

July 18, 2018

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SERVICES
ALCOSAN WEBSITE DESIGN**

ADDENDUM NO. 02

All Consultants submitting under the Request for Qualifications (RFQ) for the referenced procurement shall read and take note of this Addendum. The Documents for this procurement are hereby revised and/or clarified according to this Addendum.

Acknowledgment of RFQ Addendum: The acknowledgment attached to this Addendum is to be signed and attached with the Offeror's submittal.

Suzanne Thomas
Procurement Officer
ALCOSAN

Consultant Acknowledgement

Date

July 18, 2018

**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SERVICES
ALCOSAN WEBSITE DESIGN**

ADDENDUM NO. 02

DRAWINGS/FORMS

1.

PRE-BID MEETING

The Informational Meeting is scheduled for 1:00 pm on July 24, 2018, at the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233. After this meeting, another addendum will be issued with the questions and answers from the meeting.

The following Questions were submitted under this procurement. This addendum is hereby incorporated into the referenced procurement.

1. Can this be done remotely or do we need to have the team members to be on site?
 - a. You do not need to have staff onsite but you will need to attend periodic meetings.
2. Looks like we need to submit 10 copies of the solicitation mailed to them. We need to work on logistics on this.
 - a. That is an RFQ requirement.
3. There will be a meeting at Pittsburgh to answer our questions. Are we planning to attend this session or can we dial into a conference call.
 - a. Attendance is not required but there will not be a conference call or live streaming.
4. How are we going to submit, like is it Prime and Sub combination?
 - a. You may submit in any combination you would like.
5. Another questions under Section F of RFQ document: "The Consultant shall be required to utilize minority, disadvantaged, women and service disabled veteran business enterprises to the fullest extent possible." Can we bid with this condition.
 - a. This is a requirement and you will be evaluated on how you integrate MBE/WBE/SDV firms.
6. Whether companies from Outside USA can apply for this? (like,from India or Canada)
 - a. This is a publicly-funded agency so we have a Buy USA preference.

7. Whether we need to come over there for meetings?
 - a. Yes.
8. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
 - a. This is a publicly-funded agency so we have a Buy USA preference.
9. Can we submit the proposals via email?
 - a. No.
10. Can you elaborate on what type of database or platform the lists will need to be synced to?
 - a. As of now, the only database is a Zoho database. Others might be added as we determine needs for other departments.
11. Can you explain more about the Municipal portal?
 - a. The municipal portal is a password protected area that has documents and maps, along with other sensitive material for our municipal/government customers. Currently, the municipal portal is an EDM product, and will be transferred over to a Sharepoint site soon. We will be having internal discussions as to whether it will be redesigned as part of this project.
 - Will this need to be designed as well? Please see above
 - What platform does the current platform use? Please see above
 - What activities are part of the portal? How do the municipalities use it? Please see above
12. For maps, are they interactive? If so, to what extent?
 - a. We would envision that maps, as we use them, would be interactive – either Google or GIS.
13. Do you envision the site map staying relatively the same? Are you open to suggestions?
 - a. We welcome suggestions to the content of the new site.
14. Is there a date you wish to have the new site launched by?
 - a. Preferably 2nd quarter of 2019. Schedule will be more specific in the RFP process.
15. Do you have a desired budget for this project?
 - a. ALCOSAN has not assigned a budget yet.
16. The RFQ references “an ability to electronically submit forms to database(s)”. Are you seeking to connect form submissions to existing databases and/or 3rd party platforms? If yes, can you please provide more details on this functionality. Alternatively, do you want form submission data on the new website to be accessible via a new database that is tied

to the primary website platform?

- a. Currently, ALCOSAN has a Zoho platform database for certain forms. Others are internal. The plan is to assess our internal needs for form databases by division, and determine whether we need internal or external databases.

17. The RFQ references “a password-protected area for municipal customers”. It appears as though this functionality exists on the current website via this link <http://municipalities.alcosan.org/portal/site/Municipalities>. As part of this website project, are you seeking to design + develop a new environment for municipalities? If yes, can you please provide the feature/function of this area? Alternatively, are you just seeking a landing page where municipalities will enter the name/password, and then will be taken to the existing area?

- a. It has not been determined at this point whether the password protected area of the new website will be re-designed or not. The purpose of this section is to provide municipal officials access to sensitive data.

18. We recognize that ALCOSAN also operates another web property <https://3riversproud.com/> that is connected to ongoing public awareness, education and advocacy. Do you anticipate continuing to operate the 3 Rivers Proud website as a separate digital property, or do you intend to merge it (and its relevant content) into the new site as part of this project?

- a. We will not be merging the two sites; it is undetermined at this time the longevity of the microsite. The two will be linked however and could possibly share content.

19. The RFQ references that the “proposer shall demonstrate how they will work collaboratively with ALCOSAN on content”, while the initial Q/A (RFQ Addendum 01) indicates that ALCOSAN will be providing all content (imagery, text). Is it safe to assume that ALCOSAN is seeking content support from the selected agency... particularly as it relates to content strategy, tone/voice, messaging/headlines and overall editing - but using ALCOSAN source content as the starting point?

- a. We will be providing the majority of content but are open to suggestions as content is added to the new site.

20. The RFQ references anticipated functionality to include “Maps”. Can you please elaborate on the intended number of maps and their respective feature/function?

- a. Maps, at this point, would primarily be within the password-protected municipal area of the website. There is a possibility of them being used elsewhere on the site, but that is undetermined at this point.

21. Providing a return-on-investment for our clients is very important to us. While our creativity is not regulated by budgets, it is our normal procedure in qualifying opportunities to ensure there is a potential good fit between our capabilities, cost structure and process definition on one hand and the client's needs and investment expectations on

the other. Given the potential scope of work, it is important that we know what range of costs have been assumed by ALCOSAN for this project so as to scale our response appropriately. That said, what is the targeted/approved budget (or range) for the website redesign + development? (The RFQ's Evaluation of Qualifications Submittals/Selection Process section identifies "Ability to meet schedule and project budget")

- a. A budget for this project has yet to be determined.