

Addendum: Request for Proposal for Municipal Service Review of Huntington Municipal Water District, Palmdale Water District, and Sativa County Water District

Section VIII., Selection Process, on page 4 of the Request for Proposal is hereby deleted in its entirety and replaced with the following:

"VIII. Selection Process

LAFCO reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate and select the successful proposal(s). Each responsive proposal will be evaluated and scored by an evaluation committee selected by LAFCO in accordance with the following evaluation criteria and point system:

<u>Evaluation Criteria</u>	<u>Points</u>
<u>EXPERIENCE AND ORGANIZATIONAL RESOURCES</u>	300
<ul style="list-style-type: none"> • Firm experience with municipal finance / budget analysis 75 • Firm experience with governmental organization analysis and methods 45 • Experience / qualifications of key project personnel / resumes 30 • Knowledge of Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 Act/role and function of LAFCO 30 • Experience with conducting municipal service reviews or similar projects within last ten years 45 • Experience with presentations to the public / stakeholders, public relations capability 45 • Firm resources 15 • References 15 	
<u>APPROACH TO CONTRACT REQUIREMENTS</u>	200
<ul style="list-style-type: none"> • Willingness to agree to standard contractual provisions 10 • Demonstrated understanding of tasks 30 • Approach to project / Scope of Work / Work Plan 20 • Allocation of costs / firm resources amongst tasks 20 • Support to LAFCO for meetings / public hearings 30 • Overall project schedule 20 • Understanding of role of consultant in assisting the Executive Officer in recommending boundary determinations 20 	

• Number of hours allocated in producing municipal service review report	10
• Time spent by key personnel on the project as compared to time spent by other consultant personnel on the project	10
• Sufficiency of resources dedicated to project in comparison to price	30
<u>PRICE</u>	500
• Proposer with the lowest not to exceed fee for the total project	500
• Proposer with the next lowest not to exceed fee for the total project	450
• Proposer with the next lowest not to exceed fee for the total project	400
• Proposer with the next lowest not to exceed fee for the total project	350
• Proposer with the next lowest not to exceed fee for the total project	300

All proposals will be ranked in numerical sequence from high to low. Up to three firms will be selected for further consideration, which may include follow-up interviews. Tentatively, the evaluation committee is expected to make a recommendation in September 2011.

Following selection of the most qualified firm, a recommended agreement including budget, schedule, and Scope of Services statement will be negotiated. Final selection by Commission is anticipated by September 30, 2011."

As a reminder, proposals are due on August 22, 2011. If you have any questions, please contact Sera Wirth at (818) 254-2454.