



ADDENDUM NO. 1

February 5, 2024

RFP for Stormwater Management Software

Response to Questions

1. **Question:** Under *Item 2. Consultant Information, Qualifications and Experience in Exhibit A – Submittal Requirements*, three projects of successful comparable projects are required
 - a. Do these projects need to be completed, or can they be ongoing?

Response: Ongoing projects would be acceptable.

2. **Question:** *Item 4. Past Experience on Municipal Projects* requests a minimum of five projects for comparable cities.
 - a. Can this requirement be combined with the projects requested in Item 2? If so, are a total of 3 or 5 projects required?

Response: Please keep the format as requested, if you need to use the same projects in the separate section this would be acceptable.

3. **Question:** Items 2 and 3 under **2. Consultant Information, Qualifications & Experience of Exhibit A** request the following:
 - *Contracting agency Project Administrator/Contact Person including name, address and phone*
 - *Contracting agency contact information*Can this information be the same?

Response: Item 2 is requesting the contact information of Project Administrator for each specific project; if that is the same information as the agency's contact information then yes.

4. **Question:** Under Item 3. Organization and Approach within Exhibit A, the RFQ requests "Provide resumes and references for all key team members."
 - a. Is a key individual's involvement in a project description with a reference sufficient to meet this requirement? If not, what information is satisfactory?

Response: Yes, that is sufficient.

5. **Question:** Does the City have a budget for this project? If so, can you share details about the budget allocation?

Response: Yes, the City's budget for this project is \$35,000 and its allocation is from the Wastewater Collection Enterprise fund.

6. **Question:** Can the City share details about the funding source for this project?

Response: The City has 4 Enterprise funds. These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

7. **Question:** Has the City planned to allocate funding in subsequent years to support ongoing software system needs such as maintenance, hosting, application management, and feature updates?

Response: This is something that the City is still exploring, and will be soliciting input from the selected consultant.

8. **Question:** Does the City have any preferences for the type of software solution; i.e., custom software vs. commercial off-the-shelf (COTS), web application vs. desktop application?

Response: The City highly prefers a software solution that leverages Claris' FileMaker Pro. We are interested in solutions that align with FileMaker Pro's capabilities, emphasizing its user-friendly interface, ease of customization, and ability to develop tailored applications.

9. **Question:** Our company has developed an open-source software platform for stormwater asset management which we customize to fit the needs of each client. Calculating a firm schedule and budget for deploying our solution is not possible until we have completed a requirement gathering process and developed a detailed scope of work. Would the City consider proposals with a range of budget numbers and schedule dates?

Response: Given our preference for the FileMaker Pro platform, the City is open to considering proposals that present a range of budget numbers and schedule dates, provided they adhere to this platform requirement during the deployment of the solution.

10. **Question:** Does the City have preferences or requirements for software licensing? Would the City accept an open-source (non-proprietary) solution?

Response: The City prefers software solutions with licensing arrangements that align with its policies and budget considerations. While proprietary solutions are acceptable, the City is open to considering open-source (non-proprietary) solutions. Proposals should clearly outline licensing structures and costs, ensuring compliance with the City's requirements and budget constraints.

11. **Question:** What personnel resources will the City allocate for project management and consultant relations during the coordination, development, and training phases of this project? What personnel resources will the City allocate to long-term oversight of the deployed solution?

Response: The City will designate as necessary.

12. **Question:** Does the City have any previous experience with soliciting software development services and maintaining resulting software systems?

Response: Yes, City staff has previous experience with soliciting software development services and maintaining software systems.

13. **Question:** We note that the City will give scoring preference to the proposal with the shortest project timeline. Are there any specific drivers behind the City's desire for an expedited project schedule?

Response: The City is ready to improve its stormwater management practices.

This Addendum forms a part of the Proposal Documents and will be incorporated into the Contract Documents, as applicable. All other conditions of the Contract Documents remain unchanged. The following changes, additions, or deletions as set forth herein shall apply to the Contract Documents and shall be made a part thereof and shall be subject to all the requirements thereof as through originally shown and/or specified.

Proposals shall be submitted in accordance with this Addendum. All consultants MUST acknowledge receipt of this Addendum by signing and returning this Addendum with your Proposal.

City of Los Banos

Firm Name: _____

By: _____

Title: _____

Date: _____



By: Rick Justice
Public Works Operation Manager