

October 14, 2020

TO: ALL RFP DOCUMENT HOLDERS OF RECORD

FROM: MARY CHAMBERS, BUYER

SUBJECT: **ADDENDUM NO. 1 TO RFP DOCUMENTS FOR STATE ADVOCACY SERVICES**

This Addendum forms a part of the Request for Proposals (RFP) document for the project identified above. All remaining portions of the RFP document not specifically mentioned or otherwise revised by this Addendum remain in full force and effect.

This RFP document is modified as set forth below:

- A. **Section II.D: Terms and Conditions, Agreement:** (page 5 of the RFP) is deleted in its entirety and replaced with:

Agreement: A sample of the Professional Services Agreement is included as Appendix B. Submission of your proposal in response to this RFP constitutes your acceptance of all terms and conditions set forth in this sample Agreement.

Provide a copy of the signed Professional Services Agreement Form (Appendix C) acknowledging the review of the sample agreement and the understanding that if selected, the Agreement will be executed "as-is" without modifications.

The selected firm will not be permitted to levy any service or other charges against Mesa Water, other than those listed in Appendix A: Scope of Services, without being previously negotiated with Mesa Water.

- B. Responses to questions received from proposers concerning the RFP document are included herein as EXHIBIT I.

Please acknowledge the receipt of this Addendum by attaching a signed copy to the proposal.

EXHIBIT I

1. Q. Will we need to sign (Appendix C) and submit this with our RFP or will the submission of the RFP take place of acceptance set forth in the sample agreement?

A. Please refer to page 1, item A of this Addendum.

Yes, firms shall sign Appendix C "Professional Services Agreement Acceptance Form" on page 29 of the RFP and submit this form with their RFP proposal submission.
2. Q. Under section D: Terms and Conditions (page 4 of the RFP), it says to provide a signed Professional Services Agreement Form (Appendix D) acknowledging the review of the sample agreement ...Where is the Service Agreement form for Appendix D? From proof reading the RFP, it looks as if it only goes to Appendix C?

A. Please refer to page 1, item A of this Addendum.
3. Q. Will you certify the coverage on the attached Certificate of Liability will be sufficient?

A. Upon contract award of the RFP, our legal team will review the insurance documents submitted to ensure it meets the insurance obligations as outlined in Appendix Four of the Professional Services Agreement. A sample of the Professional Services Agreement is included in the RFP as Appendix B.
4. Q. Is the proposal cover page/letter okay to do on one page or do you prefer two separate pages?

A. Mesa Water does not have a preference and will leave that to each firm to decide how they would like to submit.
5. Q. Does our Executive Assistant who helps with tasks need to submit a resume or will a short bio suffice?

A. A short bio will suffice.
6. Q. Under Section 2. Staff Experience and Availability (page 8 of the RFP), is item 3, "Current work load for the proposed team members as it relates to the ability

- to perform this work to the planned project schedule,” is this applicable to State Advocacy Services given this discusses a planned project schedule?
- A. This is left up to each firm to decide if they wish to propose on a monthly retainer or “time and materials” basis.
7. Q. Under Section 2. Staff Experience and Availability (page 9 of the RFP), is item 4, “Provide a Work Breakdown Schedule (WBS) with summary of hours by task and by labor class for the project team members,” is this applicable to State Advocacy Services?
- A. This is left up to each firm to decide if they wish to propose on a monthly retainer or “time and materials” basis.
8. Q. Under Section 3. Project Understanding and Approach (page 9 of the RFP) under item 1, “explain in detail how your firm would perform the services as required as set forth herein,” by the term “herein,” do you mean Appendix A Scope of Services?
- A. Yes.
9. Q. Under Section 3: Project Understanding and Approach (page 9 of the RFP), are the following highlighted items applicable to State Advocacy services?
2. Demonstrate how the requirements and provisions of the scope of this project will be implemented.
3. Demonstrate knowledge of the project’s objectives and—existing conditions/assumptions.
4. Demonstrate your firm’s project management and delivery capabilities (particularly in projects of similar size and scope).
6. Identify potential issues/challenges and describe your firm’s approach to minimize disruptions to performance.
7. Describe how project operations will be monitored and at what frequency.
11. Provide a project schedule to include the details of each task and subtask, the timeframe for each from start to finish dates.
- A. Items listed above are standard RFP language and the word “project” may be the cause for misunderstanding. Please respond by considering the word “service” as a replacement for the word “project” in this section.
- Item #3 above has been edited. For firms proposing a monthly retainer, #4, #7, and #11 are not applicable.

10.Q. Under Section C: Fee Schedule (page 9 of the RFP), do we have to use and “fill in” the “fee schedule” or do we propose our own?

A. Firms shall submit pricing either on a Monthly Retainer or on a Time-and-Materials basis. All budgeted/anticipated reimbursement cost(s) shall be included in the monthly retainer or Time-and-Materials pricing.

Pricing shall be submitted separately as specified on page 9 of the RFP under Section C: Fee Schedule.

Firms shall not complete Appendix II Fee Schedule as this is a sample of the Professional Service Agreement language.

ADDENDUM NO. 1 ACKNOWLEDGED:

Signature of Proposer

Date