

# Zone 7 Water Agency



## ADDENDUM NO. 1

### RFQ – CMMS NEEDS ANALYSIS, PROCUREMENT, AND IMPLEMENTATION GUIDANCE

**Addendum Issue Date: 9/9/22**

**Purpose:** The purpose of this Addendum is to address questions, make changes, additions, deletions, revisions, and clarifications to the Request for I/T & SCADA Support Services. Any changes incorporated in this Addendum shall be considered as a part of the document and shall supersede, amend, add to, clarify, and/or subtract from those conditions shown in the original RFP. Language added to the RFP is in **Bold**. Language that has been deleted is in ~~strike-out~~.

### CHANGES

Page 4, **DEADLINE FOR RECEIPT OF QUALIFICATIONS**

*In addition to the SOQ's being submitted via email, consultants shall also mail or deliver three (3) hard copies of their SOQ's.*

SOQ's must be received by **September 30, 2022, 2:00 p.m. PST**. SOQ's should be emailed in a single PDF file with pages numbered **and** three (3) hard copies mailed or delivered.

Email SOQ's to Karen Bartels at: [kbartels@zone7water.com](mailto:kbartels@zone7water.com). The subject line of the email should state "*Statement of Qualifications – CMMS Needs Assessment, Procurement & Implementation Guidance*" and;

Mail/Delivered Hard Copies. Submit three (3) hard copies of the SOQ's. Address to:

Karen Bartels, Purchasing  
100 N. Canyons Pkwy.  
Livermore, CA 94551

*"Statement of Qualifications – CMMS Needs Assessment, Procurement & Implementation Guidance"*



It is the responsibility of the participating firm to ensure that the point of contact has received a completed SOQ by the required deadline.

There are no other changes to the RFQ.

## QUESTIONS SUBMITTED

The following is a list of questions that were submitted to Zone 7 along with the responses provided by Zone 7 staff. These have been organized into various categories for consistency.

### Technical Questions

1. Is it desired to take an enterprise (Engineering, Maintenance and Operations all working in the same solution) approach to implementing of the CMMS solution?  
*A. The CMMS solution will focus on Maintenance and Operations, not Engineering at this time.*
2. Do you use ESRI or other GIS solution for your Pipeline asset data repository?  
*A. "No, we do not."*
3. Have you established a budget for the CMMS implementation?
  - a. Have you allowed budget for asset data collection for those that currently do not exist in the system (i.e., Flood Protection Facilities, etc.)?  
*A. No budgets have been established.*
4. Is there a desire for individuals that are not licensed for the software (internal or external) to be able create an inspection for work from a browser or mobile device?  
*A. Approximately 50 internal O&M staff need ability to create work inspections/work orders from mobile devices and browsers. Quantity of licenses required is up for discussion.*
5. What is the financial management system that is used by Zone 7?  
*A. Tyler Technologies (New World System)*



*Questions on Request for Qualifications:  
CMMS Needs Analysis, Purchase, and Implementation Guidance*

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6. When you say “Cloud Based” does that mean “Software as a Service” or are you entertaining other options such as “Platform as a Service” or “Infrastructure as a Service”?
  - A. *Software as a service” or “Platform as a service” are options, but not “Infrastructure as a service.”*
  
7. What integrations will be needed for your new CMMS?
  - A. *Tabware should be integrated into the new CMMS. GIS should be able to be integrated into the CMMS as well.*
  
8. What is the AMP that the Engineering Department using? Will Zone 7 be interested in 1 solution that can handle both the CMMS and AMP?
  - A. *Engineering uses AM Tools that are Access based. Having one system to handle both is not the priority at this time.”*
  
9. Has Zone 7 seen any demos on other CMMS solutions? If so, what were they and what did you like about them?
  - A. *No*
  
10. Will the proposed solution be used to track sustainability and emissions?
  - A. *Not at this time*
  
11. Are there any legacy systems not mentioned in the RFQ that you would like to consolidate into the new CMMS, such as Project Management, Space Management/Planning, other?
  - A. *Not at this time*
  
12. What is the square footage of the facilities provided?
  - A. *Consultant can investigate further as needed.*
  
13. Is there a budget established for the CMMS purchase? If not, how will it be funded? If yea, how much?



*A. No budget has been established.*

14. Does the Agency have any target dates for project milestones (e.g., completion of needs assessment, system RFP issuance, CMMS go-live)?

*A. Consultant will develop proposed timeline.*

### **Submittal Questions**

15. Whether companies from Outside USA can apply for this? (like, from India or Canada)

*A. Consultant must be based in the USA*

16. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

*A. Tasks shall be performed by personnel within the USA*

17. Can we submit the proposals via email?

*A. Yes, per page 4 of the RFQ, SOQ's should be emailed in a single PDF file with pages numbered (RFQ, page 4, Deadline for Receipt of Qualifications). In addition to the pdf, submit 3 hard copies. Mail to: Karen Bartels, Purchasing, 100 N. Canyons Pkwy., Livermore, CA 94551. The hard copies are due by the same date and time listed in the RFQ, pg. 4.*

18. May we use 11" x 17" pages in the proposal?

*A. Yes, providing you can combine into 1 single pdf file.*

19. The RFQ lists SOQs are due by September 30th at 2 PM PST with panel interviews on October 5th. Please confirm if the dates are correct. When would consultants receive shortlist notifications? Will the interviews be virtual or in-person?

*A. The dates listed in the RFQ schedule are correct. The shortlist notification will be sent on 10/3/22. Panel interviews will be conducted virtually. It is advisable to block off 10/5/22 for the interview.*



20. The RFQ requests contact information for references. How many client references should be included in the SOQ?

*A. 3 references should be included.*

## Other

21. Whether we need to come over there for meetings?

*A. Consultant should plan for at least biweekly meetings in person and additional meetings via MS Teams as required.*

22. Would Zone7 consider submissions for only certain requested tasks?

*A. No. The RFQ is for a firm that can provide the needs assessment, conduct the solicitation process, and provide implementation guidance.*

23. Would you allow in this RFQ consultants with experience in needs assessment and tailored software implementation that have the software solution embedded?

*A. If your firm provides needs assessment services, you can certainly submit a SOQ. However, you would be prohibited from submitting a proposal for the CMMS application.*

24. Will the Agency consider exceptions to its Sample Service Agreement?

*A. Any exceptions or deviations to the sample service agreement should be submitted on a separate page clearly marked "Exceptions/Deviations." The Agency will review these and decide if it will accept and changes or not.*