



RFP FOR MUNICIPAL ADVISOR SERVICES

ADDENDUM 2 Responses to Submitted Questions

The District received several questions, some of which overlapped in their topic. The questions have been combined and summarized below. These responses are being provided to all potential proposers through the issuance of this addendum.

Question 1: Would the District be willing to reduce the requirement for Professional Liability Insurance, Auto Liability Insurance or other forms of insurance? If a proposer would like to see a lower insurance requirement, should responses note this in the “Exceptions, Clarifications and Amendments” section?

Answer 1: The District will consider negotiating insurance requirements with selected Proposers. Proposers should note this in the “Exceptions, Clarifications and Amendments” section of their response by indicating the type of insurance and any other specifics. That said, the District believes the insurance requirements are reasonable for the entire scope of work presented in the RFP. A contract awarded with a more limited scope of work that presents lower exposure to risk may reflect a lower insurance requirement.

Question 2: In the “Required Documentation and Submittals” (Exhibit A, page 5), under “Letter of Introduction”, the first sentence says, “RFP response shall include a brief letter of introduction signed by an officer of the firm **and** an executive summary that highlights the firm’s background and key qualifications for this engagement.” [Emphasis added.] Is the District requesting Proposals that include both a Letter of Introduction **and** an executive summary as two documents?

Answer 2: The Letter of Introduction should be one brief document that includes (or serves as) an executive summary, highlighting the firm’s background and key qualifications. That phrasing is not meant to indicate two documents are required.

Question 3: For the RFP response, what is the requested order of the documents? More specifically, should the first four pages of Exhibit A come before or after the Letter of Introduction?

Answer 3: The first document should be either the first four pages of Exhibit A or the Letter of Introduction – either would be acceptable as the first document. Other attachments and responses should follow these documents, generally in the order indicated in the “Required Documentation and Submittals” section, which starts on Page 5 of Exhibit A.

Question 4: Does the District expect proposers to conduct good-faith outreach to subcontractors per the District’s Contract Equity Program (CEP) guidelines? What forms related to the CEP are required to be submitted with proposals?

Answer 4:

As stated in the Contract Equity (CE) Guidelines:

“The CE Program requires bidders/proposers to conduct outreach to potential subcontractors to ensure that opportunities to participate in District contracts are publicized as widely as possible. This outreach is intended to broaden the pool of competitive bidders, lower prices to the District, and help achieve diversity among District contractors and subcontractors.”

However, three exemptions apply (as described in detail in section B of the CE Guidelines):

1. Contracting Objectives – bidders who already meet or exceed the Contracting Objectives for all three availability groups are exempt. This is considered a “Professional or General Service” in the “Contracting Objectives” chart. See the Guidelines document for further explanation.
2. No Subcontracting Opportunities – “Contracts which can be reasonably demonstrated to have no subcontracting, supplying or trucking opportunities are exempt from the Good Faith Outreach Efforts requirements.”
3. Waiver – This section is not applicable as no waivers are expected for this RFP.

The District encourages proposers to consider opportunities to partner with other firms when applicable, including for this RFP. Subcontractors, partners or suppliers should have a defined, commercially useful function related to the contract. A subcontractor could be responsible for fulfilling certain tasks set out in the proposed requirements, for example, if a firm is unable to provide them on their own as part of its regular services.

The District understands that Municipal Advisor Services are not typically provided by firms with subcontractors or through joint ventures as firms can typically provide the range of services using their existing staff and therefore no subcontracting opportunities may exist. It is likely that awarded contracts would, therefore, fall under the second exemption for the good faith effort requirements.

As stated in the RFP, the District intends to distribute the work of this contract to two or more firms, though it may award more or fewer contracts than this. The District intends to meet its CEP goals of enhancing equal opportunities for business owners through the total value of the contract(s) awarded. This could include awarding one contract to a single firm, multiple contracts to firms proposing separately, one or multiple contract(s) to firm(s) with subcontractors or joint partners, or some other combination of the above.

As detailed in the CE Guidelines (page 14), proposers for professional / general services contracts should submit form P-025 (Employment Data and Certification) and P-040 (Contract Equity Participation) with their response. Proposers should pay particular attention to P-025. For P-040, if no subcontractors are proposed, proposer can indicate this in the first space. Form P-41 will only be requested from the recommended/selected proposer(s) if necessary (i.e., if the contract is not deemed to be exempt) and should not be included in the proposal.