

CITRUS HEIGHTS WATER DISTRICT
METER REPLACEMENT PROGRAM PLANNING STUDY

ADDENDUM #3
ISSUED 10/17/2018

On August 30, 2018, the Citrus Heights Water District (“CHWD”) issued a Request for Proposals for the Meter Replacement Program Planning Study.

Pursuant to Section L of the Proposal Format and Content, CHWD issues this Addendum #3 to provide submission clarification and answering properly submitted questions from potential respondents to the Request for Proposals as further described herein.

Submission Clarification: Please note that Proposal Submissions emailed to Citrus Heights Water District (CHWD) has a maximum file size of 20 MB if proposal is included as an Adobe attachment. Alternatively, CHWD recommends using Adobe Track and Send for Proposal Submissions or provide an email with a link to your Dropbox before the stated deadline.

Q1: RFP page 12, RFP Response Format, indicates that the RFP Respondent is to submit RFP responses with pdf bookmarks by section A-K. Proposal Format and Content Item A on page 13 is an instruction item. Please clarify the numbering. Should items B-K, be A-J?

A1: Please use “Item A. Proposal Submittal” as your firm’s cover page and number the remaining items B-K as stated in the RFP.

Q2: What is the commitment by each consortium agency to each phase of the project? Our experience shows level of effort has both a fixed and variable structure; understanding how many agencies to consider for each phase will help refine our response.

A2: Consultants are required to complete all of the cost options in Table G1 - Required Proposed Cost Breakdown Summary Table, with the presumption that each agency is participating at each phase both individually and as part of the Consortium as identified in Table G1. The exact level of participation of each agency, other than CHWD and SJWD, is unknown at this time as discussed at the Proposers Meeting. There will be a time during Q1 of 2019 that the Consortium agencies will reach agreement as to each agency’s level of participation.

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Q3: We see the need throughout most of the Phases to have associated public outreach support services. Is it your intention for us to factor in the tasks and costs associated with this as part of the specific phase or as part of Phase 7?

A3: Please show outreach support services in both areas, use Phase 7 for cost allocation but show the intersection points between staff, policy makers, and stakeholders as they occur within the applicable Phase. If the Consultant is proposing additional outreach beyond what is listed in Phase 7, they shall make that clear and provide it as an optional scope item and fee.

Q4: Will answers to questions be issued as available or will there be one comprehensive release?

A4: Addenda has been issued in one comprehensive release on a weekly basis as questions are received and posted on Citrus Heights Water District website under RFP and Bids page, accessible at the following link:

<http://chwd.org/project-management-and-engineering-department/bid-notice/>

Q5: The sampling development portion of item [Phase 1] B) ii. appears to bring in a requirement we would expect to address in Phase 3. It would be our intent to NOT include that here. Is this a valid position?

A5: Consultants are encouraged to draft their proposal as they see fit. However, the intent of Phase 1, Item B) ii was to evaluate the current data/information available at the present state. Phase 3 is for long-term, continued meter testing. Proposals should include responses for each Phase accordingly as specified.

Q6: This [Phase 2] phase points to some specific evaluations: (1) reading automation technologies and (2) 3 to 5 meter vendors. It would be our intent to also evaluate reading technology vendors in conjunction with the meter vendors to provide an integrated solution offering. Is this a valid deliverable for the participating utilities?

A6: Yes.

Q7: At the completion of Phase 2 Citrus Heights requires a Customer Advisory Committee meeting and a Board of Directors meeting and San Juan requires a Board meeting. Is there an expectation or requirement that other agencies want some form of meeting to review the results of this phase?

A7: No, not at this time. If other agencies elect for a meeting, they would need to negotiate that service.

Q8: Which agencies have meter test benches? Which agencies have portable testing devices?

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A8: This information will be available to the selected Consultant after Award of Contract. Information is not collected at this time, it will be part of the selected Consultant's responsibility to inventory all participating agency's meter testing facilities, portable devices, test benches, etc.

Q9: For clarity and confirmation in developing our response, only CHWD and SJWD require an outreach plan proposal and associated pricing to be part of our submission. All others would make the decision after award of contract. Is this correct?

A9: Yes.

Q10: There appear to be a number of Consortium working group meetings required during Phases 1-6. Please clarify whether those costs are to be included in each of the phases in which they occurred or priced in Phase 7?

A10: Please include the cost of the Consortium working papers in the each of the required Phases in which they occur, broken out across all agencies listed in Table G1.

Q11: Please clarify that the CHWD Customer Advisory Committee (CAC) meetings noted in the RFP are to be priced only in Phase 7 for Citrus Heights? Please clarify where the pricing for Board meetings are to be presented for Phase 6 for Citrus Heights?

A11: For CHWD, the cost for all CAC and Board meetings should be priced in Phase 7. However, please show the intersection points between staff, policy makers, and stakeholders as they occur within the applicable Phase.

Q12: Has the CAC been formed, is it currently meeting, who facilitates the meetings if they are meeting now and should the proposal include facilitation services?

A12: The CAC has been formed, is currently meeting, and facilitated by a District contractor, Mason-Smith Success Strategies. Proposals should include the cost of all meeting services requested in Phase 7 of the RFP.

Q13: For the CAC, are you willing to share the mission statement/principles of participation and any goals established for the group? If they are already meeting, how often have they presented policy opinions to the Board and can these be provided for us to review?

A13: All proceedings of the CAC are available by subscribing to the following:

<https://youtu.be/zZ8qubKeUAk>

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- Q14:** For CHWD, you specify developing a page or pages for the website about this study. Do you want the forecasted price for doing this service or rates associated with providing this service (not knowing the time needed at this stage)?
- A14:** Yes, CHWD requests a forecasted price for developing a project web page(s) as part of Phase 7 costs. CHWD anticipates the Consultant to provide content ideas for a project web page(s), and on that basis, should be able to develop a projected cost.
- Q15:** For CHWD, you state the desire to have a social media/other media channels communications plan. Are you looking for the associated tasks and fees to support this as part of our submission?
- A15:** Yes, CHWD requests that the associated tasks and fees to support this plan be included as part of CHWD's Phase 7 proposal cost.
- Q16:** For pricing of consulting services, are travel costs to be included in the phase activities in which they occur or are they to be priced separately? Are there any limitations that the agencies have for travel expenses (airfare/transportation, hotels, meals, etc.)? If so, does this vary by agency or is there an agreed to Consortium limit? For either case, can you provide these?
- A16:** For clarification, CHWD is the lead agency for contract and billing issues. Pricing of consulting services is to include all costs, including direct costs (e.g., travel, copying, etc.) as a fixed fee, and listed by phase per agency as requested in Table G1.