

## ADDENDUM #1

Request for Proposals (RFP) No. 2021-13, Environmental Planning and Stewardship Services  
Posted July 19, 2021

### Part 1: Addition to the RFP

#### Public Records Act Requests

Zone 7 believes that the public interest is served by securing the best quality work at the lowest price. Accordingly, we request information about your company's qualifications, experience and other similar items. Under California law, if requested to provide a copy of your proposal to a third party, we will do so in order to comply with the California Public Records Act.

If you believe that any information that you will be providing to Zone 7 is confidential or is subject to protection as a trade secret, please clearly mark that information as confidential in your submittal. You may highlight the confidential information in yellow or otherwise mark it so that Zone 7 personnel clearly know that it is confidential or trade secret information.

Zone 7 will strive to withhold disclosure of confidential or trade secret information that is clearly marked as such, but be advised that you bear the risk of marking the confidential/trade secret information sufficiently clearly so as to allow Zone 7 personnel to redact that information prior to providing it to a requestor. Zone 7 assumes no responsibility for any failure on your part to mark the information sufficiently clearly so as to allow our staff to redact the information at the appropriate time.

Prior to disclosing your Proposal to a requestor, Zone 7 will provide you with reasonable notice of the request and a reasonable opportunity to seek a protective order from a court of competent jurisdiction. Zone 7 will not contest your request for a protective order but will also not contest a request for your response to the request for proposals. Zone 7 will comply with any order regarding disclosure from a court of competent jurisdiction.

### Part 2: Questions and Answers

QUESTION RECEIVED	ZONE 7 RESPONSE
<p><b>Would it be possible to forgo the requirement for three hard copy submittals, instead providing an electronic PDF submittal?</b></p>	<p>Provide 3 printed copies in addition to a PDF by email. Binding can be simple like a staple.</p> <p>It is acceptable (not required) to <i>exclude</i> resumes from the 3 printed copies. In this case add a note in your proposal to remind the reviewers that resumes are in the electronic copy.</p>
<p><b>After the contractors have been selected for this RFP, how will task orders be awarded?</b></p>	<p>Zone 7 expects to issue a contract to 1 or more firms (likely 1 to 3 firms). These contracts would be set up such that work would commence only with issuance of a Task Order by Zone 7 staff. A Task Order can only be issued to a firm with a contract already in place. The Task Orders</p>

<p><b>Will competitive requests be sent to all firms selected for each specific category?</b></p>	<p>spell out the scope, budget, and schedule for a specific assignment. In most cases a competitive bid process would not be required for the issuance of a Task Order.</p> <p>If the need for additional/specialty support arises, we may issue additional contract(s) for that work at that time. It's unknown if a focused proposal would be requested.</p>
<p><b>How many firms will be selected per category?</b></p>	<p>Zone 7 expects to issue a contract to 1 or more firms (likely 1 to 3 firms) with the intention of having consultant support for most or all of the subjects in the RFP.</p>
<p><b>Is it possible to submit more than five key staff if submitting on multiple (more than five) categories?</b></p>	<p>Focus on 5 key individuals who are expected to manage the majority of the work should your firm be issued a contract.</p> <p>Per the RFP, a summary table or similar may be included to highlight additional staff resources, skills, etc. These summary tables can be excellent tools to showcase the depth and/or breadth of your firm's expertise as well as subconsultants or other partners.</p>
<p><b>If we cannot comprehensively cover all of the services listed in each section in-house, would the District prefer that subconsultants be included on our team at this time?</b></p> <ul style="list-style-type: none"> <li>• For example, under Category 3, if the firm does not have cultural monitors on staff, we could include a subconsultant.</li> <li>• If so, what subconsultant information should be provided?</li> </ul>	<p>Firms are not required to cover all services listed in the RFP. Identifying specific subconsultants is acceptable but not required; we defer to you on the amount or type of information to be provided for subconsultants within the proposal page limit.</p>
<p><b>Are 11x17 sized pages acceptable?</b></p>	<p>Limit your proposals to 8.5 x 11" sized paper.</p>