

REQUEST FOR PROPOSALS

STORM WATER FEES LEVY ADMINISTRATIVE SERVICES

CITY OF ALAMEDA, CA

RESPONSES TO QUESTIONS FROM POTENTIAL RESPONDENTS

FEBRUARY 24, 2025

Why is this RFP being issued at this time?

City of Alameda (City) Public Works Department Clean Water Program (Alameda CWP) response:

The Term of the current Service Provider Agreement is expiring. This RFP is being issued at this time consistent with the City's procurement policies.

Who is the City's current administration provider?

Alameda CWP response: The City's current administrator for storm water fees levy services is SCI Consulting Group.

Is the City satisfied with this provider's services?

Alameda CWP response: The City has effectively implemented it's Storm Water Fees Levy Administration efforts in conjunction with the current service provider.

How long has this provider been completing these services?

Alameda CWP response: The City has effectively implemented it's Storm Water Fees Levy Administration efforts in conjunction with the current service provider for five (5) years, from Fiscal Year (FY) 2020-21 to FY 2024-25.

What is the current contract amount for each of the services identified? Or provide the Lump Sum Amount?

Alameda CWP response: The current total contract authorization for FY 2024-25 is \$29,638.

Have there been any recent legal challenges?

Alameda CWP response: No, there have not been any recent legal challenges to the City's Storm Water Fees Levy Administration efforts.

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.

Alameda CWP response: Not applicable. CFDs are not applicable to the City's Storm Water Fees Levy Administrative Services process.

Are there any currently contemplated CFD formations?

Alameda CWP response: Not applicable. CFD formations are not applicable to the City's Storm Water Fees Levy Administrative Services process.

Can you confirm that the due date is Sunday, March 2nd? Would the City consider extending the proposal deadline to Monday, March 3rd?

Alameda CWP response: Yes, the RFP due date is March 2nd, 2025. No, the City will NOT extend the proposal deadline to March 3rd. The RFP due date is March 2nd, 2025.

For meetings, as needed, does the City prefer or require in-person meetings or is virtual/phone acceptable?

Alameda CWP response: The City does not currently have an explicit requirement for in-person meetings for Storm Water Fees Levy Administrative Services. Virtual/phone meetings are currently acceptable, including for City Council meetings.

In terms of the proposal requirements listed on pages 4-5, is the City flexible as to the order of the contents? For example, can the cover letter be included in the front of the proposal? In the RFP, it's listed after Project Pricing.

Alameda CWP response: Yes, the City is flexible as to the order of the contents, but is seeking clear and thorough responses.

Regarding the Team Organizational Structure listed on page 5, can that be included under item c) of the Statement of Qualifications section (listed on page 4)?

Alameda CWP response: Yes, the City is flexible as to the order of the contents, but is seeking clear and thorough responses.

Can the resumes be included as an appendix?

Alameda CWP response: Yes, respondent firm resumes can be included as an appendix.

In the Statement of Exceptions section on page 5, it says to include exceptions or a statement of no exception and label it as Exhibit B in the proposal. Being that there doesn't appear to be an Exhibit A, is it acceptable to include this as Section 2 of the proposal as shown on RFP page 5 after the Statement of Qualifications?

Alameda CWP response: Yes, the response to the request for this information can be provided in the manner suggested, as long as it is a clearly stated response either to exceptions or a statement of no exception.

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