



REQUEST FOR PROPOSAL

Record Drawing Production and GIS Data Capture

ADDENDUM A

Questions and Answers,
Attendance from Pre-Proposal Conference
and
Supplemental Information

April 9, 2010

1. PURPOSE

The purpose of this addendum is to include additional information that would prove beneficial to assist candidates in preparing their proposals. The addendum offers answers to questions raised since the RFP was issued.

2. ACKNOWLEDGEMENT OF RECEIPT OF SUPPLEMENTAL INFORMATION

Please acknowledge receipt of this Supplemental Information to RFP No. 2010-003-380 by including this acknowledgement on the cover of the sealed container. See example below:

RFP No. 2010-003-380
Proposal Due Date and Time: Thursday, April 29, 2010, 3:00 p.m. EST
Record Drawing Production and GIS Data Capture
Acknowledge Receipt of Addendum A

3. RESPONSES TO QUESTIONS

Q. Clarify the due date and time for proposals.

A. See RFP cover and Page 14; 3:00 pm (EST) on Thursday, April 29, 2010

Q. Where is the work located?

A. Loudoun County and contiguous areas

Q. What company is currently doing this work?

A. Dewberry

Q. What company conducted the pilot program?

A. Rinker Design Associates, P.C.

Q. If multiple contracts are awarded, how will Loudoun Water distribute the work?

A. This is still to be determined

Q. Is there a monetary limit to this contract?

A. No

Q. How is the price negotiated?

A. See RFP Section 6 on Page 9. Firm(s) will be evaluated based on qualifications alone; cost is not a factor. Once selected, labor costs and a multiplier will be negotiated.

- Q. Does the project only include pipe installed in 2007, 2008 and 2009? We are curious as to why infrastructure installed earlier than 2007 is omitted from the potential scope? The RFP indicates that the utility has a total of 1,500 miles of line.
- A. No, it is unlikely that any pipe installed in 2007-2009 will be included. RFP Page 3 Table 1 was included for your reference only so you can better estimate the magnitude of work potentially associated with this contract. This contract will primarily be used to capture new infrastructure that is constructed in the future. The volume of work assigned under this contract is largely dependent on the amount of new pipelines constructed in the future. The contract is not intended to capture all existing Loudoun Water assets.
- Q. Do you anticipate a review/acceptance of the as-built drawings (PDF) prior the launch of the GIS conversion activity or would those tasks go in parallel?
- A. Final acceptance of the Record Drawing (PDF) is not required prior to GIS data creation. Typically, GIS data creation has begun upon completion of survey data quality review and initiation of Record Drawing creation. GIS data creation cannot be completed until the Record Drawing is complete. So the tasks have been worked in parallel with a delayed start to the GIS data creation. However, we are open to hearing your suggestions for optimizing our work flow and welcome your proposed alternatives.
- Q. Can you please further clarify the following statement, "Consultant will verify the easement configuration using Loudoun County's court records to ensure that the recorded easement is correctly represented"? It appears to indicate that every easement shall be verified using court records. Is this a correct assumption? What court records are being referenced here?
- A. Yes, every easement dedicated to Loudoun Water and shown on the Record Drawing will be verified with the official recorded instrument on file with the Loudoun County Clerk of the Circuit Court. The instrument number is shown on each construction plan. This verification will be a simple visual comparison of the easements shown on the recorded instrument (typically a survey plat) with that shown on the construction plan. Instrument plats can be viewed and downloaded using the Clerk's Public Access Web Service available at this URL: <https://lisweb.loudoun.gov/recpublic/logon.asp>
- Q. Will Loudoun Water share or suggest some survey companies that are registered with Loudoun Water or in VA and are interested in partnering for this opportunity?
- A. No
- Q. Are there any RMS error thresholds that must be met while georeferencing the record drawings?
- A. No. Currently our workflow includes survey points loaded to the GIS and used to support georeferencing.

- Q. Will Loudoun Co provide any base map information (besides imagery) to assist with the georeferencing of the record plans? If so, what layers?
- A. Loudoun Water will provide copies of relevant base map data to be used by the consultant in support of the project. Over 100 base map layers are maintained and potentially available.
- Q. Attachment B states on page 4 that after the GIS Analyst captures and attributes all water features that "the remaining non-wastewater/water features will also be captured and attributed." What are these features and are the business rules associated with this data available for review?
- A. This is a reference to Attachment B Section 3.8. Business rules for the most commonly used features are included in Attachment B; no other business rules are formally documented.
- Q. There is also a reference to an inspection of the features before they are finalized and exported to a file-based geodatabase. Does this mean that there is an expectation that this data will not be created and attributed within a file-based geodatabase?
- A. Attachment B describes our current workflow; we are open to hearing your suggestions for optimizing our work flow and welcome your proposed alternatives. Note that all project requirements are described in the RFP; the data supplement is intended to show examples of our current work and help complete your understanding of our process. Currently, GIS data is captured in an ArcSDE geodatabase and exported to the Loudoun Water-provided file geodatabase check-out replica.
- Q. Attachment B, Section 2.2, Step 3 mentions creating a connection to a spatial database. What database is this? An SDE instance hosted by the GIS data capture team. Is this work being done remotely (through Sharepoint)? No, although it is available through ArcGIS Server. Step 4 then states "Please ask your GIS Database Administrator for the password to this database." What SDE database is this referring to? The SDE instance hosted by the GIS data capture team.
- Q. Attachment B, Section 3.1, describes the capture of the manholes and states that "...the GIS Analyst will determine the accuracy and whether any information required modification." What criteria does the GIS Analyst use to determine this?
- A. Comparison of survey data and record drawing.
- Q. Will all of the feature attribute information, including MetaID be either provided by the client or collected by the surveyors?
- A. Yes

- Q. Is there guidance provided to assist in attributing the type of lateral (combination, industrial, irrigation, domestic, or commercial) that is being captured?
- A. Yes, this information derived from the record drawing. To date, only domestic or commercial has been used.
- Q. When collecting a Property feature, what is used to populate the elevation attributes (highest point, lowest point, elevation at center point, other)? Will this information be provided by the County?
- A. This will be determined based on the nature of the property at the time of project assignation. Loudoun Water will provide this information.
- Q. What version of SharePoint is Loudoun County looking at implementing?
- A. Loudoun Water does not have a version preference and SharePoint is not a requirement. SharePoint is currently being used and meets minimum requirements; however, any secured web-based hosting platform that allows for file sharing and database table sharing is acceptable.
- Q. Does the SharePoint need to provide approval workflows or enterprise search or just serve as a hosting platform and access portal?
- A. SharePoint is not a requirement and it need not include approval workflows or enterprise searching capability. Any secure web-based platform capable of file sharing and database table sharing will suffice.

4. INSTRUCTIONS TO ACCESS SUPPLEMENT INFORMATION

RFP Section 5E.2 references a supplement; to obtain a copy of this supplement, follow these instructions:

- Go to: <https://stream.loudounwater.org>
- You will be prompted to install components; click to allow these to run
- Login: lwpublic
- Password: WaterWise4
- Click on the "Public" folder
- Download the file named "RFP_Supplement.zip"

This file is a Windows compressed folder, about 14.5 Mb. The file contents are summarized in a file named ReadMe.pdf inside the folder.

**RECORD DRAWING PRODUCTION AND GIS DATA CAPTURE
RFP 2010-003-380
Pre-Proposal Conference
Sign In Sheet**

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