



# 809-2010 ADDENDUM 1

## DESIGN, DEVELOP, IMPLEMENT AND OPERATE A CUSTOMER SELF SERVICE WEB SITE FOR WATER BILLING

### URGENT

**PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL**

ISSUED: November 30, 2010  
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**THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

Template Version: Ar20070420

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

### PART A – PROPOSAL SUBMISSION

Replace: 809-2010 Proposal Submission with 809-2010 Addendum 1 - Proposal Submission. The following is a summary of changes incorporated in the replacement Proposal Submission:

Form N: Page 16 has a revision to the years in “number” in the following sentence: Relevant experience must be associated with projects completed not more than three **(3)** years prior to the date of this RFP.

Form N has been provided in “word” format for the convenience of the Bidders.

### PART B – BIDDING PROCEDURES

Revise: B17.1 to read:

B17.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Bidder with the requirements of the Request for Proposal or acceptable deviation therefrom:
  - (i) mandatory requirements (pass/fail);
- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B10:
  - (i) mandatory qualifications (pass/fail);
- (c) Total Bid Price **30%**
- (d) Form N Bidder Responses
  - (i) Design Methodology **15%**
  - (ii) Development, Testing, Training, Implementation and Documentation Methodology **15%**
  - (iii) Operations Capabilities 20%
  - (iv) Experience and Financial Status 20%
- (e) economic analysis of any approved alternative pursuant to B6.

Revise: B17.4 to read:

B17.4 Further to B17.1(c), the Total Bid Price shall be the sum of the quantities multiplied by the unit prices for each item shown on Form B: Prices.

B17.4.1 If there is any discrepancy between the Total Bid Price written in figures, the Total Bid Price written in words and the sum of the quantities multiplied by the unit prices for each item, the sum of the quantities multiplied by the unit prices for each item shall take precedence.

B17.4.2 Further to B17.1(a), in the event that a unit price is not provided on Form B: Prices, the City will determine the unit price by dividing the Amount (extended price) by the approximate quantity, for the purposes of evaluation and payment.

Add: B17.5

B17.5 Further to B17.1(d)(i), Design Methodology shall be evaluated considering the information submitted in response to B7.1 and B11.1.

Add: B17.6

B17.6 Further to B17.1(d)(ii), Development, Testing, Training, Implementation and Documentation Methodology shall be evaluated considering the information submitted in response to B7.1 and Form N: number 3 through 41.

Add: B17.7

B17.7 Further to B17.1(d)(iii), Operations Methodology shall be evaluated considering the information submitted in response to B7.1 and Form N: number 42 through 56.

Add: B17.8

B17.8 Further to B17.1(d)(iv), Experience and Financial Status shall be evaluated considering the information submitted in response to B7.1 and the information provided on Form N.

Add: B17.9

B17.9 This Contract will be awarded as a whole.

Add: B17.10

B17.10 If, in the sole opinion of the City, a Proposal does not achieve a pass rating for B17.1(a) and B17.1(b), the Proposal will be determined to be non-responsive and will not be further evaluated.

## **PART D – SUPPLEMENTAL CONDITIONS**

Revise: D1.1 to read:

D1.1 In addition to the *General Conditions*, these Supplemental Conditions are applicable to the Work of the Contract.