

4699 HOLLISTER AVENUE
GOLETA, CALIFORNIA 93110-1999
PHONE 805-879-4613



ADDENDUM No. 1
to
Request for Proposals for
As-Needed Electrical Engineering Services

To All Prospective Contractors:

The following clarifications have been provided for above referenced project to provide scope clarification:

Clarification:

1. Replace **Section 10, Item IV Cost of Services** with **Item IV Schedule of Rates**:

The proposal must include a detailed cost hourly rate structure and any rate escalation for the 36month duration of the contract.

Revised Section 10 is attached.

Contractors must acknowledge receipt of this addendum in their bid.

Prepared By:

A handwritten signature in blue ink that reads 'Daniel J. Brooks'.

Daniel Brooks, P.E., Engineering & Infrastructure Manager

Date: 2/14/2024

SECTION 10: INSTRUCTIONS FOR PREPARING PROPOSALS

Responses should be formatted and tabbed in the form and sequence described below. The same order and titles should be used to help facilitate the District's scoring of proposals. The evaluation and selection of Consultants will be based on the information submitted in the Proposals. Elaborate proposals beyond that sufficient to present a complete and effective response are not necessary. Quality, not quantity, is desired.

Proposals should be clearly organized under the following headings:

- I. Letter of Transmittal
- II. General Firm Information
- III. Proposal
- IV. Costs of Services

I. Letter of Transmittal

The letter of transmittal must contain the following statements and information:

- A. Legal firm/company name, address, telephone number(s), and website.
- B. Name, title, email address, and telephone number of the person(s) to contact and who are authorized to represent the firm and to whom correspondence should be directed.
- C. Federal and State taxpayer identification numbers of the firm.
- D. A brief statement of Firm's understanding of the services to be performed and a positive commitment to provide services as specified.
- E. The letter must be signed by a corporate officer or person authorized to bind the Firm to the proposal and cost schedule.
- F. The following statement: "The proposal and cost schedule must be valid and binding for ninety (90) days following the proposal due date and will become part of the contract negotiated with the District for the term of the contract."

II. General Firm Information

The following information must be provided:

- A. Length of time in business
- B. Length of time in business providing proposed services
- C. Total number of clients within the last three years
- D. Total number of governmental utility clients in the last three years
- E. Total number of electrical engineering projects in last three years

III. Proposal

The following information must be provided:

- A. Summary - Proposal summary, including why the Firm is pursuing the work and how it is uniquely qualified to perform the services.
- B. Approach - Description of the approach the Firm will use in providing the services requested.

- C. Capability - Description of the Firm's ability to provide the services requested in a way that will allow the District to assess the Firm's capability to execute, coordinate, and manage potential projects in an effective and efficient manner, including a description of the Firm's Quality Control Program.
- D. Team - Name of staff resources, with identification of principals and key personnel, who will provide the services; experience and expertise of staff; local availability of staff; and role and responsibilities of each staff member. The proposed Project Manager must have no less than 10 years' experience that includes management of electrical design and construction projects. Any substitution of key personnel is subject to written approval of the District; unauthorized substitutions may result in termination of the contract.
- E. References - Name, title, address, and telephone number of three references for clients, to whom similar services have been provided within the past three years, including information referencing the actual services performed, number of users, and length of tenure.
- F. Conflicts of Interest - All potential conflicts of interest must be disclosed. Conflicts of interest are generally prohibited under California Law and the District Code.
- G. Executed Agreement Regarding Confidentiality (Appendix A)

IV. Schedule of Rates

The proposal must include a detailed cost hourly rate structure and any rate escalation for the 36-month duration of the contract.

Submittal Requirements

Please submit one (1) PDF version via PlanetBids marked with the following title:

Proposal for As-Needed Electrical Engineering Services

Submit your proposal by 4:00 P.M. Wednesday, February 28, 2024. All proposals must be submitted on the PlanetBids portal (<https://pbsystem.planetbids.com/portal/63096/portal-home>) by at which time they will be released via PlanetBids for the District review.

Questions and Inquiries

Questions about this RFP must be submitted via PlanetBids no later by 5:00 P.M. Wednesday, February 21, 2024.

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ADDENDUM No. 2
to
Request for Proposals for
As-Needed Electrical Engineering Services

To All Prospective Contractors:

The following clarifications have been provided for above referenced project to provide scope clarification:

Clarification:

- 1. The Proposal due date is hereby extended from Wednesday, February 28, 2024 at 4:00 PM to Wednesday, March 6, 2024 at 4:00 PM.**
- 2. The Deadline for Questions is hereby extended from Wednesday, February 21, 2024 at 5:00 PM to Wednesday, February 28, 2024 at 5:00 PM.**

Contractors must acknowledge receipt of this addendum in their bid.

Prepared By:

Daniel Brooks, P.E., Engineering & Infrastructure Manager

Date: 2/21/2024