

VI. REQUESTS FOR PROPOSALS

A. Proposal Timeline

Issue RFP	August 8, 2024
Optional tour of OCSD Wastewater Facilities	August 30, 2024
Deadline to pose all inquiries	August 30, 2024
Answers to inquiries posted	September 6, 2024
Proposals due	September 20, 2024, by 3:00 p.m.
Review of Proposals Completed	September 27, 2024
Interviews with firms, if applicable	Week of September 30, 2024
Award of contract by Board	October 9, 2024
Contract Signed & Commence Work	October 11, 2024

B. Inquiries

All inquiries concerning this Request for Proposal must be directed in writing to the Business and Accounting Manager of Oceano Community Services District, via email to carey@oceanocsd.org. All inquiries must be submitted no later than 8-30-24. Responses to all inquiries will be posted on the district website (<https://ocsd.specialdistrict.org/bids-proposals>) on 8-30-24.

C. Proposal Submission

Interested firms must submit a signed PDF version of their proposal via email to carey@oceanocsd.org no later than **9-20-24 by 3:00 p.m.** All proposals will be retained by the District upon submission.

- 1) Proposal Format and Content - Each proposal shall include, as a minimum, the following information:
 - i. Cover Letter that includes:
 - a. Signature of the individual authorized to bind the firm contractually
 - b. Confirmation of the receipt of the RFP, any addendums, and