

**UTILITIES COMMISSION**  
**City of New Smyrna Beach, Florida**  
**200 Canal Street**  
**P.O. Box 100**  
**New Smyrna Beach, Fl. 32170-010**

February 19, 2020

RE: RSQ 17-20  
ADDENDUM **No. 1**

To prospective vendors:

The Utilities Commission is issuing the following addendum. **As such it becomes an integral part of the proposal and must be acknowledged by the return of this signed form, with your proposal form, acknowledging receipt of the addendum.**

1. Please provide the current strategic plan of UCNSB along with identified strategic projects on the roadmap.
  - The development of the roadmap will be the responsibility of the chosen vendor.
2. Please provide the total number of different functional areas. Ideally, an org chart would be helpful if readily available.
  - See attached organizational chart
3. Please provide the current system integration diagram with all relevant systems that will be part of this engagement
  - This will be provided to the chosen vendor.
4. Can UCNSB provide the type of meter system that is being used today (for both electric and water)?
  - We currently use Itron FCS (Field Collection System) for reading all electric and water meters. Approximately 72% of our meters are radio-read through ERTs, the remaining 28% are manually read.
5. Please provide the current headcount by department and level
  - This will be provided to the chosen vendor.
6. Has UCNSB done any employee and/or customer engagement surveys. If yes, please provide summary results of those surveys and overall recommendations coming out of those surveys.
  - This is not required for vendors to provide a statement of qualifications.
  -
7. What are some peer utilities that UCNSB typically benchmarks against?
  - OUC, FMPA members

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8. What is the current Grid and Water infrastructure modernization plan of UCNSB? Specifically, what scope items are being considered by UCNSB staff (DA, AMI, SA, TLM, ADMS, Asset Management, DER etc.)?
  - [These documents will be provided to chosen vendor](#)
  
9. On page 2 of the RFP the RSQ RETURN DEADLINE BY 2:30 PM: on Feb 25<sup>th</sup>. But on page 3 Submittals shall be mailed or delivered in a sealed package **clearly marked** on the outside with Professional Services – Modernization Plan RSQ Number 17-20, and due date (March 5, 2020, 2:30 P.M.). What is the final due date of the RFP?
  - [February 25, 2020 @2:30PM](#)
  
10. What benefits are of most significance to UCNSB (Safety/Reliability/Customer Experience/Affordability/Resiliency/Clean Energy Enablement etc.)?
  - [Please see our Mission, Vision and Values statement attached.](#)

***A Copy of This Signed Form Must Accompany Your Proposal***

**Acknowledgment of Receipt of Addenda No. 1**

Company \_\_\_\_\_

Signature \_\_\_\_\_