



# City of Lompoc

**RFP No. 2810 – Consultant Services for Preparation of UWMP  
ADDENDUM NO. 1**

**THE DATE TODAY IS: Thursday, February 4, 2016**

Please note the following changes, additions and/or deletions to this procurement named above.

The following questions relative to RFP #2810 have been received by our office and responses are as outlined below:

- What are the key issues the City is currently facing (since the preparation of the 2010 plan) that would need to be included in the updated plan?  
*Covered in the "Scope of Work" section of RFP #2810*
- Have there been any major changes in water supply or other elements in the plan since the 2010 (plan)?  
*No*
- The Water Shortage Plan and conservation program analysis were highlighted in the RFP – can you give any background on why or what is expected in terms of revision may be required?  
*Low gallons per capita per day water usage for the City and groundwater based community*
- Is there an identified budget for the project?  
*\$40,000.00 to \$60,000.00*
- Was there an initial distribution list for the RFP, how was the RFP solicitation handled?  
*The initial distribution list for this RFP is available for review upon written request. The RFP was advertised in the Lompoc Record and the Santa Maria Times on 01/12/2016 and was posted on the City of Lompoc Purchasing webpage on 01/11/2016.*

This Addendum must be acknowledged and returned on or before 12:00 noon, February 11, 2016.

This addendum may be returned separately from **RFP No. 2810 – CONSULTANT SERVICES FOR PREPARATION OF UWMP**. Addendum may be faxed to (805) 735-7628.

Thank you,

Maria Villarreal  
Buyer

Bidder's Acknowledgment: I/We the undersigned bidder hereby acknowledge this Addendum to RFQ No. 2810.  
**(Please type or print)**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE (PLEASE PRINT)

CITY, STATE AND ZIP

TITLE

PHONE NUMBER

E-MAIL ADDRESS

FAX NUMBER

WEB PAGE ADDRESS

DATE



# City of Lompoc

**Request for Proposals  
RFP No. 2810 – Consultant Services for  
Urban Water Management Plan(UWMP)  
January 25, 2016**

Notice is hereby given that sealed Proposals will be received per the attached specifications, at the office of the Purchasing and Materials Manager, 1300 West Laurel Avenue, Lompoc, California, until 2:00 p.m. on February 11, 2016. Proposals will not be publicly opened and read. If further information is needed, contact Maria Villarreal at (805) 875-8001.

Please immediately complete the Proposer Contact Information Sheet and fax to 805-735-7628 to be added to the list to receive all clarifications and addendums.

The only authorized City contact will be the Purchasing Officer listed below or other contact through Purchasing Office Staff, from the original issue date until the contract is awarded. Interested bidders or their representatives are not allowed to communicate with City staff regarding this solicitation. If any bidder is found to be in violation of this provision, the City reserves the right to reject their bid.

It is the responsibility of the proposer to see that any proposal submitted shall have sufficient time to be received by the Purchasing Office prior to proposal opening time. **Late proposals will be returned to the proposer unopened.** The receiving time in the Purchasing Office will be the governing time for acceptability of proposals. Proposals will not be accepted by telephone or facsimile machine. All proposals must bear original signatures and figures. We require one (1) original proposal with original signatures plus three (3) copies for evaluation purposes.

**BID PROTEST:** Interested parties wishing to protest City solicitation documents may obtain a copy of Lompoc Code, Chapter 26, Section 2642, Section 26 by calling the Purchasing Office at 805-875-8000 or on the City's web site at: <http://bit.ly/yoRFLm>

Maria Villarreal  
Buyer

Dated: 01/25/2016  
Published: 01/26/2016

## Introduction

### I. SUMMARY

The City of Lompoc (City) invites interested and qualified consulting firms to provide consultant services to update the City's Urban Water Management Plan (UWMP). The City's 2015 UWMP must be in compliance with the requirements listed for retail suppliers in the California Department of Water Resources (DWR) 2015 Guidebook for Urban Water Supplies. The preliminary Scope of Services is outlined in this Request for Proposal (RFP); however, detailed requirements and tables are found in the DWR 2015 UWMP Guidebook and appendices (Guidebook). The UWMP update must be prepared in compliance with the State of California Urban Water Management Planning Act of 1983 (Act) as amended and the Water Conservation Act of 2009 (SBx 7-7), with the guidance of the 2015 Guidebook to prepare the 2015 UWMP.

The City requires an Executive Summary and the UWMP to be organized into the ten chapters listed in the 2015 UWMP Guidebook. All required tables, forms, and displays for retail water suppliers must be included in the UWMP. These chapter titles are: **Introduction and Overview; Plan Preparation; System Description; System Water Use; Baselines and Targets; System Supplies; Water Supply Reliability; Water Shortage Contingency Planning; Demand Management Measures; and Plan Adoption, Submittal, and Implementation.**

Details of the requirements for Chapters 1 through 10 above are listed in the 2015 UWMP Guidebook and appendices.

### II. BACKGROUND

The State of California, through the California Water Code (CWC) Sections 10610 through 10656, requires each urban water supplier to support their long-term resource planning and ensure adequate water supplies are available to meet existing and future water demands through preparation of an UWMP. The UWMP is to be prepared every five years and submitted to the DWR, relevant cities and counties, and the California State Library. DWR reviews the submitted plans to ensure compliance with the requirements identified in the Act.

The Water Conservation Act of 2009 required retail urban suppliers to report in their UWMPs their Base Daily per Capita Water Use (Baseline GPCD), 2015 Interim Urban Water Use Target, 2020 Urban Water Use Target, and Compliance Daily per Capita Water Use. These terms are defined in Methodologies for Calculating Baseline and Compliance Urban Per Capita Water Use, DWR 2011 (Methodologies) consistent with SB X7-7 requirements. The methodologies document is referenced in the 2015 UWMP Guidebook.

In addition to the Act and SBx 7-7, the UWMP must also comply with applicable changes to the Water Code, which were adopted after the 2010 UWMPs requirements were in place. These are also described in the 2015 UWMP Guidebook and the summary list is below:

- Demand Management Measures**- CWC Section 10631(f) (1) and (2) Assembly Bill 2067, 2014 Guidebook-Chapter 9
- **Submittal Date**- CWC Section 10621 (d) Assembly Bill 2067, 2014 Guidebook- Chapter 10
- Electronic Submittal & Standardized Forms**-CWC Section 10644(a) (2) Senate Bill 1420, 2014 Guidebook-Chapter 10
- Water Loss**- CWC Section 10631 (e) (1) (J) and (e) (3) (A) and (B), Senate Bill 1420, 2014, Guidebook-Appendix L
- Estimating Future Water Savings**-CWC Section 10631 (e) (4), Senate Bill 1420, 2014 Guidebook, Appendix K
- Voluntary Reporting of Energy Intensity**- CWC Section 10631.2(a) and (b), Senate Bill 1036, 2014 Guidebook- Appendix O
- Defining Water Features**- CWC Section 10632 (b), Assembly Bill 2409, 2010 Guidebook –Chapter 4

According to the Act, UWMPs are due on December 31<sup>st</sup> of years ending in 0 and 5; however, the 2010 UWMP

was due by July 1, 2011 and the 2015 UWMP must be adopted by July 1, 2016 and submitted to DWR within 30 days of adoption.

The City of Lompoc's 2010 UWMP is available on the City's website (<http://www.cityoflompoc.com/utilities/water/>). City staff will provide supplemental 2010 UWMP information, submitted to DWR after adoption of the 2010 UWMP, to the selected consultant.

The City of Lompoc's 2013 Groundwater Management Plan is available on the City's website (<http://www.cityoflompoc.com/utilities/water/>).

### III. SCOPE OF SERVICES AND DELIVERABLES

#### Task 1-Project Management, Meetings, and Data Collection

The Consultant shall assign a project manager for the project who will act as the City's primary contact. Consultant shall meet with City staff as required in support of the project, including but not limited to the following meetings:

- A kick-off meeting to define the project objectives, determine the schedule, and set the approach and methodology that will be used to achieve the project objectives
- Regular progress meetings at relevant intervals during the project
- A Draft Report review meeting two weeks after submission of the Draft Report

Consultant shall review background information and relevant data in support of the project, providing a list of required data to update the City's UWMP.

#### Task 2-Demand, Supply, and Demographic Analyses

Consultant shall obtain population data from appropriate California Department of Finance (DOF) sources. Consultant shall compare demand projections presented in various City reports and update those projections based on current and projected service area demographics, population projections, and relevant economic and weather conditions. Demand projections shall be made in 5 year increments through year 2035.

Consultant shall prepare historic demand and population data and calculations for the baseline per capita usage according to the SBX7-7 Methodologies. In addition, Consultant shall calculate the City's conservation targets according to the four water use target methods described in the SBX 7-7 Methodologies, as relevant to the City, to determine the most appropriate water use target for the City.

Consultant will identify existing and planned water supply quantities to meet the demand projections for groundwater and future possible water sources, such as recycled water. Consultant shall review the City's Groundwater Management Plan and other relevant plans and incorporate its data and findings, as appropriate.

#### Task 3-Plan Preparation and Contents

The Consultant shall obtain all necessary information for the UWMP, in conjunction with City staff, and prepare the City's 2015 UWMP pursuant to CWC Sections 10610 through 10656, ensuring that the City's 2015 UWMP addresses all areas required by the Act and includes all of the requirements, standardized forms, tables, and displays addressed in the 2015 Guidebook and appendices.

The Consultant shall coordinate the organization of the report with the City. It is anticipated that the UWMP can be organized to follow the format of all chapters that are included in the 2015 UWMP Guidebook. These chapters are listed below with a summary of the content in these chapters.

**Executive Summary-** An Executive Summary of the UWMP is requested for the UWMP.

**Chapter 1-Introduction and Overview**-discussion on the importance and extent of the City's water management planning efforts;

**Chapter 2-Plan Preparation**-This section includes information on the City's process for developing the UWMP, including efforts in coordination and outreach;

**Chapter 3- System Description**-This section includes a map of the service area, a description of the service area and climate, a description of the City's water system, and the City's organizational structure and history.

**Chapter 4- System Water Use**-This section includes a description and quantification of the current and projected water uses within the agency's service area.

**Chapter 5-Baselines and Targets**- A description of the methods used for calculating the City's baseline and target water consumption. A description, which demonstrates whether or not the City has achieved the 2015 interim water use target, and the City's plans for achieving the 2020 water use target.

**Chapter 6- System Supplies**- A description and quantification of the current and projected sources of water available to the agency. A description and quantification of potential recycled water uses and supply availability.

**Chapter 7- Water Supply Reliability**-A description of the reliability of the City's water supply and projection of the reliability of the water supply for 20 years. The description includes normal, single dry years and multiple dry years.

**Chapter 8- Water Shortage Contingency Planning**-A description of the supplier's staged plan for dealing with water shortages, including a catastrophic supply interruption. **The Water Shortage Contingency Plan in the City requires extensive review and revisions.**

**Chapter 9- Demand Management Measures**-A description of the City's water conservation programs that are in place and their efforts to reduce demand on their water supply, and a description of the State's required demand management measures. **Water demand savings from current conservation programs need to be reviewed and revised.**

**Chapter 10- Plan Adoption, Submittal, and Implementation**-This section includes a description of the steps the City has taken to adopt and submit the UWMP and to make it publicly available. This section also includes a discussion of the City's plan to implement the UWMP.

#### **DRAFT REPORT**

The Consultant shall prepare a Draft Report and submit to the City three (3) hard copies and one (1) electronic copy in PDF format on optical media (e.g., CD/DVD or USB Flash Drives).

#### **FINAL REPORT**

The Consultant shall prepare a Final Draft Report and submit to the City three (3) hard copies and one (1) electronic copy in PDF format on digital media (e.g. CD/DVD or USB Flash Drives).

The Consultant shall prepare a Final Report, complete the required UWMP checklist, incorporate any comments from the public hearing, include the adoption resolution, and submit thirty (30) hard copies and two (2) electronic copies in PDF format on digital media (e.g., CD/DVD or USB Flash Drives).

#### **Task 4-Public Outreach and Adoption Assistance**

Consultant shall be available to assist the City in coordinating with relevant agencies, as needed for adoption of the UWMP.

The City will be responsible for involvement of the public and outreach efforts. Consultant shall provide assistance with standardized samples for the public and outreach efforts. Consultant shall be prepared to attend, present the report, and respond to any questions about the UWMP at:

- a Public Hearing
- a City Council meeting for adoption

These meetings may or may not be combined, depending on the anticipated extent of public review and comments.

Consultant shall prepare the adopted Final Report by incorporating any comments from the public hearing and adding the adoption resolution into the Final Draft Report.

Consultant shall submit the adopted UWMP to DWR, and assist with the submission of the UWMP to relevant cities and counties, and the California State Library. The Consultant shall complete the UWMP electronically and submit it to all relevant State agencies.

#### **IV. PROPOSAL FORMAT**

Please submit a proposal that addresses all items listed in Section III Scope of Work. For each item describe your organization's capacity and experience with the activities described. Where appropriate, describe what your approach will be in carrying out the activity. For each item listed in Section III you may wish to describe your capacity and experience from the following perspectives:

##### A. Schedule

Consultant will provide Draft Report within six (6) weeks from the Notice to Proceed for the work. The City will review the Draft Report within three (3) weeks of submission to the City. Following the Draft Report review meeting, the Final Report shall be submitted to the City within four (4) weeks.

Consultant will assist the City in meeting the notification dates and deadlines associated with public review, hearing, adoption (City Council meetings are the first and third Tuesday of the month), and submission to DWR. The UWMP must be adopted prior to the July 1, 2016 deadline.

##### B. Contents of Proposal

The proposal shall not exceed 20 pages (double-sided pages count as two pages), excluding the Cover Letter, tables, Table of Contents, resumes, and any other relevant appendices. The Consultant shall submit a proposal package consisting of one (1) signed original and three (3) copies of its proposal. Proposal should be organized according to the following outline:

##### Cover Letter

A Cover Letter shall be included with the proposal, addressed to Maria Villarreal, Buyer, identifying the consultant, describing the proposed working relationship between consultant and any subcontractors, as applicable, and identifying the consultant's primary contact person for the proposal.

##### Qualifications, Relevant Experience, and References

Consultant shall establish the ability of the consultant to satisfactorily perform the required work by including relevant work experience similar in nature, demonstration of competence in the services to be provided, strength and stability of the consultant, staffing capability, and client references (including name, position, and phone number).

**All consultants are required to have prior experience preparing UWMPs. Experience preparing UWMPs in Santa Barbara County is desirable.**

##### Project Team

Consultant shall include information establishing the qualifications of the project manager and key project team members, providing relevant education, experience and applicable professional credentials. Consultant shall

include brief resumes for all key project team members.

#### Approach

Consultant shall include a narrative, which shows an understanding of the project and addresses the Scope of Services. As appropriate, Consultant may describe enhancements or innovations to the Scope of Services which do not materially deviate from the objectives or the project.

#### Schedule

Consultant shall include a schedule demonstrating how it will meet the deadlines of the Act, as described in the previous Schedule section of this RFP.

#### Fee Proposal

Consultant will provide a detailed fee proposal, with a summary of the UWMP tasks stating a not to exceed amount.

#### Insurance Requirements

The City of Lompoc requires you furnish and maintain current certificates of insurance for the duration and term of that contract within the scope and limits of the Indemnity and Insurance Requirements listed here. The certificates and endorsements are to be signed by a person authorized by the insurers to bind coverage on their behalf.

### **V. TARGETED DATES**

Issue Request for Proposal	January 26, 2016
Proposal Deadline	February 11, 2016
Selection of Consultant	February 18, 2016
Contract Award	February 25, 2016

### **VI. PROPOSAL SUBMISSION**

Submit, on or before the deadline noted in the section V. Proposals are to be sent to the attention of:

Maria Villarreal, Buyer  
City of Lompoc Purchasing Division  
1300 W. Laurel Avenue, Building #4A  
Lompoc, CA 93436

### **VII. SELECTION PROCESS**

City staff will screen proposals to ascertain that they meet threshold requirements outlined in this RFP. A committee may be convened to interview the most qualified proponents.

### **VIII. EVALUATION CRITERIA**

- A. Current and previous relevant experience in the preparation of UWMPs and demonstrated results (30%);
- B. Demonstrated understanding of the work required as exhibited by the clarity and comprehensiveness of the proposal (25%);
- C. Qualifications of the proposed project director and other personnel to be assigned to this project (25%);
- D. Awards will be made to realize the greatest savings to the City and may not necessarily be the lowest cost proposal especially where services are of the utmost importance (20%).

## IX. RESERVATIONS

This RFP does not commit the City to award a contract or to pay any costs incurred in the preparation of a proposal. The City reserves the right to accept or reject any proposal at the City's sole discretion. Although the City's intention is to enter into contracts encompassing the scope of work contained herein, the City reserves the right to reduce or otherwise modify/negotiate the Scope of Work. Program implementation is contingent upon City of Lompoc City Council approval.

-----END OF SPECIFICATIONS -----

### **PUBLIC DOCUMENTS**

All proposals submitted in response to this RFP shall become the property of the CITY and will be a matter of public record, subject to the State of California Public Records Act (California Government Code Section 6250 et seq.). Proposers must identify, in writing, all copyrighted material, trade secrets or other proprietary information that it claims is exempt from disclosure under the California Public Records Act (CPRA).

Any Proposer claiming such an exemption must identify the specific provision of the California Public Records Act that provides an exemption from disclosure for each item that the Proposer claims is not subject to disclosure under the Act.

Please note that wholesale use of headers/footers bearing designations such as "confidential," "proprietary," or "trade secret" on all or nearly all of a proposal is not acceptable, and may be deemed by the City as a waiver of any exemption claim. The identification of exempt information must be more specific.

In addition to the requested copies under SUBMISSION REQUIREMENTS, all Proposers must supply one unbound, complete, duplicate copy of its proposal with those specific items claimed as exempt clearly marked (redacted). This copy must identify what specific information (if any) in their proposal that they claim, in good faith, is exempt from disclosure under the CPRA.

Any Proposer claiming such exemption must also state in the proposal the following: "The Proposer agrees to indemnify the City and its officers, employees, and agents, and hold them harmless from any claim or liability and will defend any action brought against the City for its refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request therefor." Failure to include such a statement shall constitute a waiver of a Proposer's right to exemption from disclosure.



## Attachment A City of Lompoc, Bidder References

List and describe fully the last three contracts performed by your firm which demonstrate your ability to provide the supplies, equipment, or services included with the scope of the Proposal specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

### Reference No. 1

Customer Name: \_\_\_\_\_

Contact Individual: \_\_\_\_\_

Phone No: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contract Amount: \_\_\_\_\_

Year: \_\_\_\_\_

Description of Supplies, Equipment, or Services Provided:

\_\_\_\_\_  
\_\_\_\_\_

### Reference No. 2

Customer Name: \_\_\_\_\_

Contact Individual: \_\_\_\_\_

Phone No: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contract Amount: \_\_\_\_\_

Year: \_\_\_\_\_

Description of Supplies, Equipment, or Services Provided:

\_\_\_\_\_  
\_\_\_\_\_

### Reference No. 3

Customer Name: \_\_\_\_\_

Contact Individual: \_\_\_\_\_

Phone No: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contract Amount: \_\_\_\_\_

Year: \_\_\_\_\_

Description of Supplies, Equipment, or Services Provided:

\_\_\_\_\_  
\_\_\_\_\_

**PROPOSAL SIGNATURE FORM**  
**(Complete & return)**

Responding to a Request for Proposal the undersigned proposer agrees to provide professional services in accordance with the specifications.

All information submitted by proposer, including signatures, must be original. Copies will not be accepted. The representations herein are made under penalty of perjury.

We hereby certify:

- That this proposal was not made in the interest of or on behalf of any undisclosed person, partnership, association or corporation.
- That this proposal is genuine and not collusion or sham; and that we did not, directly or indirectly, induce or solicit anyone else to submit a false or sham proposal.
- That we have not, directly or indirectly, by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the City of Lompoc, or any other proposer or anyone else interested in the proposed contract; and further,
- Did not, in any manner, directly or indirectly, seek by agreements, communications, or conference with anyone to raise or fix any overhead, profit, or cost element of this proposal price, or that of anyone else.

**REGULATED COMMUNICATIONS**

On May 20, 2014, the City Council introduced Ordinance No. 1603(14) amending the Purchasing section of the Lompoc Municipal Code adopted regulations related to certain communications during the City Procurement Process.

The Regulated Communications Ordinance can be found at the following web address:

<http://www1.cityoflompoc.com/councilagenda/2014/140520/140520n07a01.pdf>). The Ordinance generally provides that no bidder shall engage in any communication to or with any City elected official concerning or touching upon any matter which is the subject of this competitive procurement process without disclosing the communications as prescribed in the Ordinance.

Any bidder or elected official who engages in any regulated communication outlined in the Ordinance shall file the written disclosure required by the Ordinance.

Any bidder violating the Ordinance may be disqualified or determined to be non-responsible. Additionally, the City may set aside the award of a contract, prior to its execution, to a party found to have violated the Ordinance.

In addition to Ordinance No. 1603(14), from the original issue date through the contracting period, the only authorized City contact will be the Purchasing Agent or the Finance staff contact listed in Section 7.6 above. Interested Proposers or their representatives are not allowed to communicate with other City staff regarding this solicitation. If any Proposer is found to be in violation of this provision, the City reserves the right to reject their proposal.

We hereby offer to provide the City of Lompoc with the above material and/or service at the prices shown and under the terms and conditions printed hereon or attached or referenced.

**(Please type or print)**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
NAME AND TITLE (PLEASE PRINT)

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

\_\_\_\_\_  
E - MAIL ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
WEB PAGE

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
DATE

## General Terms and Conditions

The sole point of contact in the City for purposes of this RFP is the Procurement Officer. All communications regarding this solicitation are to be made solely through the Procurement Officer or his/her designee. Only information communicated by the Procurement Officer or his/her designee shall be the official position of the Department. Questions regarding this solicitation must be directed in writing to the Procurement Officer or the designee.

City of Lompoc  
Attn: Maria Villarreal, Buyer  
1300 West Laurel Avenue, Building 4A  
Lompoc, CA 93436

1. The Issuing Office must receive proposals by 2:00 p.m. on the date indicated above. Copies are to be submitted in sealed envelopes in accordance with. The Proposal Project number and due date must appear on the outside of the submission envelope.
2. Late proposals, late requests for modification, or late requests for withdrawal will not be considered. It is recommended that proposals be hand delivered.
3. Vendors responding to this solicitation must meet all mandatory requirements contained herein. If the vendor does not meet a mandatory requirement, the Department will classify their proposal as "Unacceptable". The Department may also determine that a vendor is "Not Responsible", i.e., does not have the capabilities in all respects to perform the work required. Should a proposal be found unacceptable or if a vendor is found not responsible, the offer will not be considered further.
4. An award is final only upon approval by the appropriate office of the City of Lompoc and execution on behalf of the City. State.
5. The Department reserves the right to amend this solicitation at any time prior to the proposal due date. If it does become necessary to amend any part of this solicitation, the Procurement Officer will furnish an addendum to all registered proposers. All amendments will be identified as such and will be sent by mail, and facsimile machine.
6. Amendments shall be distributed within a reasonable time to allow vendors to consider them in preparing their proposals. If the time and date for receipt of offers does not permit preparation, the due date will be extended.
7. The Department may cancel this solicitation as provided by Lompoc City Code and reject all proposals submitted in response when this action is determined to be in the City's best interests.
8. The Department reserves the right to accept or reject all proposals, in whole or in part, and to waive or permit cure of minor irregularities.
9. A public opening of proposals will not be held.
10. Proposals should be prepared simply and economically, providing a straight forward, concise description of the Offerors ability to fulfill the requirements of this solicitation. The Department is not responsible for any expenses incurred by Offerors in preparing and submitting proposals in response to this solicitation.
11. All proposals shall be typewritten or written legibly in ink and all proposals shall be signed in ink as specified.
12. Should a vendor find discrepancies in the specifications or contract provisions included in this solicitation, or should there be doubt as to the meaning or intent of any section or subsection herein, the vendor should request clarification from the Procurement Officer. Failure to request a clarification prior to the due date will be a waiver of any claim by the vendor for expenses made necessary by reason of later interpretation of the contract documents; Offerors will be bound to the Department's interpretation.
13. All prices must be firm for 90 days from the date of the proposal opening & be inclusive. Upon award, prices will be in effect for the term of the contract.
14. All proposals submitted by Seller to Proposer should be submitted upon the attached form, completed and signed, (only typewritten or ink shall be accepted with no erasures or corrections unless properly authenticated by

## General Terms and Conditions

- signature) in accordance with the instructions contained herein.
15. The issuance of this proposal request creates no obligation on the part of the City and the City reserves the unconditional right at its option to either reject all proposals or waive any irregularities or informalities therein. Each proposer shall be in a separate sealed envelope with the proposal number, name of proposer, title of the proposal, date and time due showing on the outside of the envelope.
16. Prompt payment discounts of 20 days or longer will only be considered when comparing proposals, however, if you offer any prompt payment discounts, please indicate this on your proposal.
17. Awards will be made to realize the greatest savings to the City and may not necessarily be the lowest proposal especially where services are of the utmost importance.
18. Submission of a signed proposal will be interpreted to mean that the proposer has thereby agreed to all conditions, instructions, descriptions and specifications contained herein.
19. The only terms that will be honored are those terms included in general and special conditions and instructions, purchase order or other documents issued by the City.
20. All time limits stated are of the essence and must be complied with. Any proposals received after closing time stipulated will be returned unopened.
21. **LAWS GOVERNING CONTRACT:** The contract shall be in accordance with the laws of the State of California and the County of Santa Barbara, California is the only appropriate forum for any litigation. In the event a suit or action is instituted arising out of any contract, the prevailing party shall be entitled to receive, in addition to its cost, such sum as the court may adjudge reasonable as to attorney's fees and costs.
22. **ENTIRE AGREEMENT:** Any Agreement resulting from this RFP will consist of the following documents, in order of precedence, and shall be the entire agreement between parties:
- A) Purchase Order
  - B) CITY's Request for Proposals
  - C) CONTRACTOR's Proposal
22. **Time of Proposal Submission:** Bids or Proposals shall be submitted so as to be received in the office designated in the Request for Proposals as the time set for opening of Proposals. Lompoc City Code Section 2603.E. reads "Bid Opening. No bid shall be considered which has not been received at the place, and at or prior to the time, stated in the invitation for bids." The official time clock for this bid will be the U. S. Naval Observatory (USNO): <http://www.time.gov/timezone.cgi?Western/d/-5/java>
- Solicitations opening at 2:00 P.M. PST will be considered late at 14:00:01 PST and will not be accepted or considered. The Purchasing and Materials Manager Agent or his representative designated as the bid opening official shall decide when the time set for bid opening has arrived, and so shall declare to those present. She (or he) shall then personally and publicly open all bids received prior to that time, and when practicable shall read them aloud.



# City of Lompoc

## "Registered Proposer Information Sheet"

RFP No. 2810 – Consultant Services for Urban Water Management Plan (UWMP)  
Opening Date: February 11, 2016

**Please immediately complete and fax this page to (805) 735-7628 to be added to the list to receive all clarifications and addendums.**

1. Complete this form (print or type your information).
2. Fax the completed sheet to (805) 735-7628.
3. Circle which method was used to secure proposal package.

**Mail**

**Fax**

**Internet**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Name & Title (please print)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
Web Page Address

\_\_\_\_\_  
Contractors License Number

\_\_\_\_\_  
Expiration Date