



**PUBLIC WORKS DEPARTMENT**  
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**ADDENDUM NO. 1**  
**TO REQUEST FOR PROPOSAL**  
**FOR**  
**ON-CALL SERVICES FOR INSTRUMENTATION AND SCADA**  
**RFP NO. R251073**

DATE: October 21, 2024

PROPOSAL DUE DATE: 5:00 P.M., November 8, 2024

CHANGES TO THE REQUEST FOR PROPOSAL:

The following changes are provided as Addendum No. 1 to the Request for Proposal (RFP) for the subject project.

**Part III – RFP Process, Section D – Proposed Schedule has been revised to include updated schedule information. Replace Part III – RFP Process, Section D – Schedule, with the following:**

	<u>Date</u>
1. RFP issued to prospective Proposers	October 15, 2024
2. Cancelled because no one signed up to attend: Preproposal conference (Voluntary)	October 21, 2024
3. Preproposal conference (Voluntary)	October 23, 2024
4. Last date for submission of written questions (5:00 p.m.)	October 25, 2024
5. Issue addendum/response to written questions	November 4, 2024
6. Proposal submission deadline (5:00 p.m.)	November 8, 2024
7. Potential interviews with proposers	Week of November 11, 2024
8. Contract award	December 2024

**Part III – RFP Process, Section E – Preproposal Conference has been revised to include an additional conference. Replace Part III – RFP Process, Section E – Preproposal Conference with the following:**

Due to lack of RSVPs received by the deadline, the October 21 preproposal conference was cancelled. An alternative voluntary preproposal conference will be held on October 23, 2024, at

the Shoreline Maintenance Building, located at 2612 North Shoreline Boulevard, from 9:30 a.m. to 11:00 a.m. Latecomers may be excluded from the meeting.

**Part III – RFP Process, Section V – Live Scan has been revised to address steps involved for the Live Scan process. Replace Part III, RFP Process, V. Live Scan with the following:**

**V. LIVE SCAN**

To be awarded a contract, the successful Proposer and all Proposer's employees working on City's projects must clear the Live Scan process.

- a. All Contractor's employees and subcontractor's employees servicing the City's account must be enrolled in the "Live Scan" fingerprint program, and the Department of Justice shall determine whether any individuals have been arrested or convicted of a violent or serious felony or have a pending criminal proceeding for a felony as defined in Section 45122.1 of the California Education Code. This report must be received and accepted by the City from the Department of Justice prior to the Contractor's employees and subcontractor employees beginning work. No Contractor, Contractor's employees, subcontractor, or subcontractor's employees shall commence or continue work without clearance from the Department of Justice.
- b. All required fees related to the Live Scan application process and other travel costs and time associated with security clearance will be the responsibility of the Contractor.
- c. The Live Scan form can be obtained by providing a list of employees and their contact information to the POC. Complete Attachment D for each employee servicing the City's account and submit to the POC upon proposal selection. Each applicant will make an appointment to obtain an application and to have fingerprints taken; charges will apply at this time. The clearance process takes approximately two (2) weeks. After the clearance is given, an appointment should be made with the City's Facilities Division, who will issue photo Contractor ID badges.
- d. While they are on the premises, the Contractor's employees shall display photo ID badges at all times.
- e. Any new employees and subcontractor's employees, hired after contract execution, that will be servicing the City's account must also clear the Live Scan process prior to commencing work.

**Replace Attachment D – Request for Live Scan Services Form with attached new Live Scan Contact Information Form (Attachment 1).**

Complete Attachment 1 for each employee servicing the City’s account and submit to the POC upon proposal selection.

Addendum No. 1 contains a total of three (3) pages. All other information and requirements as listed in the RFP remain in effect.

**Bidders shall acknowledge receipt of this Addendum No. 1 in Attachment A - Proposal Cover Page**

End of Addendum No. 1