

- 1. When submitting the proposal via email, do we send a separate email submission for the Proposal Fee, or should we password protect our PDF and include it in along with the main proposal submittal?**

Please submit the proposal and the proposal fee in the same email with two (2) separate PDF attachments.

- 2. Can we included short biographies of our key staff in the proposal and include 1-page resumes in an Appendix?**

Yes.

- 3. Does the City supply a template for the Statement of Personal History and the Proponents Fee Schedule?**

The City did not provide templates for the Statement of Personal History or the Proponents Fee Schedule for this RFP. The only pages from the RFP documents that should be attached to proposals are titled: "Proposal Documents," "Proponent's Agreement," and "Non-Collusion Affidavit." These are pages 24 – 26 in the RFP documents. It is up to each proponent to create and submit all other required documents identified in the RFP.

- 4. Is the Financial Statement identified in 3.0.5. required?**

Yes. The California Public Records Act contains a disclosure exemption for trade secrets. A "trade secret" is something that derives independent economic value, actual or potential, from not being generally known to the public or to other persons who can obtain economic value from its disclosure or use. In the event of a public records request, the city would omit or redact trade secret information. As a suggestion, when submitting a proposal, proponents can stamp/watermark any trade secret information as "TRADE SECRET" to assist city staff in responding to a hypothetical request.