



October 14, 2014

**ADDENDUM #1**  
**NWRFP-14-25**  
**Electrical Utility Distribution System Plan**  
**New Westminister, BC**

This addendum modifies the Request for Proposal only as noted:

**ADDITIONAL INFORMATION (Answers to submitted questions)**

- Q1 Can you define the level and detail of historical load data available (ie overall system loads, individual circuits, etc)
- A1 Peak demand and total monthly electricity purchased figures are available for NWR and RO2 substations from 2007 to present. Individual maximum circuit demands are available from 2009 to present.
- Q2 What Auto-Cad or other software drawings for existing Infrastructure do you have. Can you provide drawing examples? Are there drawings for the entire plant?
- A2 The Utility maintains AutoCAD drawings for the entirety of the underground distribution system, in civil layout and electrical schematic form. The overhead system is represented in hand-drawn form. The City's GIS system also provides a complete model of the overhead and underground system.
- Q3 System Model - Do they currently have a CYME or other system software model in use and has it been regularly updated or would this have to be developed?
- A3 There is currently no CYME or other software model in use. There is no current plan to develop one as part of the DSP; however, the proponent could make recommendations on modelling software to the department.
- Q4 Utility Billing & Collection Software - Type and ease of Data Accessibility or Conversion to usable format(s) such as Excel.
- A4 Substation and Circuit demand figures are available digitally and could be converted to Excel formats. No data from the utility billing system is tied into the GIS system. Individual load levels at specific points of a circuit are not available digitally and require measurements in the field.

- Q5 Utility System Data Base - Type and level of detail for Poles, Conductors, Transformer etc.
- A5 The Utility's database is maintained internally and is used to update the GIS system. It includes details on poles, conductors, transformers, fuses, switchgear, vaults, and manholes. A public version of the GIS system can be found at <http://arcgis.newwestcity.ca/CityViewsElectrical.html>
- Q6 Construction Standards utilized by New Westminster - CEC, BC Hydro or Other
- A6 The Utility utilizes CSA standards, and BC Hydro Overhead and Underground Distribution Standards.
- Q7 Utility Policies, City By-laws etc. per developer responsibilities or initiatives related to system extensions, electrical servicing etc. for Residential & Commercial Development.
- A7 Developers are 100% responsible for the costs of all service extensions. All new services including single-family dwellings must be served underground. The complete Electric Utility bylaw can be found here: [http://www.newwestcity.ca/database/files/library/Consolidated Bylaw 6502 1998 Electr ic Utility.pdf](http://www.newwestcity.ca/database/files/library/Consolidated_Bylaw_6502_1998_Electr ic_Utility.pdf)
- Q8 Existing Utility Long Term Projects - Voltage Conversions, Structure or Transformer Replacement Programs etc.
- A8 No existing long-term projects are currently underway. A plan to convert 4kV customer-owned vaults to 120/208 volt services has been created, but no policy has been determined as of yet.
- Q9 What level of drawing do you have for the Substations? Are they CAD drawings? Are they up to date?
- A9 The Utility's substations are maintained and operated by BC Hydro. Up to date PDF copies of CAD substation drawings are available. One-line diagrams are readily available; detailed drawings may have to be retrieved from the filing system or BC Hydro.
- Q10 What is your internal budget for this project?
- A10 The City is not releasing the budget for this project.
- Q11 Has the City been using external consultants (engineering firms) for past electrical design services for City Electrical Utility Projects. If so what services have been provided?
- A11 The Utility provides electrical design services entirely with in-house staff. The design, tendering, and inspection process is performed by Utility staff without the use of external consultants.
- Q12 Under RFP item 11.9 you list 6 criteria for selection of which cost is one. How will these be weighted?
- A12 The weighted values for this RFP will not be made available

Q13 Under Item 9 Schedule an end date is not defined. Do you have a time frame for when you would like work completed by? Schedule is not part of the Evaluation criteria so can we conclude schedule is not part of your evaluation?

A13 All work must be completed by September 2015. Schedule will not be part of the evaluation.

Please acknowledge this addendum in your Proposal.

**END OF ADDENDUM #1**

Yours truly,



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Intermediate Buyer

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