hardcopy but when we do get CAD files there are usually multiple for each job.
  
2. Can you clarify/ elaborate on how SAWS would prefer the compensation proposal to be formulated. Is the example of “pricing per linear foot and total linear feet” foot firm or may the Consultant provide a per hour compensation proposal for the 3 weeks of work?
  - a. The pricing per linear foot is firm. The consultant should be aware that all nodal assets such as fire hydrants, valves, fittings, and laterals are included in the mapping but the calculation is made on the linear footage of each job. For example, on 1000 feet of new main, there may be 4 hydrants, 8 laterals, 4 valves and 4 fittings but the linear footage calculation may only be done on new main.
  
3. Please provide the basis for including within the evaluation criteria 20 points for the price proposal. As stated on page 1 of 37 under “Purpose”, SAWS is engaging the professional services of an experienced mapping firm. In the past for professional services contracts, SAWS did not include this criteria and it was a qualifications based selection.

- a. Section 1. Project Information; Sub Section B. Scope of Services; First sentence is revised to read:

**“The work shall consist of:”**

4. It appears the indemnification clause in the contract form is not the latest provision which complies with recent Texas law changes. It also appears to be different from what appears in current SAWS professional services contracts. Is the indemnification provision included in the agreement, the correct version?
  - a. Please state your objections and concerns regarding the sample contract as instructed in item 13 of the **Respondent Questionnaire** form.
5. Would it be possible for SAWS provide an approximate average manhole, valve, and hydrant count to assist us with preparing the price per linear foot requested in the proposal?
  - a. Please see the answer to question 16 below.
6. Under “Insurance Requirements and Proof of Insurability”, Exhibit A: there is the requirement for “Professional Liability” insurance, we do not hold a professional license, therefore, do not carry or this insurance, and in the past this insurance is has not been available to us.
  - a. The Professional Liability for this solicitation and subsequent contractual agreement with the awarded firm are removed. The remaining provisions are required.
7. What Esri software does SAWS currently maintain (desktop or enterprise software)?
  - a. Enterprise Arc 10.2.2
8. Are utility data transfers “additions” to the currently utility infrastructure in GIS or are some replacements to the utility features currently existing in GIS?
  - a. Most additions come by hardcopy or CAD (Microstation) and are not in GIS. The contract is for conversion into GIS format. Replacements already in SAWS GIS databases will be handled by SAWS GIS staff.
9. Does SAWS currently have a unique naming convention for “plan of record” (as-built) drawings? Are these currently being accessed via GIS?
  - a. Yes, each asbuilt has the year followed by a unique numbering system i.e. 12-5502 which indicates the project was built in 2012 and the second two numbers indicate the funding source and asset (water, sewer, recycle). The asbuilt is scanned and the url is put into the GIS record for quick access in our web services.

10. Does SAWS currently maintain valve cards or curb box cards (shut offs)? If so, are these currently in digital format?
  - a. SAWS has not maintained valve cards for ten years, everything is in digital format or it is in hardcopy design requiring digital conversion.
  
11. Has SAWS worked with vendors on previous GIS projects?
  - a. Yes, several
  
12. What is the approximate ratio of digital CADD files to paper plans included in the project?
  - a. 80% will be hardcopy, 20% CADD
  
13. What percentage of digital CADD drawings will be georeferenced and to scale?
  - a. All CADD drawings will be to scale but not georeferenced
  
14. Can a current version of the SAWS existing GIS infrastructure be available for reference prior to the proposal submittal?
  - a. Yes
  
15. What are the maximum dimensions of hardcopy plans?
  - a. 24" x 36" averaging about 10 pages but up to 50 pages
  
16. Is there an estimate of the number of point source appurtenances per linear foot of infrastructure (Urban subdivisions or rural infrastructure)?
  - a. 98% of the work is urban subdivisions—for water, typical block, approximately 500 linear feet, is 3-5 valves/fittings, one fire hydrant assembly and 12 dual laterals. In sewer, each block would include 2-4 manholes and 12-20 single laterals. Recycle would be same as water with one lateral.
  
17. Are laterals and customer meters to be included in the dataset features?
  - a. Laterals are included in the feature datasets but not meters
  
18. 7. In "Section I. Project information"
  - a. "5. Data to be returned in an ESRI 10.2 personal/file geodatabase with SAWS schemas and each data source scanned and returned in Adobe pdf format."

Will dgn/dwg files need to be returned in pdf format?

- a. No

19. What is the initial contract term?

- a. The contract is for two years.

20. Can a sample as-built (hardcopy) be available prior to proposal submittal?

- a. Yes

21. Would it be possible to review a typical schema for the feature classes so we can determine the amount of time it would take to completely fill in the required fields of data?

- a. See personal geodatabase "TypicalSAWS.mdb" available for download as supplemental information for this solicitation. Fields that pertain directly to the asset are the fields we expect filled.

22. Is this proposal for a single calendar year of work or is it an indefinite delivery, indefinite quantity type (IDIQ) of contract?

- a. Two calendar year IDIQ.

23. In Exhibit "F", 'Term, Termination, and Suspension' states that Exhibit "D" provides the term of this agreement; however, the said Exhibit does not provide the term of the agreement. What is the term of this agreement?

- a. The section to which you are referring is the sample language of a negotiated agreement. The information is not filled until that time an agreement is pending. The estimated term for this agreement is two years.

24. Can you provide the estimated number of digitized features per mile (hydrants, valves, gate valves, etc.)

- a. 175-200

25. Can you provide an estimate of the number of miles per sheet (scale / size of sheets will do also)

- a. SAWS water jobs the average miles per sheet is half a mile since the water plans usually do not include a profile. Sewer jobs will have 500-1000 feet per page depending on the scale used for the plans. This is due to the fact that all sewer jobs will include profiles. If a water project is a transmission main, it will also include profiles and will also have 500-1000 feet per page depending on scale. This is based on a typical 24" x36" page which is the size normally used.

26. Does the cost of reproduction (digital or paper) need to be included in the proposal cost proposal or will SAWS provide these?
- a. No. SAWS will provide a set of hard copies and digital files (if available.) Hard copies of the plans will be returned to SAWS after they have been converted to GIS format. SAWS would prefer to exchange converted data via FTP but if the vendor chooses to use CD or DVD's, they will need to factor in the cost.
27. The water system is currently represented by engineering design plans, "plan of record" as-builts and CADD files. Is there a good estimation of how much of each of these pieces of source data are available for the existing system?
- a. All of the current system has plans—SAWS will provide a GIS copy of our existing water, sewer and recycle system for the vendor's use to tie-in new projects being converted
28. Are there different engineering consultants who prepared the "plan of record" as-builts?
- a. Yes but we have standards as to how plans are submitted
29. If so, approximately how many different engineering consultants were responsible for preparing these "plan of record" as-builts?
- a. Typically less than 10 but with same standards.
30. Will copies of hardcopy source material be copied and provided to the consultant or will the consultant be required to make their own copies?
- a. SAWS will provide hard copies of the source material which will have to be returned to SAWS after the plans have been converted to GIS
31. Assuming various attributes to be populated for water and sewer are not included directly in the provided source data, is the consultant expected to fill in for this missing data?
- a. No
32. For source material provided in CADD format, is the consultant expected to open those files and export PDF files?
- a. No
33. Contractor is expected to complete utility layouts in a three week timeframe. What is meant by a "utility layout"?

- a. A utility layout may an asbuilt or a design drawing the selected firm will need to convert this data to GIS format
34. Is the 90,000 ft/year estimate of work orders based on a current accumulation, and if so, how long did it take to accumulate this data?
- a. It is based on approximate annual footage of new pipe being added to the SAWS system---it is not a current accumulation
35. Will work orders for new source documents be handled one-at-a-time as they are provided to the consultant, can the consultant stockpile new source documents for, say, a monthly conversion or will SAWS accumulate new source documents and provide them to the consultant for conversion on their own schedule?
- a. SAWS will accumulate new source documents and provide them to the consultant on our own schedule but typically will provide several at a time
36. How will work orders for new source documents be paid for? Hourly?
- a. Per the Solicitation---by linear footage of new main
37. With respect to the example price proposal table in the RFP, page 3 of 37, what was the source of the Low Price (LP) bid?
- a. As stated in the notes underneath the table, prices are given are for the purposes of demonstrating how the points for this criteria are calculated and not reflective or representative of expectations of pricing on this solicitation.
38. Is this anticipated to be a multi-year award or a single year contract that is re-advertised each year?
- a. It is anticipated that this will be a contract for a single two year term.
39. Will feature classes need to be Z-aware (3-D)?
- a. No
40. Is field verification ever required/desirable?
- a. No

End Answers to Questions

Changes to RFP

1. Section 1. Project Information; Sub Section B. Scope of Services:

- a. The first sentence is revised to read: “The work shall consist of:”
- b. Removed from this RFP are any references to “Professional Services of an experienced mapping firm.”

2. Section 1. Project Information; Sub Section C. Additional Requirements:

This Sub Section is revised to read:

C. Additional Information

- a. A negotiated agreement for these services is not expected to exceed \$50,000.00 and any negotiated agreement exceeding this amount shall be approved by the SAWS Board of Trustees.
- b. The contract term for a negotiated agreement for these services will be for a period of a single two year period.

End Changes to RFP

Supplemental Information Notice

The following supplemental information in both PDF and MDB formats have been posted to the SAWS website for this solicitation:

- 05-1755.pdf
- 07-1069.pdf
- TypicalSAWS.mdb

End Supplemental Information Notice

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

END ADDENDUM #2