

**Subject:** Request for Information Response No. 1 – RFP OASIS Water Resource Center – On Call Communications & Outreach Consulting Services – Questions

**Date:** December 18, 2024

The District received the following questions from consultants on the RFP.

1. Page 9, Section D of the RFP says that a transmittal letter does not count toward the proposal page limit. However, a transmittal letter is not included in the outline of requirements in RFP Section D, Items A through M. Should we assume the required "Introduction" section should include a transmittal letter, or should the transmittal letter be added to a separate proposal section??
  - a. **Response:** A transmittal letter is required; however, it will not count toward the page limit.
2. Could you please confirm that there are no required forms that need filled out, signed and included with the proposal submission?
  - a. **Response:** There are no required forms to complete or include with the submission.
3. Can we include additional information in the proposal appendices section, such as work samples, that do not count toward the proposal page limit?
  - a. **Response:** Yes, work samples and additional information can be included in the appendices and will not count toward the page limit.
4. Can sample collateral materials (requested in E. Experience on page 9/12 of the proposal) be included in the appendices and not counted as part of the page count?
  - a. **Response:** Yes, sample collateral materials can be included in the appendices and will not count toward the page limit.
5. Is there an incumbent for this work, and if so, are you satisfied with their performance?
  - a. **Response:** The District does work with communications consultants for general customer outreach efforts. However, there is no incumbent for the OASIS outreach efforts; this is a new contract.
6. Are there any concerns or difficulties that the agency anticipates in performing this work?
  - a. **Response:** None beyond the challenges faced by the water reuse industry as a whole.
7. Is there any preference for a local agency within Orange County?

- a. **Response:** There is no preference for a firm located in Orange County. However, for Category No. 2 of the RFP, we are seeking a firm with experience working in South Orange County.
- 8. For submission, how would you like us to present the "searchable copies" of our response? Should this URL be included in the PDF response, or would you prefer we email it as a link?
  - a. **Response:** Our preference is to receive a thumb drive with the PDF file included in your submission package. Alternatively, you may email a downloadable link; if so, the email must be sent by the due date and time.
- 9. In the back, there are two exhibits listed that are blanks [Exhibits A & B (A1-B1)]. Could you please provide context for these?
  - a. **Response:** Exhibit B is a draft copy of our Professional Services Agreement. Once a contract is executed, Exhibit A will include a copy of the firm's proposal. Exhibit B will include the firm's rate schedule.

