

Request for Letters of Interest
GIS and Mapping Services
Addendum No. 1

Newton County Water & Sewerage Authority
11325 Brown Bridge Road
Covington, GA 30016



www.ncwsa.us

April 22, 2021

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Summary

Addendum No. 1 will address questions presented by proposers from the opening of the RFLI through April 21. It will also address an error on the issue date. Please confirm with NCWSA that your firm received this Addendum.

Questions

1. Has a third-party vendor been selected for submission of our letter of interest or should they be emailed to you? – *You may email submissions that are 50 MB or less to Lindsey Chambers at lc@ncwsa.us. If your submission is larger than 50 MB, you may upload it to Google Drive with the link that will be provided to individual firms later. It is advised to upload a test document using the link before the submission deadline so that any technical issues may be resolved before then. If the Google Drive Link is used to upload the Letter of Interest, please notify NCWSA so that we can confirm that the Letter has been received.*
2. What is the planned release date for responses to vendor questions? Does the WSA plan to publish responses promptly after the Q&A deadline so that vendors have enough time to incorporate the responses into their LOIs? *NCWSA will work promptly to release answers to questions throughout the time leading up to the submittal date so that proposers can incorporate answers.*
3. What is the budget for this project? *To be determined. We hope that the annual Consultant budget would be competitive with costs for self-performing the same services.*
4. Does WSA have a vendor(s) that is/are currently helping with this type of work, or has provided this type of work in the past? If so, who is that vendor? *No, this work has previously been done in-house.*
5. Does the WSA expect the vendor to be available to provide support on-site at WSA facilities? *If on-site support is necessary. IT can supply remote access if needed.*
6. Should we submit our Billing Rates in a separate document? *Billing rates should be included in the appendix within the 40-page limit.*
7. Do the front / back covers count in the 10-page limitation? *No, front and back covers do not count as pages.*
8. How important is a Local vendor to NCWSA? *We are looking for a firm who will be able to assist us with our general mapping needs outlined in the RFLI; and, if part of the task is to field verify system features, or work in the field to complete the needed tasks, then a local vendor would be desirable.*

9. How much on-site work does NCWSA anticipate – or can the proposer expect everything to be remote? *Firms should not expect everything to be remote. Verifying system features and improving the maps will require trips to the field. We cannot give an exact amount of time that will be required to be spent in the field.*
10. NCWSA expects the successful consultant and partner to expand the program internally? *Yes.*
11. Does the NCWSA have an existing incumbent GIS Consulting company? *No. We currently partner with the County to use the GIS software outlined in the RFLI, but do not have a person / company who inputs new data.*
12. Could proposers suggest alternative approaches and cost saving ideas for supporting the NCWSA? *Yes; that approach is desirable.*
13. What is the anticipated monthly investment or annual budget for this project? *See Question No. 3.*
14. How many GIS users are there at NCWSA? *No more than 20 users, including the Engineering, Maintenance and Sewer departments, only a handful use constantly throughout the day.*
15. Does NCWSA expect the successful consultant to have experience with GIS, Tyler Munis, AutoCAD and MicroStation? *We expect GIS Consultant to have experience in GIS and AutoCAD. Experience with Tyler Munis and MicroStation would be a plus.*
16. Is there an incumbent contractor/vendor for this RFLI? *No.*
17. Is an onsite full time GIS Analyst needed to support NCWSA, or can this be done remotely with specific support and GPS data collection done on an on-call basis? *We need a firm who can complete the requested tasks laid out in the RFLI. NCWSA's IT Department can supply remote access if needed.*
18. Question from the Section 2: Services Bullet Items -1st bullet "Create layers for NCWSA and reconcile into the NCBOC's GIS program."
 - a. What data format for the reconciled data? *ESRI; see RFLI and the information provided to those registered for RFLI.*
 - b. Who is the data owner for Water Utilities? *NCWSA owns and maintains its data pertaining to water and sewer infrastructure. Newton County integrates NCWSA's layers and data into the GIS.*
19. Question from the Section 2: Services Bullet Items -2nd bullet "Input new and existing data into the GIS from record drawings provided in various formats including AutoCAD, MicroStation, Adobe PDF, TIFF, CSV."

- a. How many record drawings are estimated? *We have as-builts dating back to 1970; one of the tasks is to verify existing water and sewer lines in GIS currently and to make corrections if needed.*
20. Question from the Section 2: Services Bullet items 3rd bullet: "Input new data into the GIS using GPS technology to record water and sewer asset locations."
- a. -Whose responsibility will it be to collect the GPS data? the contractor responsibility, or a NCWSA employee? *As-builts and other field records will be provided where available. NCWSA Maintenance Department can obtain valve locations during their day-to-day tasks. All other data needed should be gathered by selected firm. We look to the selected firm to provide input into how additional data might be collected.*
- b. -What is the level of accuracy needed for the GPS data collection? *Accuracy should meet the need. Our maps are used to locate manholes, valves, fire hydrants and to determine general location of water mains and sewers. The maps are not used for design. Our desire is that the maps can one day form the inventory basis for an asset management system.*
21. Question from the Section 2: Services Bullet items 4th bullet: "Verify existing NCWSA record drawings to verify line type, size, and location of current data in GIS and correct data if needed."
- a. -How does this differ from the first and second bulleted items? *We have newer drawings in AutoCAD format that need to be input into the GIS system, as well as older pdf drawings that need to be compared to what we currently have in the system to verify accuracy.*
- b. -Is contractor required to locate utilities in the field and mark locations on the ground? *No. NCWSA currently has a locator to assist with same. For special situations, outside locators can be brought in.*
- c. -Is contractor required to determine utility depth? *As technology allows, an estimation of depth would be helpful but is not critical to the success of the program.*
- d. -Is contractor required to GPR, Vacuum Excavate, or other means to absolutely field verify? *No.*
22. Question from the Section 2: Services Bullet items 5th bullet: "Input data into GIS including system appurtenances, fire hydrants, valves, meters, water lines, sewers, force mains, pumping stations, lift stations and manholes."
- a. -Is this data something the contractor collects or does the NCWSA employee provide the data to the contractor? *NCWSA will provide as-builts, but field verification will be necessary for the selected firm.*

23. Question from the Section 2: Services Bullet items 6th bullet: "Input data into GIS recording events in the water and sewer system pertaining to leaks, breaks, overflows, outages, and stop-ups."
- a. -Is the recording something the contractor provides or the NCWSA employee provides to the contractor? *NCWSA will provide information about these events.*
 - b. -How are events recorded now? *NCWSA records written information about these events, augmented by photographs.*
24. Question from the Section 2: Services Bullet items 8th bullet: "Input data into GIS from NCWSA's fire hydrant inspection and flushing program."
- a. -What format is the data provided? *See spreadsheet provided at the time of registration.*
25. Question from the Section 2: Services Bullet items 9th bullet: "Exercise Tyler Munis MapLink integration."
- a. -How is NCWSA using the Tyler Munis Software? What type of DB is the data stored in? Are they using it desktop/ ArcGIS Online? Is this a ESRI plugin, or a separate database? Does Munis store a map image or a location in a GIS? *See below screenshot of setup info for Maplink.*

GIS Server Information	
Host Name of GIS Server	<Host Name of Server>
IP Address of GIS Server	<IP Address of Server>
ESRI Software	<ESRI Software Name>
Version	<ESRI Software Version>
Edition	<Basic, Standard or Enterprise>
GIS Map Information	
Map Name	<GIS Map Name>
Parcel Layer Name	<GIS Parcel Layer Name>
Parcel ID Field Name	<GIS Parcel ID field name>
MUNIS Parcel Mapping Field	<Parcel ID or Alt Parcel ID>
MapService URL	<URL to access ERSI Web Services>
GeometryService URL	<URL to access GEO Web Services>

26. Question from the Section 2: Services Bullet items 10th bullet: "Differentiate areas of the county to show the six billing "cycles". Show the area with the highest growth over time, as well as current projects throughout the county"
- a. -Will NCWSA provide the billing data to query and or designate where the boundaries fall? *Yes.*

27. Question from the Section 2: Services Bullet items 11th bullet: "Use GIS to record picture location of meters and other system appurtenances when needed."

- a. -How many features are estimated for this task? *It is ideal if picture data could be collected for as many appurtenances as possible, but it might be an issue of too much data to integrate. Discussion on this item can be addressed in the Letter of Interest and discussed further with selected firm.*

28. Questions from the Section 2: Services Bullet items Fourteenth bullet: "Employ personnel with similar skill sets and expertise for updating and operating NCWSA's water model."

- a. -Can the update and operation of the NCWSA's water model be done remotely, or is this an onsite task? *This task can be done remotely. NCWSA IT Department can supply remote access if needed.*
- b. -What software is used to create the NCWSA Water Data Model? *InfoWater by Innovyze. See information distributed to those registered for the RFLI.*
- c. -Will NCWSA provide a license to that software for the contractor to assist with maintenance? *NCWSA has an ELA with ESRI. It is our vision that the selected firm will serve as NCWSA's authorized agent to update and maintain NCWSA's data and mapping layers.*
- d. -How is the NCWSA Water Model information used and dispersed? *The water model is used by NCWSA and its Consultants to determine system transmission storage and distribution capacity and performance. The water model is primarily an internal tool.*

- Assist with reporting and issuance of maps or water modeling tasks, as requested.
- Project progress updates with timely billings.

Section 3: Procurement Process

Acknowledgement of RFLI

Each potential Offeror should acknowledge with an email no later than the Acknowledgement Date, that it has received the RFLI. Please identify and provide contact information for the firm's primary point of contact for any future documents, notices, and addenda associated with this RFLI.

Communications

The Owner Contact will act as the sole point of contact for this RFLI and will administer the RFLI process. All communications should be submitted in writing via email, and specifically reference this RFLI. This RFLI is subject to revision after the date of issuance via written Addenda. Any such addenda will be distributed directly to known Offerors via email. All questions and responses will be shared by Addenda with all parties having acknowledged the RFLI. Please direct questions to the Owner Contact as follows:

Mrs. Lindsey Chambers
 Engineering Technician
 NCWSA
 11325 Brown Bridge Road
 Covington, GA 30016
 Phone: (770) 385-3923
 Email: lc@ncwsa.us

Please note that verbal communications with the Owner Contact or other individuals are not binding. We require that all communication go through the Owner Contact, or specified delegate(s). The Owner's Contact may designate alternate contacts to address specific inquiries.

Schedule

The desired procurement schedule is as follows:

Issue RFLI	Monday, April 15, 2021
Acknowledge RFLI	April 19, 2021; 4:30 p.m.
Last day to submit questions	April 26, 2021; 4:30 p.m.
Submit LOI	May 7, 2021; 4:30 p.m.
Interviews (if needed)	May 17 – May 28, 2021
Award and Agreement	June 16, 2021
Notice to Proceed	June 21, 2021