

REQUEST FOR PROPOSALS (RFP 2024 – 006): Engineering Services/Consulting to Support the Implementation of the Study and Planning for the Town of Pinewood’s Water and Wastewater Capacity Analysis Project (SCIIP #A-23-P162)

ADDENDUM APRIL 25, 2024

ACKNOWLEDGEMENT OF THIS ADDENDUM IS REQUIRED.

Acceptable methods of acknowledgement are via email and signed original in the proposal.

Along with the questions and answers, please make sure that your proposal includes the attached documents:

- Proposed Cost Estimate
- Proposed Schedule

Question: It says the due date is Tuesday, May 2nd, but May 2nd is on a Thursday.

Answer: The correct date is Thursday, May 2nd, 2024, at 3:00pm

Question: Is there a page limit on the proposals?

Answer: No

Question: Section 1.1 says “Cost is NOT a factor in the ranking of firms to provide services herein. DO NOT include any reference to consultant costs in the RFP response.” Section 3.1 says “All Proposals submitted shall have included this costs and proposed schedule.”

Answer: **Cost is a factor in the ranking of firms to provide services.** Please be sure to include the Proposed Cost Estimate and the Proposed Schedule in the submitted proposal.

Question: Section 3 states that the proposal submittal must be in the order listed 3.1, 3.2, 3.3, 3.4, (this includes detailed information on additional items to be include).

Answer: The submission must include the following items: Cost Proposed and Proposed Schedule, Description of Project, Cover Letter, Firm Proposals, Organization/company overview as it relates to the requirements of the RFP, Organization/company overview of all sub-contractors as it relates to the requirements of the RFP, Key Personnel, Relevant Experience, Firm Workload, and References.

Question: Will this procurement be a fixed price or time and materials contract?

Answer: Fixed

Question: Will you please summarize the sources and veracity of available information for assets and their condition?

Answer: Old computers, two old tractors (unusable), manually write meter readings each month

Question: Does Pinewood currently use GIS in any fashion for asset management?

Answer: No GIS

Question: Will you please provide more detail on what is expected as a deliverable of “Create and implement GIS mapping”?

Answer: Use SCRWA system map as a base and update points as needed and/or add new points and lines.

Question: Will you please summarize the current system size / length and number of assets, for an idea of scale of effort?

Answer: Miles of pipe = <100 miles / Connections = 284

Question: Will you please summarize the current staffing levels (e.g. number of full-time equivalents) for an idea of scale of effort?

Answer: Full Time = 1 / Part Time = 0 Contractors = 5

Question: Will you please provide more detail on what is expected as a deliverable of “The system maintenance plan will require a consultant to evaluate the town’s water meters and manholes for repair or replacement needs”? Specifically, is a deliverable of this contract to conduct 100% field condition assessments for all assets?

Answer: Inspect and evaluate water meters and manholes in order to see where repairs or replacements are needed. This would allow us to prepare for future upgrades and projects.

Question: Will you please provide more detail on what is expected as a deliverable of this element of the scope of work? For example, are you seeking a commercial-off-the-shelf software product calibrated to Pinewood system parameters?

Answer: The system would need to be evaluated to see what scale of modeling is needed. A system model would allow the town to see where and how they can possibly expand in the future.

Question: Cost Proposal and Proposed Schedule: Please verify whether this element of the Proposal is only for permits or licenses required by the Respondent, and as a Proposals-based selection, no other fees or hours estimates are expected at this time. Alternatively, shall the proposal include a project schedule through completion and proposed fee schedule?

Answer: All of the above. This planning and study project is being funded by a grant of \$500,000 and should not exceed this amount from start to finish.

A responsive proposal will include all the required items and acknowledgement of this Addendum, included in the proposal or via email.

Signature/Acknowledgement

Date

Cost Estimate

No.	Description	Quantity	Unit	Unit \$	Total
1	Asset Management Plan				
a	Data Collection / Level of Service Development	1	EA	\$50,000	\$50,000
b	Plan Development	1	EA	\$25,000	\$25,000
c	Funding Strategy Development	1	EA	\$10,000	\$10,000
e	GIS Mapping	1	EA	\$93,000	\$81,325
	Subtotal				\$166,325
2	Capital Improvement Plan	1	EA	\$35,000	\$35,000
	Subtotal				\$35,000
3	Staffing / Contractual Needs Analysis				
a	Staffing Study / Needs and Salary	1	EA	\$20,000	\$20,000
b	Contractual Services Needed	1	EA	\$10,000	\$10,000
	Subtotal				\$30,000
4	Water and Sewer Sytem Modeling				
a	Water Model Creation	1	EA	\$30,000	\$30,000
b	Sewer Model Creation	1	EA	\$30,000	\$30,000
c	Model Calibration	2	EA	\$25,000	\$50,000
d	Scenario Creation	2	EA	\$15,000	\$30,000
	Subtotal				\$140,000
5	System Maintenance				
a	Manhole Inspections	60	EA	\$200	\$12,000
b	Water Meter Inspections / Calibrations	289	EA	\$75	\$21,675
c	Cross-Connection Evaluations	1	EA	\$35,000	\$35,000
d	Sewer System Capacity Evaluation	1	EA	\$50,000	\$50,000
	Subtotal				\$118,675
6	Contingency				
a	unforseen expenses				\$10,000
	Subtotal				\$10,000

Total

\$500,000

PROPOSED COST ESTIMATE

No.	Description	Quantity	Unit	Unit Cost	Total
1	Asset Management Plan				
	Data Collection/Level of Service Development	1	Each		
	Plan Development	1	Each		
	Rate Study	1	Each		
	Funding Strategy Development	1	Each		
	GIS Mapping	1	Each		
2	Capital Improvement Plan				
	Capital Improvement Plan	1	Each		
3	Staffing/Contractual Needs Analysis				
	Staffing Study/Needs and Salary	1	Each		
	Contractual Services Needed	1	Each		
4	Water and Sewer System Modeling				
	Water Model Creation	1	Each		
	Sewer Model Creation	1	Each		
	Model Calibration	1	Each		
	Scenario Creation	1	Each		
5	System Maintenance				
	Manhole Inspections	60	Each		
	Water meter Inspections/Calibrations	289	Each		
	Cross-Connection Evaluations	1	Each		
	Sewer System Capacity Evaluation	1	Each		
6	Contingency				
	Unforeseen expenses				

