



## REQUEST FOR PROPOSALS

Conservation Outreach Program

SOLICITATION NO: R-12-005-DB

ADDENDUM #1 | April 4, 2012

CHANGES TO RFQ

NONE

END CHANGES TO RFQ

ANSWER TO QUESTIONS

Questions submitted as of April 2, 2012 and with response (in bold) provided.

- We have a question for clarification on the above solicitation.  
The attached link [http://www.saws.org/business\\_center/contractsol/drill.cfm?id=444](http://www.saws.org/business_center/contractsol/drill.cfm?id=444)  
Has a budget of \$700,000. The RFP on page 8 says \$70,000. Which is correct?*

**Response:** The budget for the Conservation Outreach Program is \$700,000. From this budget two contracts will be awarded. Each contract period will be a three-year term with two one-year options for review and renewal upon mutual agreement for no more than \$70,000 per year.

- 2. In regard to the 20-page limit, it is my understanding that the following sections will NOT count toward that limit: 1, 2, 3, 21, 22 and 23. Is this correct?*

**Response: Required forms do not count toward the page limit.**

- 3. In regard to the bullet, No. 17 mentions a \$1,200 per month program administration services fee. Is this above the \$70,000 fee outlined in section No. 20 or is it included in the \$70,000 total budget? Same question for the budgets mentioned in No. 18 and No. 19.*

**Response: The monthly program administration services fee of \$1,200 is included in the \$70,000 yearly budget.**

- 4. Can you please confirm that the below order is the correct order and designation of the tabbed sections? Submittal Response Checklist, Respondent Questionnaire, Qualifications and Experience, Past Performance, Quality Assurance/Control, Team Experience, Similar Project Experience, Project Approach, Compensation Proposal, Exhibit A,B,C?*

**Response: Please reference sub-section C. Response Format – The response shall be organized as follows, and each section shall be titled according: on page 5 of 40.**

- 5. Project Team. We have two primary members. Will you need resumes of the president of the organization or just the two primary members?*

**Response: Of the resumes to be submitted by an organization, one should include the president of the organization.**

- 6. Insurance. We have insurance and will submit this by our insurance carrier prior to the commencement of the new contract. Is this acceptable?*

**Response: Yes, however, please have your insurance agent review Exhibit “A” – SAWS Standard Insurance Requirements, and have them draft a letter stating they will provide a certificate of insurance meeting all the requirements.**

- 7. Good Faith Effort Plan. We are a nonprofit organization and the two primary members of the team are women. The coordinator is a woman and should be classified as a subcontractor? We do not have the state certification of WBE because we operate within the nonprofit organizational structure. Is this acceptable?*

**Response: No, only for-profit entities can be certified as an SMWB. Therefore, a non-profit cannot be counted as an SMWB business.**

8. *What is the process to register as a Small, Minority and Woman-Owned Business Enterprise and how long does it take?*

**Response:** To become registered as a Small, Minority, and Woman-owned Business, the following application from the South Central Texas Regional Certification Agency needs to be filled out and returned, with all supporting documents, to the agency: [http://www.sctrca.org/documents/SCTRCA\\_New\\_Application.pdf](http://www.sctrca.org/documents/SCTRCA_New_Application.pdf).

The process can take up to two months, pending whether the application packet is complete and whether a site visit is necessary. Under certain circumstances, a board member of the South Central Texas Regional Certification Agency can request for the certification process to be expedited, contingent upon the applicant submitting a complete application package. (The SMWB Program Manager for SAWS is a board member.)

At this time, SAWS recognizes the following certification categories: AABE, MBE, SBE, WBE. However, other governmental entities may accept a wider variety of certifications. I highly encourage businesses to become certified in as many categories as they are eligible for. In addition to Small, Minority, and Woman-owned Business Enterprise certification, the South Central Texas Regional Certification Agency also offers DBE and HUB certifications.

**For questions about filling out the certification application, please contact the South Central Texas Regional Certification Agency at 210-227-4722.**

9. *Would San Antonio Water System (SAWS) be interested in us quantifying the energy savings from the water saved?*

**Response:** It is not a requirement of the contract, but the awarded organization can choose to quantify the energy savings from the water saved.

10. *Would SAWS award the contract to one community volunteer organization that would be responsible for coordinating with local community volunteer organizations?*

**Response:** No. A direct relationship is a requirement.

11. *When SAWS states in the RFP: The selected organization(s) may submit proposals in writing for innovative programming to SAWS in connection with SAWS water conservation programs and goals. Do you mean that proposals for innovative programming are welcomed in response to this RFP?*

**Response:** Once the contract is awarded, the organization is highly encouraged to submit proposals for innovation programming. It is not intended to be part of the RFP process. But if a proposal for innovative programming can be worked into the established guidelines/parameters of the RFP, it would be welcomed.

12. *On the welcome page for the RFP (See screen shot below) The Estimated Cost: \$700,000. On page 8 of the RFP document it states: Notwithstanding anything in this RFP to the contrary, SAWS total obligation in Fiscal Year 2012 shall not exceed \$70,000.00 Please indicate your expectations for the total program cost.*

**Response: See response to question #1.**

13. *Conducting Public Workshops (I., C, 1.)*

- a. *Can you describe an example scope of one of the twenty-four special programs or workshops that will be conducted annually?*
  - i. *What is the expected (desired) attendance?*
  - ii. *What are the anticipated locations?*
  - iii. *What is the expected outcomes or goals of these programs/workshops?*

**Response: The typical workshop must be related to a water saving principle promoted by SAWS Conservation. It can be a workshop on proper mulching for moisture retention or on converting spray irrigation zones to drip irrigation, to mention a few examples. There is no established expected attendance for a workshop, but the awarded organization is expected to promote such events as is deemed necessary. Some workshops are held at the request of citizen groups, employers, neighborhood associations, etc. who would be responsible for promoting such event themselves.**

14. *Events (I., D)*

- a. *In reference to the four annual events: What are the ideal, historical, and acceptable numbers of volunteers?*
- b. *What is the scope of work the volunteers would be responsible for at these events?*

**Response: Depending on the event we may require anywhere from 5 to 50 volunteers that are required to be well versed in all water saving landscaping principles appropriate for the San Antonio area. Volunteers may be required to help SAWS staff at a plant give-away s and/or be required to interact with the public to discuss such topics as: plant section, landscape design, compost, best landscape maintenance practices, wildscape, hardscape, etc.**

15. *Exhibit C We work with Texas AgriLife Extension Service part of Bexar County Commissioners Court and their employee, David Rodriguez, County Extension Agent - Horticulture. Will we need to list him as "doing business with"?*

**Response: Yes. He should be listed as "doing business with."**

16. *Question on Exhibit F of SAWS Consulting Agreement. The Exhibits listed in paragraph 1. (a) do not match the attachments*

*This has Exhibit B as Services Described  
Exhibit D is time schedule*

*Exhibit E is security procedures and attachment is Exhibit D for the Outreach Program.*

*Exhibit A should be "shall pay Consultant as set forth on the attached Exhibit A"*

*Exhibit C is Insurance and attachment is Exhibit A for the Outreach Program.*

*Are the Exhibits listed with the Consulting Agreement to be received at a later date?*

**Response: The Exhibits in the SAN ANTONIO WATER SYSTEM CONSULTING AGREEMENT will not match the Exhibits in the RFP.**

END ANSWER TO QUESTIONS

No other items, dates, or deadlines for this RFQ are changed.

END ADDENDUM #1