



CITY OF PROVIDENCE, RHODE ISLAND

Department: Providence Water

RFP Title: Project Management Software RFP

Opening Date: 09/29/2022

Addendum #: 1

Issue Date: 09/19/2022

The purpose of this addendum is Providence Water is issuing this Addendum 001 to answer questions and provide additional information regarding the RFP for Project Management Software RFP.



PROVIDENCE WATER

Project Management Software

ADDENDUM NO. 1

The following changes, revisions and/or supplemental information, as applicable, are hereby issued as Addendum No. 1 in connection with the rfp issued for Project Management Software

This is a two (2) page addendum, excluding attachments. Contact Christian Lopez at (401) 521-6300 ex. 7253 or via email at christianl@provwater.com if you do not receive this addendum in its entirety. Include an acknowledgement of receipt of Addendum 001 in your signed cover letter of your Proposal.

Providence Water is issuing this Addendum 001 to answer questions and provide additional information regarding the RFP for Project Management Software RFP.

The following questions were asked regarding this project. Please refer to the ***bolded and italicized*** text for Providence Water's response:

1. Could you please identify the number of employees in the Providence Water department that intend to use this tool? ***PW initially intends to utilize this software for up to 30 PW Employees, PW may decide to expand the use of this software to a larger group and would like the proposer to provide alternate pricing for doing so if it is different than what is being initially proposed for the initial setup. (Per user rates vs. unlimited users lump sum.***
2. In order to more accurately quote the training, consulting and license needs, please provide a high-level breakout of the users' roles. For example, how many users work in each of the following areas:
 - a. How many work with cost management? ***Approximately 10 employees would fill this role.***
 - b. How many work in field management? ***Approximately 10 employees would fill this role.***
 - c. How many are officials and require read-only and/or ability to approve business processes? ***Approximately 10 employees would fill this role.***
 - d. Approximately how many 3rd parties (architects, Contractors, Consultants)? ***There likely will be a significant number of 3rd parties utilizing this software, for planning purposes PW estimates approximately 30 individuals may fill this role, again this number may increase should PW roll out this software to a larger group.***
3. On the Invitation to Propose the document states "No proposal may be withdrawn for a period of ninety (60) calendar days subsequent to the opening of proposals." Is the window 60 days or 90 days? ***Sixty (60) Days.***
4. Section 1.02 Scope of Work, Item C states "Optional Training Proposal (Training of software and assistance with configuration/ setup of projects)." Is PW looking for the proposer to assist in data migration of projects identified by PW? If so, approximately how many projects would that be? And does that data migration include Budgets, Contracts, Change Orders and Invoices? Is there other data to be migrated to the new system? ***PW does not currently utilize project management software, data migration would be minimal if any. The successful proposer will train PW personnel on how to start a new project, how to set up new project budgets, contracts, invoices, shop drawings, etc. PW would also like on call services available should PW personnel need further assistance utilizing the software.***



5. Since proposals are due in hard copy, will the City please extend the "Date to be opened: by one week to 10/6/2022? Logistics for signing in ink and preparing for shipping and timely delivery can take up to 5 business days. ***An extension will be accepted, the due date is now Tuesday 10/11/2022. One week extensions are not allowed by the city and therefore that is why the extension is for two weeks.***
6. Can you give an approximate number of projects you have per year which makes up the \$35M annual Construction Budget? ***15-20 a year.***