

Addendum No.1

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

ADDENDUM NO. 1

TO

REQUEST FOR PROPOSALS

FOR GRANT ADMINISTRATION SERVICES

GENERAL

Scope

The following revisions are made to the Request for Proposals and its attachments for the subject project.

This Addendum (including attachments), dated November 13, 2020, includes 5 pages.

ADDITIONAL INFORMATION

Questions will be accepted until 12:00 p.m. on Tuesday September 17, 2019.

REVISIONS

Item No. 1

A new signature page is provided in Exhibit A. The submission date has been corrected from the erroneous date of November 17, 2020 to the correct date of Wednesday November 18, 2020.

QUESTIONS AND RESPONSES

Item	Question	Answer	Date Received
1	Are preference points given to firms located in Monterey?	No	11/4/2020
2	Is the proposal due 11/18 as noted on the title page, or 11/17 as indicated on the signature page? Does the Signature Page require early submittal?	Proposals are due Wednesday 11/18/2020, the signature page does not require early submittal	11/10/2020
3	The signature page has a different due date for the proposal. Will an updated signature page be provided in an addendum on the 11/13 version or are we to use the current signature page?	An updated signature page will be provided in an addendum. You can use the current signature page, it is due Wednesday November 18.	11/11/2020
4	7.1, Section 5, page 9: Are we required to draft a scope of work and include it with our submission package?	The specific scope of work is to be provided by the Consultant in the proposal.	11/11/2020
5	A signed signature page is included under Section 1 Requirements (page 8), and Sections 5 and 6 (pages 9 and 10) require a written and signed statement as well; can we include one signed statement at the end of the RFP stating our proposal is inclusive of all necessary elements, or are we required to sign a separate statement for each section?	You may include one signed statement at the end of the RFP stating the proposal is inclusive of all necessary elements.	11/11/2020
6	If the RFP requires a separate signed statement for each section, does the District have a document that is a template for this? Or, should the applicant draft their own statement for each section with a signature line?	Only one statement is required. The applicant should draft their own statement.	11/11/2020
7	On page 8, the District verified the signature page in Section 1 could be electronic. Does this apply to the signatures for the signed statements in sections 5 & 6 as well?	All signatures may be electronic.	11/11/2020
8	Section 6 (page 10) references “optional tasks discussed in Section 5 Scope of Work.” What are the optional tasks to which the District is referring, and how are optional tasks scored?	Optional Tasks are discussed in Section 5.0 Task 1, assist with changes to the State Grant Agreement and assist with assembly of audit documents. Optional tasks are not specifically scored, but are considered with the whole proposal.	11/11/2020

Item	Question	Answer	Date Received
9	Are the fee rates for the Consultant locked in for the full duration of the contract or can the Consultant include the company's regular annual fee increases in the contract?	Hourly rates can be projected over the estimated contract life with the regular annual fee increases incorporated.	11/11/2020
10	Does the District allow insurance waivers for professional liability for smaller companies?	No	11/11/2020
11	In Section 2 where the District is asking for applicants to describe examples of past experience providing audit assistance, is the District referring to financial audits, company audits (i.e. assessment of company process and structure) or both?	Financial audits	11/11/2020
12	Section VI.D - Please clarify if reproduction work requested by MPWMD would be reimbursed.	The Consultant is expected to be responsible for providing deliverables to MPWMD in an acceptable electronic format. Costs to provide such deliverables shall be included in the proposed costs to provide services. Should MPWMD require reproduction in a paper form, the Consultant would be reimbursed for such work.	11/11/2020
13	Section II (B) and II (D) - Penalties for late performance as highlighted in italics above are generally applied for construction contractors rather than consultants. Please confirm this language is clearly intended.	This is a standard clause in MPWMD contracts and agreements that reserves rights to MPWMD in case of non-performance; however, staff are not aware that the District has had to exercise this right in any previous agreement with a Consultant since at least 1991.	11/11/2020

Exhibit A

SIGNATURE PAGE

ISSUE DATE: October 26, 2020
RFP EXTENSION DATE: _____

RFP: GRANT ADMINISTRATION PROPOSITION 1 ROUND 1 IRWM GRANT TO THE MONTEREY PENINSULA REGION

PROPOSALS ARE DUE IN THE DISTRICT OFFICE BY 2:00 P.M., LOCAL TIME, ON: Wednesday November 18, 2020

MAILING ADDRESS:
Monterey Peninsula Water Management District
5 Harris Court, Building G
Monterey, CA 93940

QUESTIONS ABOUT THIS RFP #10340 SHOULD BE DIRECTED TO Maureen Hamilton, mhailton@mpwmd.net, (831) 658-5622 or (831) 242-0191

Consultant MUST INCLUDE THE FOLLOWING IN EACH PROPOSAL:

ALL REQUIRED CONTENT AS DEFINED PER SECTION 7.1 HEREIN

This Signature Page must be included with your submittal in order to validate your proposal.
Proposals submitted without this page will be deemed non-responsive.

CHECK HERE IF YOU HAVE ANY EXCEPTIONS TO THIS SOLICITATION.

Consultant MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL

I hereby agree to furnish the articles and/or services stipulated in my proposal at the price quoted, subject to the instructions and conditions in the Request for Proposal package and the identified exceptions. I further attest that I am an official officer representing my organization and authorized with signatory authority to present this proposal package.

Company Name: _____ Date _____

Signature: _____ Printed Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Email: _____

End of Addendum 1