

**The New York City Water Board: Request for Proposals for Conservation Plan Consultant  
Addendum #1  
Response to Questions**

1. Does the Water Board plan to issue multiple contracts to perform the work stated in the RFP?

The Water Board may award more than one contract in response to this RFP as noted in Section IV.N of the RFP.

2. Will the detailed study regarding water demand of the Customers be available to the selected Contractor upon Notice to Proceed with the Conservation Plan project?

Yes, as noted in Section II.A of the RFP, DEP's detailed study will be available to the contractor(s).

3. When will the DEP future demand projections be available to the Contractor?

It is anticipated that the projections will be available at the beginning of this project.

4. Please provide clarification with respect to the term Master Meter. Is this term meant to refer only to outside water system (i.e., Customer) connections to the NYC DEP water supply system and their interconnections to other water systems. Is it meant to include meters serving large accounts within a Customer's service area?

"Master Meter" is meant to refer to the meters directly connected to New York City's System, as well as the "interconnection" meters that measure water delivered to water districts receiving New York City water via another district's direct connection to the System. It is not meant to include meters serving individual accounts within a Customer's service area.

5. Has there been any prior outreach or information provided to the Customers by the Water Board or NYC DEP advising them of the planned Conservation Plan program?

DEP's Bureau of Water Supply has distributed a Water Conservation Program Survey to the Customers, asking for information on any conservation programs they might have taken to date and about their interest in participating in the Conservation Program. A full copy of this survey is attached hereto. Also, at the rate hearing this June, several Customers requested that the Board provide assistance to help them achieve conservation. The Board and DEP expect to proceed with more formal communication with the Customers once the Board has awarded a contract pursuant to this RFP and is able to offer conservation planning services.



**Environmental  
Protection**

*Carter H. Strickland, Jr.  
Commissioner*

**Paul V. Rush, P.E.**  
Deputy Commissioner  
Bureau of Water Supply  
prush@dep.nyc.gov

PO Box 358  
Grahamsville, NY 12740  
T: (845) 340-7100  
F: (845) 334-7175

**Return Surveys to:**

Bill Richardson  
NYC-DEP  
465 Columbus Ave  
Valhalla, NY 10595

[brichardson@dep.nyc.gov](mailto:brichardson@dep.nyc.gov)

T: 845-334-7102  
F: 914-742-2027

August 8, 2013

Dear Customer,

As part of its Water Demand Management Strategy, DEP is exploring ways to help reduce water consumption. A key component of this effort will focus on the upstate communities and water districts, like yours, which purchase drinking water supply from New York City. Similarly, DEP also recognizes that many of our upstate suppliers are seeking ways to conserve water, as a reduction in water consumption is beneficial from a planning perspective, may help manage events when City water is not available, and can help consumers save money.

DEP is considering the phase-in of a water conservation program to help water suppliers outside of NYC in planning for and instituting water conservation measures in their communities. As fellow water supply managers, we recognize that you may already have some of your own opinions and ideas on how to make water conservation an “all-around” success in your community. To better inform how this program should be designed and managed, we would like to learn about your past successes as well as the challenges your community has experienced with its water conservation efforts.

Would you please take a few minutes and answer the following survey questions about conservation programs within your community? If you are part of a water district that serves multiple communities, please be sure to express your interest in participating in the survey to your local water district representative. When you’ve completed the survey, please fax, email, or mail, your response to me at the address at the left.

Please feel free to call if you have any questions.

Sincerely,

Bill Richardson, Manager, Community Water



## Water Conservation Program Survey

The New York City Department of Environmental Protection (DEP) requests that you kindly fill out the below survey in connection with its evaluation of launching a water conservation program.

Please answer the following questions as they apply to you. If you need more space for your answer, please use the back of the page.

1. Has your community water system ever implemented any water conservation policies, rules, plans, programs or practices for its water supply system? If so, please describe briefly.
2. Please describe the water meter system that your community uses. For instance, are all residences metered? All businesses? All interconnections? What types of meters do you have?
3. Has your community developed a water balance plan or tracked unaccounted for/non-revenue water? If so, can you share this information and percentages with DEP?
4. Can you provide DEP with a copy of your system's water conservation plan and/or a list of which policies are in place? Some examples are: meter replacement, detecting and repairing your water system's leakage components, limiting outdoor water usage, or retrofitting toilets, showers, cooling towers, boilers and other equipment or any other measures. Are there specific water reduction measures your community has already acknowledged or indicated would be beneficial (e.g., a leak repair program)? What is the plan's timeline?







## Water Conservation Program Survey

13. Other suggestions?

Thank you for taking the time to complete this important survey.

Please send your survey response by post, email or fax to the address below:

Bill Richardson  
NYC-DEP  
465 Columbus Ave.  
Valhalla, NY 10595.

Email: [brichardson@dep.nyc.gov](mailto:brichardson@dep.nyc.gov)  
Fax: 914-742-2027