

**CHINO BASIN WATER CONSERVATION DISTRICT  
4594 SAN BERNARDINO ST  
MONTCLAIR, CA 91763**

**ADDENDUM NO. 1  
RFP NO. 2025-03 – ON-CALL STRATEGIC COMMUNICATIONS SERVICES  
MAY 1, 2025**

**NOTE: This Addendum forms a part of the Request for Proposals (RFP) Documents and/or supersedes or amends the corresponding information included in the original RFP documents. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal. Please acknowledge receipt of the Addendum by submitting Appendix H.**

**All other terms and conditions remain unchanged.**

**ADDENDUM NO. 1 CONTENTS**

**I. QUESTIONS AND ANSWERS**

**QUESTIONS AND ANSWERS:**

1. The RFP indicates that the estimated budget for this contract is not to exceed \$40,000 over the initial term. Could you please clarify whether the \$40,000 budget is intended as an annual allocation or as the total amount for the full three-year duration?
  - a. **The estimated budget for the approved professional services agreement shall be for a total not-to-exceed dollar amount of \$40,000 for the full 3-year term. It is possible that this amount could be increased due to additional projects that the District would like to implement, however, the \$40,000 budget is currently scheduled to last for the full three year term.**
2. The RFP states that hourly rates are fixed for the duration of the contract term. Could you please confirm whether this means that rate adjustments—including overhead charges or annual escalations—will not be permitted over the course of the contract?
  - a. **Please refer to Appendix C, which states...” Compensation rates shall remain firm for a minimum of three (3) years. Any and all requests for adjustments for follow-on agreement renewal period shall be provided no later than sixty (60) days prior to the end of the agreement period. Any such proposed adjustments shall not exceed the Bureau of Labor Statistics Consumer Price Index (CPI) data for San Bernardino County, CA, All Items, Not Seasonally Adjusted, “annualized change comparing the original proposal month and the same month in the subsequent year. (This information may be found on the U.S. Department of Labor’s website at [www.bls.gov](http://www.bls.gov)).**
3. Can subconsultants be added to the contract on an as-needed basis, or must all subconsultants be identified in the submitted proposal?

- a. Yes, subconsultants can be added to the agreement on an as-needed basis and shall be identified in the submitted proposal (please refer to Section 14.3).

**\* \* \* END OF ADDENDUM NO. 1 \* \* \***