



MORIN BUILDING  
8570 EXECUTIVE PARK AVENUE  
FAIRFAX, VIRGINIA 22031

**December 30, 2022**

To: All Prospective Offerors

Issued by: Elizabeth B. Dooley, CPPO, CPPB, Procurement Lead Buyer

Subject: Addendum 1, RFP 22-043, Utility Network Migration

The purpose of this addendum is to adjust the schedule to the subject RFP.

#### **Section I: Schedule Adjustment**

RFP 22-043 Due Date has changed to **Tuesday, January 24, 2023, at 2 PM ET.**

**\*\*\*Physical Copies are REQUIRED and shall be received at the Morin Building: 8570 Executive Park Avenue, Fairfax, Virginia 22031 and clocked-in prior to Tuesday, January 24, 2023 @ 2 PM ET.**

#### **Section II: Questions and Answers**

1. Is Fairfax Water (FW) open to migrating from Oracle to another RDBMS as part of this project?

**Response:** Fairfax Water is open to migrating from Oracle to another RDBMS if there is a business use case to do so. It should be noted that although not currently a part of Fairfax Water's architecture, a Highly Available environment is currently being explored by Fairfax Water's Technology team.

2. The RFP has 11 defined tasks. Can Offerors change these tasks in their proposals and present their own view of tasks and task sequence?

**Response:** Offerors can change these tasks in their proposal. Conceptually all requested activities should be addressed unless a valid reason is provided for not addressing something.

3. Task-1 refers to "logical views" as a requirement. Can Fairfax Water functionally describe what they might expect for logical views?

**Response:** Fairfax Water would like to leverage the "Schematics" functionality of the UN to help present clear connectivity diagrams of the whole, or selected subsections of, our

distribution system. This helps explain system functionality to stakeholders without a GIS background.

4. In RFP Section 5, evaluation criteria are mentioned to be “elsewhere in this solicitation” but are missing from the RFP. Can Fairfax Water provide the evaluation criteria?

**Response:** Please refer to Section 4.6 Proposal Standards. The Proposal Standards define the items FW requires and will evaluate.

5. RFP Section 4.3 directs Offerors to provide an electronic copy of the proposal via a SharePoint site that can be accessed by FW. Will a OneDrive site be acceptable?

**Response:** Yes. Please note that the electronic copy will not replace the physical copies required. The physical original copy is the file of record.

6. RFP Section 4.6.4 directs Offerors to provide an electronic copy of *Attachment B – Pricing Worksheet* via email. Is this in addition to a copy provided to the SharePoint site? If so, to what email should it be sent?

**Response:** Please provide using the same site where the electronic copy will be stored and submitted.

7. Can you confirm that *Attachment B – Pricing Worksheet* should be a separate document in both the hard copy and electronic versions?

**Response:** That is confirmed.

8. Will a digital signature, placed electronically via Adobe Acrobat, be acceptable for the insurance agent signature requested on the final page of the proposal form?

**Response:** Yes.

9. Could FW please provide the evaluation criteria referenced in section 3.13 (Contract Award is in the Best Interest) on page 13 of the RFP?

**Response:** Please refer to answer number four.

10. Section 4.6.5 (References), on page 17 of the RFP, states that FW will select past clients from information provided by the Offeror in the Solution Experience section. To clarify, does this mean that Offerors should include client contact information in the Solution Experience section? Is there a specific number of references to be provided?

**Response:** Yes, Offerors shall provide names and contact information based on past experience listed in their proposal.

11. Does FW have any minority or DBE participation requirements or goals for this project? If so, what are these goals?

**Response:** No.

12. Does FW have automated processes currently in place that will need to be updated as part of this project?

**Response:** Yes, although most of these will be updated with internal staff resources. Fairfax Water would expect Offeror support as requested to support these types of updates.

13. Prior to moving to the Utility Network, Esri recommends having a clean data set (i.e., removing topological and attribute errors from the data). Is data cleanup included as part of this project? If so, could FW please provide a total number of attribute and spatial errors in your data?

**Response:** Task 5 is the Utility Network Database Readiness Assessment for which the Offeror will provide a report detailing data quality issues required to be resolved for UN implementation and data quality issues that are recommended but wouldn't prevent the UN implementation from proceeding. Fairfax Water resources will be responsible for the pre-UN data cleanup. RFP Section 1.2.2 provides details regarding number of features within Fairfax Water's system.

14. In the first bullet under section 2.3 (Assumptions) on page 9 of the RFP, FW references using the Offeror's support in converting existing functional of current applications; can you please clarify how much support you anticipate requiring?

**Response:** Fairfax Water we will require the Offeror to provide an impact assessment of the migration to the utility network on our existing applications

15. Does FW have a desired timeline for the complete data migration to the Utility Network?

**Response:** The Offeror is required to provide an Implementation Plan and Methodology as part of their response. This should include a Gantt Chart summarizing major phases of the project with descriptions and expected durations. These details will be used by Fairfax Water to evaluate responses.

16. Because answers to the above questions related to scope, pricing, and teaming requirements will significantly impact proposal preparation, will FW consider providing answers to questions earlier or extending the proposal response deadline?

**Response:** The due date has been moved back to allow for sufficient time to prepare and submit a proposal. Please refer to RFP 22-043 – Addendum 1, Section I.

17. Item (f) of section 51 on page 16 of the draft contract provided in Attachment C requires \$5,000,000 of cyber security insurance per occurrence, but this coverage is not listed on the insurance checklist that appears on the final page of the proposal form in this RFP. Can you please clarify if this cyber security coverage is required for this project?

**Response:** Yes, Cyber Security Insurance is a requirement.

18. Regarding the pricing and Attachment B: Can additional items, sub-tasks, or optional tasks be added/defined in the response document, or should all the costs fall within the provided project phases/categories with no exception?

**Response:** Additional items, sub-tasks, or options can be added, but should include valid reasoning as to why they would be necessary, or of interest to Fairfax Water to include.

19. Aside from ESRI products what other software does the agency use that interacts with GIS?

**Response:** GIS users also utilize SAP, Innovyze, LIMS, and SCADA. These products don't currently interact directly with the Enterprise GIS but should be considered in the design of the UN environment. SAP-GIS Integration is currently on the Fairfax Water roadmap for after UN implementation. Innovyze is heavily used by Fairfax Water's Planning Department for hydraulic modeling. It runs against a copy of the Geodatabase, but future integration with the Enterprise GIS may be considered. LIMS and SCADA don't current interact with GIS, but there are business use cases that have been discussed for future development.

20. Which vendor helped the agency with the existing GIS data?

**Response:** Timmons Group designed and implemented the original data model based on ESRI's WUDM. ESRI was brought on as a sub-contractor to assist with customizing it and performing the ETL. Internal Fairfax Water staff have further customized since original implementation to support new workflows and data collection programs.

21. What is the current form of the GIS data, in terms of being in Geometric Network, Local Government Information Model (LGIM), or other formats/models?

**Response:** The current data model is based on ESRI's WUDM and was developed in 2010. It contains modifications relevant to Fairfax Water workflows and data collection programs. It currently does not contain a Geometric Network although did early on in its original implementation. Fairfax Water does have the rules matrix used to develop the original Geometric Network.

22. Is partial offshore staffing acceptable by the agency?

**Response:** Yes.

**23.** Regarding section **4.3 PROPOSAL FORM SUBMISSION** where the number of hard copies are discussed and where it states "...and an electronic copy of the proposal on a SharePoint site which can be accessed by FW, shall be submitted by hand in a sealed envelope...":

- Can services like FedEx be used to deliver the hard copies for out of state bidders? Or would a representative from the firm have to deliver the copies in-person?
- How and to whom should the digital version (SharePoint link) be sent? Can it be sent before the hard copies are delivered, as long as both are submitted prior to the due date?

**Response:** Hard copies shall be delivered no later than the due date and time stated in RFP 22-043 – Addendum 1, Section I. How an Offeror chooses to have the delivery made is at their discretion. Offeror shall have all liability in the proposals being delivered timely. Digital copies shall be emailed to [edooley@fairfaxwater.org](mailto:edooley@fairfaxwater.org).

**24.** Regarding section **3.8 AUTHORITY TO TRANSACT BUSINESS:** Are out of state bidders required to acquire a business license to be able to bid for this project? Any clarification on that would be helpful.

**Response:** In order for Fairfax Water to reach the point of award with an Offeror all State Corporation Commission requirements shall be satisfied, and the Offerors' firm shall be in good standing.

**25.** Will the evaluation criteria for this RFP be published in Amendment 1? These do not appear to be included in the existing RFP despite being referenced.

**Response:** Please refer to answer four above.

**26.** Is it expected that completion of this project will enable Fairfax Water to fully transition to using ArcGIS Pro, or are there still other applications and/or workflows that would require the continued use of ArcGIS Desktop?

**Response:** Fairfax Water believes that at the end of the UN project there may still be users that utilize ArcGIS Desktop. These users would not be managing the Enterprise nor maintaining data, but rather just visualizing the data. Hydraulic modeling is performed with Innovyze software which has a Pro version, but it is not clear if it will be implemented at the time of project completion.

**27.** Are there any other business systems or applications not mentioned in the RFP that the GIS Utility Network will need to integrate with under the scope of this RFP?

**Response:** Fairfax Water uses SAP as its Work Order management system and for some Asset management as well. Currently SAP is not integrated with GIS although there are some import/export routines used to update data across systems. This applies to meter/customer data from SAP to GIS and valve exercise and hydrant flushing data

from GIS to SAP. Fairfax Water recently performed a User Story (business use case) documentation effort that will drive SAP-GIS integration in the future.

Fairfax Water utilizes Innovyze software for hydraulic modeling of the system. This is not integrated with the Enterprise but will need to be involved in understanding and addressing the impacts from the new data model.

**28.** Are there any MBE/WBE requirements for this RFP?

**Response:** No.

**29.** Is the FW Project Officer mentioned in the RFP a member of Fairfax Water's GIS team (i.e., a GIS Subject Matter Expert)?

**Response:** That individual has not been identified, but it is likely.

**30.** Regarding requirements, is it possible that field operations staff will be given the ability to edit features in the Utility Network through their iOS devices (ex. moving a valve/pipe shown in an incorrect location, updating a valve attribute, adding a service lateral)?

**Response:** Yes. Current field workflows allow for location and attribute updates of point features (valves, hydrants, etc.) and attribute only editing on linear assets (pressurized mains, laterals, etc.). This requirement remains unchanged with the migration to the Utility Network.

**31.** Regarding requirements, is it possible that vertical assets/connections will need to be built into the Utility Network model (ex. treatment plant/pump station piping)?

**Response:** Vertical assets/connections are not in scope for this project. Fairfax Water does have interest in incorporating these assets in the future. Understanding the complexities of future expansion of the data model would be desired.

**32.** Is it preferred that Change Management tasking is facilitated by certified Change Management professionals who have done similar work for other water utilities?

**Response:** It is not stipulated in the RFP that Change Management is facilitated by certified Change Management professionals.

**33.** Task 10 bullet 3 says the Offeror shall resolve all incidents in the production environment preventing FW from using the solution or significantly degrading one or more services of the solution. Does this include data cleanup to resolve Utility Network errors that will prevent the system from tracing and fully functioning? If so, can we provide an allotment of time not to exceed a certain amount of time as the extent of data cleanup to realize full functionality will not be known until task 5 is complete?

**Response:** Fairfax Water staff will be responsible for data cleanup. The Offeror will be responsible for resolving incidents that occur in the Production environment post data migration.

**34.** Can we include the project team resumes as an appendix?

**Response:** Yes.

**35.** The References section states "no additional information needs to be submitted by Offerors in this section". Do we need to include client references in the "Solution Experience" section?

**Response:** Yes.

**36.** We understand the need up upgrade the Hydraulic modelling extension (Innovyze) to operate from the new UN. Is there any additional integration that FW would like to consider such as:

- Asset or work order system
- Valve Turn application
- 811 application
- Billing application
- Design application

**Response:** SAP-GIS Integration is on Fairfax Water's roadmap following the UN implementation. Fairfax Water has an existing Valve Exercise program within the current GIS environment that will need to be migrated. There is also a Leaks and Breaks solution, hydrant flushing program, and corrosion protection program. Existing functionality will be migrated by Fairfax Water staff with assistance provided by the Offeror as requested. Please reference Question 27.

**37.** Does this procurement specify any provision for participation by a disadvantaged business enterprise?

**Response:** No.

**38.** Is FW interested in considering a secure cloud environment from which to deploy the new Esri solution (vs. an on-premise environment)?

**Response:** Fairfax Water would consider a cloud-based solution.

**39.** When would FW like to have the new UN available for use, e.g, is there a critical to be done by date, or desired project duration?

**Response:** The Offeror is required to provide an Implementation Plan and Methodology as part of their response. This should include a Gantt Chart summarizing major phases of the

project with descriptions and expected durations. These details will be used by Fairfax Water to evaluate responses. See response for Question 15.

**40.** Does FW maintain data from any other source, e.g., excel file, database, or system that should be incorporated into the new UN model?

**Response:** Fairfax Water uses SAP as its Work Order management system and for some Asset management as well. Currently SAP is not integrated with GIS although there are some import/export routines used to update data across systems. This applies to meter/customer data from SAP to GIS and valve exercise and hydrant flushing data from GIS to SAP. Fairfax Water recently performed a User Story (business use case) documentation effort that will drive SAP-GIS integration in the future.

Fairfax Water utilizes Innovyze software for hydraulic modeling of the system. This is not integrated with the Enterprise but will need to be involved in understanding and addressing the impacts from the new data model.

**41.** Because this is a hard copy submission and will require printing and shipping days before the current actual due date of Jan 11, will FW consider extending the proposal due date to provide additional time between the release of Addendum 1 (Answers to Q&A) and when the proposal will need to leave our facility just a few days later?

**Response:** Yes. Please refer to RFP 22-043 – Addendum 1, Section I.

**42.** Page 14 of the RFP, Section 4.1 states that an original long-hand signature must be included on the Proposal Form in at least one of the proposals submitted. Will FW accept a Proposal Form signed via Docusign given the proposal due date right after the holidays with employees being out or on vacation?

**Response:** Long-hand signature is still required.

**43.** Page 14, Section 4.3 of the RFP states that the proposal shall be “submitted by hand.” Does this include using a courier service such as FedEx or UPS as an acceptable method of delivery?

**Response:** Please see answer 23 above.

**44.** Page 14, Section 4.3 of the RFP states that we will also need to provide “an electronic copy of the proposal on a SharePoint site which can be accessed by FW.” Will FW be providing the SharePoint site, or is this up to the offeror to provide?

**Response:** Offeror shall provide and email link to [edooley@fairfaxwater.org](mailto:edooley@fairfaxwater.org).

**45.** If the SharePoint site is to be provided by the offeror, will FW accept an alternative site to SharePoint such as an FTP site or another file-sharing site like file drop or drop box?

**Response:** Yes.

**46.** May we receive word of extension before the Dec. 30 Addendum?

**Response:** Please refer to RFP 22-043 – Addendum 1, Section I.

**47.** Are there any other systems that depend on or rely on the GIS?

**Response:** Fairfax Water uses SAP as its Work Order management system and for some Asset management as well. Currently SAP is not integrated with GIS although there are some import/export routines used to update data across systems. This applies to meter/customer data from SAP to GIS and valve exercise and hydrant flushing data from GIS to SAP. Fairfax Water recently performed a User Story (business use case) documentation effort that will drive SAP-GIS integration in the future.

Fairfax Water utilizes Innovyze software for hydraulic modeling of the system. This is not integrated with the Enterprise but will need to be involved in understanding and addressing the impacts from the new data model.

**48.** Are there any integrations that would need to be developed or updated?

**Response:** Fairfax Water does not intend to develop any new integrations with this effort. Existing workflows will be migrated by internal Fairfax Water resources with assistance from the Offeror as needed. Please see responses from Question 47.

**49.** Assumption is the entire GIS will be migrated to the UN in Task 10. Is that correct?

**Response:** Yes, that is correct. Task 10 is the full migration from Fairfax Water's existing data model to ESRI's Utility Network.

**50.** Would Fairfax like any consultation on 3rd party UN applications for post-deployment, such as Esri UK UN Editor or ArcFM?

**Response:** It is not required as part of the RFP response.

**51.** Is this just water distribution data, or is there also transmission (high pressure) data?

**Response:** Transmission, Distribution and Service Lines are mapped in the enterprise geodatabase and should be included in the migration to the Utility Network.

**52.** Are any integrations with external systems included in the scope of work? If so, would you be able to give some idea of what they are?

**Response:** Fairfax Water uses SAP as its Work Order management system and for some Asset management as well. Currently SAP is not integrated with GIS although there are some import/export routines used to update data across systems. This applies to meter/customer data from SAP to GIS and valve exercise and hydrant flushing data from GIS to SAP. Fairfax Water recently performed a User Story (business use case) documentation effort that will drive SAP-GIS integration in the future.

Fairfax Water utilizes Innovyze software for hydraulic modeling of the system. This is not integrated with the Enterprise but will need to be involved in understanding and addressing the impacts from the new data model.

**53.** Will there be custom symbology and maps necessary, or will the target be the core Esri projects?

**Response:** Fairfax Water does not create custom symbology, but utilizes available symbology from within ESRI Technology.

**54.** Is there a possibility of an extension in the submission date, due the holidays?

**Response:** Please refer to RFP 22-043 – Addendum 1, Section I.

**55.** Given the post-Covid working environment in which a company's resources continue to be spread out, working virtually and without the typical nuclear office resources and infrastructure to put together hard copy packaging, is there any possibility of submitting one's proposal electronically?

**Response:** Physical copies are still required at this time.

**56.** A link to your event was provided and we accessed the RFP package in this manner. While on your procurement site, we did not see any indication of a need to officially register for this event or as a Registered Supplier to Fairfax Water. Is there a need to do this, as we do not want to miss any subsequent addendums that you may release for this RFP event.

**Response:** This functionality is not currently available. Fairfax Water Procurement will post the addendum on our website and provide notification of the posting via email to everyone who has submitted a question and those who were originally notified of the event.

**End of RFP 22-043 – Addendum 1**

**RFP 22-043 – Utility Network Migration**

**Acknowledgement of Receipt of Addendum # 1**

I certify that the information contained in the proposal submitted on behalf of the below named firm incorporates any and all changes to the original specification. I further certify by my signature below, that I am fully authorized to acknowledge receipt of the above addendum and also bind the below named firm to the terms, conditions and specifications of the RFP and any changes thereto made by this addendum.

**ACKNOWLEDGED BY:**

**FOR:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Printed/typed name

\_\_\_\_\_  
Title