



August 20, 2020

**ADDENDUM NO. 1
RISK BASED ASSET MANAGEMENT AND
CAPITAL PLANNING PROGRAM DEVELOPMENT
RFP No. 20-08-1178**

It is the responsibility of the Respondent to assure and guarantee by acknowledging the receipt of this Addendum in the Proposal that the Respondent has received the Addendum in its entirety, and that the Respondent accepts all conditions contained herein.

Change bid opening date from 3:00PM, Thursday, August 27, 2020 to 3:00PM, Tuesday, September 1, 2020.

Question 1:

If a company bids on this first opportunity and is awarded a contract, would the firm be precluded from bidding on subsequent phases of work?

Answer 1:

No

Question 2:

What is the approx. Budget for this project?

Answer 2:

Not available at this time.

Question 3:

What is the expected time frame by which the final report has to be delivered?

Answer 3:

Time frame to complete services is dependent upon consultants proposed schedule. Durations will be established during the scope of services development.

Question 4:

Is the work expected to be onsite or can be done remotely or both?

Answer 4:

Both

Question 5:

What would be the availability of the key stakeholders for this project?

Answer 5:

Key stakeholders will be made available on an as needed basis for the project.

Question 6:

Do you currently have a change management team at BRA?

Answer 6:

No. We anticipate the scope and necessity of change management being established during the scope of services development.

Question 7:

What level of service are you currently providing?

Answer 7:

Based on the ISO 55001 framework, BRA's current level of service is defined as one.

Question 8:

Can you provide some details?

Answer 8:

The BRA is in the infant stage of developing a risk-based asset management and capital planning program and desires to significantly improve the LOS by the implementation of this AMS as well as have the capabilities for long range planning through the capital planning portion of the program.

Question 9:

For the level of service, are you looking for only Technical recommendation or also the Community Expectation Engagement?

Answer 9:

This is unknown at this point. Levels of service will be established during scope of services development.

Question 10:

Can you define the different levels of community engagement that BRA team currently has?

Answer 10:

N/A

Question 11:

For asset condition assessment, are you looking for the consultant to train your team for condition assessment or conduct the condition assessment?

Answer 11:

The consultant will do the condition assessments for the pilot projects and train our team to do future assessments.

Question 12:

Have you conducted Risk Assessment study in the past or is this being carried for the first time?

Answer 12:

Risk assessment has not been performed from an asset management perspective.

Question 13:

Do you currently have any data on Asset Failure Analysis using existing systems?

Answer 13:

No

Question 14:

For the predictive maintenance, do you have sensors installed across the different asset. If so what are those sensors?

Answer 14:

No

Question 15:

Typically a 30 year Long Range Financial planning is conducted, is there a specific reason that you identified 50 year long range financial planning.

Answer 15:

Our current long-range financial planning is a fifty-year period. Moving forward it's our intention to continue capital planning based on a fifty-year period.

Question 16:

Which ERP and GIS software do you use currently?

Answer 16:

Infor is used for ERP and Esri's ArcGIS for GIS; however, we anticipate receiving recommendations for the optimum AMS software and do not anticipate limiting options due to the existing systems.

Question 17:

What would be your vendor selection methodology?

Answer 17:

The consultant will assess the BRA's AMS needs, expectations and budget and evaluate the available AMS software vendors. The consultant, in coordination with the BRA, will then develop appropriate content and system requirements, including detailed performance criteria for the solicitation. Once an effective solicitation is prepared, the consultant will coordinate with the BRA on selection, acquisition and implementation of the software.

Question 18:

Our firm is certified has the following certifications in Texas. Are any of these relevant to this procurement?

Agency	Certification
North Central Texas Regional Certification Agency	MBE
South Central Texas Regional Certification Agency	SBE / MBE
City of Houston	DBE and MBE

Answer 18:

All qualified firms including Small, Minority, Women Owned Businesses and Historically Underutilized Businesses are encouraged to submit Proposals in response to this request.

Question 19:

On page 1 an e-mail address is given to submit proposals to - on page 2 (and elsewhere) references are made to hardcopy submission - is it OK to submit our proposal via e-mail?

Answer 19:

Please only submit responses to the email address contained in the solicitation.

Question 20:

While it does not specify, are the use of partner vendors / sub-contractors allowed for this project?

Answer 20:

Yes, sub-consultants, sub-contractors or vendors are allowed for this project and shall be identified in the proposal.

Question 21:

From Page 6 – ‘Potential project components are shown in the following table’ – is it the expectation of the BRA that these projects will fall under this awarded contract or will they require separate RFP’s based on need?

Answer 21:

It is our expectation that the potential project component shown will be a part of this project.

Question 22:

Define acquisition of the AMS system - does this mean that the vendor will make recommendations and work to procure / implement the solution?

Answer 22:

The AMS system or software will be acquired through BRA's solicitation process; however, consultant will prepare the detailed requisites for successful software performance and implementation. This will include features, tools, specifications, etc.

Question 23:

What is the current EAM/AMS platform in place now?

Answer 23:

There is no current EAM/AMS platform in place.

Question 24:

What are the primary asset classes (types) that the BRA manages? Are any of these assets maintained by outside vendors?

Answer 24:

Infrastructure and commodities. No assets are maintained by outside vendors.

Question 25:

How many assets (approximately) are under BRA management?

Answer 25:

Currently, we have approximately 4,000 assets; however, we anticipate coordinating with the consultant to determine how assets are defined and whether there are various asset thresholds.

Question 26:

Does the BRA currently utilize GIS mapping for their assets? If so, what is the confidence level of the accuracy of the data within the GIS system?

Answer 26:

Yes, for property management, and also for emergency management, safety and security. Confidence level of the accuracy of the data currently stored in the GIS is high.

Question 27:

Does the BRA currently have in place an asset management plan? If so, can that be shared with the proposers to better understand how the BRA plans to implement the various program level components?

Answer 27:

BRA has an Asset Management Procedure in place, but this will not be shared with proposers. It's the intent of this Request for Proposals (RFP) for consultants to submit qualifications and their approach to accomplish the requested services without this information. Once a contract is executed, the BRA will share existing documentation with the selected consultant.

Question 28:

Does the BRA intend to utilize mobile technology within the AMS system? Is mobility currently utilized in the existing system?

Answer 28:

Yes, the intent is to have this capability in the future, but this technology is not currently used as part of our asset management program.

Question 29:

Does the BRA have any other relevant and / or supporting software platforms besides the ones listed in the RFP?

Answer 29:

No

Question 30:

Does the BRA currently utilize any planning and scheduling software? If not, is there a desire to implement this as part of the AMS?

Answer 30:

BRA currently uses Microsoft Project for our scheduling functions. No additional scheduling software will be acquired through this process.

Question 31:

Is the pilot program referenced on page 6 of the RFP to be implemented in the phase of the project covered by the RFP, or will it be addressed in a subsequent phase?

Answer 31:

The pilot program will be implemented in this project through this solicitation, but may ultimately fall under a subsequent phase dependent upon the consultant's approach which would be established through scope of services development.

Question 32:

Page 10 of the RFP asks, "Does your company have 10 or more full time employees?" Is having no less than 10 full time employees a requirement for which an award would be based on?

Answer 32:

This question is related to the statutory prohibition on boycotting Israel contract requirements.

Question 33:

At first glance, it appears to be the same RFP that was sent out last year #19-07-1120. I was wondering if that is indeed correct; is this the same project and scope being re-released? We understand that BRA issued a similar RFP this time last year. Who was the contract initially awarded to? Why was it cancelled?

Answer 33:

BRA cancelled the previous Request for Proposals (RFP) in an effort to clarify the anticipated scope of work. This RFP is for the same project. This RFP and previous versions are similar, but the direction of the overall project changed from the original intent and in order to provide clarity BRA has determined that the best course of action is to renew the solicitation process.

Question 34:

Also, assuming there is an incumbent proposing, can you tell me who was awarded the 2019 RFP?

Answer 34:

See Answer 33.

Question 35:

Is tactical engineering support to validate/update the asset inventory and condition assessments a requirement of this contract, or is non-tactical oversight/support sufficient?

Answer 35:

Tactical engineering support to validate/update the asset inventory and condition assessments will be required.

Question 36:

The RFP states the following, "*Statements of Qualifications hereafter referred to Request for Proposals (RFP or Proposal(s))*"

Can BRA confirm that this is a Request for Qualifications and not a Request for Proposal? That is, we will adhere to the RFP as provided and not include any pricing or rates.

Answer 36:

Selection will be based on qualifications and proposals should not include any pricing or rates.

Question 37:

No exhibits were included in the RFP, however there were mentions of exhibits in the sample forms. Can BRA confirm there are no existing exhibits to be included within this RFP?

Answer 37:

No existing exhibits are included in the RFP.

Question 38:

As it relates to the software selection, is BRA seeking an advisor to oversee the process or someone to write the RFP and select the software?

Answer 38:

See Answer 22.

Question 39:

Is BRA looking for a partner to develop a framework, approach, structure, criticality categories and attributes to model, or do all of these plus the engineering to set the model and set values for each asset?

Answer 39:

BRA is looking for a consultant to do all the above mentioned.

Question 40:

The RFP cites several existing systems, e.g. SCADA and MicroMain, are there existing AMS software solutions currently in use by BRA?

Answer 40:

No, we currently do not have an AMS software with the capabilities that we are pursuing. MicroMain is a maintenance management software which tracks asset costs, preventative/demand maintenance, labor tracking, warranty, parts, etc.

Question 41:

Can BRA confirm our understanding of the page limitations set forth in section, "4. Submittal Requirements?"

"The proposal shall address the items listed in this section. The proposal shall not exceed a total of fifteen (15) 8.5"x11", single-sided pages, excluding the cover page, transmittal letter (no more than two (2) pages), table of contents, dividers, resumes and the Tab A and Tab C materials. 11"x17" pages may be used for figures, graphics, or charts and will count as a single page."

a. Can BRA confirm the fifteen (15) page proposal limitation does not include following?

- i. Cover page
- ii. Transmittal letter (2 pages)
- iii. Table of Contents
- iv. Dividers
- v. Resumes
- vi. Tab A
- vii. Tab C

b. Can BRA confirm there are no additional page limitations beyond the fifteen (15) page mentioned above and the two (2) page transmittal limit.

Answer 41:

- a. Correct
- b. Correct

Question 42:

Apart from SCADA what type of instrumentation systems would the AMS need to interface with?

Answer 42:

No other instrumentation systems would need to interface with the AMS at this point unless recognized as an added benefit while working through the scope of services development.

Question 43:

Is the AMS intended to replace MicroMain or interface with it?

Answer 43:

The AMS is intended to replace MicroMain.

Question 44:

On page 7 of 10, bullet 4, it appears this should be broken into two separate questions. The first question appears that it should be related to the **description of similar services completed within the last five years** and should be labeled as **bullet 4**. The second question appears to be related to **listing litigation that your company has been party to in the last five years** and should be labeled as **bullet 5**. Is this correct? If this is the case, the next bullets in the list (currently 5 & 6) would need to increase by one number

Answer 44:

Bullet 4 is a two-part question therefore will require two independent responses.

Question 45:

Due to the current circumstances of COVID-19 and safety concerns, are we able to submit this proposal electronically only?

Answer 45:

Per paragraph 4 of the RFP, "One original of the Proposal and supporting materials in an electronic format copy (.pdf viewable with Adobe Acrobat) must be received by the BRA." No hard copies are required or wanted.

Question 46:

Is there a size limit for the pdf?

Answer 46:

There is no size limit for the pdf file.

Question 47:

Has BRA performed an asset management gap assessment?

Answer 47:

No.

Question 48:

How is MicroMain used by BRA, for what assets?

Answer 48:

MicroMain is primarily used as our maintenance tracking system.

Question 49:

Does BRA use Infor?

Answer 49:

The BRA Finance Department utilizes Infor; however, the BRA's intent is to explore all available options for the AMS program and acquire an AMS system that will most effectively meet the organization's needs.

Question 50:

Is BRA's expectation that the AMS system will integrate with or replace MicroMain?

Answer 50:

BRA's expectation is that the AMS will replace MicroMain.

Question 51:

If MicroMain will remain, is BRA's desire to have an AM analytics engine and utilize current CMMS system?

Answer 51:

BRA's expectation is that the AMS will replace MicroMain.

Question 52:

What is the current financial software system BRA utilizes that is expected to integrate with the AMS?

Answer 52:

Our current financial software system is Infor; however integration expectations are not defined at this point and can be considered during development of scope of services. It is important to note that the BRA desires to look at all available AMS system solutions and is not limiting the scope to Infor or systems that integrate with Infor.

Question 53:

What is the completeness of the GIS data for their Facilities, what level of detail is currently in place?

Answer 53:

Property boundaries, fences, gates, building footprints, building emergency evacuation plans (includes interior walls and rooms), security cameras, pipeline easements, flowage easements.

Question 54:

Does BRA have a preference to Hosting AMS onsite or offsite?

Answer 54:

BRA does not have a preference at this time.

Question 55:

Is there more than one SCADA System requiring integration?

Answer 55:

No

Question 56:

RFP Potential project components lists assess current approaches and tools, please described BRA's current tools.

Answer 56:

Will need the consultant's assistance with assessing our current approaches.

Question 57:

Will BRA want a true bi-directional integration with the SCADA system, or is the preference that the integration be with historian and not directly with the SCADA system?

Answer 57:

To be determined with this project.

Question 58:

Is there a single source of truth for existing assets (CMMS, GIS, other,...)?

Answer 58:

Our assets are stored in a variety of databases (MicroMain, Infor, ArcGIS Enterprise).

Question 59:

What is the extent of GIS usage currently?

Answer 59:

Basic and detailed mapping and spatial analysis for all facets of the BRA's mission and goals – including water delivery, water quality, water treatment, water supply, emergency management, property administration, legal issues, as well as government, customer, and public relations.

Question 60:

Will the AMS be for BRA operated but not owned assets?

Answer 60:

The initial phase of the AMS will be only for the BRA owned and operated facilities and the facilities that the BRA just operates will be considered on a case by case basis.

Question 61:

Does the AMS include the eight (8) reservoirs owned & operated by USACE?

Answer 61:

No

Question 62:

Is tactical engineering support to validate/update the asset inventory and condition assessments a requirement of this contract, or is non-tactical oversight/support sufficient?

Answer 62:

Tactical engineering support to validate/update the asset inventory and condition assessments will be required.

Sincerely,

Clarissa Cabrera, CTPM, CTCM

Clarissa Cabrera, CTPM, CTCM
Purchasing Manager, Administrative Services