



REQUEST FOR QUALIFICATIONS (RFQ)

Sanitary Sewer Overflow Reduction Program: Program Manager Services

Q-12-011-DS

ADDENDUM #1 – 11:00 AM (CDT) | December 5, 2012

This addendum amends the Information Statement Checklist contained in the above RFI.

CHANGE IN REQUIRED EXHIBIT B

Exhibit B, "Good Faith Effort Plan," published in the above-named RFQ, is to be replaced with the form following this addendum.

END CHANGE TO REQUIRED EXHIBIT B

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

END ADDENDUM #1



EXHIBIT "B"

**GOOD FAITH EFFORT PLAN FOR THE
SAWS SANITARY SEWER OVERFLOW REDUCTION PROGRAM**

NAME OF PROJECT: SAWS Sanitary Sewer Overflow Reduction Program - Program Manager Services RFQ

SECTION A: RESPONDENT INFORMATION:

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Telephone: _____

Email Address: _____ Fax: _____

Is your firm Certified: Yes _____ No: _____ Certification Agency that granted SMWB certificate/s: _____

Type of Certification: _____ SBE _____ WBE _____ MBE

SMALL, MINORITY, AND WOMAN-OWNED BUSINESS (SMWB) PARTICIPATION PERCENTAGES:

Please list all subcontractors, whether SMWB or not, in the Good Faith Effort Plan document. Please include the subcontractors' business name, address, point of contact, and what percentage of the overall project that they will perform. Please indicate whether subcontractors have any SMWB certifications (AABE, MBE, SBE, WBE), and which entity they were certified by: South Central Regional Certification Agency, Texas Historically Underutilized Business "HUB", or the federal government. The SAWS SMWB aspirational goal for this project and points will be awarded as follows **(up to 10 Points)**:

The aspirational SMWB goal on this project is 25 %

- SMWB Participation Percentage between 1% and 3%: 1 Point
- SMWB Participation Percentage between 4% and 6%: 2 Points
- SMWB Participation Percentage between 7% and 9%: 3 Points
- SMWB Participation Percentage between 10% and 12%: 4 Points
- SMWB Participation Percentage between 13% and 15%: 5 Points
- SMWB Participation Percentage between 16% and 18%: 6 Points
- SMWB Participation Percentage between 19% and 21%: 7 Points
- SMWB Participation Percentage between 22% and 25%: 8 Points
- SMWB Participation Percentage between 26% and 28%: 9 Points
- SMWB Participation Percentage between 29% or more: 10 Points

Name, Address & Point of Contact of Subcontractor/Supplier	Scope of Work/Supplies to be Performed/Provided by Firm	Estimated Contract Percentage Amount on this Project	Certification Type & Certification Agency
1.			
2.			
3.			
4.			
5.			

1. The undersigned proposer has satisfied the requirements of the RFQ aspirational goal in the following manner (please check the appropriate space):

The Respondent is committed to a minimum of 25% SMWB utilization on this contract and has identified the SMWB participations above.

The Respondent, if exceeding the SMWB goal of 25%, is committed to _____% of SMWB utilization on this contract and has identified the SMWB participations above.

The Respondent, if unable to meet the SMWB goal of 25%, is committed to a minimum of _____% SMWB utilization on this contract has identified the SMWB participations above. ***(If contractor is unable to meet the goal, please fill out Section B. and submit documentation demonstrating good faith efforts).***

2. Name and phone number of person appointed to coordinate and administer the SMWB requirements on this project.

Name: _____

Title: _____

Phone Number: _____

IF THE SMWB GOAL WAS MET, PROCEED TO SECTION C. IF GOAL WAS NOT MET, PROCEED TO SECTION B.

SECTION B: GOOD FAITH EFFORTS (Fill out only if the SMWB goal was not achieved).

1. List all subcontractor/supplier firms that the PM contacted about opportunities for this project that **will not be** utilized for the contract by choice of the proposer, subcontractor, or supplier. (Use additional sheets as needed)

Name & Address of Company	Scope of Work/Supplies to be Performed/Provided by Firm	Is Firm SMWB Certified?	Date Written Notice was Sent & Method (Fax, Letter, E-Mail, etc.)	Reason Agreement was not reached?
1.				
2.				
3.				
4.				
5.				

In order to verify a proposer’s good faith efforts, please provide to SAWS copies of the written notices to all firms contacted by the proposer for specific scopes of work identified in relation to the subcontracting/supply opportunities in the above named project. Copies of said notices must be provided to the SMWB Program Manager within five (5) business days after the response is due. Such notices shall include information on the plans, specifications, and scope of work.

2. List all SMWB listings or directories, contractor associations, and/or any other associations utilized to solicit SMWB subcontractors/suppliers.

3. Discuss efforts made to define additional elements of the work proposed to be performed by SMWBs in order to increase the likelihood of achieving the goal:

4. Indicate advertisement mediums used for soliciting bids from SMWBs.
(Please attach a copy of the advertisement(s))

SECTION C: MENTOR-PROTÉGÉ PROGRAM

SAWS would like to see the Respondent form a mentor-protégé program with a small, minority, or woman-owned business enterprise. SAWS will award up to 5 points for the following information:

- Please identify an SMWB business entity that you will target for this mentor-protégé partnership.
- Please describe your plans to implement and maintain this partnership for the duration of this project.
- Please describe how you will help your SMWB protégé to grow, i.e., management strategies, program experience, specialized software training, etc.
- Please describe measurable benchmarks for the abovementioned growth that will be tracked and reported to the SAWS SMWB Program Manager.
- Describe how your firm will communicate the Protégé progress on this project to the SMWB Program Manager.

AFFIRMATION

I hereby affirm that the above information is true and complete to the best of my knowledge. I further understand and agree that, this document shall be attached thereto and become a binding part of the contract.

Name and Title of Authorized Official:

Name:

Title:

Signature: _____ Date: _____

NOTE:

This Good Faith Effort Plan is reviewed by SAWS Contracting Department. For questions and/or clarifications, please contact Marisol V. Robles, SMWB Manager, at 210-233-3420.

DEFINITIONS:

Prime Consultant/Contractor: Any person, firm partnership, corporation, association or joint venture which has been awarded a San Antonio Water System contract.

Subconsultants/contractor: Any named person, firm partnership, corporation, association or joint venture identified as providing work, labor, services, supplies, equipment, materials or any combination of the foregoing under contract with a prime consultant/contractor on a San Antonio Water System contract.

Small, Minority and Woman Business (SMWB): All business structures Certified by the Small Business Administration, Texas State Comptroller's Office, or the South Central Texas Regional Certification Agency that are 51% owned, operated, and controlled by a Small Business Enterprise, a Minority Business Enterprise, or a Woman-owned Business Enterprise.

Small Business Enterprise (SBE): A business structure that is Certified by the Small Business Administration, Texas State Comptroller's Office or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by someone who is legally residing in or a citizen of the United States, and the business structure meets the U.S. Small Business Administration's (SBA) size standard for a small business within the appropriate industry category

Minority Business Enterprise (MBE): A business structure that is Certified by the Small Business Administration, Texas State Comptroller's Office or the South Central Texas Regional Certification Agency as being 51% owned, operated, and controlled by an ethnic minority group member(s) who is legally residing in or a citizen of the United States. For purposes of the SMWB program, the following are recognized as minority groups:

- a. **African American** – Persons having origins in any of the black racial groups of Africa as well as those identified as Jamaican, Trinidadian or West Indian.
- b. **Hispanic American** – Persons of Mexican, Puerto Rican, Cuban, Spanish or Central or South American origin.
- c. **Asian-Pacific American** – Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

- d. **Asian-Indian American** – Persons whose origins are from India, Pakistan, Bangladesh or Sri Lanka.
- e. **American Indian/Native American** – Persons having no less than 1/16 percentage origin in any of the American Indian Tribes, as recognized by the U.S. Department of the Interior’s Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents.

Women Business Enterprise (WBE): A business structure that is Certified by the Small Business Administration, Texas State Comptroller’s Office or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by a woman or women who are legally residing in or citizens of the United States.

African American Business Enterprise (AABE): A business structure that is Certified by the Small Business Administration, Texas State Comptroller’s Office or the South Central Texas Regional Certification Agency as being 51% owned, operated and controlled by African American minority group member(s) who are legally residing in or are citizens of the United States.

Joint Venture: A limited association of two or more persons to carry out a single business enterprise for profit, for which purpose they combine their property, money, efforts, skills and knowledge.

Project Manager’s Payment to Subcontractors:

The selected Project Manager will be required to electronically report the actual payments to all subcontractors, utilizing the Subcontractor Payment and Utilization Reporting (S.P.U.R.) System, beginning with the first SAWS payment for services under the contract, and with every payment thereafter (for the duration of the contract).

This information will be utilized for SMWB participation tracking purposes. Any unjustified failure to comply with the committed SWMB levels may be considered breach of contract.

The Program Manager and all subcontractors will be provided a unique log-in credential and password to access the SAWS S.P.U.R. System. Electronic submittal of monthly subcontractor payment information will be accessed through the following internet address: <https://saws.smwbe.com/>