



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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IN REPLY PLEASE

REFER TO FILE: **AS-0**

November 23, 2011

REQUEST FOR PROPOSALS – ADDENDUM 1 WATER QUALITY FUNDING INITIATIVE – FLOOD CONTROL DISTRICT PARCEL OWNER ELECTION (2012-AN002)

Thank you for attending the Proposers' Conference for the Water Quality Funding Initiative – Flood Control District Parcel Owner Election on October 4, 2011, (2011-AN025) or November 14, 2011, (2012-AN002) and for your interest in the Request for Proposals (RFP).

Please be reminded that the deadline to submit your proposals is **Monday, December 12, 2011, at 5:30 p.m.**

In addition, please note that Public Works is not preparing for an Election Date of August 28, 2012. In accordance with Elections Code Section 1500, Public Works anticipates that the election will take place on May 7, 2013. However, the Board of Supervisors may decide to postpone the Election Date to August 26, 2013. Please prepare your proposal accordingly.

The following revisions have been made to the RFP. (Please note that **bold** text has been added and ~~strikethrough~~ has been deleted from the RFP.)

A. Addendum:

1. Exhibit G, Election Key Days, has been deleted in its entirety and replaced with Exhibit G.1, enclosed. **Please use Exhibit G.1 when submitting your proposals.**
2. Part I, Request for Proposals, Section 2, Proposal Preparation and Submission, subsection A.6.d.2, on page 1.12, has been modified as follows:
 - 2) Election Timeline with superimposing Tasks and milestones using charts or other visual presentation (using ~~August 2012~~ **May 7, 2013**, Election Date with a tentative contract commencement date of

March 20, February 1, 2012. If Election Date is postponed to August 26, 2013, this timeline must be updated accordingly.)

3. Part I , Request for Proposals, Section 4, Evaluation of Proposals; Award and Execution of Contract; subsection E.4.c.2, on page 1.32, has been modified as follows:
 - 2) Election Timeline with superimposing Tasks and milestones using charts or other visual presentation (using ~~August 2012~~ **May 7, 2013**, Election Date with a tentative contract commencement date of **March 20, February 1, 2012. If Election Date is postponed to August 26, 2013, this timeline must be updated accordingly.)**)
4. Exhibit A, Scope of Work, Section D, on page A.2, has been modified as follows:

In accordance with Elections Code Section 1500, Public Works anticipates that the election will take place either ~~on August 28, 2012~~, May 7, 2013, or August 26, 2013. Public Works is preparing for an Election date of **May 7, 2013** ~~August 28, 2012~~, but it is possible that the Board of Supervisors will choose the ~~May 7, 2013, or August 26, 2013, date~~; or that after the Notice To Proceed ("NTP") is issued for the **May 7, 2013** ~~August 28, 2012~~, election date, the election will be postponed to ~~May 7, 2013, or August 26, 2013~~. In the event of such a delay, Contractor will reschedule, defer, or suspend all Contract Work, at the direction of the Public Works Contract Manager, to accommodate the ~~May 7, 2013, or August 26, 2013~~, election date at no additional cost to County. In the event the election date is continued, Contractor will continue to perform its services for any continued date (such as ~~May 7, 2013, or August 26, 2013~~) at the same rates indicated in Form PW-2, Schedule of Prices, with no additional charges, price negotiation or cost of living adjustments due to the delay. **If the Election Date is postponed to August 26, 2013, the Contractor shall comply with its proposed Election Timeline and update it according to updated Exhibit G.1, Election Key Days, which will be provided to the Contractor by the Contract Manager.**

5. Exhibit A, Scope of Work, Section D.3, on page A.5, has been modified as follows:

Task No.	Task Description	Responsible Party
3.	<p>Contractor shall provide facilities within the Flood Control District to store and tally submitted Protests and Ballots and means to transmit the submitted Protests and Ballots to and from those facilities.</p> <p>Contractor shall develop procedures for how submitted Protests and Ballots will be transported and stored, including chain of custody and security measures. Procedures shall comprehensively cover the time period and all the steps starting from Task 13, when Notice of Public Hearing are first mailed to property owners to when they are transferred to the Public Works Contract Manager, completion of Task 39.</p> <p>All tallying of Protests and Ballots shall be conducted within full view of the public. Storage and tallying location must be within the Los Angeles County Flood Control District and able to accommodate public observers. Contractor shall make available an Americans with Disabilities Act (ADA) accessible space for up to ten people at a time to observe the tally process.</p> <p>Note: This is a paid deliverable.</p>	Contractor

6. Exhibit A, Scope of Work, Section D.9, on page A.11, has been modified as follows:

Task No.	Task Description	Responsible Party
9.	Contractor shall implement a system to track votes cast in the Election.	Contractor

Task No.	Task Description	Responsible Party
	<p>Official Ballots shall be provided to property owners by the Contractor as part of the Mail Ballot Election Process (homemade or other substitute ballots will not be accepted). Contractor shall implement a computer automated Ballot tally process capable of rapidly scanning large volumes of returned Ballots and capturing pre-printed property information (APN, address, and owner's name) and the vote response, and also validating that the Ballot has been signed. Contractor is not required to authenticate signatures.</p> <p>Contractor shall work with the Public Works Contract Manager to determine exact specifications for the Ballot as required by Contractor's computer automated Ballot tally process.</p> <p>Note: Depending on the computer automated Ballot tally process selected, the specifications in Task 30 may need to be altered.</p> <p>In order to ensure accurate tallying, Contractor shall develop and implement a quality control plan, which must be preapproved by the County, for Ballot tallying, which shall include testing of the computer automated Ballot tally process in advance of the Election as well as an audit of the actual Ballot tallying prior to the final Election certification. The audit of the actual ballot tallying must be at least 1% of the total Ballots received.</p> <p>Note 1: Ballot tally equipment and software are not required to be certified by the California Office of the Secretary of State under California Election Code, Section 19201.</p> <p>Note 2: This is a nonpaid deliverable.</p>	

7. Exhibit A, Scope of Work, Section D.13, on page A.12, has been modified as follows:

Task No.	Task Description	Responsible Party
13.	<p>Contractor shall mail merge, print, fold, seal, and mail the Notice of Public Hearing to the approximately 2.3 million parcels within the Flood Control District.</p> <p>Contractor shall incorporate any USPS requirements as indicated in Task 4 on the Notice of Public Hearing.</p> <p>County will secure postage permit account with USPS. Contractor will not be required to pay for the cost of postage.</p> <p>Specifications for the Notice are as follows:</p> <ul style="list-style-type: none">(1) Quantity: Approximately 2.3 million parcels(2) Number of Pages: One, two-sided(3) Size: 11" x 17"(4) Ink: Full Color (4/4), front and back,(5) Uncoated paper, 80# book, high post consumer waste recycle content(6) Folds: Folded in half, then folded in half again (Folded to 8 1/2" x 5 1/2")(7) Seal: Sealed with two small tabs at the top near each corner. <p>Note (1): Contractor will have 28 calendar days to complete this task and in accordance to Exhibit G schedule.</p> <p>Note (2): This is a paid deliverable.</p>	Contractor

8. Exhibit A, Scope of Work, Section D.16, on page A.15, has been modified as follows:

Task No.	Task Description	Responsible Party
16.	<p>Contractor shall mail merge, print, fold, seal, and mail <u>individual</u> Notices of Public Hearing in response to specific requests received from property owners including from call-in telephone numbers (Task 6) or as requested by Public Works Contract Manager.</p> <p>County will secure postage permit account with USPS. Contract will not be required to pay for the cost of postage.</p> <p>Contractor shall mail to property owners proper version of the Notice (i.e., correct watershed area, requested language) within two seven business-calendar days of receiving the specific request received from them, such as requests for the Notice of Public Hearing in foreign languages as described in Task 15.</p> <p>Note: This is a paid deliverable.</p>	Contractor

9. Exhibit A, Scope of Work, Sections D.30.A-D30.F, on pages A.21 to A.25, have been modified as follows:

Task No.	Task Description	Responsible Party
	<p><u>Task 30.A - Insert Materials 1</u></p> <p>Insert Materials 1 will not reference property specific information; however, there will be nine versions, each tailored to a watershed area.</p> <p>Property owners are to receive the version corresponding to the watershed in which they are located.</p>	Contractor

Task No.	Task Description	Responsible Party
	<p>Specifications for Insert Materials 1 are as follows:</p> <ul style="list-style-type: none"> (1) Quantity: Approximately 2.3 million parcels (2) Number of Pages: One, two-sided (3) Size: 11" x 17" (4) Ink: Full Color (4/4), front and back (5) Uncoated paper, 80# book, high post consumer waste recycle content (6) Folds: Folded in half, then folded in thirds (Folded to 8 1/2" x 3 2/3") (7) Seal: None 	
	<p><u>Task 30.B - Insert Materials 2</u></p> <p>Insert Materials 2 will not reference property specific information; however, there will be nine versions, each tailored to a watershed area.</p> <p>Property owners are to receive the version corresponding to the watershed in which they are located.</p> <p>Specifications for Insert Materials 2 are as follows:</p> <ul style="list-style-type: none"> (1) Quantity: Approximately 2.3 million parcels (2) Number of Pages: One, two-sided (3) Size: 8 1/2" x 11" (4) Ink: Full Color (4/4), front and back (5) Uncoated paper, 80# book, high post consumer waste recycle content (6) Folds: Folded in thirds (Folded to 8 1/2" x 3 2/3") (7) Seal: None 	Contractor
	<p><u>Task 30.C - Ballot</u> shall incorporate updated Database information, including the calculated amount of the fee for each parcel. Mail merge shall be required.</p>	Contractor

Task No.	Task Description	Responsible Party
	<p>Expected specifications for the Ballot are below. Note that these specifications are dependent on the computer automated Ballot tally process selected in Task 9.</p> <p>Specifications for the Ballot and Instructions are as follows:</p> <ul style="list-style-type: none"> (1) Quantity: Approximately 2.3 million parcels (2) Number of Pages: One, two-sided (3) Size: 8 1/2" x 11" (4) Ink: Full Color (4/4), front and back-(5) Uncoated paper, 80# book (6) Folds: Folded in thirds (Folded to 8 1/2" x 3 2/3") (7) Seal: None 	
	<p><u>Task 30.D – Ballot Instructions</u></p> <p>Ballot Instruction will not reference property specific information.</p> <p>Specifications for the Ballot Instructions are as follows:</p> <ul style="list-style-type: none"> (1) Quantity: Approximately 2.3 million parcels (2) Number of Pages: One, two-sided (3) Size: 8 1/2" x 11" (4) Ink: Full Color (4/4), front and back 5) Uncoated paper, 80# book, high post consumer waste recycle content (6) Folds: Folded in thirds (Folded to 8 1/2" x 3 2/3") (7) Seal: None 	
	<p>Task 30.E – Self-Addressed, Return Envelope</p> <p>Public Works will provide Contractor with a print-read file for the Self-Addressed, Return Envelope. No mail merge will be required.</p>	Contractor

Task No.	Task Description	Responsible Party
	<p>Contractor shall work with USPS to include and print additional information on the Self-Addressed, Return Envelope as required by USPS, i.e., Business Reply Address (see Task 4).</p> <p>Self-Addressed Return Envelope must completely conceal the Ballot and its contents once it is sealed by the person returning the Ballot.</p> <p>Specifications for the Self-Addressed, Return Envelope are as follows:</p> <ul style="list-style-type: none"> (1) Quantity: Approximately 2.3 million parcels (2) Ink: Color, Black, 1/0 envelope face only (3) Envelope number TBD Number 9 envelope (no window), high post-consumer waste recycle content. 	
	<p>Task 30.F – Ballot Packet Transmittal Envelope</p> <p>Public Works will provide contractor with a print-read file for the Ballot Packet Transmittal Envelope. Contractor shall incorporate USPS requirements as directed pursuant to Task 4. Mail merge using updated Database information shall be required by Contractor.</p> <p>Contractor shall insert all Ballot Packet Materials into the Ballot Packet Transmittal Envelope and then seal it.</p> <p>County will secure postage permit account with USPS. Contractor will not be required to pay for the cost of postage.</p> <p>Specifications for the Ballot Packet Transmittal Envelope are as follows:</p> <ul style="list-style-type: none"> (1) Quantity: Approximately 2.3 million parcels (2) Ink: Full Color (4/4), envelop face only (3) Envelope number TBD Number 10 envelope with 	

Task No.	Task Description	Responsible Party
	window , high post consumer waste recycle content	

10. Exhibit A, Scope of Work, Section D.33, on page A.26, has been modified as follows:

Task No.	Task Description	Responsible Party
33.	<p>Contractor shall mail merge, print, fold, insert materials into transmittal envelope, seal transmittal envelope, and mail <u>individual</u> Ballot Packets in response to specific requests received, including from property owners making such request through the call-in telephone numbers (Task 6) or as requested by Public Works Contract Manager.</p> <p>County will secure postage permit account with USPS. Contractor will not be required to pay for the cost of postage.</p> <p>Contractor shall mail proper version of the Ballot Packet within two seven business calendar days of receiving the request.</p> <p>Note: This is a paid deliverable.</p>	Contractor

11. In Exhibit A, Scope of Work, page A.35, the following paragraph, paragraph R, Pass-Through Costs, has been added as shown below:

R. Pass-Through Costs:

County recognizes that there may be contract related works or items that are not covered under this Contract for which Contractor is not compensated under the unit prices quoted in Form PW-2, Schedule of Prices. County will allow Contractor to pass through the amounts necessary to cover such contract related works or items only if Contract Manager has authorized them in writing prior to Contractor's initiation of work or

purchase of the item. Claims for payment of pass-through costs shall include all supporting documentation of costs, preapprovals, and copies of vendor invoices.

B. Clarifications: The following answers are in response to the request for information and clarification submitted by vendors interested in this solicitation:

1. **Question:** *We will need a calendar of events confirmed by your office in order to proceed with this. Please provide Public Hearing dates.*

Response: For the calendar of events, please note Exhibit G.1, Election Key Days for Quality Funding Initiative - Flood Control District Parcel Owner Election. As indicated therein, these anticipated dates are based on anticipation that the Election Date will take place on May 7, 2013. However, please note that the Board of Supervisors may decide to postpone the Election Date to August 26, 2013. Please prepare your proposal accordingly.

At this time Public Works is unable to provide the definite dates for the Public Hearings for the Flood Control District Parcel Owner Election since the finalization of the dates are determined by the Los Angeles County Board of Supervisors. The 4th Tuesday of each month is generally when the Board conducts the Public Hearings. However, the Board may decide to conduct the Public Hearing meeting for this election on different days.

2. **Question:** *Does the county have a USPS non-profit permit for the mailing of the Notices and the Ballot Packets?*

Response: The County will secure a postage permit account with USPS. The Contractor will not be required to pay for the cost of postage.

3. **Question:** *What are the ink color(s) in the Notice going to be? Black or Spot Colors or 4 color process.*

Response: Please note section A.7 of this Addendum, above. As stated in Task 13, Specifications for the Notice, it will be Full Color (4/4).

4. **Question:** *Can the outbound envelope be a number 10 with a self-addressed return envelope be a number 9 envelope?*

Response: Yes, Task 30.E and 30.F have been modified by this Amendment. Please note Section A.9 of this Addendum, above.

5. **Question:** *On the paper for the Ballot, Ballot instructions, and Insert Materials 2 be paper other than 80# book? That paper is perfect for the Notice as it is going to be mailed without an envelope but that is not necessary for the Ballot, Ballot instructions, and Insert Materials 2 as they are going to be mailed in an envelope. Is there a specific reason that 80# book was specified as a lighter paper would be a cost savings.*

Response: Thank you for your suggestion; however, there will be no change to the specifications of those items. Proposers must submit their proposals based on the current specification stated in the RFP.

6. **Question:** *Are the colors for the inks in printing Ballot, Ballot instructions, and Insert Materials 2 Black or Spot Colors or 4 color process?*

Response: Please note section A.9 of this Addendum. As stated therein, it will be Full Color (4/4).

7. **Question:** *Can the Ballot have a watermark similar to Official Election Ballots to eliminate the possibility of counterfeiting ballots?*

Response: The RFP does not require a watermark on ballots. Please note that variable printing will be necessary for the ballots as each individual ballot will contain unique, property-specific information. Proposers must submit their proposals based on the current specification stated in the RFP.

8. **Question:** *Can the tallying portion of this contract, which is subject to public viewing, be performed in a facility outside of Los Angeles County Flood Control District boundaries?*

Response: No, as stated in Task 3 of Scope of Work, the Contractor shall provide facilities within the Flood Control District to store and tally submitted Protests and Ballots and means to transmit the submitted Protests and Ballots to and from those facilities. Nine geographic areas or Watershed Areas are identified in Exhibit F of the RFP.

9. **Question:** *Re: Notice Letter – Minimum Requirements, Item 1. Please define Mail Ballot Election. Is it defined by the description of services in the third paragraph of Section D of Exhibit A – Scope of Work?*

Response: A Definition of a Mail Ballot Election, for the purpose of this solicitation, is an official proceeding whereby ballots are sent via mail to the parties eligible to vote on an issue or candidate and where voters cast their

vote by marking or filling out a ballot and returning that ballot via mail at which point that ballot is tallied.

10. **Question:** *Would you please supply an editable electronic version of PW-1 through PW-18?*

Response: We cannot provide you with the editable version of these forms. In addition, please note Part I, Section 3.B, Altering Solicitation Documents, on page 1.18, wherein we state, "The wording of the solicitation document shall not be changed. Any additions, conditions, limitations, or provisions inserted by the Proposer will render their Proposal irregular and may cause its rejection as nonresponsive."

11. **Question:** *Would you please supply a redline/mark up of the changes from the original RFP (9/22/11) to the current RFP (11/2/11)?*

Response: We cannot provide you with such document. As stated in Part I, Request for Proposals, Section 1.P.1, Proposal Requirements and Contract Specification, on page 1.7, Proposers are instructed to carefully read these Terms, Requirements, Specifications, Conditions, Attachments, and Exhibits. Therefore, you are required to read the RFP No. 2012-AN002 and this Addendum in their entirety and prepare your response accordingly.

12. **Question:** *Part I, Section Q, does not define a criminal conviction. Please define a criminal conviction. Does it include traffic violations/convictions?*

Response: Yes, a criminal conviction may include traffic convictions. No specific definition for criminal conviction will be provided. Please note that as stated in Part I, Section 1.Q, on page 1.7, Security and Background Investigation, the background investigation shall include criminal conviction information from an agency acceptable to County such as local law enforcement or Live Scan from the California Department of Justice and it is Contractor's responsibility to determine whether there were mitigating circumstances involved or that the conviction is not related to the Public Contact Employee position and that the Public Contact Employee poses no threat or risk to the County or public.

13. **Question:** *How will Contractor be receiving requests for notices and ballot corrections/revisions from County call center?*

Response: Public Works will track requests in some sort of matrix and the requests will be forwarded to the successful proposer via e-mail.

14. **Question:** *Concerns regarding Task 13 on pages A-12 and A-13 under the heading of "Specifications for the Notice are as follows: Number 4 reads: Ink: Color, front and back. Question: Traditional colors are specified by the number of colors on each side: Full color on both sides would be represented as 4/4. If the color scheme requires matching a logo color or is a 3 or 2 color scheme. It might be represented as 2 PMS colors and black (for a 3 color) or a PMS and black (for a 2 color). What color or color combination are you specifying for the printing on the notice.*

Response: Please see section A.7 of this Addendum, above.

15. **Question:** *A question regarding uncoated paper 80# book, high post-consumer waste recycle content: Can another stock be substituted. I believe that the notice would print, fold and mail better if the stock were a 70# or 60# offset opaque or similar stock. These stocks are uncoated, have a good opacity, and are less bulky to fold, tab and mail.*

Response: Thank you for your suggestion; however, there will be no change to these specifications.

16. **Question:** *Regarding Task 3 Can the Storage and Tally locations be at different sites?*

Response: Yes, the Storage and tallying location can be at different sites as long as they are within the Los Angeles County Flood Control District.

17. **Question:** *Regarding Task 3, for the purposes of this RFP please define "able to accommodate public observers. How many observers? What types of accommodations are required by statute? What level of comfort?*

Response: Please note section A.5 of this Addendum, above. As stated therein, the Contractor shall make available a space that can reasonably accommodate up to ten people at a time to observe the tally process. This space must be accessible in compliance with the Americans with Disabilities Act.

18. **Question:** *The "election will take place either on August 28, 2012, May 7, 2013, or August 26, 2013." We interpret that we could start work then*

receive a postponement notice at no additional cost. Is this correct, or can we charge for our costs for any postponement?

Response: Please note Section A.2 of this Addendum, above. Public Works is not preparing for an Election date of August 28, 2012. In accordance with Elections Code Section 1500, Public Works anticipates that the election will take place either on May 7, 2013, or August 26, 2013. Please prepare your proposal accordingly.

In addition, you cannot charge for any costs associated with postponement of election. For further clarification, please note Exhibit A, Scope of Work, Section D, on page A.2, as modified by this Addendum:

In the event the election date is continued, Contractor will continue to perform its services for any continued date (such as August 26, 2013) at the same rates indicated in Form PW-2, Schedule of Prices, with no additional charges, price negotiation or cost of living adjustments due to the delay.

19. Question: *Task 26.A, Pg A.19 – Is the ballot multi-lingual or English only?*

Response: The original Ballot Packet mailed to all property owners will be in English; however, as stated in Task 6, property owners can request the material in alternate languages. Per Task 33, Contractor shall mail merge, print, fold, insert materials into transmittal envelope, seal transmittal envelope, and mail individual Ballot Packets in response to specific requests received, including from property owners making such request through the call-in telephone numbers (Task 6) or as requested by Public Works Contract Manager.

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If you have questions concerning the above information, please contact Mr. Edwin Manoukian at (626) 458-4057, Monday through Thursday, 7 a.m. to 5 p.m.

Very truly yours,

GAIL FARBER
Director of Public Works


GHAYANE ZAKARIAN, Chief
Administrative Services Division

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Exhibit G.1**Election Key Days for Quality Funding Initiative - Flood Control District
Parcel Owner Election**

Milestones	Activity	Anticipated Dates*	Election Schedule	
1	Expected NTP Date	March 20, 2012	P** - 126	E*** - 413
2	Begin Printing Notice of Public Hearing	May 12, 2012	P - 73	E - 360
3	Deadline for Mailing of Notice of Public Hearing	June 9, 2012	P - 45	E - 332
4	Protest Hearing (P)	July 24, 2012	P	E - 287
5	Protest Tally Certified by Contractor	July 29, 2012	P + 5	E - 282
6	BOS Meeting to Certify Protest	July 31, 2012	P + 7	E - 280
7	Begin Printing Ballot Packets	February 23, 2013	P + 214	E - 73
8	Deadline for Mailing of Ballot Packets	March 23, 2013	P + 242	E - 45
9	Election Date (E)	May 7, 2013	P + 287	E
10	Election Tally Certified by Contractor	June 4, 2013	P + 315	E + 28
11	BOS Meeting to Certify Election	June 11, 2013	P + 322	E + 35

* These anticipated dates are based on anticipation that the Election Date will take place on May 7, 2013. This exhibit will be updated if Election Date is postponed to August 26, 2013.

** Public Hearing

*** Election