



ESSEX COUNTY OFFICE OF THE MANAGER

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TO: All Bidders

FROM: Linda Wolf, CPA, Purchasing Agent

DATE: February 16, 2023

SUBJECT: Addendum #1 RFP ASSET MANAGEMENT PROGRAM

This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the *Asset Management Program* RFP Opening March 15, 2023.

PLEASE SEE FOLLOWING QUESTIONS & ANSWERS:

QUESTION: This is a substantial amount of work to be completed within the 18 month schedule proposed. Will this contract be awarded to multiple parties?

ANSWER: Multiple awards will be made to account for shorter period of performance for this contract. Details:

1) A revised Cost Proposal Sheet will be promulgated as part of this Addendum to re-define groupings of project areas/POTWs per DOH/DEC classification level as 'contract line item' (CLIN) award groups for respondents to make proposals to; this would allow for a single award to groupings of project areas/POTWs based on system complexity, resulting in multiple awards for the solicitation as a whole.

2) For the purposes of this solicitation, the POTWs have been grouped into (5) categories to create (5) possible awards, based on classification ratings and definitions from NYS DOH (Title 10, Part 5, Subpart 5-4.2), NYS DEC (6 CRR-NY 650.12) as well as balancing the number of project areas within a given CLIN:

- Contract Line Item Award Group #1: Defined as Class 1 / 1A for Sewer:

o Crown Point, Ausable Forks, Newcomb, Wadhams

- Contract Line Item Award Group #2: Defined as Class C and Class D for Water:

o Crown Point, Elizabethtown, Keene WD's 1 & 2, Lewis, Minerva, Newcomb, St. Armand, Wadhams

- Contract Line Item Award Group #3: Defined as Class IIA for Water:

o Chesterfield, Moriah, Port Henry, Willsboro

- Contract Line Item Award Group #4: Defined as Class IIB for Water:

o Ausable Forks, Upper Jay, Schroon, Ticonderoga, Westport, Wilmington

- Contract Line Item Award Group #5: Defined as Classes 2, 2A, 3 & 3A for Sewer:

o Moriah, Schroon, Westport, Willsboro,

3) For contracting purposes, each CLIN Award Group will be further broken down into unique Task Orders; an example of Task Order will be visualized as:

- CLIN Award Group #2

- o "TASK ORDER # 2-A: Crown Point Water District"
 - § Task 1 – Project Schedule
 - § Task 2 – Site Visit
 - § Task 3 – Digital Asset Mgmt System
 - § Task 4 – Draft Deliverables Review
 - § Task 5 – Final Deliverables Review

QUESTION: The scope indicates that asset management plans would be created for POTW's. When referring to the asset's to be incorporated into the plans does this include vertical treatment works and pump stations, as well as the horizontal infrastructure including distribution and collection piping? Please generally define what assets are requested to be incorporated when referencing POTW.

ANSWER: Collection/Distribution system piping and valving is omitted from the scope of this RFP; the scope will be focused on the treatment facilities and pump stations.

QUESTION: Will the consultant be responsible for providing mapping of distribution or collection system components?

ANSWER: Mapping of the collection/distribution system consultants will be acquired via separate solicitation at a later time.

QUESTION: Is there any mapping or GIS data already created for the horizontal components of these systems? Can we view that information?

ANSWER: Some communities have GIS mapping completed organically and some have been completed by Rural Water; mapping can be made available to the awarded firm(s).

QUESTION: Please provide the names of the 5 POTW's referenced to have existing asset management plans.

ANSWER:

- 1) Port Kent Water,
- 2) Essex (T) Water,
- 3) Essex (T) Sewer,
- 4) St. Armand Sewer,
- 5) Ticonderoga Sewer

QUESTION: If the existing 5 asset management plans are the benchmark of what the County wants produced, please provide the 5 asset management plans created for review.

ANSWER: They are not considered the benchmark; the DEC Guidance referenced in Appendix A is the minimum acceptable standard.

QUESTION: In our experience, fees for asset management plan creation can vary greatly. Without knowing the type or quantity of the assets in each of these communities, or the state of existing records for each of these systems, it will be difficult to provide pricing. Can the County provide summary information on assets, or the amount of grant funding available, or the amount budgeted for the project, for this project to give a relative idea of cost range expected?

ANSWER: A revised Cost Proposal Sheet will be promulgated as part of this Addenda that will organize each POTW by a contract line item number (CLIN) award groups; respondents can provide Cost Proposals according to the level of treatment process complexity with assumptions clearly listed in the narrative of the Proposal. For any evaluating any potential incongruences among proposals, the review committee will contact respondents to ensure the Cost Proposals are all understood for scope and cost clarity prior to scoring and selection.

Please see attached **revised** APPENDIX J: Deliverables and Cost Proposal Table

APPENDIX J: DELIVERABLES AND COST PROPOSAL TABLE

CLIN AWARD GROUP 1

DELIVERABLES	TASK ORDERS:			
	1-A: CROWN POINT SEWER	1-B: AUSABLE FORKS SEWER	1-C: NEWCOMB SEWER	1-D: WADHAMS SEWER
TASK 1 – GENERAL REQUIREMENTS - LUMP SUM				
Task 1a) Project Schedule				
Task 1b) Project Management & Coordination Meetings <i>(incl. MILEAGE)</i>				
TASK 2 – DATA GATHERING AND SITE VISITS - LUMP SUM				
Task 2) Site Visits to all Facilities				
TASK 3 – PROVIDE DIGITAL ASSET MANAGEMENT SYSTEM - LUMP SUM				
Task 3, Alternate a) Asset Mgmt Database: Existing SaS				
Task 3, Alternate b) Asset Mgmt Database: Purpose Built				
TASK 4 – DEVELOP POTW AMPs - LUMP SUM				
Task 4a) Draft Deliverables for Committee Review (digital)				
Task 4b) Final Deliverables Submission (physical & digital)				
TASK ORDER TOTAL PROPOSED COST:				
GRAND TOTAL CLIN PROPOSED COST:				

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CLIN AWARD GROUP 3

DELIVERABLES	TASK ORDERS:			
	3-A: CHESTERFIELD WATER	3-B: MORIAH WATER	3-C: PORT HENRY WATER	3-D WILLSBORO WATER
TASK 1 – GENERAL REQUIREMENTS - LUMP SUM				
Task 1a) Project Schedule				
Task 1b) Project Management & Coordination Meetings <i>(incl. MILEAGE)</i>				
TASK 2 – DATA GATHERING AND SITE VISITS - LUMP SUM				
Task 2) Site Visits to all Facilities				
TASK 3 – PROVIDE DIGITAL ASSET MANAGEMENT SYSTEM - LUMP SUM				
Task 3, Alternate a) Asset Mgmt Database: Existing SaS				
Task 3, Alternate b) Asset Mgmt Database: Purpose Built				
TASK 4 – DEVELOP POTW AMPs - LUMP SUM				
Task 4a) Draft Deliverables for Committee Review (digital)				
Task 4b) Final Deliverables Submission (physical & digital)				
TASK ORDER TOTAL PROPOSED COST:				
GRAND TOTAL CLIN PROPOSED COST:				

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CLIN AWARD GROUP 4

DELIVERABLES	TASK ORDERS:					
	4-A: AUSABLE FORKS WATER	4-B: UPPER JAY WATER	4-C: SCHROON WATER	4-D: TICONDEROGA	4-E: WESTPORT WATER	4-F: WILMINGTON
TASK 1 – GENERAL REQUIREMENTS - LUMP SUM						
Task 1a) Project Schedule						
Task 1b) Project Management & Coordination Meetings <i>(incl. MILEAGE)</i>						
TASK 2 – DATA GATHERING AND SITE VISITS - LUMP SUM						
Task 2) Site Visits to all Facilities						
TASK 3 – PROVIDE DIGITAL ASSET MANAGEMENT SYSTEM - LUMP SUM						
Task 3, Alternate a) Asset Mgmt Database: Existing SaS						
Task 3, Alternate b) Asset Mgmt Database: Purpose Built						
TASK 4 – DEVELOP POTW AMPs - LUMP SUM						
Task 4a) Draft Deliverables for Committee Review (digital)						
Task 4b) Final Deliverables Submission (physical & digital)						
TASK ORDER TOTAL PROPOSED COST:						
GRAND TOTAL CLIN PROPOSED COST:						

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CLIN AWARD GROUP 5

DELIVERABLES	TASK ORDERS:			
	5-A: WESTPORT	5-B: WILLBSORO SEWER	5-C: MORIAH SEWER	5-D: SCHROON SEWER
TASK 1 – GENERAL REQUIREMENTS - LUMP SUM				
Task 1a) Project Schedule				
Task 1b) Project Management & Coordination Meetings <i>(incl. MILEAGE)</i>				
TASK 2 – DATA GATHERING AND SITE VISITS - LUMP SUM				
Task 2) Site Visits to all Facilities				
TASK 3 – PROVIDE DIGITAL ASSET MANAGEMENT SYSTEM - LUMP SUM				
Task 3, Alternate a) Asset Mgmt Database: Existing SaS				
Task 3, Alternate b) Asset Mgmt Database: Purpose Built				
TASK 4 – DEVELOP POTW AMPs - LUMP SUM				
Task 4a) Draft Deliverables for Committee Review (digital				
Task 4b) Final Deliverables Submission (physical & digital)				
TASK ORDER TOTAL PROPOSED COST:				
GRAND TOTAL CLIN PROPOSED COST:				