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October 9, 2020

SUBJECT: Calexico East Port of Entry Bridge Widening Design-Build Project (Project)  
Request for Proposal Addendum 1

To Prospective Respondents:

1. This item No. 1 provides the instructions and requirements for the Project Site visit scheduled for Thursday, October 15, 2020:
  - *The Project Site visit will begin promptly at 8:30 AM and will end at 10:30 AM.*
  - *A maximum of three individuals per Proposer are allowed to attend.*
  - *The Proposers shall provide the names, titles, and contact information for their three participants to Virginia Mendoza/ICTC by the close of business on Tuesday, October 13, 2020. If this information is not received by the noted deadline, individuals will not be allowed to participate in the Site visit.*
  - *Participants shall check in with United States Customs and Border Protection Security Staff at the Entry Security Kiosk of the Calexico East Port of Entry to begin the Site visit. Prepare to provide a photo ID to the US Customs and Border Protection Security Staff.*
  - *Site Visit Participants shall park in the visitors parking lot.*
  - *The General Services Administration (GSA) Property Manager, Mr. George Flores, will meet the participants, provide instructions related to Site safety and security requirements, Site photography limitations and restrictions, and escort the participants for the duration of the Site visit.*
  - *Virginia Mendoza/ICTC and Jorge Antonio Perez Valdez/Caltrans District 11 will accompany the participants for the duration of the Site visit.*
  - *The Proposer participants shall comply with all State of California and Federal mandated COVID-19 protocols.*
  - *All participants shall remain in a single group complying with COVID-19 protocols with the GSA escort at all times during the Site visit.*
  - *Participants may ask questions of the three Site visit escorts. The escorts are under no obligation to respond to any questions. As provided by Instructions to Proposers (ITP) Section 3.6.3, any response to questions at the Site visit may not be relied on unless the questions are submitted in writing and ICTC provides responses to the questions in accordance with ITP Section 3.4.*
  - *Any individuals not complying with the Site visit safety, security, or COVID-19 protocol requirements or the GSA Property Manager instructions will be immediately removed from the Site.*

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,  
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL

2. As requested during the October 1 Pre-proposal meeting, ICTC has contacted the GSA to determine their requirements for obtaining access to the available Site as-built information. The following response provides the initial requirements to obtain these materials.

- ***The Proposer shall complete the attached GSA form “Document Security Agreement: Sensitive but Unclassified Statement” and return the fully executed form to Virginia Mendoza at ICTC by the close of business on Tuesday, October 13, to secure access to the available Project bridge as-built plans and available Site information.***
- ***When ICTC receives the signed form, the form will be forwarded to the GSA to approve release of the available as-built documents.***
- ***The Proposer shall strictly comply with all the “Document Security Agreement: Sensitive but Unclassified Statement” form and GSA “Controlled Unclassified Information (CUI) Guide” requirements.***

We thank you for your interest in this Project.

**Document Security Agreement: Sensitive but Unclassified Statement**

Name/Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Requested Documents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REASONABLE CARE:**

**1. Limiting dissemination to authorized users.** Dissemination of information shall only be made upon determination that the recipient is *authorized* to receive it. The criterion to determine authorization is *need-to-know*. Those with a *need-to-know* are those who are specifically granted access for the conduct of business on behalf of or with GSA. This includes all persons or firms necessary to do work at the request of the Government, such as architects and engineers, consultants, contractors, sub-contractors, suppliers, and others that the contractor deems necessary in order to submit an offer/bid or to complete the work or contract, as well as maintenance and repair contractors and equipment service contractors.

**Note: It is the responsibility of the person or firm disseminating the information to assure that the recipient is an authorized user and to keep records of recipients.**

Authorized users shall provide identification as set forth below:

Valid identification for non-Government users. Authorized non-Government users shall provide valid identification to receive SBU building information. The identification shall be presented and verified for each dissemination. Valid identification shall be all items (a) through (c), below, and including item (d), as necessary:

(a) **A copy of a valid business license or other documentation granted by the state or local jurisdiction to conduct business.** The license at a minimum shall provide the name, address, phone number of the company, state of incorporation, and the name of the individual legally authorized to act for the company. The business must be of the type required to do the work. A general contractor's license may be substituted for the business license in states that issue such licenses. In the rare cases where a business

**Document Security Agreement: Sensitive but Unclassified Statement**

license is not available from the jurisdiction, the information shall be provided and testified to by the submitter; **and**

(b) **Verification of a valid DUNS Number** against the company name listed on the business license or certification. Verification may be obtained through <http://www.fpdc.gov/>, or by calling Dun & Bradstreet at 703-807-5078 to set up an account; **and**

(c) **A Valid IRS Tax ID Number** of the company requesting the information; **and, as necessary,**

(d) **A Valid picture state driver's license** shall be required of person(s) picking up SBU documents. Phone verification must be made to a previously validated authorized user that the individual(s) picking up the documentation is authorized to do so by the company obtaining the documents. SBU documents will not be released to any individual or firm who has not, either previously or at the time of pickup, supplied the required documentation as outlined in paragraphs (a) through (c), above.

**2. Retaining and destroying documents.** The efforts required above shall continue throughout the entire term of the contract and for whatever specific time thereafter as may be necessary. Necessary record copies for legal purposes (such as those retained by the architect, engineer, or contractor) must be safeguarded against unauthorized use for the term of retention. Documents no longer needed shall be destroyed (such as after contract award, after completion of any appeals process or completion of the work). Destruction shall be done by burning or shredding hardcopy, and/or physically destroying CD's, deleting and removing files from the electronic recycling bins, and removing material from computer hard drives using a permanent erase utility or similar software.

**3. Term of Effectiveness.** The efforts required above shall continue throughout the entire term of contract and for what specific time thereafter as may be necessary, as determined by the Government. Necessary record copies for legal purposes (such as those retained by the architect, engineer, or contractor) must be safeguarded against unauthorized use for the term of retention.

**4. Written agreement of disposal.** For all contracts using SBU building information, the contractor shall provide a written statement that he and his subcontractors have properly disposed of the SBU building documents, with the exception of the contractor's record copy, at the time of Release of Claims to obtain final payment. Documents no longer needed shall be destroyed (such as after contract award, after completion of any appeals process or completion of the work). Destruction shall be done by burning or shredding hardcopy, and/or physically destroying CDs, deleting and removing files from the electronic recycling bins, and removing material from computer hard drives using a permanent erase utility or similar software.

The recipient acknowledges the requirement to use **reasonable care**, as outlined above,

**Document Security Agreement: Sensitive but Unclassified Statement**

to safeguard the documents and, if not awarded, the contract (and at the completion of any protest/appeal process) will make every reasonable and prudent effort to destroy or render useless all SBU information received during the solicitation.

**I agree that I will abide by this agreement and will only disseminate Sensitive but Unclassified (SBU) building information to other authorized users under the conditions set forth above.**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Copy of business license attached

DUNS Number: \_\_\_\_\_

Verified: Yes No

IRS Tax ID Number \_\_\_\_\_