

**Questions received on Engineering Services Related to the  
Municipal Sewage System Asset Management Pilot Program  
RFP and the Corporation's responses:  
July 29, 2016**

1. How many consultants will be selected to work with the participating municipalities identified in Appendix A?

**Response:** One or more Firms may be selected from this RFP. We have not determined how many Firms at this time.

2. Will responding firms be allowed to selectively submit proposals for provision of services to a partial listing of participating municipalities, such as those within certain regions?

**Response:** Firms are required to submit proposals assuming that they will be working with all of the Municipalities listed in Appendix A (Facility Fact Sheet). If selected, DEC/EFC may, at its own discretion, assign firms to particular regions.

3. Task 2 of the Scope states: "The Selected Firm will work with each Municipality to gather data necessary to fill any gaps of information in order to complete the inventory." It is not clear which municipalities have already completed this, and which ones require significant field work to develop the inventory of assets. Do the Municipalities have attributes for their assets including maintenance records, year built, material, and other information. Is there better information available to assist with estimating the effort for this task?

**Response:** Appendix A of the RFP includes tables detailing specific attributes of each municipal treatment system. Otherwise, assume municipalities have no additional information.

4. Task 2 of the Scope states "The Selected Firm will develop maps of the wastewater treatment facility and sewer collection system necessary for locating assets in an ArcGIS compatible format." Is it necessary to develop a GPS accurate map of the entire collection system for each municipality? Can maps be developed by digitizing as-built drawings? Do some of these municipalities already have complete GIS maps that can be used?

**Response:** Yes, it is necessary to develop a GPS accurate map for each municipality. Maps may be developed by digitizing As-Builts, but the accuracy of this information must be verified by treatment plant operators or municipal officials. If there is any doubt on the accuracy of the information, the engineering firm must perform GPS confirmation. Assume municipalities have not completed any GIS mapping.

5. Task 2 of the Scope states “The Selected Firm will develop maps of the wastewater treatment facility and sewer collection system necessary for locating assets in an ArcGIS compatible format.” Is it necessary to develop a GPS accurate map of the wastewater treatment facilities?

**Response:** Yes, it is necessary. See response 4.

6. Task 3 of the Scope states “The Selected Firm will develop a condition score for each critical asset.” Is it necessary to conduct CCTV sewer inspections of the entire collection system for each municipality? Is CCTV inspections necessary for any municipality, or are existing inspections sufficient?

**Response:** There is no expectation for the Selected Firm to conduct Closed-Circuit Televising (“CCTV”). If CCTV records are available, those records should be reviewed as part of the asset management plan development. DEC expects that CCTV for critical assets should be a recommended future action incorporated into a municipality’s final asset management plan.

7. Task 3 of the Scope states “The Selected Firm will develop a condition score for each critical asset.” Is it necessary to perform condition assessments of pressure pipes (forcemains)?

**Response:** The Selected Firm is expected to recommend the list of critical assets consistent with the definition provided on page 3 of the RFP.

8. Task 6 of the Scope states “The LoS Statement will focus on aligning LoS categories to the Municipality’s strategic goals.” Should we assume that each municipality has already developed strategic goals, or will it be part of the services to conduct workshops to develop strategic goals with each municipality?

**Response:** The Selected Firm should not assume municipalities have completed any strategic goals. It will be the responsibility of the Selected Firm to work with each selected municipality to develop strategic goals.

9. Task 12 of the Scope states “Based on an evaluation of the existing rate structure, the Selected Firm will develop and recommend an updated schedule of rates that meet as many of the following objectives as practical.” Should we assume that each municipality will require a new sewer rate model, or do some municipalities already have a model that can be used?

**Response:** Part of this task is to engage with the municipality on its existing rate structure. Following the development of the asset management plan, both parties should discuss revenue versus expenditures to decide if the existing structure is sufficient and to make appropriate recommendations.

10. It is likely that the available information on existing asset inventory will vary for each municipality. Is it acceptable to DEC/EFC to have different levels of sophistication in the hierarchies of each municipality depending on need, size and complexity of the municipality? Or does DEC/EFC envision all municipalities having the same asset hierarchy structure regardless of size, need or complexity?

**Response:** Yes, it is acceptable to have a variety of sophistication and customization to each municipality's asset management plan. DEC/EFC expect that small and large municipal systems may have different asset management plan structures based on their respective levels of complexity.

11. If a participating municipality does not have all of their pipes/manholes/valves etc. in their existing GIS system, is the Selected Firm expected to create a GIS output from scratch for those utilities?

**Response:** Yes. A complete asset management plan is one that includes the location of a municipality's collection system.

12. The RFP indicates "DEC will provide access and licenses for a cloud based asset management software system. The Selected Firm will be responsible for setting up the asset management plans and providing assistance with inputting the necessary information within the software system for each Municipality." Can DEC provide additional information on this cloud-based asset management software system? What application is it and what is its functionality? Is the expectation that the Selected Firm does the data inputting to the software system or serve as a consulting/advisory guide to the municipalities as they input the information?

**Response:** DEC cannot provide additional information regarding the selected software at this time. DEC expects the Selected Firm to assist the municipalities as they input data into the software system. Ultimately, it is the responsibility of each municipality to manage its own data.

13. For Task 18, the RFP is asking for five templates based on municipality size, etc. This would seem to suggest that this would be a programmatic task and not specific to each of the 20 municipalities. But the pricing sheet has Task 18 as one of the items to be priced for each municipality. Can DEC provide clarification or further explanation on whether this task is municipality-specific or more of an overall task?

**Response:** Task 18 is not specific to each of the 20 municipalities and should be outside the Table with Task 1 and Task 19. The amended version of the Cost Proposal Form is now part of the RFP and is listed on EFC's website.

14. For Task 19, the RFP asks for one blended hourly rate. Does that mean that all work done under Task 19 would be completed at the blended hourly rate? Requested tasks could vary in complexity – some may require more emphasis on senior technical team members and some may be best executed through more junior technical team members. Can DEC clarify how Task 19 activities would be requested and executed?

**Response:** A Firm must submit one blended hourly rate, and all work completed under Task 19 will be paid at the blended hourly rate. At this time, it is not known what tasks may be requested under Task 19. A Firm should take into consideration that tasks can vary in complexity and levels of resources.

15. Has an estimated budget amount been set for this work?

**Response:** No, an estimated budget amount has not been set.