

**CITY OF WINTER GARDEN**  
**Radio-Read Water Meter Replacement Project**  
**RFQ 16-003**

**ADDENDUM “2”**

The following changes have been made to the submittal guidelines for RFQ 16-003, Radio-Read Water Meter Replacement Project:

Page 1, Invitation to Submit

- The double meter box lid size is 15” x 17” (*not* 15” x 7”).
- Only those workers who will be installing water meters, MXUs, and training staff to perform inspections are required to hold up-to-date FDEP Water Operator Licenses Class III or higher. Those workers who will be digging out meter boxes, replacing sod, and replacing meter lids or boxes are *not* required to be licensed.
- Any damage to a resident’s plumbing, including the irrigation system, will be the responsibility of the contractor.
- The selected contractor will be required to complete a bid form.
- The City reserves the right to decline to offer a contract to the selected contractor.

Page 3, Selection Criteria

Under “Understanding of Project and Project Requirements”:

- Present the information requested in the form of a narrative. Be as detailed as possible in your description of your understanding of the nature of the project and of the scope of work.

Under “Project Approach and Method”:

- Provide as much detail as possible in the form of a narrative on the methods or procedures you plan to employ in carrying out the project. For example, describe how the project might inconvenience neighborhoods and residents and how you propose to minimize those inconveniences.

Under “Experience and Ability”:

- Not all field workers will be required to hold an up-to-date Class III or higher FDEP Water Distribution Operator License – only those who will be installing water meters, MXUs, and training staff to perform inspections.

- The third requirement listed – “demonstration of engineering services” – is no longer required and is removed from the RFQ.
- List the experience of team members with similar projects and describe whether these projects were successfully completed.

Under “Past Performance”:

- Submitters will *not* be required to demonstrate performance of the team in the following area: “Experience in coordination/facilitation of multi-party consensus-driven processes.”
- Revise the third item listed as follows: “Past or present experience of the proposed project manager on projects of this type with a statement of relevance for each cited ~~water main reclamation plant project~~ water meter replacement project.”

Under “Team Location”:

- If the RFQ submitter is not located in Florida, please indicate where the staff will be located during the project. Please also provide contact numbers for the job superintendent and other staff members.

**RFQ submittals must acknowledge receipt of this addendum in writing.**

**If you have any questions, please contact  
Don Cochran, Assistant City Manager – Public Services,  
either by phone (407-656-4111, ext. 2263) or email (dcochran@cwgd.com).**