



SWEETWATER AUTHORITY

505 GARRETT AVENUE
POST OFFICE BOX 2328
CHULA VISTA, CALIFORNIA 91912-2328
(619) 420-1413
FAX (619) 425-7469
www.sweetwater.org

GOVERNING BOARD

HECTOR MARTINEZ, CHAIR
ALEJANDRA SOTELO-SOLIS, VICE CHAIR
JOSIE CALDERON-SCOTT
STEVE CASTANEDA
PAULINA MARTINEZ-PEREZ
JOSE PRECIADO
MONA RIOS

JENNIFER H. SABINE
INTERIM GENERAL MANAGER

2. Resumes for proposed consultants.
3. *Costs:* The service being requested will be on an as-needed basis, not-to-exceed \$36,000 in fiscal year 2021-22. Provide a rate per/hour for the services that will be charged to performing the work described in this Request for Letter Proposal. In additional, state any additional costs that may be charged such as administrative fees, meals, travel, and lodging. Payment by the Authority shall be made on a monthly basis within thirty (30) days of invoicing.
4. *Exceptions/Proposed Changes to the RFP:* The proposer shall certify that it takes no exceptions to this RFP, including but not limited to the Authority's Professional Services Agreement (Agreement), as attached in Exhibit A. If the respondent does take exception(s) to any portion of the RFP or Agreement, the specific portion of the RFP or Agreement to which exception(s) is taken shall be identified and proposed alternative language shall be provided and explained in the proposal.
5. *Letter Proposal Submittal:* Provide one electronic copy of the letter proposal in PDF format.

Letter Proposals must be delivered electronically, via the Authority's secure file transfer system NO LATER THAN 5:00 p.m. PST on Day, Month x, 2021. Please note the following:

- The secure file transfer system will REQUIRE you to set up an account by providing a valid email address. This email address must be validated by the system before it will allow you to upload your response document.
- The secure file transfer system must be accessed using an up to date internet browser. Examples include but not limited to: Chrome, Safari, Internet Explorer 11 or later, Firefox.
- The email address used to register for the system to submit the response will receive a confirmation email when the file is first accessed by Authority staff.
- Response should be uploaded in advance of the response deadline. The time stamp on the file received by the system will be used to determine whether the response was submitted on time.
- File Format: The response must be in pdf format, and include scanned copies of all pages with required signatures present.
- File Transfer system web page address:
<https://sendit.sweetwater.org/filedrop/CommRFP>

H. SELECTION CRITERIA

(To be added once approved by Governing Board)



