



**ADDENDUM NO. 1
TO THE
VEHICLE FLEET ELECTRIFICATION FEASIBILITY STUDY AND CONCEPTUAL PLAN
REQUEST FOR PROPOSALS
FOR THE OLIVENHAIN MUNICIPAL WATER DISTRICT**

February 1, 2024

The following addendum shall be made part of the Request for Proposal. **The deadline for submitting proposals REMAINS UNCHANGED at 2:00 p.m. PST, Thursday, February 8, 2024 to prebid@olivenhain.com.**

ADDENDUM SECTION 1 – QUESTIONS AND MODIFICATIONS

1. Q: Can OMWD please grant an additional week extension, until February 15, 2024?

A: No extension will be granted for this RFP. The deadline for submitting proposals remains unchanged.

2. Q: Can OMWD please clarify the differences in the 9.0 Proposal requirements “Proposed Approach to Accomplish the Work” and the “Consultant Proposed Scope of Work, Hours, and Cost Proposal”? Typically, the approach is the scope of work, and details our methodology, deliverables, etc. If OMWD can specify what it expects in each section more clearly, that would be very helpful.

A: The approach is a higher overview level description of plans and ideas, an understanding of the objectives, the plan for coordinating with OMWD, creative ideas, and possible scope enhancements. The scope is a detailed description of the tasks, suitable for attachment to the professional services agreement.

3. Q: The proposal requirement section of the RFP refers to the project schedule in two places (Proposed Approach section and Project Team and Organization section). Can you clarify which section of the proposal you would like the schedule to be submitted in?

A: The project schedule should be included in the Approach section.

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4. Q: Does the District have a specific time period in mind to form the framework of the plan. Is the District looking for a 10-year plan, a plan that carries the District through complete conversion of the entire fleet to ZEVs, or something in between?

A: OMWD requires a plan for complete conversion, to meet the requirements. The plan could be more detailed in the early years of implementation. The goal of this project is to develop a strategy for OMWD to comply with the CARB ZEV requirements, and other State regulations (RFP page 5). OMWD is looking for a plan to comply with the mandate, as it is defined at the start of the work.

5. Q: Can you clarify the approximate time frame you would like Phase 1 and Phase 2 of the project completed in?
- a. Phase 1 – 2024? – May to Fall?
 - b. Phase 2 – 2025? Start after conclusion of Phase 1 or January of 2025?

A: The anticipated project schedule is included on page 7 of the RFP. OMWD would like the Needs Assessment Tech Memo completed within one year of the Notice to Proceed and understands the project schedule may not align perfectly with OMWD’s fiscal year (July 1 – June 30). Phase 2 is anticipated to start in FY 25 after Phase 1 is complete and feedback is received from CARB on the exemption request. The consultant should recommend a schedule duration for Phase 2.

6. Q: Can you clarify how the budgets are split by fiscal year?

A: OMWD has budgeted \$225,000 for Phases 1 and 2, between July 1, 2023 (start of FY 2024) and June 30, 2025 (end of FY 2025). If necessary, the consultant should recommend a split of this budget between Phases 1 and 2. OMWD has flexibility to adjust budget by fiscal year.

7. Q: Has OMWD performed a Total Cost of Ownership analysis?

A: No, a Total Cost of Ownership analysis has not been completed for OMWD’s fleet electrification.

8. Q: Regarding PSA item 16.1 Liability insurance – Please clarify what our insurance needs to be covered under General Liability, Underground Hazard. Is there something that we need to consider in Underground Hazard as part of the performing the study for the Master Plan?

A: OMWD’s standard professional services agreement is included in Exhibit A and covers multiple types of professional services. As noted on page 17 of the RFP, the Consultant can include a separate appendix to their proposal that notes any substantive comments or exceptions to OMWD’s standard professional services agreement. Any requests for substantial modifications would likely require review and approval from OMWD General Counsel.

9. Q: Can you please clarify how many vehicles go home each night with employees, as well as how many different employees can take vehicles home?

A. OMWD employees take “Duty Vehicles” home every night and they are available to be called into work during their duty shift, some with significant commutes and some in apartment complexes. For duty response, there are 7 vehicles taken home by duty staff every day. 3 of the 7 vehicles are duty vehicles 365 days a year, and the other 4 other duty vehicles rotate based on which employee is on duty. In addition, 8 supervisors take a vehicle home every night. 15 District vehicles go home with an employee every night.

There are 37 employees who can take duty response, as well as the 8 supervisors who take a District vehicle each night. District vehicles can be taken overnight to the homes of 45 different employees regularly.

10. Q: Does the District coordinate with local fire departments during emergencies?

A: Yes, the District coordinates closely with the local fire departments. As the selected consultant reviews and prepares the exemption request, the District will coordinate with fire departments to provide more details on the coordinated efforts during an emergency response.

Modify Task 1.4 of the scope to add the following:

“The District will coordinate with local fire departments to provide details on coordinated efforts between OMWD and fire departments during an emergency response for consultant to incorporate into exemption request.”

11. Q: In addition to the San Diego County Water Authority, does the District have a sense of how many additional neighboring agencies are envisioned to be coordinated with through this project?

A: OMWD will make initial contact with approximately 10 to 15 agencies with similar jurisdictional boundaries as OMWD to determine the level of interest in the possible joint use of OMWD or other agency facilities. Possible agencies include, but are not limited to SDCWA, Vallecitos WD, San Dieguito Water District, and Santa Fe Irrigation District, County of San Diego, Cities of Carlsbad, Encinitas, Solana Beach, San Marcos, and San Diego, and local fire districts. At that point, OMWD will provide a list of six agencies for consultant coordination.

Modify Task 1.6 of the scope to add the following:

“Assume that OMWD will provide a list of six agencies for consultant coordination.”

Modify Task 1.20 of the scope to add the following:

“Assume that OMWD will provide a list of six agencies for consultant coordination.”

12. Q: Is there a desire to have both bi-weekly emails and meetings to discuss project status? Or would it be acceptable to have bi-weekly meetings in lieu of the bi-weekly emails?

A: No, either an email or meeting is acceptable.

Modify Task 1.11 of the scope as follows:

Task 1.11 – Phase 1 Project Management and QAQC

This task addresses the management responsibilities associated with proper scheduling review, budget control, and invoice preparation. Provide project management to achieve the project objectives and stay within budget and on schedule. Notify OMWD immediately if any budget or schedule variances are expected. ~~Submit biweekly progress emails to OMWD and the team. The email should include:~~ Provide biweekly progress updates to OMWD and the team by email or meeting.

With each monthly invoice, include the following:

- Budget status (past billings, current billings, to date billings, % complete)
- Work completed over the past reporting period
- Progress anticipated over the next reporting period
- Next deliverable due date
- Information required from OMWD
- Any issues which would delay delivery of the project on time

Prior to submitting any materials to OMWD or other agencies, provide quality assurance and quality control (QA/QC) reviews in accordance with the internal processes and procedures. The reviews will provide an independent check of the work. All submittals will indicate the name of the reviewer.

Modify Task 1.28 of the scope as follows:

Task 1.11 – Phase 1 Project Management and QAQC

This task addresses the management responsibilities associated with proper scheduling review, budget control, and invoice preparation. Provide project management to achieve the project objectives and stay within budget and on schedule. Notify OMWD immediately if any budget or schedule variances are expected. ~~Submit biweekly progress emails to OMWD and the team. The email should include:~~ Provide biweekly progress updates to OMWD and the team by email or meeting.

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END OF ADDENDUM NO. 1

APPROVED:

OLIVENHAIN MUNICIPAL WATER DISTRICT



Lindsey Stephenson, P.E.
Engineering Manager