

ADDENDUM No. 1

RFP No. 18-27

Water Meter Replacement

Due: October 4, 2018 at 10:00 A.M. (local time)

The following changes, additions, and/or deletions shall be made to the Request for Proposal for Water Meter Replacement, RFP No. 18-27, on which proposals will be received on/or before the date and time listed above.

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes seven (7) pages.**

The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document must be included in submitted proposal:

- **Attachment C - Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form**
- **Attachment F - Non-Discrimination Declaration of Compliance**
- **Attachment H - Prevailing Wage Declaration of Compliance**

Proposals that fail to provide these completed forms listed above upon proposal opening will be rejected as non-responsive and will not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)

Change

Page 5

As provided in RFP No. 18-27 Document:
Section 1 – Sealed Proposal Submission

As updated herein:

Section 1 – Sealed Proposal Submission

Comment: The intent with this change is to replace the inaccurate required forms list.

Page 25

Add under Fee Proposal: “Respondent must be willing to provide meter or MTU material pricing either directly to the City or to another installer, provided that the approximate quantities identified in the RFP are purchased.”

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Will licensed plumbers be required for the meter installation or the cross connection survey work? Are any additional licenses required?

Answer 1: No, licensed plumbers are not required and there are no other licenses required to perform the meter installation or cross connection survey work.

Question 2: Will the City provide space for material storage or portable offices?

Answer 2: A location will be designated for contractor use on the grounds of the City's Wheeler Service Center located at 4251 Stone School Road, Ann Arbor, MI 48108. An estimated 8,000 square feet is available outdoors for trailer storage or portable offices. The Contractor will be responsible for securing and insuring their storage and offices on City property. The property is secure and will be accessible to Contractor staff with keycards between 6:30 am and 8:00 pm. The contractor may also use this space for secure parking of vehicles.

Question 3: Does the City have a warehouse facility that the Contractor can use during the mass meter deployment?

Answer 3: No, the City will only be providing space on the grounds of the Wheeler Service Center.

Question 4: Does the City accessibility for loading and unloading of inventory? Are forklifts or pallet jacks available for Contractor use?

Answer 4: The City has a loading dock at the Wheeler Service Center that can be used by the Contractor for loading and unloading of inventory. The Contractor cannot use City equipment; however, City staff will be available to operate a City owned forklift to assist with the loading and unloading.

Question 5: Will bonds be required for this project?

Answer 5: No

Question 6: Will the City provide meter horns for those locations that do not currently have a meter horn?

Answer 6: No

Question 7: What is the procedure for addressing meter locations where the valves will not provide isolation or are broken closed?

Answer 7: The submitted proposal shall address the contractor's procedures for locations with inadequate plumbing, valves that do not provide isolation or valves that have broken closed. The proposal shall identify all additional costs that are applicable to the City in these situations.

Question 8: Is a plumbing permit required for valve replacement work?

Answer 8: Yes, a registered plumber must perform valve replacement work under an active plumbing permit.

Question 9: Can the installer use their own software for scheduling, program management and inspections and then create an import/export process for Cityworks?

Answer 9: Yes. Contractor coordination with the City will be required to setup the import/export process. The City is willing to purchase the Cityworks Work Order Application Programming Interface (API) to facilitate the import/export process.

- Question 10: Will the City I.T. department allow third party software to communicate directly with Cityworks?
Answer 10: Yes, the Cityworks Work Order API will be necessary to implement this communication. The City is willing to purchase the Cityworks Work Order API to facilitate the communication process.
- Question 11: Are there any specific training/certification requirements for the individuals performing cross connection control (CCC) inspections in the City's written cross connection control plan that was submitted to MDEQ?
Answer 11: No, specific cross connection certification is not required. The cross connection control inspections are intended to be basic in nature and will not comprise a certified inspection.
- Question 12: Will the cross connection control inspection include verification of code compliance for backflow prevention devices/assemblies discovered during the inspection?
Answer 12: No
- Question 13: Will the cross connection control inspector be making recommendations/requirements for corrective action if they find existing unprotected cross connections or backflow prevention devices/assemblies that do not comply with the Michigan Plumbing Code, Michigan Residential Code, and/or local cross connection control program requirements?
Answer 13: No
- Question 14: Will the City require follow up assistance for residents not in compliance with cross connection control program requirements (follow up letters, compliance reviews/inspections, etc.)?
Answer 14: No, the City will handle all follow-up.
- Question 15: Will cross connection control surveys be required at any non-residential facilities included in the meter project?
Answer 15: Yes, the cross connection control surveys will be required at all meter replacement locations.
- Question 16: Will the pre-proposal meeting sign-in sheet be provided?
Answer 16: Yes, the pre-proposal meeting sign-in sheet is attached.
- Question 17: Are any of the existing meters threaded, and if so does the City know how many?
Answer 17: The majority of City meters 1-inch and smaller are threaded. City meters from 1.5-inch to 2-inch were typically installed with flanges. No detailed records are available identifying exact quantities of threaded or flanged meters.
- Question 18: How is this project being funded?
Answer 18: This project is being funded by the City of Ann Arbor's Water Supply System and Sanitary Sewer System Capital Budgets.
- Question 19: Can you clarify whether wage rate requirements will be Davis Bacon Prevailing Wage or City of Ann Arbor Living Wage?
Answer 19: Contractors will be required to adhere to both the City's Living Wage Requirements (non-laborer positions) and Prevailing Wage Requirements (laborer positions) as they are applicable. Please reference Paragraph J in Section 1 of the RFP for additional details on the wage requirements.

- Question 20: Under Section II Paragraph D.1.B.1, how does the City define “deficiency categories, deficiency resolution, and deficiency communication?”
- Answer 20: This statement refers to the need for the Contractor to identify any portions of their work that may be deficient or goals that are not being met. The Contractor shall prepare a corrective action plan and identify how that action plan is being communicated to all parties.
- Question 21: Does the City have an estimated percentage of meters that are inaccessible? What will be the process after the Contractor identifies these locations?
- Answer 21: No, the City does not have an estimate for the number of inaccessible meters. If the Contractor cannot access a meter after following the procedures identified in their proposal, they shall add the impacted property to the problem installation list included in the weekly status updates.
- Question 22: The Contractor uses an electronic workforce management system that electronically labels every photograph and associates it with the account record. Can this process be used in lieu of the whiteboard process?
- Answer 22: Yes
- Question 23: Does the City have details on the existing meter manufacturer, model, and size that can be provided and then verified by the installer?
- Answer 23: Yes, the City has existing meter manufacturer, model and size information in the existing billing software.
- Question 24: What is the typical mounting location for meter transmission units (MTUs) and what is the average distance from the meter location to the MTU mounting location?
- Answer 24: The MTUs are typically installed in the basement and nailed to a ceiling rafter or zip tied to plumbing near the ceiling. In most installations they are 5 to 10 feet from the meter.
- Question 25: Are Water Service Lead Material and Cross Connection Control surveys to be performed during the same visit as the meter exchange or on a prior visit? Will the results of the Surveys have any impact on whether or not meters are installed at the survey location?
- Answer 25: The surveys will be performed during the same visit as the meter exchange. The results of the survey will not impact whether a meter is installed.
- Question 26: Can the City please provide specific information to be gathered during the Cross Connection Control surveys?
- Answer 26: The contractor will be required to identify any common residential or commercial backflow hazards that may be present at the property. The contractor will only be required to make observations in the general area of the water meter and only at properties where one or more water meters are to be replaced.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.

- **one (1) digital copy of the proposal preferably on a USB/flash drive as one file in PDF format**

Each respondent must submit in a single separate sealed envelope marked Fee Proposal

- **two (2) copies of the fee proposal**

The fee proposal and all costs must be separate from the rest of the proposal.

Proposals submitted must be clearly marked: **“RFP No. 18-27 – Water Meter Replacement”** and list the respondent’s name and address.

Proposals must be addressed and delivered to:
City of Ann Arbor
c/o Customer Service
301 East Huron Street
Ann Arbor, MI 48107

All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

Hand delivered proposals must be date/time stamped by the Customer Service Department at the address above in order to be considered. Delivery hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding Holidays.

The City will not be liable to any respondent for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Respondents are responsible for submission of their proposal. Additional time will not be granted to a single respondent. However, additional time may be granted to all respondents at the discretion of the City.

A proposal will be disqualified if the following required forms are not included with the proposal:

- **Attachment C - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**
- **Attachment F - City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment H – City of Ann Arbor Prevailing Wage Declaration of Compliance**

Proposals that fail to provide these completed forms listed above upon proposal opening will be deemed non-responsive and will not be considered for award.

PRE-PROPOSAL MEETING SIGN-IN SHEET

PROJECT: WATER METER REPLACEMENT, RFP #18-27

Date: 9/12/18

PLEASE PRINT

NAME	REPRESENTING	MAILING ADDRESS	TELEPHONE	EMAIL
Chris Elenbaas Public Works Engineer	City of Ann Arbor - Public Works	Address: 4251 Stone School Road City, State: Ann Arbor, MI Zip: 48107-8647	Office: (734) 794-6350 x43311 Mobile: (734) 358-2029 Fax: (734) 994-0742	celenbaas@a2gov.org
Paul Matthews Assistant Manager	City of Ann Arbor - Public Works	Address: 4251 Stone School Road City, State: Ann Arbor, MI Zip: 48107-8647	Office: (734) 794-6350 x43386 Mobile: () Fax: (734) 994-0742	pmatthews@a2gov.org
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Rolly Olney	ETNA	Address: 4901 Clay Ave SW City, State: Grand Rapids Zip: 49548	Office: () Mobile: (734) 787-9057 Fax No. ()	Rolley@ etnasupply.com
Eric Carlin	ETNA Supply	Address: 4901 Clay Ave SW City, State: Grand Rapids Zip: 49548	Office: () Mobile: (616) 461-2887 Fax No. ()	ecarlin@etnasupply .com
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Jeremy Mantei	Envocore/RIS meters	Address: 110 River Park Pl City, State: Dundee MI Zip: 48131	Office: () Mobile: (734) 652-5427 Fax No. ()	jeremy.mantei@ retronicsystems.com
Matt Rizzo	Ferguson Waterworks	Address: 799 E. Whitcomb Ave City, State: Madison Heights Zip: 48071	Office: (248) 585-3700 Mobile: (517) 375-1877 Fax No. (248) 585-3730	matt.rizzo@ferguson.com

PRE-PROPOSAL MEETING SIGN-IN SHEET

PROJECT: WATER METER REPLACEMENT, RFP #18-27

Date: 9/12/18

MEETING SIGN-IN SHEET PLEASE PRINT

NAME	REPRESENTING	MAILING ADDRESS	TELEPHONE	EMAIL
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