



March 3, 2020

**TO:** PROSPECTIVE PROPOSERS  
**RE:** REQUEST FOR PROPOSALS for ASSESSMENT ENGINEERING SERVICES

### **ADDENDUM NO. 1**

This is **Addendum No. 1** to the City of Santee Request for Proposals for *Assessment Engineering Services* dated February 18, 2020. This Addendum forms an essential part of the Contract Documents by revising the Specifications with the following changes and/or additional information.

Receipt of this Addendum must be acknowledged in the Transmittal Letter (Ref. Section 4.1) of your Proposal.

### **QUESTIONS AND ANSWERS**

1. **Proposer:** Who is the City's current administration provider?  
**City:** Webb Municipal Finance, LLC.
2. **Proposer:** Is the City satisfied with this provider's services?  
**City:** Yes.
3. **Proposer:** Why is the RFP being issued?  
**City:** The current firm has been providing Assessment Engineering services and Community Facilities District administration for the City of Santee beginning in fiscal year 2012-13. The City believes a Request for Proposals is appropriate at this time.
4. **Proposer:** How long has the provider been conducting these services?  
**City:** The provider has been providing Assessment Engineering services since fiscal year 2012-13 (8 years), and Community Facilities District administration since fiscal year 2016-17 (4 years).

5. **Proposer:** What is the current contract amount for each of the services identified?  
Or provide a lump sum.
- City:** The current contract amounts are as follows:
- |                                  |            |
|----------------------------------|------------|
| Santee Town Center LMD           | \$6,474    |
| Santee Roadway Lighting District | \$6,232    |
| Fire Special Tax                 | \$4,075    |
| Santee LMD                       | \$1,619    |
| CFD 2017-1                       | \$5,000    |
| CFD 2017-2                       | \$3,000    |
| CFD 2015-1                       | <u>\$0</u> |
|                                  | \$26,400   |
6. **Proposer:** During the last solicitation, what firms submitted proposals?
- City:** Harris and Associates  
NBS  
Psomas  
Taussig & Associates  
Albert A. Webb Associates  
Willdan Financial Services
7. **Proposer:** For each of the CFD's, has there been a need to process corrections to the levy in the past three years? If so, can you provide the number of instances and nature of corrections.
- City:** No corrections.
8. **Proposer:** Are there any currently contemplated CFD formations or annexations?
- City:** No.
9. **Proposer:** What percent is cost valued in the proposal evaluation?
- City:** Initial rating will be based on technical proposals.
10. **Proposer:** RFP page three mentions performing field inspections when necessary. Please provide an example of the reason for a recent inspection and the result of the inspection?
- City:** Recent field inspections have not been required.
11. **Proposer:** Regarding page four's Timeline requirements, should the City award this work to another firm, is the 2020-21 timeline too short for normal back and forth and review processes?
- City:** The earliest the City can award the contract is March 25th. The City will be committed that normal back and forth will be completed in a timely manner.

12. **Proposer:** How many handbills were prepared and mailed for all districts in 2019-2020?  
**City:** There were 4 handbills prepared.
13. **Proposer:** Was the dollar amount of the total assessed for the Fire Special Tax correct at \$1,103,114 or should it have been \$1,103,114?  
**City:** \$1,103,114.

Signed,



**Jan Sherar**  
Procurement Specialist

Cc: Tim McDermott, Director of Finance/Treasurer  
Heather Jennings, Finance Manager