

RFP No. 22-001 RFP TITLE: Provision, Implementation, and Maintenance of CMMS ISSUE DATE: May 11, 2022

To all potential Offerors:

This Addendum is being issued to amend and clarify certain information contained in the RFP named above. All information is binding on all Offerors who respond to this RFP. The following are changes and or modifications:

Respondents shall make the following changes to all pertinent sheets, pages, and paragraphs of the RFP 22-001 document and take the same into full consideration in arriving at the Proposal.

A. **Delete** Table on pages 21-22, under item 3 – Schedule of Events, and **replace it** with the following:

Event	Date	
RFP Issuance	04/05/2022	
Preproposal Conference	04/12/2022	
Deadline for Submission of Questions	04/26/2022	
Deadline for Submission of Proposals	06/02/2022; 4:00 pm	
Evaluation of Written Submissions and	June 2-July 11, 2022	
Proposal Shortlist Notification		
Oral Presentations and Interviews	August 4-11, 2022	
Shortlist #2 (If needed as deemed by	August 12-17, 2022	
AlexRenew)		
Product Demonstration Workshops	September 2-12, 2022	
Final Selection	09/13/2022	
Contract Negotiations	September 19-October 3, 2022	
Issuance of Notice of Award	10/19/2022	
Project Kickoff Meeting	10/28/2022	
Project Start Date	10/31/2022	

Summary of significant schedule changes directly impacting Offerors:

- Deadline for submission date changed from May 25th to 4:00 pm, June 2nd, 2022
- Notice of Award date updated from August 2022 to October 2022
- Project start date changed from August 15th to October 31st, 2022

AlexRenew will use its best efforts to adhere to the schedule of events outlined above; however, it reserves the right to amend the schedule as it deems necessary.

1. Attached with Addendum are the following documents:

a. Answers to the questions/clarifications received.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

Acknowledgment

MoralowicaBillotte	
Name of the Firm:	
Signature/Title:	
Date:	

SIGNATURE OF OFFEROR'S REPRESENTATIVE

Questions/Clarifications

Question/Clarification 1: Are SME's empowered decision-makers on this project?

Response 1: A project team composed of key stakeholders who understand AlexRenew's needs will be engaged throughout the project and will be empowered to make decisions. AlexRenew seeks a solution that includes the CMMS software and best practice asset management framework that best meets AlexRenew's needs.

Question/Clarification 2: Will the SMEs be full-time on the project for task durations like business process analysis and workflow walkthrough to go live?

Response 2: See answer to Question/Clarification 1.

Question/Clarification 3: Will you have a project manager assigned to this project?

RFP NO. 22-001 ADDENDUM No. 3 **Response 3:** Yes, there will be an assigned project manager to manage the contract, oversee the project, and coordinate the project team.

Question/Clarification 4: If so, what is PM experience managing complex IT projects?

Response 4: The project manager (PM) has extensive experience managing complex IT projects.

Question/Clarification 5: Is the PM part of the organization that is implementing?

Response 5: Yes, the PM is an AlexRenew employee.

Question/Clarification 6: How would you evaluate success in this project?

Response 6: The project's success will be measured based on the final deliverable, which will include but is not limited to a fully functioning system, automated workflows, trained users, etc., along with successfully delivering the scope of work as described in the RFP.

Question/Clarification 7: How complex is your accounting structure? Do you use account segments or speed codes?

Response 7: AlexRenew's accounting structure uses an eleven (11) string general ledger (GL) code to process expenses. Some of the account segments in the string are also utilized in the current CMMS. We do not use speed codes.

Question/Clarification 8: Please provide an example of your accounting codes (object code/GL)

Response 8: 60-4610-77220. The first two digits represent the source of funding, the middle four digits are an expense type (in this case 4610 means Construction) and the last five digits represent a project.

Question/Clarification 9: Do you have workflow tasks you want to automate? Examples? (for instance, automatically notify contractors when a work order is assigned to them)

Response 9: All workflow processes should be automated, including but not limited to work requests, PM, safety, environmental, etc., and have real-time triggers you can process in the field (i.e. alarm triggers, failed points, etc.).

Question/Clarification 10: Do you have a warehouse with warehouse staff that you plan to incorporate into the implementation?

Response 10: We have a small warehouse with one (1) dedicated staff member. The intent of this RFP is to incorporate warehouse and its inventory of items for a complete system of inventory control and tracking.

Question/Clarification 11: If yes: Are you currently tracking inventory?

Response 11: There is no inventory control system in place. Equipment and parts inventory are tracked manually using a spreadsheet.

Question/Clarification 12: Do you have a current system to maintain parts? Will it continue to be used after implementation or will the new solution be replacing this system?

Response 12: AlexRenew does not have a current system to maintain parts. AlexRenew would like the new system selected through this RFP to maintain parts.

Question/Clarification 13: Are your assets currently barcoded?

Response 13: Some assets are tagged but not barcoded to any automated inventory system.

Question/Clarification 14: Do you plan to use offline capability?

Response 14: AlexRenew would like offline capability as part of the new system selected through this RFP.

Question/Clarification 15: Do you have a purchasing department with purchasing staff that you plan to incorporate into the implementation?

Response 15: Yes, but only as it relates to inventory control or storeroom, and any future API integration.

Question/Clarification 16: Do you plan to purchase an RS Means data load?

Response 16: No, this will not be addressed by this RFP.

Question/Clarification 17: Do you have existing condition assessment data?

Response 17: See response to Questions/Clarifications 1, 2 and 5 in Addendum No. 2.

Question/Clarification 18: If not, are you currently working with a 3rd party vendor to inventory your assets?

Response 18: See response to Questions/Clarifications 1, 2, and 5 in Addendum No. 2.

Question/Clarification 19: What is expected from the data integration between the proposed solution and eBuilder? 2-way? What data elements are needed?

Response 19: See response to Question/Clarification 26 in Addendum No. 2.

Question/Clarification 20: What is expected from the data integration between the proposed solution and Concur? 2-way? What data elements are needed?

Response 20: See response to Question/Clarification 26 in Addendum No. 2.

Question/Clarification 21: What is AlexRenew's current Computerized Maintenance Management System?

Response 21: AlexRenew's current CMMS is Avantis Pro (EAM - Enterprise Asset Management) v2004-2014

Question/Clarification 22: Why is AlexRenew seeking to replace its current Computerized Maintenance Management System?

Response 22: See response to Question/Clarification 21. AlexRenew's current CMMS platform is obsolete in its current version. Additionally, AlexRenew is seeking an improved CMMS software solution and the associated best practice asset management framework that meets AlexRenew's needs.

Question/Clarification 23: Will you please provide a breakdown of system users by type as follows?

- number of in-house facilities staff excluding technicians and custodians
- number of technicians and tradespeople employed by AlexRenew (excluding custodians)

Response 23: See response to Question/Clarification 40.

Question/Clarification 24: How many field technicians will use a mobile app to manage their work orders on devices such as smartphones or tablets?

Response 24: See response to Question/Clarification 40. AlexRenew anticipates that all operations and maintenance technicians/apprentices may use a mobile app for work orders.

Question/Clarification 25: How many mobile users will have an Apple iPad specifically and the need for additional features and functions such as scheduling work orders to technicians directly on the iPad device?

Response 25: See response to Question/Clarification 24. AlexRenew has not selected a specific mobile device.

Question/Clarification 26: Do you want your vendors/contractors to be able to log into your CMMS to complete work orders? Do you want your vendors/contractors to be assigned mobile user licenses to complete work orders? If yes, how many of these vendor/contractor users do you envision?

Response 26: AlexRenew would like the ability to assign work orders to vendors/contractors and for contractor/vendors to create a work request. Vendors/contractors should have mobile user licenses. See response to Question/Clarification 40.

Question/Clarification 27: Is there a defined budget for this project that you can share?

Response 27: See response to Question/Clarification 27 in Addendum No. 2.

Question/Clarification 28: As part of the turnkey solution, does AlexRenew require data collection?

Response 28: See response to Question/Clarification 1 in Addendum No. 2.

Question/Clarification 29: Does AlexRenew have any visual guides for current business process workflows?

Response 29: Yes

Question/Clarification 30: GN-14 - Ability to pass WO between people electronically

(workflow): Please provide a use case where this process would be handled by the electronic workflow.

Response 30: An example might be where an electrician needs to perform some work before the mechanics can perform work.

Question/Clarification 31: I-01 - Integrate with SCADA for meter-based preventative maintenance (PM) generation: Is there a specific SCADA system?

Response 31: See response to Question/Clarification 26 in Addendum No. 2. Any details on the specific software will be discussed during negotiations

Question/Clarification 32: I-03 - integrate with eBuilder for construction management functionality: What are the points of integration needed with eBuilder?

Response 32: See response to Question/Clarification 26 in Addendum No. 2.

Question/Clarification 33: I-01 - Integrate with Office 365 for document management capabilities: What are the points of integration needed with Office 365?

Response 33: See response to Question/Clarification 26 in Addendum No. 2.

Question/Clarification 34: I-05 - Integrate with a timekeeping system - What timekeeping system is currently being used?

Response 34: See response to Question/Clarification 31.

Question/Clarification 35: I-O6 - Integrate with LIMS (laboratory information management system) for the laboratory activities and reporting - What are the points of integration needed with LIMS?

Response 35: See response to Question/Clarification 26 in Addendum No. 2.

Question/Clarification 36: I-O7 - Integrate with SAP Concur: What are the points of integration needed with SAP Concur?

Response 36: See response to Question/Clarification 26 in Addendum No. 2.

Question/Clarification 37: AM-04 - Ability to calculate the likelihood of failure

(LOF)/consequence of failure (COF)/Risk: What factors does AlexRenew use to calculate LOF and COF?

Response 37: There is no organized approach to LOF and COF at this time. We are willing to consider best practice alternatives to these parameters.

Question/Clarification 38: AM-08 - At least have R&R (rehab and replace) data (install dates, etc.) inform the R&R modeling: What is the current method of building the R&R model?

Response 38: AlexRenew does not have a current R&R model. Decisions to rehabilitate and/or replace are based on manual tracking through a spreadsheet. AlexRenew would like this data to better inform R&R decision-making.

Question/Clarification 39: TR-17 - Does the cloud-based solution have the ability to access and utilize the un-secured map and/or feature services from ESRI's ArcGIS Server 10.7.1? Does AlexRenew employ GIS with their current solution?

Response 39: See response to Question/Clarification 3 in Addendum No. 2.

Question/Clarification 40: Can you provide more insight on the roles, numbers, and job functions of anticipated system users?

Response 40: See response to Question/Clarification 18 in Addendum No. 2. AlexRenew estimates the below number of users according to role.

Anticipated Roles	Number of Users
Executive	10-20
Administrative/Laboratory Staff	15-20
Managers/Supervisors	15-20
Operations Technicians/Apprentices	30-40
Maintenance Technicians/Apprentices	20-30
Contractors/Vendors	10-20

Question/Clarification 41: Can you describe what functions you expect users to perform with the mobile application?

Response 41: Examples of functions AlexRenew expects users to perform with the mobile application include but are not limited to creating/editing/closing work orders and requests, entering time/labor/equipment/parts. Storeroom functions such as creating barcodes &

labels, receiving inventory, performing inventory counts. Users should also be able to capture images and documents created from the mobile device and the ability to access documents that have been entered into the CMMS like manuals.

Question/Clarification 42: Please clarify the name and functionality of the existing systems to be integrated with and/or replaced by the proposed solution (Laboratory, HR, Financial, etc.)?

Response 42: See response to Question/Clarification 31.

Question/Clarification 43: Please clarify if CAD drawings and/or Building Information Modeling (BIM) files are anticipated to be utilized in the CMMS

Response 43: AlexRenew would like the ability to upload and access documents, including drawings and manuals.

Question/Clarification 44: Please clarify the GIS capabilities expected within the proposed CMMS solution

Response 44: See response to Question/Clarification 10 in Addendum No. 2.

Question/Clarification 45: Page 7 of the RFP mentions seven Potential Integrations in Task Three of Implementation (SCADA, financials, construction, etc.). Which of these seven integrations does the District want to be included in the pricing for this RFP? To price for integrations we would need the below information for each system to be integrated:

- o What is the name and version of each system to be integrated
- o What objects is the District looking to move over?
- o What workflows do the objects need to follow?
- o Does each system have an API we can review prior to scoping and pricing?

Response 45: See response to Question/Clarification 26 in Addendum No. 2.

Question/Clarification 46: How many users are estimated as potential users of the CMSS system being procured under this process?

Response 46: See response to Question/Clarification 18 in Addendum No. 2 and response to Question/Clarification 40.

Question/Clarification 47: Is it possible to identify the roles of the users that are projected

users of the system?

Response 47: See response to Question/Clarification 40.

Question/Clarification 48: Is it required that the value of the system, software and hosting components, presented in the proposal be exact and final? The solution being proposed will be an estimated maximum value and it is expected that a lower exact value is obtained once the definite pool of users and their profiles is clearly defined with Alexandria Renew. (Related to questions 1 and 2)

Response 48: Offerors shall use their best judgment to complete the cost proposal, based on all the information contained in the RFP, and their proposed approach to determine all core software, optional software, and professional services that are needed to result in a highly successful project for AlexRenew. AlexRenew will negotiate the final scope and fee with the top ranked offeror according to the process in the RFP.

Question/Clarification 49: Does Alexandria Renew rely solely on external third-party maintenance staff or does it also maintain and manage internal maintenance staff to perform maintenance activities?

Response 49: Some of the functions are performed through internal resources, and some are outsourced.

Question/Clarification 50: Is it possible to provide an estimate of the weight of maintenance activities, (internal vs. external)?

Response 50: AlexRenew estimates that approximately 70% of maintenance activities are performed internally by AlexRenew's staff and 30% of maintenance activities are performed externally by contractors/vendors.

Question/Clarification 51: Is GIS integration a requirement? If so, what level of integration is required? Read and write capabilities? How GIS data is currently hosted? Please explain.

Response 51: See response to Questions/Clarifications 3, 4, and 10 in Addendum No. 2.

Question/Clarification 52: The RFP identifies asset management requirements that are focused on asset management data being stored in the system to support asset management analysis. Can you please confirm that the proposal is only covering

Commented [CF1]: Maryam – confirm.

Computerized Maintenance Management System (CMMS) solutions and does not also include implementing an advanced Decision Support System (DSS) solution?

Response 52: Advance Decision Support Systems such as Machine Learning (ML) and Artificial Intelligence (Al) are "nice to haves" but are not requirements. AlexRenew does have interest in becoming a SMART utility.

Question/Clarification 53: Is AlexRenew currently working with ServiceNow?

Response 53: At this time AlexRenew is not working with ServiceNow.

Question/Clarification 54: What is the current CMMS in use? What is the primary reason for replacing it?

Response 54: See response to Questions/Clarifications 21 and 22.

Question/Clarification 55: Has the Agency received any demonstrations of CMMS software in the last 12 months? Which systems have been previewed?

Response 55: See response to Question/Clarification 8 in Addendum No. 2.

Question/Clarification 56: Did the Agency engage a consulting firm to help prepare the RFP and requirements for a new system? If so, which one?

Response 56: See response to Question/Clarification 8 in Addendum No. 2.

Question/Clarification 57: Does the Agency have a target go-live date for the new system?

Response 57: See response to Question/Clarification 20 in Addendum No. 2.

Question/Clarification 58: The RFP states "Alexandria Renew Enterprises (hereinafter referred to as "Alex Renew's") objective is to implement asset management leading practices for infrastructure investment and maintenance management decision making." Does the agency currently have an Asset Management Program? How would you describe the Agency's current level of asset management maturity?

Response 58: AlexRenew uses a CMMS and loosely follows asset management principles. The asset management program recommended has not been followed in its entirety, therefore AlexRenew is still at beginning phases of becoming fully asset management

mature.

Question/Clarification 59: Has the Agency previously deployed reliability-centered maintenance (RCM) efforts? If so, how much, and which parts of the asset portfolio have been addressed? Has the Agency worked with any RCM consultants?

Response 59: No previously deployed reliability centered maintenance efforts. No, AlexRenew has not worked with RCM consultants.

Question/Clarification 60: Does the Agency have an active asset condition assessment program?

Response 60: AlexRenew does not have an active condition assessment program.

Question/Clarification 61: Does the agency require personnel assistance for asset data collection?

Response 61: See response to Question/Clarification 1 in Addendum No. 2.

Question/Clarification 62: What is the Agency's ERP or financial system to be integrated with?

Response 62: See response to Question/Clarification 84.

Question/Clarification 63: What is the total number of estimated concurrent users that AlexRenew expects to have to engage with the EAMS? How many concurrent mobile users?

Response 63: See response to Question/Clarification No. 40.

Question/Clarification 64: What is the total number of Environments (dev, test, prod, etc.) AlexRenew expects to maintain?

Response 64: AlexRenew expects 2-3 environments, including production and Test/Dev which might be in the same environment or separated.

Question/Clarification 65: Does AlexRenew have any Disaster Recovery or High Availability Requirements?

Response 65: Yes, requirements will be discussed during negotiations.

Question/Clarification 66: Does AlexRenew have a Database Platform Preference? And will prospective vendors be responsible for providing database licensing?

Response 66: AlexRenew prefers Microsoft SQL. Licensing will be discussed in negotiations.

Question/Clarification 67: Does AlexRenew have an operating system preference?

Response 67: Yes, AlexRenew uses Microsoft products and platforms.

Question/Clarification 68: Does AlexRenew have any desired cybersecurity considerations; e.g., National Institutes of Technology (NIST) 800-171 Critical Unclassified Information (CUI) and Cybersecurity Maturity Model Certification (CMMC). ?

Response 68: NIST 800-53

Question/Clarification 69: Is there any need for a secure site-to-site VPN or other connection? If yes, how many?

Response 69: No

Question/Clarification 70: Do you require special authentication for Single Sign-On?

Response 70: Support for Single Sign On is required.

Question/Clarification 71: Of the 100 environmental stewards, how many do you expect to be submitting and completing work orders? How many active system administrative users does AlexRenew predict they will need in the projected CMMS system?

Response 71: See response to Question/Clarification No. 40. All users can submit work requests, Maintenance Technicians/Apprentices and Contractors/Vendors are anticipated to complete the work.

Question/Clarification 72: Would AlexRenew be interested in a Platform based SaaS solution?

Response 72: Yes, AlexRenew is open to a variety of options.

Question/Clarification 73: Although AlexRenew retains administrative and fiscal

independence from the City of Alexandria, would AlexRenew be able to leverage the City of Alexandria's IT department and systems already in place at the Municipal enterprise system level?

Response 73: No, we are a separate authority and do not share IT/Systems infrastructure.

Question/Clarification 74: For the potential Integrations marked under Task Three, which are the specific current solutions AlexRenew is using for the systems listed below?

- a. SCADA
- b. Financials
- c. Construction
- d. Laboratory
- e. Timekeeping
- f. LIMS
- g. Procurement

Response 74: See response to Questions/Clarifications 31 and 84.

Question/Clarification 75: Will each of the potential integrations be two-way interface integrations or are certain integrations prospectively one-way import or export interactions?

Response 75: See response to Question/Clarification 26 in Addendum No. 2.

Question/Clarification 76: For data loading in Task Two, what is the size of the data that will need to be loaded? Will the same size of data need to be reviewed and cleaned?

Response 76: AlexRenew does not have an estimate of the volume or accuracy of data that needs to be uploaded in the new system and will work with the awardee to accomplish this task.

Question/Clarification 77: In Task One System Configuration, the listed assessment of existing asset information to support the asset management framework development. Would that requirement need on-site consultation? Will AlexRenew provide subject matter experts on existing asset information for the awardee's consultation assessment?

Response 77: See response to Question/Clarification 2 in Addendum No. 2 and response to Question/Clarification 2.

Question/Clarification 78: In what format is AlexRenew's legacy data currently stored? Is there a preferred data format that AlexRenew would like to utilize?

Response 78: Microsoft SQL

Question/Clarification 79: What is the anticipated timeline for review and vendor selection?

Response 79: An amended timeline is provided as part of this addendum.

Question/Clarification 80: Do you anticipate any third-party or citizen request portal? Would any third-party or external contractor require access to the system? If so, would they be submitting data or work order requests?

Response 80: This is not intended to be a public-facing application. Only AlexRenew staff and authorized users will have access.

Question/Clarification 81: Could you please provide a detailed description of the current system and environment that is serving CMMS?

Response 81: See response to Question/Clarification 22.

Question/Clarification 82: What is the approximate Budget for this project?

Response 82: See response to Question/Clarification 27 in Addendum No. 2.

Question/Clarification 83: Do you currently store parts/SKU numbers in your current system for all your warehouses and track inventory for these parts?

Response 83: See response to Questions/Clarifications No. 10 and 11.

Question/Clarification 84: Which system is used for placing POs for third-party services and parts or consumables?

Response 84: Avantis and we are currently going through the pilot phase of SAP Concur.

Question/Clarification 85: Which system is used for Inventory and warehouse management?

Response 85: See response to Question/Clarification 11.

Question/Clarification 86: Which system is used for keeping a track of financials?

Response 86: See response to Question/Clarification 84.

Question/Clarification 87: Who will train the business users? Would the city be responsible for training all users on the Asset Management Software solution or Train the Trainer approach will be used?

Response 87: As part of a turn-key solution, AlexRenew is expecting the awardee to be responsible for the end-user training. Offerors may propose different types of training and settings such as initial training of super users and end-users, types of ongoing training platforms such as FAQs, live assistance, prerecorded training, knowledgebase, etc.

Question/Clarification 88: Do parts or equipment have RFID or Barcode?

Response 88: See response to Question/Clarification 13. Neither parts nor equipment have RFID.

Question/Clarification 89: Is it ok to share references outside the US?

Response 89: See response to Question/Clarification 14 in Addendum No. 2.

Question/Clarification 90: Which data objects (e.g. Asset, etc.) needs to be migrated to the new CMMS system? What is the approximate volume of historical data to be migrated for each object?

Response 90: See response to Questions/Clarifications 1, 2, and 16 in Addendum No. 2. AlexRenew prefers not to migrate existing data and are open to best practice direction on this subject.

Question/Clarification 91: Which systems are used for Technician Timekeeping? Do these systems track time spent by technicians or maintenance crews on the job/Work order?

Response 91: Avantis tracks time spent by crews per work order/task.

Question/Clarification 92: Which mobile devices and browsers would be in scope if a mobile app is in scope? Would both iOS and Android devices be used?

Response 92: See response to Question/Clarification 25. Specific mobile devices are to be decided during implementation, but can be either iOS or Android based.

Question/Clarification 93: Can we have offshore developers/consultants (e.g., France and

India) work on this project?

Response 93: AlexRenew's preference is for US-based developers/consultants.

Question/Clarification 94: Is the insurance signatures form required with submission or at the time of contract awarded? Will we be disqualified if not provided with submission?

Response 94: Failure to submit a signed insurance checklist may be waived as informality by the Purchasing Agent.

Question/Clarification 95: Do you want the Sample Agreement to be signed now? Or is the only signature required at this stage for the Proposal form (and possibly Insurance Form)

Response 95: A sample Agreement was provided for the benefit of offerors to get familiarized with the terms and conditions. The contract will be negotiated and signed prior to finalizing the contract award.

Question/Clarification 96: Can you confirm the square footage of the 4 pump stations and any other buildings that might be included in the initial proposal? Can you also confirm the square footage of the 1 new station to be included in the future? Is the new pump station to be added in year 2 of the project?

Response 96: See response to Question/Clarification 30 in Addendum No. 2.

Question/Clarification 97: Can you provide a list of sample equipment types that you maintain in the pump stations? Is equipment maintained in-house, by outside vendors, or a combination of both?

Response 97: Pumps, motors, screens, level and flow meters, motor control panels, odor control units, and generators. All are maintained in-house except for generators.

Question/Clarification 98: Can you provide a list of 3rd party product Integrations that are required or nice to have?

Response 98: See response to Question/Clarification 26 in Addendum No. 2.

Question/Clarification 99: Work Management - "Ability to charge for tools and equipment on work orders". Can you describe this workflow? Who is being charged, Do you plan to process

Response 99: AlexRenew would like to be able to track the cost of operating tools and equipment used on work orders. An example would be the cost to operate a backhoe for x hours.