REQUEST FOR QUALIFICATIONS AND PROPOSALS

Water and Wastewater Utility Financial Consulting Services

RFP #2025-001

ADDENDA #1 - ANSWERS TO QUESTIONS

Solicitation Date: August 22, 2025

Addenda Date: September 8, 2025

MOONSHOT
MISSIONS

ADDENDA #1 - ANSWERS TO QUESTIONS

Moonshot Missions has received the following questions regarding Request for Qualifications and Proposals (RFP #2025-001) for Water and Wastewater Utility Financial Consulting Services. In accordance with Section V of the RFP, we are providing written responses to ensure clarity and consistency for all prospective proposers. The questions are presented as received, followed by Moonshot's responses.

Question 1. **Level of detail required for "All relevant projects completed within the past five years."** The first bullet under number four of section IV, *Content Required for Proposal*, calls for a "list of all relevant projects completed within the past five years that are similar to the Scope of Services." The second bullet calls for detailed descriptions of three (3) projects completed within the past five years. What level of detail is required under the first bullet?

> *Answer: For the first bullet under Section IV.4, proposers should provide a* ***comprehensive list*** *of all projects completed in the past five years that are relevant to the Scope of Services. This list should be sufficient to demonstrate the breadth of the firm's experience but does not need to include the same level of detail as the three project descriptions that follow. At minimum, the list should include the* ***client's name, project title, and completion date****. Proposers may add one or two short sentences per project if needed to clarify relevance, but detailed narrative is not required for this section. The more detailed write-ups are expected only for the three selected projects identified under the second bullet.*

Question 2. **Definition of Projects vs. Contracts.** Section IV, *Content Required for Proposal*, calls for descriptions of completed projects. Is it acceptable to list individual projects that were completed under master contracts that are ongoing? For example, we have contracts with government agencies to complete projects with water utilities. Could we list one of those completed projects even if the master contract is not yet complete?

> *Answer: It is acceptable to identify* ***individual projects completed under an ongoing master contract****. The key requirement is that the project itself is complete and can be evaluated for relevance, regardless of whether the overarching contract is still active. In your example, completed work for a specific water utility under a government-agency master contract may be listed, provided it is presented as a discrete project with a defined start and end date. This approach ensures that*

Moonshot can assess demonstrated outcomes from completed work, even if the master agreement continues to generate additional assignments.

Question 3. **Definition of Project Description and Scope.** Letter B under the second bullet under number of Section IV, *Content Required for Proposal*, calls for "Project description and scope." How are you defining "project description" and "scope," and how are you and distinguishing between the two?

Answer: For the three detailed project descriptions, proposers should include both a ***project description*** *and a* ***scope****:*

- *Project description should provide a concise narrative of the overall purpose, context, and outcomes of the project (e.g., the client's challenge, objectives, and the results achieved)*.
- *Scope should outline the specific tasks, responsibilities, and deliverables that the proposer carried out as part of that project (e.g., rate study preparation, development of a financial model, delivery of board training)*.

In other words, the description explains the "what and why" of the project, while the scope clarifies the "how and what was done." Keeping these distinct helps the evaluation team understand both the project's significance and the proposer's direct role in its execution.

End of Addendum No. 1