ADDENDUM No. 1

RFP No. 17-02

WTP Supervisory Control and Data Acquisition (SCADA) Software

Bid Due Date and Time: June 8, 2017 at 2:00 P.M. (local time)

The following changes, additions, and/or deletions shall be made to the Request for Proposal for WTP Supervisory Control and Data Acquisition (SCADA) Software, RFP No. 17-02, on which proposals will be received on/or before June 8, 2017 at 2:00 P.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes eight (8) pages.**

Bidder is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in their Proposal. Proposals submitted without acknowledgement of receipt of this addendum will be considered nonconforming.

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

- **City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance**
- **City of Ann Arbor Living Wage Ordinance Declaration of Compliance**
- **Vendor Conflict of Interest Disclosure Form**

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.

I. CORRECTIONS/ADDITIONS/DELETIONS

SECTION I – GENERAL INFORMATION; Item O. SCHEDULE. The table of Events with anticipated dates found on Page 8 of the RFP is corrected as follows:

Activity/Event	Anticipated Date
Pre-Proposal Meeting	April 27, 2017, 1:30 p.m.
Questions & Clarifications Deadline	May 25, 2017
Proposal Due Date	June 8, 2017, 2:00 p.m.
~~Tentative Interviews (if needed)~~	~~July 10 – July 20, 2017~~
Software Vendor Interviews (if needed)	***August 9, 2017***
Selection of Software Vendor/Solution	September 2017
SCADA Modernization Project Advertised	Winter 2017/2018
SCADA Modernization Project Kickoff	Spring 2018

II. QUESTIONS AND ANSWERS

Q01: Whether companies from outside USA can apply for this? (like, from India or Canada)

A01: *We are open to working with companies outside the USA as long as it does not hinder the progress of the project.*

Q02: Whether we need to come over there for meetings?

A02: *We believe there would be times where we would need people on site for meetings, training, etc.*

Q03: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A03: *Many tasks can be performed remotely or outside the USA, but again, we believe there will be times where we would need people on site and/or local support.*

Q04: Can we submit the proposals via email?

A04: *No, per the RFP Document (page 5); Proposals submitted late or via oral, telephonic, telegraphic, electronic mail, or facsimile will not be considered or accepted.*

Q05: Can you provide contact information for the Mainsaver and Labworks software representatives?

A05: *Yes, our contacts for these software manufacturers are as follows:*
Labworks LIMS
Mike Lehtola – mlehtola@labworks.com – Phone 844-452-2967 x703

Mainsaver
Ted Martland – tmartland@mainsaver.com – 978-448-4330

Q06: Does bidding and/or being awarded this contract exclude one from bidding to become the Design Build/System Integrator?

A06: *No; the software provider may also bid and be awarded the design builder portion of the project.*

Q07: Will all PanelView Screens be replaced with Screens that use the approved SCADA software? If yes, how many PanelViews will be replaced?

A07: *No. Only client computers will be updated with the new SCADA software. The Panelview HMI's currently only relate to the specific process they are located in (i.e. Lime Slaker Panelviews only have the ability to control Lime Slaker properties, etc). Please note that the ten (10) touchscreen computers in the filter gallery are considered full SCADA software clients and have access to all plant information and control screens.*

Q08: Would you please clarify what is meant by an Application-based Thin Client?

A08: *In some instances software may have a different installation package based on the device, where mobile devices will have an "app" that is used to interface with the software rather than using an internet browser. This would be considered an Application-based thin client. If any software other than an internet browser is*

required to be loaded onto the SCADA client for it to function it will be considered as "application-based."

Q09: "Wireless Clients have the same capability as wired clients" Can one consider a Wireless Client to be limited to PC based thin clients as cell phones do not have all the features of a PC based thin client such as printing?

A09: *No. The intent of the statement was to make sure that the SCADA software interface features work the same regardless of physical device. Features such as setpoint entry, pull-down menus, device color change, alarm notification and sound, full historical trending, etc. should all perform regardless of whether or not the wireless device is a fully capable laptop or a cell phone. It is understood that some device based features like printing may not be available on a cell phone or similar device.*

Q10: There does not seem to be a formal document from Ann Arbor to list the fees. Is a list of Standard and Optional modules with pricing acceptable?

A10: *Yes. The intent was to have the vendor approach this as providing a standard quote that covered the requested features with any alternates that could be added to meet full functionality listed as priced line items.*

Q11: For pricing to cover the installation and support to the design build programming team we will quote an hourly rate.

A11: *Pricing should address:*
1) *The cost for the software to be supplied (including base features and any alternates that may be required to meet the functionality in Attachment A – SCADA Software features checklist)*
2) *Yearly support costs (including pricing for all applicable levels of support that could be supplied).*
3) *The Software Vendor should also provide hourly rates to be used as budgetary numbers for meetings, testing, etc. that will be performed throughout the design build project.*

These levels of pricing are needed for evaluation and selection not only of the design build project support but for long term support costs as well. Once the design-build team has been finalized the level of effort required from the Software Vendor for the duration of the SCADA design build project will be reevaluated and the appropriate amount of hours will be accounted for.

Q12: "Attachment A" SCADA Software Check List: Can you clarify what is meant by an Application-based Thin Client?

A12: *Please refer to answer A08 above.*

Q13: "Page 12 of RFP #17-02, Line D & F": The RFP asks for cost of software only, for lines D & F, will this cost be part of the SCADA Modernization Project bid?

A13: *Please refer to answer A11 above.*

Q14: Section I, A. states that the software vendor will play a prominent role in the setup, testing, and commissioning of the SCADA software. To provide all bidders with a uniform understanding of "a prominent role"

a) Will bidders for this phase be provided additional details of the expected engineering hours to be used during each of the setup, testing and commissioning phases as a common benchmark to ensure a fair evaluation?
b) Is this effort expected to be priced into this fee proposal?
c) Will the team requiring the support be located at the WTP for all phases?
d) If all SCADA design and engineering support phases are not at the WTP, please describe where each will take place.

A14:   *Item a) No. Please refer to answer A11 above for clarification on hours.*
Item b) Please refer to answer A11 above.
Item c) This has yet to be determined.
Item d) This has yet to be determined.

Q15:   Section I, F., states to provide 2 copies of fee proposal and all costs in a separate envelope.

a) Will a fee proposal form be provided in an addendum?
b) If not, in what format should the fee be presented?
c) Section III, Proposal Format List Item, D. Cost of Software and Support seems to align with specification section F, Cost of Software and Support. This indicates that the costs should be included in the format. Please clarify how to include Section III, Proposal Format List Item, D. Cost of Software and Support and section F. Cost of Software and Support, in the bid submittal.

A15:   *Item a) No.*
Item b) The format is up to the prospective bidder.
Item c) The Proposal Format list at the top of page 13 of the RFP should read as follows:
a. Professional Qualifications
b. Past Involvement with Similar Projects
c. Software Options
d. Demonstration License
e. Innovation or Value-Added Suggestions
f. Cost of Software and Support
g. Authorized Negotiator
h. Attachments

Q16:   Section I, F. 4. - The NDA was submitted as required prior to the pre-bid meeting. Will a 2nd copy of the Non-Disclosure form be required with the bid submittal?

A16:   *No.*

Q17:   Section II – under Heading New SCADA System General Requirements - 10 Concurrent Thin Client Users **or** 25 Thick Client Installations.

a) What is the quantity of Thin Clients licenses required for this RFP?
b) What is the quantity of Thick Clients licenses required for this RFP?
c) Please clarify if all clients will require installation services.

A17: *Items a and b) Please quote the system as a setup consisting of 10 concurrent thin clients or 25 licensed thick clients. If the software being proposed is capable of both, please feel free to quote both alternatives.*
Item c) The perspective bidder is responsible that the software will run on the hardware and for verification of proper installation, but the actual installation is to be performed under the design build contract, presumably by the design build contractor.

Q18: Section II, 3., D. states be responsible for installation of software. –

   a) Please clarify where the installation will take place.
   b) Who is responsible for any shipping charges?
   c) Who is responsible for the hardware (e.g. servers, workstations, and network equipment) throughout the process?
   d) How many of the supplied licenses will be installed and on how many machines?
   e) Should the installation price be included in the fee proposal?
   f) Will it be a separate line item or included in the license fee?

A18: *Item a) This has yet to be determined, and should have no impact on bid pricing.*
Item b) The Software Vendor.
Item c) The hardware will be procured as part of the design build project.
Item d) Please refer to answers A17 a) and b) above.
Item e) Please refer to answer A17 c) above.
Item f) Installation pricing is not applicable to this RFP.

Q19: Section II, 3., F. states –"provide support to the design build programming team in software programming and screen development as required." To provide all bidders with a uniform understanding of "as required"

   a) Will bidders be provided additional details of the engineering hours for programming and screen development to be used as a common benchmark to ensure a fair evaluation?
   b) Will the team requiring the support be located at the WTP?
   c) If not at the WTP, where?
   d) Can the support be provided remotely or is it required to be on-site at the location mentioned above?
   e) Is this effort expected to be priced into this fee proposal?

A19: *Item a) No. Please refer to answer A11 for more detail.*
Item b) This has yet to be determined.
Item c) This has yet to be determined.
Item d) Remote support may be applicable in some cases, but the need for on-site presence may also be required if the situation demands it.
Item e) No.

Q20: Section II, 3., G. states "work with progressive design build team ......" To provide all bidders with a uniform understanding of "work with"

   a) Will bidders be provided additional details of the engineering hours to be used during each of the Planning, Construction and Commissioning phases as a common benchmark to ensure a fair evaluation?
   b) Will the team requiring the support be located at the WTP?

c) If not at the WTP, where?

d) Is this effort expected to be priced into this fee proposal?

A20: *Item a) No. Please refer to answer A11 for more detail.*
Item b) This has yet to be determined.
Item c) This has yet to be determined.
Item d) No.

Q21: Section III includes a Proposal Format List of A-> G at the beginning of the section but the itemized descriptions do not align. Please clarify which format the proposal submittal should follow.

A21: *Please refer to answer A15, Item c).*

Q22: Section III, Proposal Format List Item, D. Cost of Software and Support seems to align with section F. Cost of Software and Support. The specification calls out to provide unit pricing and total pricing.

a) Will an addendum with the price sheet with quantities be provided?

b) Will price sheet include services called out in RFP 17-02?

c) Section I, F., states you will be disqualified for including the price/costs with the proposal. We respectfully request a clarification of where and how to present Unit Pricing, Total pricing, and fee.

A22: *Item a) No.*
Item b) No price sheet will be provided.
Item c) Please refer to answer A15, Item c) for clarification of Proposal Format List. All pricing and fees are to be included in the Fee Proposal only. Directions for submission of the Fee Proposal can be found on page 5 of the RFP.

Q23: Section III, F. - The Attachment A is to be used for Unit and total pricing. Various sections (Section I, A. - Section II, 3., D. - Section II, 3., F. - Section II, 3., G. at a minimum) call out for design, programming, installation, screen development, setup, testing and commissioning support.

a) How and where should we account for these services in the bid submittal?

b) Will unit pricing be required?

c) If yes, please describe format or provide forms.

A23: *Item a) Please refer to answer A11 above.*
Item b) Unit pricing is meant to capture to cost of items or software features that may be added or deleted from the base software package, or to account for quantities of items (client licenses, for example) that may change as situations arise during the design build project.
Item c) Provide pricing as applicable to your software package.

Q24: Section III states to include the total cost of the software package including support fees.

a) Please clarify "support". Is the intent that "support" means the ability to update and patch the supplied software?

b) If not please clarify "support".

c) Please clarify duration of support.

A24: *Various software packages have different levels of support from programming to simple software updates. Please submit on your various level of support and*

related cost. The support should include all applicable software support features including, but not limited to, software updates and patches, technical bulletins, phone support, web-based support, etc. If different levels of support are available (i.e. 24/7/365 technical support versus 8am-5pm Monday thru Friday support) please quote these as separate line items for consideration. The City will be considering long term support costs, level of support, and duration of support as part of interview evaluation process.
Item b) Refer to Item a) above.
Item c) The support duration should be based on a yearly renewable support agreement. This support agreement pricing should be based on current rates and not discounted in any way as part of the project. This support cost should be expected to only increase incrementally year-to-year (if at all), with no major escalations in price after software purchase or the conclusion of the design build project.

Q25: Several of the question responses will require time to evaluate, price, and include in the bid submittal. The last responses will presumably be after the May 25th RFI deadline. As such we are respectfully requesting a 3-week postponement to provide Ann Arbor with a complete quote which fully addresses the responses.

A25: *No extension of time will be permitted.*

Q26: Section II, Heading New SCADA System General Requirements lists Primary and Backup Server Software. These do not appear to be itemized on the Attachment A.

a) Is this software expected to be priced into this fee proposal?
b) Will an addendum with the price sheet with quantities be provided?

A26: *Item a) Yes, this is intended to be quoted as a primary server w/ backup server setup as described.*
Item b) An addendum with a price sheet will not be provided.

Q27: Section II, Heading New SCADA System General Requirements lists Full Historian Capability for 10,000 I/O Points. This does not appear to be itemized on the Attachment A.

a) Is this software expected to be priced into this fee proposal?
b) Will an addendum with the price sheet with quantities be provided?

A27: *Item a) Yes, the requested Full Historian Capability for 10,000 I/O points should be priced in the proposal.*
Item b) An addendum with a price sheet will not be provided.

Q28: The proposal will be segmented per the supplied format. If the last page of a segment only requires one side of a page.

a) Will the blank page count against the total of 40 sides?
b) If not can the sheet count be slightly higher than 20 to accommodate for single sided pages?

A28: *Proposal should not be more than 20 sheets (40 sides), not including required attachments and resumes as described in the RFP. Blank pages count as a sheet.*

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