



**ADDENDUM #1**  
**REQUEST FOR PROPOSALS**  
**No. 2015-001**

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**Effective:** August 18, 2014

**Project:** Stormwater Data Update for BMP Facility & Drainage GIS Data Layers

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This first (1<sup>st</sup>) Addendum contains all Offeror's questions and the City's answers thereto, which were asked at the Pre-Solicitation Meeting and/or submitted in writing, for the above referenced project. Questions are not necessarily in the order asked and/or submitted.

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**Q-1: Could you provide a summary for the LiDAR data that Gaithersburg will have available for this project?**

A: The LiDAR data that Gaithersburg will have available was provided by MNCPPC (The Maryland-National Capital Park and Planning Commission).

**Q-2: Regarding the LiDAR data that Gaithersburg will have available for this project, what is the point density of the LiDAR data?**

A: The average point density is 1.2 points per square meter and the average point spacing is 3 feet.

**Q-3: Regarding the LiDAR data that Gaithersburg will have available for this project, what season was the LIDAR data acquired?**

A: The data was captured during the winter months on December 27-28, 2013 and January 7, 2014. As a result, the LiDAR data was collected during leaf-off conditions.

**Q-4: Regarding the LiDAR data that Gaithersburg will have available for this project, is the LiDAR data currently publicly available?**

A: To the City's best knowledge, the LiDAR data is not currently publicly available; however, it is possible that the data is available, or will be made publicly available in the future.

**Q-5: Is the ESRGC LiDAR data (the 2013 .las class point cloud data for Montgomery County) the same data that you refer to in the proposal?**

A: Yes, ESRGC's "2013 .las classified point cloud" data is the same LiDAR data referred to in the RFP.

**Q-6: Does the City have a sense of the number of BMPs in need of delineation versus verification?**

A1: As of August 1, 2014, there are 515 BMPs and 470 BMP drainage features in the City's stormwater database.

A2: Approximately 10% of the current BMP drainages (46 features) have corresponding BMP IDs.

A3: While the current BMP drainage boundaries can serve as a preliminary reference, the City anticipates that most BMPs will need delineation of a corresponding BMP drainage area.

**Q-7: What is the intent of the Stormwater Plan data layer of plan boundaries?**

A: The City intends to receive a complete Stormwater Plans Data layer where the Contractor creates Stormwater Plan boundary polygon features, even for those plans that are already fully represented in the jurisdiction's Stormwater infrastructure feature datasets and that already have drainage areas delineated for all BMPs on the plan (i.e. recording every Stormwater plan in this dataset).

**Q-8: By what method were the existing BMP drainage areas delineated?**

A1: The existing BMP drainages were originally delineated by a consultant over ten years ago. Documentation on the methodology used is not available.

A2: The existing BMP drainage areas database is maintained and updated by City staff, by georeferencing recent engineering plans for which drainage area information is available.

**Q-9: Will it be the Contractor's responsibility to create BMP or Outfall drainage area polygons by other methods when both GIS data and existing engineering records are not sufficient to do so, such as field verification? Or should we delineate the drainage areas with the best GIS resources available and identify the accuracy we feel is adequate?**

A: No field verification is necessary as part of this RFP. Please see Section 6, Part II.C of the solicitation document. The contractor is responsible for addressing data gaps in the delineation methodology by suggesting alternative methods. A descriptive confidence/accuracy level field will provide information about the data quality for each polygon.

**Q-10: The City is requesting a task for delineating all outfall drainage areas, even though the sample dataset showed that they already have outfalls delineated. By what process were these drainage areas delineated?**

A1: The existing outfall drainages were originally delineated by a consultant over ten years ago. Documentation on the methodology used is not available.

A2: The existing outfall drainage areas database has not been maintained.

**Q-11: The City is requesting a task for delineating all outfall drainage areas, even though the sample dataset showed that they already have outfalls delineated. How many outfalls will need delineation vs. verification of existing drainage area?**

A1: As of August 1, 2014, there are 794 outfalls and 211 outfall drainage areas in the City's stormwater database.

A2: All outfall drainage areas do not have the corresponding outfall ID attribute populated.

A3: The City anticipates that most of the outfalls will require drainage area delineation.

**Q-12: Who will be responsible for obtaining the GIS data necessary to complete the delineations for those drainage area boundaries where some portion falls outside the City limits?**

A: The City will be responsible for providing any necessary GIS data that is available (both within and outside the corporate limits of the City of Gaithersburg).

**Q-13: Will all the LiDAR data points have ground returns?**

A: No, not all the data will have ground returns. The number of data points for specific return type will vary.

**Q-14: Are GRID products available based on the LiDAR dataset?**

A: Yes, both DEM (digital elevation model) and DSM (Digital surface model) datasets will accompany the LiDAR data. These raster datasets have 4-foot cell sizes.

**Q-15: Regarding the data products derived from LiDAR that Gaithersburg will have available for this project, were these data products generated incorporating hydrologic considerations and accounting for road surfaces and such?**

A: City staff is not aware of all the specific processes that went to build the products. Any documentation that came with the data from MNCPPC will be provided to the Contractor.

**Q-16: Will georeferenced plans be made available to the Contractor?**

A: Yes, the City will provide available georeferenced plans to the Contractor.

**Q-17: What estimate do we have on georeferenced plans?**

A: The City does not have an accurate estimate of the number of georeferenced plans; we will provide what is available. Our best estimate is that less than five percent of BMPs have georeferenced plans.

**Q-18: Of the BMPs that have associated engineering plans, how many have drainage areas delineated already?**

A: The City does not have an accurate estimate of the number of BMPs with an associated drainage area derived from engineering plans. Our best estimate is that less than five percent of BMPs have a confirmed associated drainage area.

**Q-19: Will georeferenced engineering plans be delivered to the Contractor electronically?**

A: Yes, all engineering plans and engineering records to be used for this project will be delivered electronically.

**Q-20: What is the resolution of all electronic files to be used for this project?**

A: The minimum resolution for these files will be 300 dpi.

**Q-21: Can you provide a description of the quality and type of the engineering records?**

A: Examples of engineering records quality and type range are:

- Blueprints which are several decades old; and
- Mylars created within the past few years.

**Q-22: How will the existing BMP file data be provided? Only the final design plans or as-builts? Or will the data include all previous designs and site information to look through?**

A: The existing BMP file data will be provided in various formats. City engineering records consist of the best available information; for example, in some cases as-builts may be available, while in other cases only a site plan is available. Additional background information such as correspondences or computations may provide additional information.

**Q-23: Can a representative sample of the engineering records to be used for this project be provided?**

A: A representative sample of the engineering records to be used for this project has been provided on the City's procurement website.

**Q-24: Is verification of all attribute fields part of this RFP's scope?**

A: Please refer to Section 6.4, Part I, A.II on pages 18-19 in the RFP.

**Q-25: Will the Contractor receive a comprehensive list of BMPs?**

A1: A comprehensive list of the BMPs available in the GIS database is to be provided to the Contractor.

A2: The GIS database to be provided to the Contractor will include some facilities that were never fully implemented; the stormwater plans for these facilities will be captured in the stormwater plan layer, but excluded from further analysis.

**Q-26: In terms of the "Status" field in the BMP data class, will field verification be conducted by the Contractor, or by the City?**

A: Any necessary field verification will be conducted by City staff.

**Q-27: As referenced on page 19, Section 6-4, Part I, C, if stormwater database features such as inlets, outfalls, manholes, and pipes are missing, is the Contractor responsible for collecting this information? If not, what is the Contractor responsible for?**

A1: The Contractor is not responsible for collecting this information.

A2: The Contractor is responsible for populating the “Stormwater Plan” layer and generating a plan boundary to address the extents of the available data. Additionally, the Contractor is to populate an attribute field to note the missing information.

A3: If the Contract includes the optional task for outfall drainage update (Section 6.4, Part III), the Contractor is responsible for creating missing outfalls.

**Q-28: In terms of the water quality, water quantity, and recharge data to be populated as part of this RFP’s scope, is this information available on the electronic files to be supplied by the City?**

A1: Water quality, water quantity, and/or recharge data will be supplied to the Contractor as available in the form of engineering records, including, but not limited to: engineering plans, related correspondence, and computations.

A2: The Contractor is responsible for reviewing available data and populating the required GIS layers.

**Q-29: Will the electronic files to be supplied by the City be delivered in an organized folder structure categorized by a unique BMP ID, or will the Contractor be required to categorize the electronic files and determine the BMP ID for each electronic file?**

A: The electronic files to be supplied by the City will be delivered in an organized folder structure categorized by a unique BMP ID.

**Q-30: Part III on page 20 is listed as optional. Should pricing be supplied separately?**

A: Yes, the price for Part III must be provided separately in the submitted proposals.

**Q-31: Part III on page 20 is listed as optional. Will the technical approach be similar to the BMP delineation?**

A: Yes, the technical approach will be similar to BMP delineation. Similar to the BMP delineation process, the Contractor will work with the City to adjust the process as necessary for the outfall delineation.

**Q-32: Are there preferred file formats for the georeferenced images created by the Contractor?**

A: Yes. Based on the original plan file formats, .tiff (first choice) and .jpeg file formats would be preferred.

**Q-33: Does the optional outfall task follow the same schedule as the rest of the project?**

A1: Due to the similarities in process with the main scope of the project, it is recommended that this optional outfall task be completed in parallel to the overall project schedule.

A2: The optional task may be completed after the deadline listed in the RFP. The deadline for this task, if applicable, will be approved by the City prior to the project issuance.

A3: The BMP drainage area delineation must be delivered by the deadline provided in the RFP.

**Q-34: What is the significance of the November 26th deadline in the RFP?**

A: This project is part of a bigger analysis/project. This task is on a critical and time-sensitive path and cannot be delayed.

**Q-35: Section 6.4, page 20 makes reference to the Contractor providing an accuracy and confidence level for the created data features. Please provide more information about the type of information expected by the City.**

A: Based on the developed methodology, the Contractor is expected to provide a descriptive accuracy/confidence level that provides adequate information about the quality of each data feature. The data quality is essential to future data analyses to be performed by the City.

**Q-36: Regarding the BMP drainage delineation, will the delineation be performed for what the BMP is designed to treat, or for the entire drainage area going to the BMP?**

A: The drainage area delineation must be completed for the treatment being provided by the BMP. In cases where the treatment level is not available in the engineering records, the entire drainage going to the BMP will be delineated. The City intends to have one-to-one relationships between BMPs and Drainage Areas; that is, each individual BMP requires a single associated drainage area that is the best possible representation of the treatment area.

**Q-37: How many engineering records do we have?**

A: Each of the 515 BMPs has an associated plans folder. Most BMPs have five or less associated records; however, a few rare BMPs may have no associated records, while larger development plans may have twenty records covering entire neighborhoods.

**Q-38: Under Section 8.1, Part A, II, does the “summary chart” count towards the five (5) pages limit?**

A: No, the “summary chart” will not count towards the five (5) pages limit.

**Q-39: Does the City have Disadvantaged Business Enterprise or Minority Business Enterprise requirements for this project?**

A: The City does not have any Disadvantaged Business Enterprise (DBE) or Minority Business Enterprise (MBE) requirements for this solicitation.

**Q-40: Is there a limit to number of team members that we can use on this project?**

A: No, there is not a limit to number of team members that can be used on this project.

**Q-41: In the Contractor’s analysis of the City’s engineering records, what is the City’s requirement in reviewing the BMP’s position as shown in the GIS data?**

A1: If there are any positional errors with the BMPs, the location would need to be updated in the GIS data.

A2: Any new BMP locations will be added to the GIS data.

**Q-42: Will the contractor receive a full set of GIS data at the beginning of this project to work from?**

A: Yes, the City shall provide the Contractor with a file geodatabase to work from. The final deliverable shall be in the file geodatabase and include modified versions of the original data.

**Q-43: Will a copy of the sign in sheet be made available?**

A: Yes, an electronic copy of the sign in sheet has been made available on the City's procurement website.

**Q-44: Where will information regarding this RFP be available?**

A: All information regarding this RFP will be made available on the City's procurement website.

**Q-45: Is a budget available?**

A: An internal budget has been established, but cannot be disclosed at this time. The City has set aside sufficient funding for this project.

**Q-46: Was this RFP's scope prepared with input from neighboring jurisdictions?**

A: This RFP was developed based solely on the City's needs.

**Q-47: When will Offerors be notified of either award or non-award?**

A1: This project is tentatively scheduled to begin in mid-September.

A2: Notices of Award or Non-award will be provided to all Offerors when they are available.

A3: It is the City's intent to post these questions and answers prior to the answers deadline provided in the RFP (August 18th).

**Q-48: Are the outfalls limited to 36" in diameter or greater?**

A: No, there is no limit to the subject outfall sizes.

**Q-49: What are the smallest drainage areas expected? Will the new LIDAR information be accurate enough to delineate those drainage areas in ArcHydro?**

A1: The smallest drainage areas expected are those associated with environmental site design (ESD) techniques, such as bioretention facilities and other small-scale practices.

A2: We expect the Contractor will provide multiple suggestions on how to best approach and utilize different tools for drainage area delineation, such as employing ArcHydro based on the data's strength and limitation.

**Q-50: If the City requires an interview, how much will the interview be worth with respect to the written proposal?**

A: If the City performs the interviews, only the final candidates will be invited. Any concerns raised during the proposal review will be asked and the significance of raised concerns will determine how critical each answer provided during the interview weights.

**Q-51: If the drainage area shown on the plans conflicts with the terrain/sewer shed information, which one takes priority?**

A: Any dataset that best reflects the existing ground conditions will take priority. In cases with varying degrees of conflict between the datasets, the Contractor would need to develop reasonable approaches, which will be discussed with and approved by the City.

**Q-52: Part 1 C indicates that city staff will update the missing features (page 19). Would this be done prior to optional task part III A, which includes missing outfalls?**

A: City staff will update the missing features at a later time. If optional task Part III A is included as part of the contract, the Contractor will be responsible for creating outfalls and their associated outfall drainages.

**Q-53: Is it acceptable to use an offshore subconsultant for data conversion in an effort to reduce the cost of this project?**

A1: No, the City does not allow an offshore subcontractor for this project. However, the Contractor may, at its own expense, hire or subcontract with other competent professional personnel to fulfill its obligations under the Contract; however, doing so shall not: relieve the Contractor from its obligations under the Contract, or change the terms and conditions of the Contract.

A2: Any and all physical documents provided to the Contractor by the City, shall not leave the Contractor's premises without the prior written consent of the City.

**Q-54: Is there additional information related to the following items; a. Estimated linear feet of pipe in the system, and b. Estimated number of inlets and manholes in the system?**

A: As of August 14, 2014, the sum of the linear feet of pipes in the GIS system is 769,474 feet, the number of inlets is 5,447, and the number of manholes is 2,233.