March 26, 2025

REQUEST FOR QUALIFICATION (RFQ)
PROFESSIONAL SERVICES
WEBSITE DESIGN UPDATE

ADDENDUM NO. 02

All Consultants submitting under the Request for Qualification (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.

Procurement Officer
ALCOSAN

_____   _____

Consultant Acknowledgement   Date

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REQUEST FOR QUALIFICATION (RFQ)
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WEBSITE DESIGN UPDATE

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QUESTIONS

The following Questions have been submitted under this procurement.

1. We are interested in responding to this RFQ and would like to confirm whether the following experience is mandatory. While we have extensive experience in design and redesign, we want to ensure that meeting this specific requirement is essential for eligibility. *"Familiarity with, or demonstrated understanding of, wastewater treatment or clean water initiatives."*
   a. This is not a mandatory requirement for the graphic design and technical development of the site, but it is a "nice to have" in terms of the personnel who would be on the project team to develop the messaging and copy writing for the high-level content on the site. Not having this experience does not exclude a vendor from consideration.

2. You are asking for 5 examples of our experience. Due to NDAs, we have in place with the majority of our customers. [How do we give this information under this procurement?]
   a. You are able to say "Confidential Client" and give as much information within the NDA requirements. You are reminded to use the SF 330 when putting together project examples.

3. It appears that we may not meet the minority business qualifications outlined in the solicitation. Would we still be eligible to submit a proposal and be considered for this opportunity, or would our non-qualifying status make us ineligible to proceed?
   a. You would still be eligible to bid. There are many ways to meet the requirement. We have suppliers, CADD and other support vendors. If you need assistance in identifying some firms, please contact us.

4. The RFQ mentions the completion of form SF 330, are we able to submit this form as a separate attachment with our submission? Or do we need to include this form within one document?
   a. The SF 330 is the submission. Resumes should be submitted using Part E. Case histories should use Part F, and so on. There should not be additional pages other than those listed in the RFQ.

5. In reference to: *Ability to electronically submit a variety of forms directly to database(s).* Would the new website need to feed form submissions into the current databases that are in place, or would it be ok to store form submissions in a new database, such as storing them in the admin area of a CMS?
    a. The form submissions will integrate with Zoho, which will remain in place.

6. In reference to: Provide a password-protected area for municipal customers - Would this be a brand-new password protected area for customers, or would it link to the existing one?
    a. It will be a new area built in the same CMS as the public site.

7. If it is a brand-new area what are some of the functionalities and types of content a customer would see in this area?
    a. Documents, drawings, maps would reside in this area.

8. Would it be necessary to migrate current municipal customer accounts (usernames, passwords, and other account data) over to the new password protected area? If so, approximately how many accounts are there?
    a. Approximately 100 accounts.

9. In reference to: Maps - Can you explain what functionalities and content a user would need to be able to see and do with the maps?
    a. Maps are simply displayed on-screen in an iFrame from another source.

10. In reference to: Content Management System - Is there a preference for CMS? Does it need to be .Net or PHP?
    a. It could be either .NET or PHP, and there is no preferred CMS. Ease of use, reliability, cost, and security will be considered.