

REQUEST FOR PROPOSAL

DOWNTOWN AREA AND PALM DRIVE CORRIDOR SEWER PLAN

Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan

Issue Date: June 24th, 2025 Proposal

Due Date: July 28th, 2025, by 5:00 PM

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Requesting Department: Public Works Department

1. REQUEST FOR PROPOSALS

The City of Desert Hot Springs (City) seeks proposals from qualified planning and engineering consultants to conduct a Sewer Area Implementation Plan for the Downtown area and Palm Drive Corridor to support new infill development of local affordable housing while promoting connectivity and sustainability.

Overall project objectives include:

- Assess the needs and demand of sewer infrastructure to support infill housing development
- Support the development of affordable housing consistent with RHNA targets through investment in needed infrastructure improvements
- Promote long-term economic growth and sustainability through infrastructure investment
- Complete the Following Reports/Plans
 - 1- Area Assessment
 - 2 - Assessment of Sewer Infrastructure Facilities
 - 3 - Residential Development Demand Report
 - 4 – Sewer Infrastructure Plan
 - 5 – Costs Estimates and Funding Options

2. INTRODUCTION/PROJECT DESCRIPTION

INTRODUCTION

SCAG serves as a catalyst for a brighter future for Southern California by leading a vision to elevate the region and creating a holistic plan to achieve our unified goals. SCAG authors the roadmap for Southern California's mobility and land use by organizing and prioritizing transportation projects across the region, and spearheading programs to meet environmental, economic and equity goals, and support jurisdictions in addressing their diverse transportation and land use needs. SCAG empowers Southern California jurisdictions to work toward regional solutions by facilitating resources and opportunities for local engagement, capacity building and technical assistance, and strategically support and invest in the region's most impacted communities.

Regional Utilities Supporting Housing (RUSH) Pilot Program

This project is funded by the Regional Utilities Supporting Housing (RUSH) pilot program, which is a call for projects within SCAG's Regional Early Action Planning Grant Program of 2021 (REAP 2.0) program. REAP 2.0 was established as part of the 2021 California Comeback Plan under AB 140 to confront the statewide housing affordability crisis. SCAG has allocated a total of \$35M to the RUSH Pilot Program, \$5 million of which is dedicated to infrastructure planning projects and \$30 million of which is dedicated to capital projects. All REAP 2.0 funds must be expended by June 30, 2026.

The RUSH pilot program is focused on funding transformative and significant utility infrastructure projects that include utility infrastructure planning and capital improvements that are designed to support a jurisdiction's or Tribal Government's efforts to meet their housing production goals, as defined in the 6th cycle RHNA and housing elements, or overall housing needs, and that are consistent with REAP 2.0 Program Goals and Objectives. Investments in sustainable infrastructure and capacity improvements will be critical in order to successfully plan for the 1.3 million units of housing required across the SCAG region under the 6th cycle Regional Housing Needs Allocation (RHNA). Furthermore, RUSH affords jurisdictions and Tribal Governments the opportunity to dedicate resources to proactively upgrade infrastructure in areas of anticipated infill growth, allowing them to better serve their communities' sewer, water, stormwater, and dry utility needs.

In addition to the benefits of investing in sustainable infrastructure and capacity improvements, RUSH also promotes embedding resilience and adaptation considerations within projects.

PROJECT BACKGROUND

The City of Desert Hot Springs is seeking to conduct a Sewer Area Implementation Plan for the Downtown area and Palm Drive Corridor to support new infill development of local affordable housing while promoting connectivity and sustainability.

The City of Desert Hot Springs in Coachella Valley has a population of 32,500 and has experienced 96% growth over the past 20 years. The median household income of \$42,134 is far below Riverside County (\$80,680) and the State (\$88,930), and the City sees a net outflow of 7,700 jobs to neighboring communities like Palm Springs, Palm Desert, and Rancho Mirage. Through this Study the City seeks to invest in housing-supportive infrastructure to increase local affordable housing supply, connectivity, and sustainability. According to the most recent census, Desert Hot Springs is the fastest growing City in the Coachella Valley, with plenty of vacant land available for future growth. The City's 2020 General Plan update significantly increased housing density in Downtown Area and Palm Drive Corridor with new medium/high (20-30 dwelling units/acre) residential and mixed use (15-30 dwelling units/acre) zoning designations. The updated General Plan projects 23,000 new housing units by 2040, supported by transformative and significant utility infrastructure planning to increase water supply, lower residential development cost, and promote conservation.

The Project will focus on identifying existing sewer infrastructure facilities, residential development demand, public outreach, and identifying necessary improvements that meet the demand. The sewer area study will be conducted in conjunction with the Mission Springs Water District's new regional water reclamation facility in Desert Hot Springs, which was completed in Fall 2024.

PROJECT LOCATION

The study's boundaries include the Downtown Area and Palm Drive Corridor, low density and medium density residential vacant lots, newly zoned mixed-use and high density residential vacant land, as well as proposed and potential residential projects such as the Green Day Village project which was recently approved for a 608-unit multi-family housing development. A project location map is attached as an exhibit.

OVERALL PROJECT OBJECTIVES

The City of Desert Hot Springs (City) seeks proposals from qualified planning and engineering consultants to conduct a Sewer Area Implementation Plan for the Downtown area and Palm Drive Corridor to support new infill development of local affordable housing while promoting connectivity and sustainability

- Assess the needs and demand of sewer infrastructure to support infill housing development
- Support the development of affordable housing consistent with RHNA targets through investment in needed infrastructure improvements
- Promote long-term economic growth and sustainability through infrastructure investment
- Complete the Following Reports/Plans
 - 1- Area Assessment
 - 2 - Assessment of Sewer Infrastructure Facilities
 - 3 - Residential Development Demand Report
 - 4 – Sewer Infrastructure Plan
 - 5 – Costs Estimates and Funding Options

Consultant work must conclude by the end of NOFA program expenditure period, which is currently scheduled as June 30, 2026.

3. SCOPE OF WORK & REQUESTED SERVICES

TASK 1: PROJECT MANAGEMENT AND COORDINATION

Task 1.1: Project Kick Off Meeting

Within the first month from issuance of the Notice to Proceed, Consultant shall hold a virtual kickoff meeting with Project Management Team (PMT). The PMT will consist of the SCAG Project Manager and Deputy Project Manager, the City of Desert Hot Springs Project Manager, and other relevant staff to review project vision and goals and confirm the direction of the technical approach and engagement efforts.

The kickoff meeting shall be used to review the draft Project Management Plan (PMP, Task 1.2), project scope of work, schedule, and budget; establish a schedule for the Project Management Team meetings (PMT, Task 1.3); identify potential stakeholders to engage (Task 3.4); and confirm communication protocols. Consultant shall also lead a discussion on data collection (Task 2).

Consultant shall provide the kickoff meeting agenda to meeting attendees at least two business days in advance to allow time to review and revise the agenda. Consultant shall provide meeting notes within two business days after the kickoff meeting to meeting attendees to ensure that next steps are documented. Consultant is responsible for preparing an agenda, presentation materials, and any handouts ahead of the kickoff meeting and making materials available to all.

Task 1.1 Deliverables:

- 1.1.1. Project kick off meeting agenda
- 1.1.2. Project kick off meeting notes and list of attendees
- 1.1.3. Project kick off presentation and any handouts or any other relevant materials

Task 1.2: Project Management Plan and Schedule

The Consultant shall prepare a Project Management Plan (PMP), which will include the contact information for the key project team, the scope of work, the schedule, the budget, invoicing progress, reporting details, along with document control and QA/QC procedures. The PMP shall include deliverables and timelines. The PMP will identify system for project control, including necessary procedures for conducting the work; managing resources, communications, budget, schedule, monitoring and reporting project status and progress, document control and quality assurance/quality control. The PMP shall include safeguards for early identification of issues and their effective resolution. Upon approval by SCAG, PMP shall be the document guiding the progression on the overall effort. Consultant shall notify SCAG as swiftly as possible about any potential necessary updates to the PMP. Any proposed changes to the overall PMP must be approved by SCAG. The Consultant shall deliver the PMP prior to the Kickoff Meeting.

The Consultant shall develop a schedule showing all work tasks, subtasks, start dates, activity durations, product submittal dates, key project milestones, and relationships among work tasks, including critical path items. Each task and subtask deliverable shall

be provided to PMT as it is completed, per the project schedule. PMT shall have a two-week review period for all deliverables. All comments, edits, suggestions, and questions from the PMT shall be submitted to the Consultant and edits will be incorporated into a revised deliverable.

Task 1.2 Deliverables:

1.2.1. Project management plan (PMP)

1.2.2. Project schedule

Task 1.3: Project Management Meetings

Consultant Project Manager shall conduct monthly check-in meetings with the Project Management Team (PMT) that includes the SCAG, City of Desert Hot Spring and other team members as needed. The meetings shall be used to update the PMT on project progress, to identify and plan for upcoming tasks, and to anticipate any concerns or challenges. Consultant shall provide each meeting agenda at least two business days in advance to meeting attendees to allow time to review and revise the agenda.

Consultant shall provide meeting notes within 48 hours (about 2 days) after each meeting to attendees to ensure next steps are documented. Consultant shall provide presentation materials electronically to meeting attendees at least 24 hours before the meeting.

In addition, Consultant shall be available for phone check-ins with SCAG and the City of Desert Hot Springs up to a time commitment of 12 hours.

Task 1.3 Deliverables:

1.3.1. Meeting agendas for monthly PMT meetings

1.3.2. Meeting notes with list of attendees

1.3.3. Meeting materials, including presentations or any handouts

1.3.4. Documentation of additional check-ins (up to 12 hours)

Task 1.4: Monthly Invoicing and Reporting

The Consultant shall prepare monthly invoices and reports in accordance with SCAG invoicing and reporting methodologies. Each report will follow a format approved by the SCAG Project Manager. Consultant shall track and report critical path activities and milestones and prepare and submit monthly progress reports to SCAG. Monthly progress reports shall detail the work performed and deliverables completed during the previous month, identify any issues encountered, and provide proposed solution(s) to address said concerns.

Each monthly progress report will at a minimum include:

- Summary
- Progress narrative
- Description of tasks completed
- Project schedule describing the percentage of each task/deliverable/milestone
- Summary of costs incurred per task/milestone
- Schedule and schedule tracking narrative
- List of deliverable items
- Management issues

- Needed corrective actions
- Statement of resolution of problems
- 30-day look ahead

Task 1.4 Deliverables

1.4.1. Monthly invoices

1.4.2. Progress reports

Task 1.5 Project Close-Out Files

At the end of the project, the Consultant shall document and assemble all project deliverables and provide them in accordance with SCAG's project close out procedures. All deliverables shall be provided in accordance with the Project Schedule.

Consultant shall document all project deliverables in an organized fashion and deliver them in an electronic format at the end of the project, along with an Excel file documenting location and completion of deliverables. Each task shall have its own folder. Within each task there shall be a folder with the name of the deliverable and the final version of each deliverable within it. Each meeting held shall have a folder including agendas, notes, and other relevant materials from that meeting. All deliverables shall be provided in accordance with the Project Schedule.

Task 1.5 Deliverables:

1.5.1 Project close-out files with accompanying Excel file

Task 1.6 REAP Metrics Data Collection and Reporting

The Consultant shall work with the jurisdiction and SCAG PM on selected measurable outcomes and metrics. Consultant shall collect related existing conditions from grantee staff and report on the selected measurable outcomes, baseline conditions, and metrics pursuant to SCAG's schedule provided at project kickoff.

Task 1.6 Deliverables:

1.6.1 REAP metrics data collection and reporting

TASK 1 SUMMARY OF DELIVERABLES

Task 1.1	1.1.1. Project kick off meeting agenda 1.1.2. Project kick off meeting notes and list of attendees 1.1.3. Project kick off presentation and any handouts or materials
Task 1.2	1.2.1 Project workplan 1.2.2. Project schedule
Task 1.3	1.3.1. Meeting agendas for monthly PMT meetings 1.3.2. Meeting notes with list of attendees 1.3.3. Meeting materials, including presentations or handouts 1.3.4. Documentation of additional check-ins (up to 12 hours)
Task 1.4	1.4.1. Monthly invoices 1.4.2. Progress reports
Task 1.5	1.5.1. Project close-out files with accompanying Excel file

TASK 2: PUBLIC OUTREACH

Task 2.1: Community Outreach

Consultant shall design a public outreach plan highlighting all meeting and event dates, topics, potential stakeholders, and methods of input. Additionally, the plan must clearly detail the total number of outreach meetings and events anticipated, as well as any early engagement efforts that the Grantee/Consultant intends to begin in advance of the initial meeting or event, such as creating a website for the project. The plan must include a brief description of all meetings and events forecasted to be conducted with stakeholders and delineate what content is anticipated to be vetted with those stakeholders. The outreach plan must also address language accessibility, culturally competent methods and materials, appropriate communications channels and technological access considerations, and mechanisms for meaningful input, follow-up, and follow-through.

The outreach plan shall clearly outline the timing of how the stakeholder engagement activities will inform the overall project and how the feedback gathered will be utilized to inform the various project deliverables. The plan must also identify any deliverables that are expected to be updated based upon the results of the outreach conducted.

To ensure consistency of public information about SCAG programs and SCAG-funded work products, Consultant is required to notify and coordinate with SCAG Project Manager, who will coordinate with SCAG's Manager of Media & Public Affairs or a specified designee, on any media inquiries or plans for proactively providing information to media outlets.

Task 2.1 Deliverables

2.1.1. Public Outreach Plan with dates, topics, and target audiences

Task 2.2: Outreach Events and Summary

Consultant shall plan, develop all materials, lead, and attend between 2 and 3 public meetings or events scheduled at a variety of times and locations identified in the Public Outreach Plan within the Project Area. The goal of the outreach events is to present and receive input on the status and condition of the existing sewer infrastructure facilities, the need for additional sewer infrastructure facilities, and receive general community input on the overall project. The outreach must be conducted with a focus on accessibility and convenience for residents of disadvantaged communities (DAC) and historically disinvested communities with the highest potential for infill housing development.

To promote awareness and encourage local support, local elected officials representing at least a portion of the project area shall be invited to outreach activities. The SCAG PM or their designee shall coordinate this with the respective SCAG Government Affairs Officer.

Consultant shall develop accessible, comprehensible, and appealing outreach materials to support the outreach plan. All outreach materials must be approved by the Grantee prior to release. Consultant shall develop social media posts and announcements for the Grantee to distribute on the Grantee's digital platforms such as social media, newsletters, webpages, and e-blasts. Consultant shall provide all outreach materials, social media posts, and announcements, in both English and Spanish.

The Consultant is also responsible for crediting SCAG as a funder of the project.

All public-facing communications materials produced under this contract shall acknowledge and give credit to SCAG, whether via a logo or text. Communications materials include, but are not limited to, site signage, printed information materials, print and online publications, websites, advertisements, video, public service announcements, social media postings, events, media advisories, news releases, and all other related materials. If SCAG determines that a communications material does not adequately credit SCAG's role in funding the project, the Grantee/Consultant shall revise the communications material according to the SCAG PM's direction.

To ensure consistency of public information about SCAG programs and SCAG-funded work products, Consultant is required to notify and coordinate with the SCAG PM, who will coordinate with SCAG's Manager of Media & Public Affairs or a specified designee, on any media inquiries or plans for proactively providing information to media outlets related to encouraging participation or reporting on these engagement activities.

Task 2.2 Deliverables

2.2.1. Outreach Materials (flyers, one-sheets, posters, presentations, and other materials) with credit provided to SCAG as the project funder

2.2.2. Outreach Summary Memo, which shall include a synopsis of how feedback was incorporated into the overall project, and incorporation of feedback into the final plan

TASK 2 SUMMARY OF DELIVERABLES

Task 2.1	2.1.1. Public Outreach Plan with dates, topics, and target audiences.
Task 2.2	2.2.1. Outreach Materials (flyers, one-sheets, posters, and presentations) with credit provided to SCAG as funder 2.2.2. Outreach Summary Memo, which shall include a synopsis of how feedback was incorporated into the overall project, and incorporation of feedback into the final plan

TASK 3: TECHNICAL WORK

The Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Study will be developed based on the results of the various technical studies, maps, and plans. The various technical studies, maps, and plans are explained below and listed in detail by tasks. The ultimate goal is to identify and establish what sewer infrastructure facilities are required in order to promote the development of low-density, medium-density, and high-density residential projects in vacant land that meet the REAP 2.0 definition of infill, as described in more detail in the attached exhibit titled REAP 2.0 Definition of Infill.

- 1 – Area Assessment - Review, evaluate, and analyze existing infrastructure in the Downtown Area and the Palm Drive Corridor and provide a full report of findings. The report shall provide detailed information on the sewer infrastructure facilities, including, but not limited to GIS mapping of the locations of existing sewer infrastructure facilities (pipes, conveyance lines, manholes, sumps pumps, etc.).
- 2 - Assessment of Sewer Infrastructure Facilities - Review, evaluate, and analyze existing infrastructure in the Downtown Area and the Palm Drive Corridor and provide a full report of findings. The report shall include the status and condition of facilities (age/size/capacity/expected term of life/use), capacity of wastewater treatment plants, and missing and/or necessary sewer infrastructure facilities to connect to wastewater treatment plants, and summary descriptions and findings.
- 3 - Residential Development Demand Report - Review, evaluate, and analyze all residential infill lots and potential residential projects in the downtown area and the Palm Drive Corridor and provide a full report of findings. The report shall provide detailed information on land use and max build-out for residential properties, including, but not limited to GIS mapping of all available lots for infill residential development for single-family homes, multifamily, mixed-use, and other residential projects, and a calculation of forecasted demand of sewer infrastructure facilities for all identified properties to be able to develop at the maximum density allowed under the City's zoning ordinance, and summary descriptions and findings.
- 4 – Sewer Infrastructure Plan – Develop a detailed plan with report of findings with recommendations, including, but not limited to, identification of necessary sewer infrastructure upgrades and improvements to existing facilities to meet the potential residential demand.
- 5 – Costs Estimates and Funding Options – Develop calculations of estimated costs for all necessary upgrades, improvements, and new installations in order to meet the potential residential demand, recommendations of projects for the upgrades, improvements, and new facilities from highest to lowest priority in order to maximize expenses with residential demand, and recommendations for available funding sources to fund the projects, as well as summary descriptions and findings.

Task 3.1: Area Assessment

Consultant shall review, evaluate, and analyze existing infrastructure in the Downtown Area and the Palm Drive Corridor and provide a full report of its findings. The report shall provide detailed information on the sewer infrastructure facilities, including, but not limited to GIS mapping of location of existing sewer infrastructure facilities (pipes, conveyance lines, manholes, sumps pumps, etc.).

Consultant shall meet with Mission Springs Water District and Coachella Valley Water District to review their sewer infrastructure plans within corresponding service boundaries and any overlapping infrastructure plans. As part of this task, Consultant will also meet with Mission Springs Water District to review new treatment plant specifications and review the utility master plans that can serve this treatment plant.

Task 3.1 Deliverables

3.1.1. Map and GIS files documenting location of existing sewer infrastructure facilities

3.1.2. Area Assessment Technical Report summarizing findings

Task 3.2: Assessment of Sewer Infrastructure Facilities

Consultant shall review, evaluate, and analyze existing sewer infrastructure facilities in the Downtown Area and the Palm Drive Corridor and provide a full report of findings.

The report shall include the status and condition of facilities

(age/size/capacity/expected term of life/use), status conditions and capacity of wastewater treatment plants, and missing and/or necessary sewer infrastructure facilities to connect to wastewater treatment plants, and summary descriptions and findings.

Task 3.2 Deliverables

3.2.1. Assessment of Sewer Infrastructure Facilities Technical Report summarizing findings

Task 3.3: Residential Development Demand Report

Consultant shall review, evaluate, and analyze all residential infill lots and potential residential projects in the downtown area and the Palm Drive Corridor and provide a full report of findings. The report shall provide detailed information on land use and max build-out for residential properties, including, but not limited to GIS mapping of all available lots for infill residential development for single-family homes, multifamily, mixed-use, and other residential projects, a calculation of forecasted demand of sewer infrastructure facilities for all identified properties to be able to develop at the maximum density allowed under the City's zoning ordinance, and summary descriptions and findings.

Task 3.3 Deliverables

3.3.1. Map and GIS files documenting residential characteristics

3.3.2. Residential Development Demand Report

Task 3.4 Sewer Infrastructure Plan

Consultant shall develop a detailed plan with a full report of findings and recommendations, including, but not limited to, identification of necessary sewer infrastructure upgrades and improvements to existing facilities to meet the potential residential demand associated with max allowable build-out and identification of new sewer infrastructure facilities that will need to be installed in order to meet this residential demand.

As part of the Sewer Infrastructure Plan, Consultant will provide water/sewer connection plans. Consultant shall submit a Draft Sewer Infrastructure Plan to be reviewed by the Grantee, Mission Springs Water District, and Coachella Valley Water District for their comment with consistency with their own Capital Improvement Plans. The Draft Sewer Infrastructure Plan is not intended for public release.

Once comments have been issued by all reviewing bodies, Consultant will incorporate comments and feedback into a Final Sewer Infrastructure Plan. The Final Sewer Infrastructure Plan may be released publicly and taken to public hearings.

Task 3.4 Deliverables

3.4.1. Draft Sewer Infrastructure Plan as well as water/sewer connection plans.. The Plan will be reviewed by the City, Mission Springs Water District and Coachella Valley Water District for their comment with consistency with their Capital Improvement Plans.

3.4.2. Final Sewer Infrastructure Plan, as well as water/sewer connection plans.

Task 3.5 Cost Estimate/Funding Options

Consultant shall develop calculations of estimated costs for all necessary upgrades, improvements, and new installations in order to meet the potential residential demand associated with max build-out; recommendations of projects for the upgrades, improvements, and new facilities, from highest to lowest priority to maximize expenses with residential demand; recommendations for available funding sources to fund the projects; and summary descriptions and findings.

Task 3.5 Deliverables

3.5.1. Rough Order of Magnitude (ROM) cost estimates

3.5.2. List of available funding sources

Task 3.6 Draft Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan, for staff review

Consultant shall incorporate the technical work tasks into a draft Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan. The plan shall include the details from the Area Assessment, Assessment of Sewer Infrastructure Facilities, Residential Development Demand Report, Sewer Infrastructure Plan, and Costs Estimates/Funding Options with an overall summary description and findings. The ultimate goal is to identify and establish which sewer infrastructure facilities are required to promote the development of infill residential projects. The plan shall incorporate the feedback received during the community engagement process. The Draft Plan will be reviewed by the City, Mission Springs Water District, and Coachella Valley Water District for their review and comment. The Draft Plan is not intended for public release.

Task 3.6 Deliverables

3.6.1. Draft Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan

Task 3.7 Second Draft Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan, for public review

Consultant shall incorporate comments and edits into a Second Draft Downtown and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan. The Second Draft Study shall be released for public hearings, including consideration and potential adoption by the City Council.

Task 3.7 Deliverables

3.7.1. Second Draft Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan

TASK 3 SUMMARY OF DELIVERABLES

Task 3.1	3.1.1. Map and GIS files documenting location of existing sewer infrastructure facilities
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	3.1.2. Area Assessment Technical Report summarizing findings
Task 3.2	3.2.1. Assessment of Sewer Infrastructure Facilities Technical Report summarizing findings
Task 3.3	3.3.1. Map and GIS files documenting residential characteristics 3.3.2. Residential Development Demand Report
Task 3.4	3.4.1. Draft Sewer Infrastructure Plan as well as water/sewer connection plans. The Plan will be reviewed by the City, Mission Springs Water District and Coachella Valley Water District for their comment with consistency with their Capital Improvement Plans. 3.4.2. Final Sewer Infrastructure Plan, as well as water/sewer connection plans.
Task 3.5	3.5.1. Rough Order of Magnitude (ROM) cost estimates 3.5.2. List of available funding sources
Task 3.6	3.6.1. Draft Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan
Task 3.7	3.7.1. Second Draft Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan

TASK 4: PUBLIC HEARINGS AND ADOPTION

Task 4.1: Public Hearing and Adoption

Consultant shall conduct public hearing(s) with the City Council in support of their consideration to approve the Sewer Area Study. Attendance shall be either in-person or virtual based on consultation with the PMT. Consultant is responsible for developing the staff report and all associated presentation materials.

Task 4.1 Deliverables

4.1.1. Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan, as considered by the City Council

4.1.2. Staff report and associated presentation materials

4.1.3. Resolution documenting the action taken by the City Council

TASK 4 SUMMARY OF DELIVERABLES

Task 4.1	4.1.1. Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan, as considered by the City Council 4.1.2. Staff report and associated presentation materials 4.1.3. Resolution documenting the action taken by the City Council
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TASK 5: Final Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan

Following the approval of the Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan by the City Council, Consultant shall adjust and update the final document based on any comments received. The final document will be sent to both the jurisdiction and SCAG upon completion, along with a summary of all comments issued by the City Council and the final metrics collected from the project, as described in Task 1.6.

Task 5.1 Deliverables

5.1.1. Final Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan with updates, if any

TASK 5 SUMMARY OF DELIVERABLES

Task 5	5.1.1. Final Downtown Area and Palm Dr. Corridor Infill Development Sewer Area Implementation Plan with updates, if any
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4. PROPOSAL FORMAT

Firms are encouraged to keep their proposals brief and relevant to the specific information requested herein. Proposals should be straightforward, concise, and provide a "layman" explanation of technical terms that are used. Emphasis should be on completeness and clarity of content.

Present the proposals in a format and order that corresponds to the numbering and lettering contained herein, with minimal reference to supporting documentation, so that proposals can be accurately compared.

The City is seeking a separate Work Proposal and a separate Cost Proposal. They should be submitted in separate envelopes clearly marked with the consultant's name, address, phone number and email address. Given that this is a solicitation for professional services, the City will rank the proposals based upon qualifications and then consider cost. Only one proposal per consultant will be considered.

All proposals shall be enclosed in sealed envelopes (Work Proposal and Cost Proposal respectively) with the words clearly written on the front, "SEALED BID DOWNTOWN AREA AND PALM DRIVE CORRIDOR INFILL DEVELOPMENT SEWER AREA IMPLEMENTATION PLAN-DO NOT OPEN WITH REGULAR MAIL."

Consultants are encouraged to keep their proposals brief and relevant to the specific work required. Each proposal shall be limited to thirty (30) pages with a minimum 10pt font and must include a minimum of three (3) references, which include the address, telephone number, and email address of each reference. Resumes and brochures may be added, provided they are located in the appendix at the back of the proposal. Should the proposer have concerns about meeting any noted requirements, the proposer shall include a clearly labeled subsection in the appendices with individual statements specifically identifying the concerns and exceptions.

The following are NOT included in the 30-page count:

- (1) Transmittal letter
- (2) Table of contents
- (3) Appendices
- (4) Signed Non-Collusion Affidavit Form
- (5) Insurance Acknowledgement

Proposal Content:

1. Cover Letter
Signed by an official authorized to bind the firm with name, address, phone number, and email address of firm's contract person, location of firm's main office, location of the office that would service this project, a validity statement that all information and pricing provided in the proposal is valid for at least ninety (90) days, and a statement that any individual who will perform work for the City is free of any conflict of interest. Must also include any requested changes to the contract or specify that it is attached to the proposal.
2. Firm Background, Qualifications, and Experience, including the following:
 - (a) Number of years in business

- (b) Taxpayer identification number
 - (c) Number of years performing similar services
 - (d) Firm ownership and if incorporated, list the state in which the firm is incorporated and the date of incorporation
 - (e) If the firm is a subsidiary of a parent company, identify the parent company
3. References of California government agencies (preferably cities utilizing)
 - (a) Client name, client project manager, telephone number, and email address
 - (b) Project description
 - (c) Project start date, and end date
 - (d) Staff assigned to each project by the firm
 - (e) Provide a summary of final outcome
 4. Staffing and Project Organization
 5. Subcontracting Services

Subcontracting any portion(s) of the Scope of Services is not preferable; however, if a proposer can demonstrate to the City's satisfaction that it is in the best interest of the project to permit a portion of the service(s) to be subcontracted by the proposer, it may be considered. Provide details on the role of any subcontractor that will be used. Assignment is prohibited.
 6. Project Understanding and Approach

A description of the firm's project understanding and how the consultant team will approach the project.
 7. Scope of Services (See Section II/III)

A description of the tasks, sub-tasks, and deliverables that will be provided. The Scope of Work should be presented in a logical format that can be easily attached to the Agreement for Contract Services.
 8. Project Schedule

A comprehensive Gantt Chart schedule describing the nature and scheduling of proposed tasks and reflecting September 2025 as the start date.
 9. Disclosures

Disclosure of any alleged significant prior or ongoing agreement failure, any civil or criminal litigation or investigation pending, which involved the proposer or in which the proposer has been judged guilty or liable within the last five (5) years. If there is no information to disclose, proposer must affirmatively state there is no negative history.
 10. Acknowledgement of Insurance Requirements (Attachment 2)

Proposals must include a written statement that, if selected, the proposer will provide the minimum insurance coverage and indemnification noted in the City's standard Agreement for Contract Services.
 11. Non-Collusion Affidavit (Attachment 3)

Proposals must include an executed Non-Collusion Affidavit, included as Attachment 3, executed by an official authorized to bind the firm.

12. Acknowledgement of Addenda (Attachment 4)

If any addendum/addenda are issued, the proposer shall initial the Acknowledgement of Addenda, included as Attachment 4.

Separate Envelope

1. Complete Fee Schedule

Proposal shall include a detailed fee schedule for the services requested by this RFP.

5. GENERAL TERMS AND CONDITIONS

1. SUBMISSION REQUIREMENTS

Submit one (1) paper original in a sealed envelope and email an electronic original as a single document in .PDF format to:

City of Desert Hot Springs Attn: Daniel Porras, PE, City Hall Desert Hot Springs, 11999 Palm Drive, Desert Hot Springs, CA 92240 Email: dporras@cityofdhs.org Email Subject: RFP — DOWNTOWN AREA AND PALM DRIVE CORRIDOR INFILL DEVELOPMENT SEWER AREA IMPLEMENTATION PLAN-DO NOT OPEN WITH REGULAR MAIL.

All proposals shall be firm offers subject to acceptance by the City and may not be withdrawn for a period of 90 calendar days following the last day to accept proposals. Proposals may not be amended after the due date except by consent of the City. All proposals must clearly address all of the requirements outlined in this RFP.

Proposal packages are to be submitted to the City on/or before Monday July 28th, 2025, at/or before 5:00 p.m. Proposals received after the stated deadline shall not be accepted.

All questions must be submitted in writing to the City via email to dporras@cityofdhs.org on/or before Monday July 14, 2025, at/or before 5:00 p.m. The subject line for the email shall read "DOWNTOWN AREA AND PALM DRIVE CORRIDOR INFILL DEVELOPMENT SEWER AREA IMPLEMENTATION PLAN-DO NOT OPEN WITH REGULAR MAIL." The email shall include the consultant's name and email address that should be used for any RFP addenda.

2. SUBMISSION RESTRICTIONS

All proposals must be submitted in writing; no oral, facsimile, or telephone submissions will be considered. Proposals received after the due date and time are considered non-responsive and will be returned unopened.

3. QUESTIONS OR REQUESTS FOR CLARIFICATIONS

Any requests for clarification or other questions concerning this RFP must be submitted in writing by **July 14, 2025**, and sent via email to dporras@cityofdhs.org.

4. ERRORS AND OMISSIONS

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP or any of its attachments, the proposer shall immediately notify the City in writing and request modification or clarification of the document. Modifications will be made by addenda. Clarifications will be provided in writing to all parties who have submitted proposals or who have requested an RFP for purposes of preparing a proposal, without divulging the source of the request.

If a proposer fails to notify the City prior to the date fixed for submission of proposals of an error in the RFP known to him/her, or an error that reasonably should have been known to him/her, he/she shall submit a proposal at his/her own risk, and if awarded an

agreement, shall not be entitled to additional compensation or time by reason of the error or any corrections thereof.

5. MODIFICATIONS AND WITHDRAWALS OF SUBMITTED PROPOSALS

Proposers may withdraw proposals prior to the Submittal Deadline by submitting a written request to Daniel Porras, City Engineer. Withdrawn proposals will be returned unopened. Proposers may modify proposals prior to the Submittal Deadline by withdrawing their proposal and re-submitting before the Submittal Deadline.

6. ADDENDA

The City may modify this RFP, any of its key action dates, or any of its attachments, prior to the submittal deadline. Addenda will be numbered consecutively and noted following the RFP title. It is the proposer's responsibility to ensure they have incorporated all addenda. Failure to acknowledge and incorporate addenda will not relieve the proposer from the responsibility to meet all terms and conditions of the RFP and any subsequent addenda.

7. REJECTION OF PROPOSALS

The City may reject any or all proposals in whole or in part for any reason, including suspicion of collusion among proposers, and may waive any immaterial deviation in a proposal. The City's waiver of an immaterial defect shall in no way modify the RFP as published or excuse the proposer from full compliance with the specifications if he/she is awarded the agreement. Proposals referring to terms and conditions other than the City's terms and conditions as listed in the RFP, may be rejected as being non-responsive.

The City may conduct an investigation as deemed necessary to determine the ability of the proposer to perform the work, and the proposer shall furnish to the City all such information and data for this purpose as requested by the City. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer fails to satisfy the City that such proposer is properly qualified to carry out the obligations of the agreement and to complete the work specified.

8. CANCELLATION OF RFP

This RFP does not obligate the City to enter into an agreement. The City reserves the right to cancel this RFP at any time, should the project be cancelled, the City loses the required funding, or it is deemed in the best interest of the City. No obligation, either expressed or implied, exists on the part of the City to make an award or to pay any cost incurred in the preparation or submission of a proposal.

9. DISPUTES/PROTESTS

The City encourages proposers to resolve issues regarding the requirements or the procurement process through written correspondence and discussions during the period in which clarifying addenda may be issued. The City wishes to foster cooperative relationships and to reach a fair agreement in a timely manner. Formal proposals for major professional and technical services shall be governed by the City's Purchasing Policy.

10. NEGOTIATIONS AND FINAL AGREEMENT

The City's Agreement for Contract Services is enclosed as Attachment 1 for review prior to submitting a proposal. An agreement will not be binding or valid with the City unless and until it is executed by authorized representatives of the City and of the selected proposer. At the discretion of the City, any or all parts of the successful proposal shall be made a binding part of the agreement. Any requests for changes to the contract MUST be included in the response to the RFP.

11. PRICING ADJUSTMENTS

The City reserves the right to negotiate final pricing with the most qualified proposer. Pricing shall remain firm for the entire initial term of the agreement. Thereafter, any proposed pricing adjustment for additional periods, if any, shall be subject to the terms of the agreement.

12. SELECTION PROCESS

Proposals shall be reviewed and rated based on the information requested by this RFP, as well as responses from references and clients, background checks, any research on proposers, and other information pertinent to the evaluation process. Closely ranked firms may be asked to furnish evidence of capability, equipment, and financial resources to adequately provide the services.

13. RFP TIMELINE

Milestone	Date
RFP Issue Date	June 24, 2025
Deadline for Proposer Questions	July 14, 2025
City's Response to Questions	July 21, 2025
Proposal Submittal Deadline	July 28, 2025
Complete Evaluations of Proposals	Aug 29, 2025
City Council Approval	September 2, 2025 (tentative)
Agreement Effective Date and Project Start	September 15, 2025 (tentative)

14. PROPRIETARY, CONFIDENTIAL, AND PUBLIC INFORMATION

14.1 Proprietary and Trade Secret Information:

A copy of each proposal will be retained as an official record and will become open to public inspection, unless the proposal or specific parts can be shown to be exempt by the California Public Records Act [California Government Code §7920.000 et seq.]. Each proposer may clearly label part of a proposal as "Confidential" if the proposer thereby agrees to indemnify and defend the City for honoring such a designation. The failure to so label any information that is released by the City will constitute a complete waiver of all claims for damages caused by any release of the information. If a request for public records for labeled information is received by the City, the City will notify the proposer of the request and delay access to the material until seven working days after notification to the proposer. Within that time delay, it will be the duty of the proposer to act in protection of its labeled information. Failure to so act will constitute a complete waiver.

14.2 Confidential Information:

Evaluation scores, weight factors, and negotiation notes are confidential and will not be released or retained [California Government Code § 7922.500].

14.3 Public Information:

All proposals will be opened on July 28, 2025, and will be made available to the public upon request. By submitting a proposal, the proposer acknowledges and accepts that the content of the proposal and associated documents will become open to public inspection. The final, executed agreement will be a public document. Proposals and other information will not be returned.

15. PROPOSAL PREPARATION COSTS

Proposals must include a completed "Insurance Requirements Acknowledgment" form included as an Attachment, if selected the proposer will provide the minimum insurance coverage and indemnification noted in the Professional Services Agreement.

16. INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT

Proposals must include a completed "Insurance Requirements Acknowledgment" form included as an Attachment, if selected the proposer will provide the minimum insurance coverage and indemnification noted in the City's Professional Services Agreement, as follows;

INSURANCE REQUIREMENTS

a. Policies. Contractor, at Contractor's sole cost and expense, shall procure and maintain, for the duration of this Agreement, the following insurance policies:

(1) Worker's Compensation Coverage. Contractor shall maintain Worker's Compensation Insurance and Employers' Liability Insurance for its employees in accordance with the laws of the State of California, of an amount not less than one million dollars (\$1,000,000) per accident and for Employers' Liability Insurance in amounts not less than \$1,000,000 each accident for bodily injury by accident, \$1,000,000 policy limit for bodily injury by disease, and \$1,000,000 each employee for bodily injury by

disease. In addition, Contractor shall require each subcontractor to similarly maintain Worker's Compensation Insurance and Employers' Liability Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. If any class of employees employed by Contractor pursuant to this Agreement is not protected by the California State Worker's Compensation Law, Contractor shall provide adequate insurance for the protection of such employees to the satisfaction of the City. This provision shall not apply if Contractor has no employees performing work under this Agreement. Contractor agrees to waive its statutory immunity under any worker's compensation or similar statute, as respecting the City, and to require any and all subcontractors and any other person or entity involved in the Services to do the same.

(2) General Liability Coverage. Contractor shall maintain commercial general liability insurance in an amount not less than two million dollars (\$2,000,000) per occurrence, combined single limit coverage for bodily injury, personal injury and property damage associated with work contemplated in this Agreement. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Contractor shall provide insurance on an occurrence, not claims-made basis. Contractor acknowledges and agrees that, for purposes of clarification with the intention of avoiding gaps in coverage with any umbrella or excess coverage, personal and advertising injury coverage shall be triggered by an "offense" while bodily injury and property damage coverage shall be triggered by an "occurrence" during the policy period. The coverage required in this paragraph shall provide at least as much coverage as that provided by ISO form CG 00 01 12 07 or any updated form thereof.

(3) Automobile Liability Coverage. Contractor shall maintain commercial automobile liability insurance covering bodily injury, personal injury and property damage for all activities of the Contractor arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence, and two million dollars (\$2,000,000) in the aggregate. As an alternative, Contractor shall be permitted to obtain a non-owned automobile endorsement to its comprehensive general liability insurance providing the same protection and coverage as though Contractor were to provide separate commercial vehicle liability insurance as set forth in this paragraph. The coverage required in this paragraph shall provide at least as much coverage as that provided by ISO form CA 00 01 or any updated form thereof.

(4) Professional Liability Coverage. Contractor shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors or omissions which may arise from Contractor's Services, whether such Services are performed by Contractor or by its employees, subcontractors, or sub-Contractors, to the extent such persons other than Contractor are permitted to perform any of the Services under this Agreement. The amount of this insurance shall not be less than one million dollars (\$1,000,000) per claim, and two million dollars (\$2,000,000) in the aggregate.

b. Endorsements. Unless otherwise specified hereunder, each insurance policy required herein shall be with insurers possessing an A.M. Best's rating of no less than A:VII and shall be endorsed with the following specific language:

(1) Except as otherwise provided by law, the City, its elected or appointed officers, employees, agents and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the Contractor, including materials, parts or equipment furnished in connection with such work or operations.

(2) This policy shall be considered primary insurance as respects the City, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have shall be considered excess insurance only and shall not contribute with it.

(3) This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

(4) The insurer waives all rights of subrogation against the City, its elected or appointed officials, officers, employees or agents.

(5) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents or volunteers.

(6) The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the City.

c. Deductibles and Self-Insured Retentions. Contractor shall disclose to and obtain the approval of City for any self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. During the period covered by this Agreement, only upon the prior express written authorization of the City Manager, Contractor may either reduce or eliminate such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The City Manager may condition approval of any reduction or elimination in deductible or self-insured retention levels with a requirement that Contractor procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

d. Certificates of Insurance. Contractor shall provide certificates of insurance with original endorsements to the City as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the City on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.

e. Imposition of Insurance Requirements. Provided the City gives its written consent for any persons other than Contractor to perform any part of the Services, Contractor agrees to require that all parties, including but not limited to subcontractors, architects, engineers or others with whom Contractor enters into contracts or whom Contractor hires or retains pursuant to or in any way related to the performance of this Agreement, provide the insurance coverage required herein, at minimum, and name as additional insureds the parties to this Agreement consistent with Section 18b(1) hereof. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that coverage is provided in conformity with the requirements of this Section.

f. Maintain Coverages. In the event this Agreement is terminated for any reason prior to the completion of all obligations and requirements of this Agreement, Contractor agrees to maintain all coverages required herein until the City provides written authorization to terminate the coverages following the City's review and determination that all liability posed under this Agreement has been eliminated.

g. Failure to Obtain Coverages. Contractor agrees and acknowledges that if it fails to obtain all of the insurance required in this Agreement in accordance with the requirements herein, or to obtain and ensure that the coverage required herein is maintained by it or any subcontractors or others involved in any way with the performance of Services, to the extent such is permissible under this Agreement, Contractor shall be responsible for any losses, claims, suits, damages, defense obligations, or liability of any kind or nature attributable to the City or its officers, employees, servants, volunteers, agents and independent contractors.

h. Notice of Cancellation or Reduction in Coverage. In the event that any coverage required in this Agreement is canceled, reduced, limited, or materially affected in any other manner, Contractor shall provide written notice to the City either by facsimile and/or via certified mail, at Contractor's earliest possible opportunity and in no case later than fifteen (15) calendar days after Contractor is notified of the change in coverage.

17. NON-COLLUSION AFFIDAVIT

Proposals must include an executed Non-Collusion Affidavit, included as an Attachment, executed by an official authorized to bind the firm.

18. CONFLICT OF INTEREST

The City requires a Statement of Economic Interest (Form 700) to be filed by any proposer who is involved in the making of decisions which may have a foreseeable material effect on any City financial interest pursuant to the City's Conflict of Interest Code and the California Political Reform Act of 1974.

19. LOCAL BUSINESS PREFERENCE

Local vendors are encouraged but not required. For purposes of this section, 'local' shall be defined as an individual, partnership, or corporation, which regularly maintains a place of business within a 40-mile radius of the City.

20. CITY RIGHTS AND OPTIONS

The City reserves the right to:

- Make the selection based on its sole discretion;
- Issue subsequent RFP;
- Postpone opening proposals or selection for any reason;
- Remedy errors in the RFP or in the RFP process;
- Modify the Scope of Services in the RFP;
- Approve or disapprove the use of particular subcontractors;
- Negotiate with any, all or none of the proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in proposals;
- Request additional information or clarification;
- Request revisions during negotiations;
- Invite any consultant of its choosing to assist with the evaluation of proposal responses or to provide the City with a second opinion
- Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City in a timely manner.

6. ATTACHMENTS

Attachment 1 — Scoring Sheet

Attachment 2 — Insurance Requirements Acknowledgement

Simple form:

Acknowledges consultant will meet required City insurance coverage limits.

Attachment 3 — Non-Collusion Affidavit

Simple sworn statement:

Certifies proposal is genuine, non-collusive, and made independently.

Attachment 4 — Addenda Acknowledgement

Simple form:

Acknowledges receipt of all issued addenda.

Attachment 5 — SAMPLE Professional Services Agreement

Attachment 6 - Sewer Study Area Map

Attachment 1 — Scoring Sheet

Criteria	Weight
Project Understanding and Approach	25%
Experience and Qualifications	25%
Scope and Methodology	20%
Staffing Plan and Availability	15%
Fee Proposal	15%

Attachment 2 — Insurance Requirements Acknowledgement

"The undersigned hereby acknowledges that they have reviewed the insurance requirements set forth in the Request for Proposals for the Skyborne Park Design Project and confirms that they will provide the required insurance certificates and endorsements upon award of contract.

Name of Firm: _____

Authorized Representative: _____

Signature: _____

Date: _____

Attachment 3 — Non-Collusion Affidavit

"I, _____, being first duly sworn, depose and say that I am the (Title) _____ of (Firm Name)

_____, the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposer has not, directly or indirectly, submitted their proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Executed under penalty of perjury under the laws of the State of California.

Name of Firm: _____

Authorized Representative: _____

Signature: _____

Date: _____

Attachment 4 — Addenda Acknowledgement

"The undersigned acknowledges receipt of the following addenda to the Request for Proposals for the Skyborne Park Design Project. Failure to acknowledge all addenda may cause the proposal to be considered non-responsive.

Addenda Received (initial all received):

☐ Addendum No. 1

☐ Addendum No. 2

☐ Addendum No. 3

☐ Other: _____

Name of Firm: _____

Authorized Representative: _____

Signature: _____

Date: _____

Attachment 6 — Study Area Map