

AWIA Compliance RFP Pre-Submission Q/A
10/4/2019

Date of Pre-Submission Meeting: October 3, 2019

General Announcement by Cascade:

Although none of Cascade's Member agencies have committed in writing to use the master contract, three Members have verbally expressed strong interest. In addition, one non-Member agency has expressed interest.

General Questions and Answers:

Q. Do you expect the consultant to work on Bellevue's and Cascade's compliance first?

A. Our objective is to meet all AWIA compliance due dates for all participating agencies. Therefore, it makes sense to start with Bellevue and Cascade. However, if the successful firm has sufficient resources and capacity to concurrently work on the other participants' compliance, they may do so.

Q. What is the expected end date for the contract?

A. We have not yet determined the contract end date. The contract may be extended into 2022 since the ERP deadline for the less populated jurisdictions is December 2021.

Q. If the master contract is with Cascade, how do you expect the consultant to coordinate and communicate with your Member agencies?

A. For purpose of preparing this RFP, assume Cascade will have a project manager and each Member agency will have a point of contact to coordinate with Cascade and the consultant's project manager.

Q. Which is more important to Cascade in terms of consultant expertise, individual expertise or firm expertise?

A. Both. Some tasks will rely more on the expertise of individual team members while other tasks will require the expertise of the firm.

Q. How should we present information about the team members (e.g. resumes, bios, etc.)?

A. That is up to the consultant.

Q. Do you have a list of all your physical assets?

A. We are in various stages of collecting data. Some Members may have complete lists while others may not. For the purpose of preparing your RFP, you can state your assumptions.

Q. Do you have seismic vulnerability assessments, and can those documents be made available to the selected consultant?

A. Yes, we can make those documents available provided that all appropriate security and clearance protocols are followed.

Q. If we list sub-consultant(s) on our RFP, does it obligate us to use the same subconsultant(s) for the project?

A. Any changes on sub-consultants after contract execution will need prior Cascade approval/concurrence. Prior to contract execution, you will be allowed to propose a different subconsultant that is different from your RFP for Cascade approval. Although this is allowed, it is not encouraged.

Q. What is your page limit for the RFP proposals?

A. We inadvertently did not mention the page limit. Given this, there is no page limit for this RFP, but we encourage your proposals to be concise.

Q. How would you like us to break out estimated costs?

A. Because the exact scope and level of effort is largely unknown, we recognize it will be difficult to precisely estimate a price. At a minimum, Cascade would like to see a unit price (hourly rate, daily rate, etc.) fee schedule by project role and equipment. Beyond that, proposers should use your best judgement based on your experience performing similar work for other clients. We do not expect proposers to submit separate schedules and associated cost estimates for Cascade and each of its Members.

Q. The RRA requires an assessment of some operations that might be outside a water utility's purview. An example is the billing system. What types of roadblocks might we encounter?

A. We aren't aware of any potential challenges in completing the RRAs but cannot guarantee this. As we mentioned earlier, each Member will have a point of contact who will work with the consultant to ensure access to all operational groups in the Member's agency.