



FAIRFIELD-SUISUN SEWER DISTRICT

1010 Chadbourne Road • Fairfield, California 94534 • (707) 429-8930 • www.FairfieldSuisunSewer.ca.gov

Addendum No. 1 RFP for Financial Advisory Services

Addendum Date: June 12, 2024

This serves as Addendum No. 1 and becomes part of the original Request for Proposals package. It must be signed and returned with your RFP response. The Proposal deadline will remain the same.

QUESTIONS

***Answers below in red**

1. Looking at the Funding Sources projection in your Long-Term Financing Plan, you anticipate financing of \$46.35m and only \$1.5m in grants after FYE2025. Is there a plan to pursue additional grant / earmark funding and what level of financial advisor's assistance do you expect for such applications?
The District will be pursuing additional grant / earmark funding. The District expects that the municipal advisor would generally be aware of grant / earmark opportunities in the wastewater sector and, at a minimum, be able to link the District to additional partners who could provide information on grant / earmark availability, requirements, and feasibility if the municipal advisor firm is not familiar.
2. Item 9 of the scope sites participation in community engagement. Could you, please, specify what that entails?
The District may hold workshops related to budget, long-term forecasting, financing and rates involving the public. The District may request the consultant addend these events to help explain complex financing assumptions or processes, if needed.
3. It appears that at this time you are not looking for a fee proposal, just the hourly rate schedule.
 - a. Are we correct to understand that the number of hours for specific tasks is expected to be determined after the award of the contract?
Yes, a not to exceed amount will be negotiated post-award.
 - b. Is the District open to a flat fee agreement for tasks related to specific financings / projects and T&M for general and open-ended tasks?
Yes

4. The insurance limits stated in the contract exceed our current coverage. Would the District be open to considering a lower insurance limit (\$1m per occurrence / \$2m aggregate for general liability and \$1m/\$1m for professional liability)?

No - insurance requirements are the standard contract limits provided by our risk pool.

5. Would FSSD please provide their SRF loan documents?

Proposing firms can use the link below to review SRF loan documents.

[FSSD SRF Loan Documents](#)

6. On PDF pg. 7, Evaluation Criteria 3 lists: The firm’s technical approach reflects an understanding of the scope of work; is efficient and effective; and will most support the District’s design and construction goals.” The scope of work is associated with financial advisory services, not design and construction of a project. Please clarify this evaluation criteria.

The attachment to Addendum #1 corrects the misstatement. “Design and construction” is replaced with “financial advisory services.”

Acknowledgement of Receipt of Addendum No. 1

Signature

Name of Signer

Company Name

Date

Attachments:

Attachment 1 – Revised Page of the RFP for Financial Advisory Services

2. Proposal Submittal

Proposals will be accepted in ELECTRONIC FORMAT (PDF), by email. It is the proposing firm's responsibility to ensure receipt of the proposal by District staff prior to the deadline. Complete proposal should be sent as a single file to the following address:

James Russell-Field, Director of Administrative Services
jfield@FairfieldSuisunSewer.ca.gov

V. EVALUATION PROCEDURES

Review Committee: A Review Committee of District staff will evaluate Proposals.

Evaluation Criteria: Proposals will be evaluated using the following criteria:

1. **Mandatory Elements:** The proposing consultant team adheres to the instructions in this RFP on preparing and submitting the proposal.
2. **Expertise and Experience**
 - a. The proposing consultant team's past experience and performance on comparable projects.
 - b. The quality of the proposing consultant team's professional personnel to be assigned to the project and the quality of the firm's management support personnel to be available for technical consultation.
 - c. Size and structure of the proposing consultant team.
 - d. Organization of the project team.
3. The firm's technical approach reflects an understanding of the scope of work; is efficient and effective; and will most support the District's ~~design and construction goals~~ need for a strategic partner to provide the District financial advisory services.
 - a. The proposed schedule for completing all tasks outlined in the RFP.
4. Proposed cost.

Oral Presentations/Interviews (if held): During the evaluation process, the Review Committee may, at its discretion, request any or all proposing consultant teams to make oral presentations and interview firms. Such presentations will provide proposing consultant teams with an opportunity to answer any questions the Review Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

Final Selection: The District will select a proposing consultant team based upon the recommendation of the Review Committee.

Right to Reject Proposals: Submission of a proposal indicates acceptance by the proposing consultant team of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected. The District reserves the right to reject any or all proposals.