



ADDENDUM #1

To: All Companies Interested in Submitting a Proposal
From: Rebecca Johnson, CPPB, Purchasing Agent
RFP: Compliance Audit of PSM Programs (RFP #PUR0118-125); Dated: February 23, 2018
Subject: Addendum #1 (2 pages)
Date: February 28, 2018

The following questions and/or clarifications were asked relative to the above-listed Request for Proposal. This memo is sent for clarification to all companies to whom the RFP was sent.

1. Please provide onsite dates of the last PSM/RMP compliance audit at each facility. A compliance audit is required at least every three (3) years. The last onsite dates may influence the order in which the 2018 audits should be conducted.

Response: J Ave Water 5/15/15; NW Water 5/18/15; WPC facility 5/19/15

2. Would it be possible to visit all three (3) facilities within the same week to conduct the onsite part of the audits? If so, could the review meeting with City staff following the completion of all 3 audits be the same week?

Response: Yes, it will be possible to audit each facility in the same week, and the review meetings with City staff following the audits as well.

3. What are the work hours at each Facility?

Response: All three facilities are open 24 hours per day, 7 days per week; however, the work hours for the purpose of the audits will be Monday through Friday between 7:00 a.m. and 3:30 p.m. CDT.

4. For Article 4.4.2, Conducting Facility Audits: For interviews, please confirm that for each Audit the interviews and records review for each Facility can be conducted AT THE FACILITY. For example, no centralization of records at a main facility or City Hall which would require the Consultant to visit another facility or location other than the one where the audit is currently being performed at the time.

Response: Yes, the interviews and records review will be conducted on site at the J Avenue Water Plant Conference room for both the J Avenue and NW Water Plants, and at the WPC Facilities Administration Building Conference room for WPCF.

5. Article 4.4.3 of the RFP states partly: "The Consultant's recommendations shall include staff assignments and timelines for implementation of the corrective action." Please clarify definition of "staff". Does this mean "City staff" or Consultant's staff.

Response: This means that the Consultant shall identify the City staff person or position that can address issues resulting from the inspection / audit.

6. Article 4.5: Please clarify that the City wants 3 separate audit reports, not a single audit report. In addition, please confirm that PSM and RMP for each Site can be reported in the same audit report, not two separate reports (1 for PSM, 1 for RMP).

Response: Yes, 3 separate Audit reports, and yes, include the RMP review in the PSM report.

7. Article 4.6 of the RFP states partly: "A review meeting shall be conducted with City staff following completion of the audits at all three (3) facilities." Please clarify if this means 3 separate meetings or 1 meeting after all 3 audits are complete. Depending on the number of meetings, would these meeting(s) be before May 11, 2018?

Response: There shall be two (2) meetings; one at the J Avenue Water Plant to discuss both Water Plant Facilities, and the other at the WPC Facility. Yes, the meetings can be held prior to May 11, 2018 if the audits are completed, or the following week if necessary. (Please note that the J Avenue Water Audit must have the Inspection complete prior to May 15, 2018 in order to meet the 3-year anniversary date of prior audit.)

The Purchasing Services Division will accept written questions regarding the Request for Proposal until 3:00 p.m. CST on Wednesday, March 7, 2018. Fax (888) 815-3659 or e-mail (r.johnson2@cedar-rapids.org) all questions to Rebecca Johnson. Any and all questions will be responded to in the form of written addenda to all Proposers. All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment C). The deadline for proposal submittal is Wednesday, March 21, 2018 before 3:00 p.m. CDT.