

August 2, 2018

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

**ADDENDUM NO. 04**

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

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Consultant Acknowledgement

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Date

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**ADDENDUM NO. 04**

**DRAWINGS/FORMS**

1.

**PRE-BID MEETING**

The Informational Meeting occurred at 1:00 pm on July 24, 2018, at the ALCOSAN Auditorium at 3300 Preble Ave., Pittsburgh, PA 15233. Addendum 03 was 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. Is it compulsory to attend periodic meetings?
  - a. Yes.
  
2. It is mentioned in the Q&A that "we need to come over there for meetings " and "We do not need to have staff on site but we will need to attend periodic meetings." What is the frequency of periodic meetings, how often it will happen when the vendor has to attend these meetings?
  - a. There is no set schedule for meetings with the chosen vendor. They will happen as the project dictates.
  
3. Will the logged in area for Municipalities have any requirements outside downloading documents?
  - a. At this time, that is undetermined.
  
4. Can you verify the list or number of forms to be automated? Will forms be required to write to CRM or other databases?
  - a. At this time, the number of forms is undetermined. Yes, many of the forms will write to a database
  
5. Will Google Analytics be used to measure the new website, or another platform? Is reporting and tag management included in the work?
  - a. The expectation is that the winning vendor will recommend best practices for measurement

6. How many users access or use the portal, and what is the volume and frequency for the group? Are there any “heavy users” you have identified?
  - a. The site is not monitored for usage currently
  
7. What type of reporting is required for the municipal portal?
  - a. Any reporting will be done internally.
  
8. What functionality from 3RiversProud.com may also live on Alcosan.org? Has ALCOSAN considered linking the sites versus replicating content across both sites or would Alcosan.org link to 3RiversProud.com long-term?
  - a. Clean Water Plan Program updates
  - b. Plant Expansion updates
  - c. Regional construction updates
  - d. Events
  - e. Blog Alert Signup
  - f. SOAK Alert Signup
  - g. PUPs For Clean Water Signup
  - a. This is yet to be determined. There will be some crossover and we do expect to link the two sites, although the length of time 3RiversProud.com will be active is undetermined.
  
9. Do you intend to use current CRM tech platform (Zoho CRM) to manage user (municipal customer) registration to access the gated municipal portal on the website?
  - a. Not at this time, but that can be discussed. The MRO department is currently using Tower Metrix.
  
10. Related to social media integration, do you currently manage the ALCOSAN informational listings on Google and Google Maps?
  - a. No
  
11. ALCOSAN currently does not have an online HR/careers portal, do you have a preferred platform?
  - a. The expectation is that the winning vendor would make best practice recommendations.
  
12. Is it acceptable for ALCOSAN to receive team member bios instead of resumes in our response?
  - a. The resumes must conform to the requirements of the RFQ.
  
13. Would you be interested in Drupal 8 CMS implementation for this project? Or do you have any specific CMS preference?
  - a. This was previously answered under previous addenda.

14. What are the challenges you are facing with the current website?
  - a. Please refer to the scope of work
  
15. How many end users/content owners? Is there a content owner for each municipality? 83 total content owners + admins?
  - a. Content is completely provided internally
  
16. Is the UX user design part of the scope or will client provide these resources?
  - a. We are expecting the winning vendor to provide the necessary resources to assist in designing and implementing a fully functional site.
  
17. How many assets on current site? include web pages, video, pdf, etc.
  - a. Content on the current site will be determined internally
  
18. Do you want to migrate existing content into new site?
  - a. Please see above responses.
  
19. Can vendor development team be remote or offshore?
  - a. As a public agency, ALCOSAN has a Buy USA requirement. Plus, the winning bidder will be expected to attend face-to-face meetings.
  
20. Can vendor facilitate project management updates via webex?
  - a. ALCOSAN prefers the meetings be in person.
  
21. - For initial discovery and architecture, vendor resources will be onsite, is this acceptable?
  - a. ALCOSAN expects staff to be onsite part of the time.
  
22. Is there a requirement for single sign and/or Active Directory integration?  
Where is the current site hosted? Would you be interested in cloud hosting?
  - a. The current site is hosted internally. We will determine hosting at a later date
  
23. We are MBE certified by GMSDC - Georgia Minority Supplier Development Council, will you be considering us as a MBE or will you only consider PA based Certifications? Please confirm.
  - a. As long as the certification does not include self-certification, we will accept it.
  
24. Can you please provide more information on this requirement - "Interactive portal for Municipalities"
  - a. Please see previous addenda.
  
25. Is there a budget established for this project? Is the administration and web hosting included in the budget?
  - a. Please see previous addenda.

26. What is the target start and go-live date?
  - a. Please see previous addenda.
27. What are the total number of staff that will require training? Approximate breakdown of responsibilities would be useful (administrators, content contributors, etc.)
  - a. No more than 5
28. How many levels of credentials (eg. content writer, editor, manager, administrator) are expected for site management?
  - a. Full level for all credentials
29. Do you require the vendor to support and maintain the website after it has been hosted successfully?
  - a. No
30. How much of a role do you plan on playing in the creative process?
  - a. Please see previous addenda.
31. Bandwidth Usage Per Month and can you share the site traffic details?
  - a. Site is not currently monitored for traffic
32. Pertaining to section 5.0 of the RFP (Evaluation of Qualifications Submittals/Selection Process), we noticed the “ability to meet schedule and project budget” is one of the criteria used for evaluation. Since this is request for qualifications (RFQ) and not a request for proposal (RFP), which typically includes project timeline and cost, can ALCOSAN remove this, given that submitter are not providing ALCOSAN website project specific information at this phase?
  - a. The case histories you provide should show that you met budget and schedule.
33. In additional to the five past performance references, can we submit additional entries if they are relevant?
  - a. The RFP has asked for five case histories.
34. Regarding tabbed section 1 that’s to be submitted (Firms/ experience/past performance / References), we kindly request for ALCOSAN to allow us exclude “Total Fees” information. Given that ALCOSAN does not want submitters to provide preliminary estimates for this project, we believe providing cost associated of past projects may shift the evaluators focus from our qualifications to our qualifications+ past fees.
  - a. The RFQ requires the total contract value of the case histories provided. This is not a reflection of what our contract would cost as each contract has different requirements.