

**ADVERTISEMENT  
FOR AS-NEEDED CONSULTING SERVICES  
FOR GRANT WRITING AND ADMINISTRATIVE SERVICES**

The Otay Water District (District) will require the services of a professional consulting firm(s) to provide as-needed services for Grant Writing and Administrative Services. These services will include supporting the District in identifying and researching supplemental funding opportunities for District programs and projects, assisting District staff in the preparation and submittal of applications for any viable opportunities and providing administrative services for any successful funded programs or projects.

This contract has a \$300,000 not-to-exceed budget for as-needed professional services. The duration is anticipated to be for approximately three fiscal years (FY 2022 through FY2024).

Interested candidates are required to e-mail a Letter of Interest (LOI) and a Statement of Qualifications (SOQ) to Lisa Coburn-Boyd at [lisa.coburn-boyd@otaywater.gov](mailto:lisa.coburn-boyd@otaywater.gov). If a firm has submitted a SOQ to the District within the calendar year and the qualifications remain current and accurate, then only a Letter of Interest is required.

Consultants must be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1 (a)]. If a consultant submits a proposal but is not registered with the Department of Industrial Relations, their proposal will be considered unresponsive.

Deadline to submit LOI and SOQ will be at 4:00 PM, Wednesday, December 15, 2021. Request for Proposal (RFP) materials will be e-mailed to qualified firms on Thursday, December 16, 2021. All questions regarding the consulting services should be referred to Lisa Coburn-Boyd via e-mail prior to issuance of the RFP.

Dated this 1st day of December, 2021.

Rod Posada, P.E., PLS, CCM  
Chief, Engineering  
OTAY WATER DISTRICT