



# Administrative Services Department Procurement

2330 McCulloch Blvd N. | Lake Havasu City | Arizona 86403-5950  
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## Request for Proposals Utility Rate Study P23-CM-500179 ADDENDUM NO. 1 9/19/2022

Attention is called to the following changes, additions, clarifications and/or deletions to the original solicitation and they shall be taken into account in preparing submissions:

There is no change in the opening time. **Submissions are due no later than 3:00 p.m., Arizona Time on Wednesday, September 21, 2022**, at the City Clerk's Office, 2330 McCulloch Blvd. N., Lake Havasu City, AZ 86403.

ITEM	ACTION	PAGE / SECTION	DESCRIPTION or ISSUE
1.	Revise	Page 1	Change "All proposal documents shall be submitted in hard copy. Electronic or e-mailed submissions shall be rejected." to read " <i>All proposal documents shall be submitted <b>on an external USB. Electronic or E-</b></i> mailed submissions shall be rejected."

Question Number	Question	Answer
1.	On page 13 of 18 the sentence states "Review current wastewater treatment systems in order to determine existing and future capacity needs." Does an engineering study need to be completed to figure this out as part of this RFP or is the engineering already done? Is this related to financial capacity? Please explain.	Financial Capacity, upon completion of the financial plans, it was determined that projected revenues that would be generated for sewer utilities through anticipated system growth, existing user rates and projected system utilization alone are not sufficient to meet anticipated system expenditures.
2.	Are there concerns regarding other aspects of the implemented water and sewer rates and rate schedules separate from the amended multi-family/condo, apartment, and RV Park sewer rates? If so, please indicate additional areas of focus.	Yes, revenues that are being generated for the water utility are insufficient to cover all costs.
3.	Please elaborate on the extent of the capital improvement project assessment that may be anticipated?	To be answered in Addendum 2.

4.	Does the City maintain the number of dwelling units for each individual residential, multi-family, and apartment customers and hotel / motel rooms within the utility billing system?	Yes, the City maintains reports on the number of dwelling units.
5.	Does the City anticipate annual utility rate adjustments to be effective July 1st or October 1st?	To be answered in Addendum 2.
6.	Proposal Format section mention required forms do not count towards page limit. Can you verify what forms are required for submittal? I'm assuming the exhibits are for reference only?	There are no forms required with the proposal. Correct, the exhibits are for reference.
7.	Are we to submit our insurance coverage with the proposal or is that to be provided if awarded?	Insurance coverage may be provided if awarded the contract.
8.	The cover states "All Proposal documents shall be submitted in hard copy", however, page 7, section 8.0 - Proposal Delivery states "One (1) electronic copy (in PDF format on a thumb drive) of the proposal shall be submitted" Kindly advise if a hard copy is required or not.	A hard copy is not required. Proposals shall be submitted on a thumb drive. Please note that e-mailed submissions shall be rejected.