

ECUA RFP NO. 2018-02

Management Audit

(January 8, 2018)

ADDENDUM NO. 2

This addendum forms a part of the RFP Documents and clarifies the original RFP Document, dated December 14, 2017, as noted below. This addendum consists of two (2) pages.

1. Question Received: Section 2.A states that the “analysis will also involve an evaluation of existing policies and procedures.” Does ECUA have existing written policies and procedures for each aspect of the scope of work?

Response: ECUA currently has written policies and procedures for the majority of the various aspects included in the scope of work.

2. Question Received: Please define “fees for capacity impact.”

Response: ECUA adopts and assesses capacity impact fees for new connections for both the water and wastewater utility system.

3. Question Received: Please clarify whether the review is “engineering” standards only and not other standards related to operations, maintenance or other areas.

Response: The focus for this management audit process is solely for the engineering standards.

4. Question Received: Please confirm whether ECUA has adopted construction standards. If so, are these standards included in the review?

Response: ECUA has adopted construction standards applicable to system extensions and related system components. However, the details of these construction standards are not a focus of this audit.

5. Question Received: Please clarify what “financed improvements for customers” means (does it mean impact fee improvements and/or CIP or some other definition?).

Response: ECUA finances certain activities for customers including impact fees, sewer connections, and repairs to sewer laterals.

6. Question Received: Please confirm that the Sanitation Department review is limited to the employee turnover situation and that the Sanitation Department is not to be within scope for other tasks.

Response: This particular review topic is limited to the situation associated with employee turnover and retention.

7. Question Received: What is the timeframe/duration of the Management Audit (how many years will the Management Audit cover)?

Response: The Management Audit is intended to assess the current state of the identified issues. ECUA conducts the management audit process every five years.

-END OF ADDENDUM NO. 2-