

June 4, 2020

TO ALL PROSPECTIVE OFFERORS:

Subject: RFP: 20-PR-DPO-39

Addendum No.: 1

**For: Annual, Maintenance, Repair and Calibration of
Instrumentation Control and Electrical Equipment
CLOSING DATE FOR RFP RESPONSES: JUNE 15, 2020**

The subject RFP “Annual, Maintenance, Repair and Calibration of Instrumentation Control and Electrical Equipment” was issued on May 20, 2020. This addendum is being issued to respond to formal questions submitted by prospective offerors and to provide an update to the Scope of Work (SOW) addressing the questions.

CHANGES TO THE RFP:

Answers to questions submitted by the May 29, 2020 deadline are as follows:

Question 1: Section 2.1.1 - All of the Contractor’s staff shall report to DC Water location (adjustable by COTR based on the need to start work on a day) by 6:00 am and work 8 hours in addition to ½ hour lunch break. Standard work hours should be 6:00 am – 2:30 pm.
Can you please elaborate how this will work (adjustable by COTR based on the need to start work on a day)?

Answer 1: **Typically, the contractors will report to the Bryant Street location. However, since COVID 19, Instrumentation Technicians have been reporting to various locations in DC to accommodate the new Social Distancing requirements. Refer to updated SOW.**

Question 2: Section 2.1.4.c – Troubleshoot complex control system malfunctions by interfacing with programmable logic controllers (PLCs) and Human Machine Interfaces (HMIs) at the facility. Responsible for identifying need for PLC program changes and Operator Interface Terminal (OIT) installations or updates to maintain the proper operations at all DPO facilities and troubleshoot and repair technological equipment, communication networks, and control systems. Periodic inspections to verify proper operation of technological equipment and communication networks utilizing PC and other network test equipment. Fully update documentation including Management of Change (MOC).
To troubleshoot a PLC problem ,could require Controls Engineering skills. If ever needed, can DCW allow engineering support?

Answer 2: **Controls Engineering support will be provided by DCW's SCADA Analysts. Refer to updates in this Section in the updated SOW.**

Question 3: Section 2.1.4.j - The tools and equipment must be kept on the site at all times and immediately available for use by Contractor's personnel.
Can DCW provide area dimensions for a Gang Box to Store Essential Tools?

Answer 3: **There is a cage in the basement of Bryant Street Pump Station dedicated to contractors who will**

be providing services for this contract where they will keep their tools and equipment. The dimensions of the cage are 189 inches X 123 inches.

- Question 4:** Section 2.1.4.m - At the end of each day, the Contractor's Lead Instrumentation and Control technician shall update the CMMS (DC Water utilizes MAXIMO) work orders to reflect the work completed by the end of that day. CMMS work orders should be updated to include the description of the work performed and associated "actual hours" spent on each work order for all contractor's staff members for that particular day. If there is any deviation from the planned work schedule of any of the staff members compared to the actual work performed and the budgeted hours spent, the contractor shall provide a task analysis and justification report documenting the reasons for deviation from the planned schedule and budgeted hours. Technicians shall enter the cause of the problem, action performed and any follow-up required in detail so that any other technician can take it from where the last person left off.
Who provides the Budgeted hours? Contractor or DCW? When is the budget provided?
- Answer 4:** **DC Water provides the budgeted or estimated hours. Every Thursday a schedule is published with the planned jobs for the following week. This includes the estimated hours for a job and is usually determined by the Foreman/ Planner, based on typical hours usually spent on the type of job.**
- Question 5:** Section 2.1.5 The Contractor's performance will be evaluated based on production, efficiency and quality.
How often are we evaluated?
- Answer 5:** **Typically, every 6 months.**
- Question 6:** Section 2.2.2 - DC Water designated COTR may request the contractor to increase or decrease at any time the manpower at the job site, as needed, to accomplish the work beyond the two (2) Instrumentation & Control Technicians for the 1-year base period and the one (1) 1-year option period.
In the past, we successfully executed DCW Blue Plains contract under the strategy of Team-Based-Approach (TBA) where the contractor's Team can increase or decrease Experts, Engineers and Technicians only as needed. **Increasing and/or decreasing manpower the same day will not be possible.** For References about this Strategy, please contact the Contracting Officer's Technical Representative.
- Answer 6:** **This is DPO's requirement and has worked on previous contracts. The section has been modified in the SOW to include a notice period in the contract.**
- Question 7:** Section 2.4.4 In addition to the requirements for an instrumentation technician, the technicians shall have experience in modifying instrumentation and electrical diagrams utilizing CAD technology.

If our core 2 technicians are not CAD trained, can we provide CAD trained technicians in addition to the TWO main persons from the contract? Again, we refer to TBA to comply with Requirement.

Answer 7: This section has been modified in the updated SOW to allow for manually marking up of the existing drawings in red ink.

Question 8: Section 2.15.2 - DC Water reserves the right to call the technicians to the job site during an emergency, such as, in the evenings, weekends, and holidays, at the established overtime hourly rate.
My company will provide After-hours support. However, specific technicians might not be available that day. We have an After-hours Service team. This again would be handled based on a Team Based Approach as well.

Answer 8: For emergencies, we will accept after hours service team. Please provide an overtime rate.

Revised Scope of Work - RFP 20-PR-DPO-39 Attachment A SOW 20200604 rev1 document

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

All offerors responding to this solicitation must sign and complete the bottom portion of this page and return all documents to the email address listed in the RFP for submission. This addendum, together with your response package and any revisions or changes occasioned by this addendum, must be received prior the time set for receipt of bids.



Angelia Allison
Sr. Sourcing Specialist

FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM MAY BE CAUSE FOR REJECTION OF YOUR BID.

This addendum is acknowledged and is considered a part of RFP 20-PR-DPO-39, "Annual, Maintenance, Repair and Calibration of Instrumentation Control and Electrical Equipment"

Signature of Authorized Representative

Title

Name of Firm

Date