Addendum No. 1
Contract No. GLWA-CS-231
Systems Control Operational Services

This addendum is hereby made part of the Request for Proposal for the above-named project and shall be taken into consideration by all firms preparing a submittal on this project. Acknowledge receipt of this addendum must be notated on Appendix A for this solicitation.

**ATTACHMENTS (additional documents added)**

Attachment 2

**RESPONSE TO QUESTIONS**

Question 1: Due to the nature of the work and federal and state employment requirements, prior similar contracts from the Authority have provided Cost Information Sheets that requested rates for regular work hours, overtime work hours and holidays. Is it the intention for GLWA to have the contractor provide one rate for all of these situations?

*Response 1: Consultant should provide Overtime and Holiday Rates with the proposal. (See attachment 2)*

Question 2: The Operational Support Engineer qualifications are extensive. Is this a senior level position? Is there a minimum number of years experience required?

*Response 2: No, this is not a senior level position. Minimum experience for this title would be three years with the knowledge of hydraulic modeling and GIS.*

Question 3: Are the services requested in GLWA-CS-231 replacing existing support resources, or adding additional capacity to the current team? If replacing existing resources, are the existing resources GLWA employees or employees of a Vendor?

*Response 3: The intention of this contract is to replace existing contract and the existing resources are the employees of a vendor.*

Question 4: What are the salary bands for internal GLWA resources performing these roles?

*Response 4: It is responsibility of the contractor to determine appropriate salary levels for this contract.*

Question 5: The request mentioned that resources with GLWA experience are preferred. Does GLWA have specific resources that they would like the winning Vendor for GLWA-CS-231 to hire (for example, a retiree or former employee of GLWA)?
Response 5: Any experience with water and sewer system is acceptable. GLWA will not determine which employees the vendor should hire, however, GLWA reserves the right to determine which employees are acceptable.

Question 6: Minimum requirements are listed for the Operational Support Engineer, but not for the other roles. What are the desired years or experience or other qualifications for the Process Control Center Operator? What are the desired years or experience or other qualifications for the Process Control Center Supervisor? What are the desired years or experience or other qualifications for the Water Plant Operator/SWPO Trainee?

Response 6:

**Essential Job Function for the Process Control Center Operator:** Monitor gauges measuring pump, vacuum, instrument and service air pressure, hydraulics; suction and discharge elevation; reservoir and weir elevation, and discharge valve positioning; and troubleshoot problems. Direct startup and stopping of pumps in accordance with the load demand. Vary pump rates in accordance with demands of distribution and treatment operations. Perform minor repairs to equipment, request repair and generate work orders for maintenance service as needed. React to emergency situation and notify the appropriate personnel immediately of emergency situation and obtain necessary assistance. Coordinate control systems functions with other systems operations staff. Apply the capabilities, application, policies, procedures and protocol of process control system administration. Set up process control console and peripheral units in accordance with instructions. Monitor, control and interpret water pumping and distribution, wastewater collection and water or wastewater treatment processing equipment status by the use of graphical objects displayed. Accumulate process operation data and use historical and current process trends to initiate process control changes as conditions warrant. Enter data to generate daily reports and operating logs. Perform shift work which includes all day, afternoon, night, weekend and holiday assignments. Wear personal protective equipment (PPE). A valid Michigan Driver’s License and the ability to drive a motor vehicle on all terrain. Follow security and safety policies and procedures in carrying out work duties. Provide on the job training.

**Essential Job Functions for the Process Control Center Supervisor:** Monitor gauges measuring pump, vacuum, instrument and service air pressure, hydraulics; suction and discharge elevation; reservoir and weir elevation, and discharge valve positioning; and troubleshoot problems. Direct startup and stopping of pumps in accordance with the load demand. Vary pump rates in accordance with demands of distribution and treatment operations. Perform minor repairs to equipment, request repair and generate work orders for maintenance service as needed. React to emergency situation and notify the appropriate personnel immediately of emergency situation and obtain necessary assistance. Coordinate control systems functions with other systems operations staff. Apply the capabilities, application, policies, procedures and protocol of process control system administration. Set up process control console and peripheral units in accordance with instructions. Monitor, control and interpret water pumping and distribution, wastewater collection and water or wastewater treatment processing equipment status by the use of graphical objects displayed. Accumulate process operation data and use historical and current process trends to initiate process control changes as conditions warrant. Enter data to generate daily reports and operating logs. Perform shift work which includes all day, afternoon, night, weekend and holiday assignments. Wear personal protective equipment (PPE). A valid Michigan Driver’s License and
the ability to drive a motor vehicle on all terrain. Follow security and safety policies and procedures in carrying out work duties. Provide on the job training.

**Essential Job Functions for the Water Plant Operator/ SWPO Trainee:** Monitor gauges measuring pump, vacuum, instrument and service air pressure, hydraulics; suction and discharge elevation; reservoir and weir elevation, and discharge valve positioning; and troubleshoot problems. Direct startup and stopping of pumps in accordance with the load demand. Monitor, interpret water pumping and distribution, wastewater collection and water or wastewater treatment processing equipment status by the use of graphical objects displayed. Accumulate process operation data and use historical and current process trends to initiate process control changes as conditions warrant. Enter data to generate daily reports and operating logs. Perform shift work which includes all day, afternoon, night, weekend and holiday assignments. Wear personal protective equipment (PPE). A valid Michigan Driver’s License and the ability to drive a motor vehicle on all terrain. Follow security and safety policies and procedures in carrying out work duties. Provide on the job training.