**Addendum No. 1**

**Subject:** **RFP to Provide Water Testing Program Management Services**

 **Due Tuesday, January 16, 2018 at 2:00PM**

**Location: Various Schools**

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**Questions/Answers:**

**Question:**

1. The Agreement for Services requires that the consultant’s Commercial General Liability Insurance policy be endorsed to include “resulting damage” (paragraph 15(b)(2A).  This requirement is not included/had been waived for the four current environmental consulting services contracts (asbestos, lead and mold; geotechnical; hazardous materials; indoor air quality).  Due to the fact the required services are professional in nature, this coverage should not apply.  Can this requirement be eliminated?

**Answer:** Yes

 **Question:**

1. The Agreement for Services requires that the consultant maintain Professional Liability Insurance with a limit of liability of $5,000,000 (paragraph 15(d)(1).  Similar to above, this insurance requirement was set at $2,000,000 for the four current environmental consulting services contracts.  Due to the expense for maintaining $5 million of coverage, we are asking if the limit of liability for Professional Insurance be lowered to a $2 million limit?

**Answer:** The limit of liability for the Professional Insurance can be lowered to a $2 million limit. The carrying of insurance described shall no way be interpreted as relieving the Contractor of any responsibility or liability under the contract.

**Question:**

1. In the event that the firm does not provide signed and sealed Attachment F, the District may deem the firm’s proposal non-responsive to the RFP. I do not see Attachment F, will that be sent separately?

**Answer:** Revise the reference to “Attachment F” at Tab 7, number 4. to “Attachment C”.

**Question:**

4. The Water Fountain Data provided, list a total of 10,413 points of sample. My question is, how many

 Schools/Samples is the District looking to be tested weekly?

 **Answer:** All Proposer’s are requested to provide a 5 year plan and schedule for this project in

accordance with the City of Philadelphia Ordinance requirements.

**Question:**

5. Are the results available for the amount of Lead in each of the 10,413 sample points, that were already

 tested within the District?

 **Answer:** Yes, the results are posted on the School District Website. Here is the Link:

https://www.philasd.org/capitalprograms/programsservices/environmental/water-testing/

**Question:**

 6. The RFP notes that the data management tool used by the consultant needs to be compatible with the

 School District’s work order system Archibus.  We understand that the Archibus system incorporates a

 number of modules and options – but we are not aware of exactly what the District possesses.

 Therefore, could you please advise:

∙         if there are specific formats that our data needs to be in to enable seamless export to Archibus;

∙         if we can assume that at the inception of the project, that the School District’s IT professionals will

 collaborate with our IT professionals to develop the precise data fields, formats and to “test” the

 deliverables?

 **Answer:** Yes, specific formats within excel and/or access will enable seamless export to Archibus.

 Yes, at the inception of the Project interaction between the Districts IT Professional and the firm

 selected for this RFP IT Professionals will be initiated to populate all data fields.

**Question:**

 7**.** As there are multiple publicly available EPA validated, on-site lead testing technologies, which allow for

 immediate, accurate results significantly below the required 10ppb level at a small fraction of the cost

 and time of laboratory testing, can you point to a section of ordinance 160618 and/or an existing state

 or federal regulations requiring “laboratory analysis” or use of an “EPA approved method” for testing

 lead in water in schools that would preclude the use of such on-site technologies even if performed by

 “a testing agency certified by the Pennsylvania Department of Environmental Protection” as per

 ordinance 160618, especially at a time where budgets are already very tight and there are significant

 benefits to taking immediate action, instead of waiting weeks for results or years to complete the full

 testing, helping to prevent our children from consuming contaminated water?

 **Answer:** All Proposer’s are requested to provide pricing based on the fee schedule provided in this

 RFP.

**Question:**

 8. Can the company that is awarded the contract have access to a computer terminal with the Archibus

 computer system running or via an online system to avoid the cost of purchasing/renting this or a

 similar system ?

 **Answer:** No access to the Arhibus System or to a School District Computer will be required as part of this RFP. No additional Cost for purchasing/renting this or a similar system is being requested in this RFP. See answers to question # 6.

**Question:**

 9. Can you clarify the extent to which the winning contractor has to update and monitor the school districts website?  Specifically, is the contractor updating the website or overseeing a school district employee who will be updating the website?  Is the contractor designing a web page or using a current web page that the school district has in place?

 **Answer:** The selected firm will be providing data to the district for posting similar to the format of the data that is currently posted on our website. The District will post the Data provided by the firm selected to Manage this Project. See the Water Quality Data link provided in Answer #5.

**Question**:

 10. Under other task sections it calls for Hydration Station inspection, how frequently do you require the

 contractor to conduct hydration station inspections and over what period time i.e. every week/every

 month for the entire 5 year contract?

 **Answer:** All Proposer’s are requested to provide a 5 year plan and schedule for this project. Inspections

 can be performed during the sampling from each location.

**Question:**

 11. The total number of outlets is estimated to be 3000 with 300 facilities being tested this is an average of

 10 outlets per school, does this number account for schools that have more than 10 outlets and does

 this number account for any retesting of outlets that are above the 10 ppb? If not will the unit price be

 used for any additional samples that need to be collected?

 **Answer:**  Delete from the Project Scope 5.0 the reference in item 2.C that refers to 3000 outlets. All Proposer’s should base the 5 year plan, schedule and sampling for this project at 5,750 outlets. Yes, the unit price schedule will be used for any additional samples that may need to be collected.

**Question:**

 12. Section 5.1 - (Regarding the list of 300 facilities) - We do not have attachment H, the list of

 schools/facilities.  Can it be provided?

 **Answer:**  Refer to the Water Fountain Data listed with the RFP and refer to the following website link

 provided in Answer # 5 for all Water Quality Data for all of the facilities.

**Question:**

 13. Section 5.2 - (Regarding the audit and inventory the operable water outlets.) Is there an existing

 inventory of water outlets? Do floor plans exist for the various facilities? Is there anything in Archibus

 currently regarding the facilities to be tested, or does the inventory of outlets need to be built?

 **Answer:** Yes, See answer to #12. Yes, floor plans can be provided to the selected firm.

**Question:**

 14. Section 3 - (Regarding  Website updates (quarterly and annual and 5-yr reporting)) - What website

 needs to be updated specifically? Do we create this website, or are we posting to an existing school

 website, or is this handled through Archibus?

 **Answer**: The selected firm will be providing data to the district for posting similar to the format of the data that is currently posted on our website. The District will post the Data provided by the firm selected to Manage this Project. See the Water Quality Data link provided in Answer #5.

**Question:**

 15. Section 4a. (Regarding Data Management) - Is there any specific data model in Archibus that need to be

 adhered to?

 **Answer:** Yes, specific formats within excel and/or access will enable seamless export to Archibus.

 Yes, at the inception of the Project interaction between the Districts IT Professional and the

 firm selected for this RFP IT Professionals will be initiated to populate all data fields.

**Question:**

16. Section 5 a. (Regarding Coordination and Communication) - Again, "monitor posting of data on District

 website" -Specifically, to which websites will the data be posted, and who posts the data? Where does

 the handoff happen? Does our data management system talk to Archibus, and then Archibus posts the

 data?

 **Answer:**  The selected firm will be providing data to the district for posting similar to the format of the data that is currently posted on our website. The District will post the Data provided by the firm selected to Manage this Project. See the Water Quality Data link provided in Answer #5.

**Question:**

 17. Section 6.b (Regarding Hydration Station Inspections and Reports) – What is a digital bottle counter

 reader?

 **Answer:**  It is a number counter that tracks how times the unit is used.

 **Question:**

 18. Does the school district’s Prime Contractor Prequalification Application apply for this RFP?

 **Answer**: No.

 **END OF ADDENDUM NO. 1**