

**REQUEST FOR APPLICATION (RFA)**

**for**

**Edwards Aquifer Best Management Practices Performance and Maintenance Assessment #1-2020**

**Solicitation #00198**

**Issue Date: September 8, 2020**

**Responses must be received BEFORE:**

**November 30, 2020, 11:00 A.M. C.S.T.**

Pre-Submittal Conference: YES, a pre-submittal will be held on October 7,2020 at 11 AM and November 6,2020 at 11 AM located at 100 East Guenther, San Antonio, Texas 78204.

Staff Contact Person: Emily Hanson

Purchasing Coordinator

Email: [ehanson@sariverauthority.org](mailto:ehanson@sariverauthority.org)

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# SECTION 1 – INTRODUCTION

## Introduction

The Edwards Aquifer is San Antonio’s primary source of water and is important to the CITY of San Antonio’s (CITY)’s economic viability. Rainfall enters the aquifer through fractures, caves, sinkholes and other features replenishing the aquifer. However, development over the aquifer’s recharge and contributing zones impacts the quality and quantity of water entering the aquifer and reduces the number of recharge features needed to maintain San Antonio’s primary water resource. While rules are in place to regulate urban or incompatible development, the CITY seeks to fund an Edwards Aquifer recharge area/recharge feature protection PROJECT within Bexar County’s recharge and contributing zones.

Proposition 1, the Edwards Aquifer Protection Venue PROJECT, authorizes the (CITY to continue the voter-approved watershed and preservation PROJECT initiated in 2000 and continued in 2005, 2010, and 2015. Of the $100 million expected to be collected pursuant to the 2015 authorization, $90 million will continue to be used toward the purchase of conservation easements and acquisition of real estate interests over the sensitive recharge and contributing zones of the aquifer. The remaining $10 million is dedicated for Edwards Aquifer protection PROJECTs within urbanized areas of Bexar County’s recharge and contributing zones that will protect and improve Edwards Aquifer water quality (PROJECT). This REQUEST for Applications (REQUEST) pertains to the new aquifer protection and improvement PROJECT component, of which approximately $620,000 remains to be awarded for PROJECT.

By interlocal agreement approved by the COUNCIL on April 28, 2016, the San Antonio RIVER AUTHORITY (RIVER AUTHORITY) will serve as PROJECT manager and administrator of the PROJECT and is responsible to the CITY to ensure quality review, approval, implementation, and future monitoring of aquifer protection and improvement PROJECTs funded through the PROJECT.

Historically, CITY staff has worked through the Conservation Advisory Board (CAB) to obtain funding recommendations that are presented to the San Antonio CITY Council (COUNCIL) for consideration and action.

## REQUEST for Application

This is a REQUEST for applications and does not guarantee funding for proposed PROJECTs. Responses to this REQUEST and the recommendations resulting from the CAB recommendation process will identify potential PROJECTs through a prioritization and ranking system and possible funding subject to COUNCIL review and approval

## Objective

The purpose of the REQUEST is to solicit applications for PROJECT funding. PROJECT proposals under this REQUEST will be expected to evaluate the effectiveness of a representative variety of existing, constructed, and operational post-construction best management practices (BMPs), including current maintenance of the practices, and, to the extent possible, should focus on BMPs within the Edwards Aquifer Contributing Zone within Bexar County. See attached map, Exhibit A, for the Edwards Aquifer Bexar County Contributing Zone PROJECT area.

## Schedule of Events

Following is a list of projected dates with respect to this RFA

Issue Solicitation: 9/8/2020

Pre-submittal conference #1 10/7/2020 at 11:00 AM CST

Deadline for Submission of Questions #1: 10/14/2020 at 11:00 AM CST

Pre-submittal conference #2: 11/6/2020 at 11:00 AM CST

Deadline for Submission of Questions #2: 11/11/2020 at 11:00 AM CST

Deadline for Submission of Responses: 11/30/2020 before 11:00 AM CST

# SECTION 2 – REQUEST FOR APPLICATION SCOPE

## Scope and Cost

1. The APPLICANT will be requested to provide PROJECT cost estimates with supporting justification.
2. Scope of requested information. The APPLICANT shall provide the following information in response to this REQUEST:

|  |  |
| --- | --- |
| 1 | General PROJECT description. |
| 2 | PROJECT timeline, including anticipated start, major milestones, limiting factors, and end dates. |
| 3 | Names and contact information for supporting parties who have agreed to participate in PROJECT (i.e., through contributions of in-kind support). The prime APPLICANT must attach letters of support from supporting parties’ executive-level decision-makers. |
| 4 | Statement of PROJECT’s method of measuring, assessing, and reporting effectiveness of existing post-construction BMPs in ensuring Edwards Aquifer water quality protections over the Contributing Zone. |
| 5 | Statement of PROJECT’s method of measuring, assessing, and reporting effectiveness of existing post-construction BMPs’ maintenance in ensuring Edwards Aquifer water quality protections over the Contributing Zone. |
| 6 | Statement of method by which PROJECT will measure water quality contribution including assessment of reliability of post-construction BMPs and BMP maintenance under variable conditions and over the long term. |
| 7 | Recommendations based upon PROJECT findings toward improved BMP selection, design, construction, function, maintenance, policy, and any other component affecting water quality. |
| 8 | Plan for identifying post-construction BMPs appropriate for and acquiring any required private property permissions to study BMPs for PROJECT. |
| 9 | All PROJECT benefits and whether they most closely relate to environmental, quality of life, or economic benefits (triple bottom line). |
| 10 | Anticipated PROJECT cost. |
| 11 | Any public information that will be generated and distributed as a PROJECT component. |
| 12 | Contact information for the prime APPLICANT. |

## Deliverables Required Upon PROJECT Completion

Could vary based upon PROJECT approach but, at minimum, will include

1. Identification of BMPs included in PROJECT by type, size, volume, and other relevant identifying characteristics
2. Quality Assurance PROJECT Plan (QAPP) documenting processes used in monitoring water quality of BMP effluent
3. Water quality monitoring data reflecting BMP performance
4. Report of findings related to BMP performance and maintenance
5. Recommendations toward improved BMP performance and maintenance.

# SECTION 3 – NOTICES TO APPLICANTS

## Scoring and Minimum Requirement

PROJECT funding applications will be scored by a scoring committee. PROJECT applications and scores will be screened by CITY and RIVER AUTHORITY to ensure that PROJECTS meet minimum qualifying criteria. APPLICANTS submitting qualifying PROJECTS will be notified and requested to deliver a presentation to the CAB, which will provide a recommendation for COUNCIL consideration. Funding will be awarded to APPLICANTS following COUNCIL approval and execution of a funding agreement with the APPLICANT, the CITY and the RIVER AUTHORITY.

This is a REQUEST for applications; neither CITY nor RIVER AUTHORITY is obligated to enter into a funding agreement with any APPLICANT as a result of the information received concerning this REQUEST. Responses to this REQUEST and the recommendations resulting from the CAB process will identify potential PROJECTs through a prioritization and ranking system and possible funding subject to CITY Council review and approval.

All PROJECTs will be evaluated on the following criteria:

a. Water quality benefit (performance/effectiveness): 30%

b. Scientific Benefit/Data Generation: 30%

c. Cost: 15%

d. Long-Term Assurance/Maintenance Plan: 15%

e. Impact Area: 4%

f. Visibility/Accessibility: 3%

g. Collaboration/Partnerships: 3%

To qualify for referral to CAB and for funding consideration, PROJECT Applications must score a minimum of 50 points. However, a score of 50 points or higher does not ensure that the Application will be selected or funded.

The RIVER AUTHORITY or the CAB reserves the right to award within the best interest of the CITY of San Antonio.

## Submittal Deadline

APPLICANTs must submit a response in hard copy. APPLICANTs shall submit one (1) original signed document and (6) six copies. The original shall be clearly marked. In addition, the hard copy submittal shall be provided electronically on a USB drive. Statements of Qualifications must be received, in a sealed envelope, at the San Antonio RIVER AUTHORITY Main Office no later than published date and time on the cover sheet at the address below.

Submittals sent by facsimile, email or submitted through Bonfire will not be accepted. Any submittal or modification received after this time shall not be considered, and will be returned, unopened to the APPLICANT. APPLICANTs- should strive for early submission to avoid the possibility of rejection for late arrival.

Address:

San Antonio RIVER AUTHORITY

Attn: Request for Application # 00198

100 E. Guenther

San Antonio, Texas 78204

Each APPLICANT is responsible for taking the necessary steps to ensure their submission is received by the date and time noted herein. The RIVER AUTHORITY is not responsible for missing, lost or late mail or any mail delays, internal or external, that may result in the submission arriving after the set time.

All submissions shall be opened in a manner that avoids disclosure of the contents to competing. A public opening will not be conducted with this process.

Applications shall be delivered no later than 11:00 a.m., Monday, November 30, 2020.

## Inquiries and Interpretations

RIVER AUTHORITY may, at its sole discretion or in consultation with CITY, respond to written inquiries concerning this REQUEST and will post any addenda or answers to questions on the RIVER AUTHORITY website at https://sara-tx.bonfirehub.com/portal/?tab=openOpportunities. RIVER AUTHORITY will also post any addenda or answers to questions on the Bonfire website. Only the RIVER AUTHORITY’s responses that are made by formal written addenda shall be binding on the RIVER AUTHORITY. Verbal and other written interpretations or clarifications shall be without legal effect. All addenda issued by the RIVER AUTHORITY prior to a submittal deadline shall be and are hereby incorporated into this REQUEST for all purposes.

APPLICANT shall be required to consider and acknowledge receipt of each addendum as specified in this Section. APPLICANT is to acknowledge all addenda by completing, signing, and returning Attachment E. All signatures must be executed by APPLICANT’s authorized representative. Attachment E is to be received prior to a Submittal Deadline and should accompany the APPLICANT’s information. Failure to provide executed documents may result in rejection of the application.

Parties receiving this REQUEST other than directly from the RIVER AUTHORITY are responsible for checking the RIVER AUTHORITY website, https://sara-tx.bonfirehub.com/portal/?tab=openOpportunities.

## Confidential Information & Security

Any information deemed to be confidential by the APPLICANT should be clearly annotated on the pages where confidential information is contained. The RIVER AUTHORITY cannot guarantee that it will not be required to disclose all or part of any public record under Texas Public Information Act, since information deemed to be confidential by the responder may not be confidential under Texas Law, or pursuant to a Court order.

Should the successful APPLICANT be selected and become the holder of, and have access to, confidential information, (in the process of fulfilling its responsibilities in connection with the award), the successful APPLICANT agrees that it shall keep such information confidential and will comply fully with the laws and regulations of the State of Texas, ordinances and regulations of the RIVER AUTHORITY, and any applicable federal laws and regulations relating to confidentiality.

## Solicitation for Application Preparation Costs

APPLICANT understands and agrees that issuance of this REQUEST does not commit the RIVER AUTHORITY, in any way, to pay any costs incurred in the preparation and submission of a response. All costs related to the preparation and submission of this REQEST shall be borne by the APPLICANT.

## Restrictions from Communication

APPLICANT(s) are prohibited from communicating with: 1) The RIVER AUTHORITY Board of Directors and the RIVER AUTHORITY staff regarding the RFA or submittals from the time the RFA has been released until the funding agreement is posted as a Board agenda item; and 2) the RIVER AUTHORITY employees from the time the RFA has been released until the funding agreement is awarded. These restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFA and/or submittal by APPLICANT. Violation of this provision by APPLICANT and/or its agent may lead to disqualification of APPLICANT’s submittal from consideration.

Exceptions to the restrictions on communication with the RIVER AUTHORITY employees include:

1. APPLICANTs may ask verbal questions concerning this RFA at the Pre-Submittal Conference (if applicable) or submit clarification REQUESTs via email to the contact below.
2. APPLICANTs may provide responses to questions asked of them by the Purchasing Department after submittals are received and opened. The Purchasing Department may REQUEST clarification to assist in evaluating APPLICANT’s Response. The information provided is not intended to change the Response in any fashion. Such additional information must be provided within two (2) business days from the RIVER AUTHORITY’s REQUEST. APPLICANTs may also respond to REQUESTs by the Purchasing Department for best and final offers, which do allow APPLICANTs to change their response. REQUESTs for best and final offers will be clearly designated as such.

APPLICANTs shall direct all inquiries and communications concerning this solicitation to the Point of Contact(s) listed below:

Emily Hanson

Purchasing Coordinator

(210) 302-3605

ehanson@sariverauthority.org

## Anti-Lobbying Provision

During the period between solicitation release date and the award, APPLICANTs, including their agents and representatives, shall not directly discuss or promote their response with any member of the Board of Directors or RIVER AUTHORITY staff except in the course of RIVER AUTHORITY-sponsored inquiries, briefings, interviews, or presentations. Violation of this provision may result in the rejection of the APPLICANT’s response and disqualification from future consideration of a similar solicitation.

**SECTION 4 – RESPONSE REQUIREMENTS**

* 1. **General Instructions**
     1. APPLICANT should carefully read the information contained herein and submit a complete response to all requirements and questions as directed.
     2. Responses and any other information submitted by APPLICANT to this REQUEST shall become the property of the RIVER AUTHORITY.
     3. Responses listing another entity as a partner MUST submit a letter from the partner on the partner company’s certified letterhead acknowledging the collaboration.
     4. The RIVER AUTHORITY will not provide compensation to APPLICANT for any expenses incurred by APPLICANT for preparation or for demonstrations that may be performed for the RIVER AUTHORITY the CITY or CAB, unless otherwise expressly stated. APPLICANT submits its response at its own risk and expense.
     5. Responses should be prepared simply, economically and straightforward. Emphasis should be on completeness, clarity of content, responsiveness to the requirements and specifications.
     6. The RIVER AUTHORITY makes no warranty or guarantee that an award will be made as a result of this REQUEST.
     7. The RIVER AUTHORITY reserves the right to accept or reject for cause any or all responses and waive any formalities or minor technical inconsistencies. The RIVERAUTHORITY reserves the right to seek clarification of any item contained in APPLICANT’s response. Such clarification must be in writing, either by email or by US mail, to either the RIVER AUTHORITY or its designated agent, at the RIVER AUTHORITY’s discretion.
     8. The RIVER AUTHORITY reserves the right to waive any immaterial deviation or defect in the application in its sole discretion. The RIVER AUTHORITYS' waiver of an immaterial deviation or defect shall in no way modify the APPLICANT’s documents or excuse the APPLICANT from full compliance with the application requirements.

## Preparation and Submittal Instructions

* + 1. Attachment A-E
       1. Business Questionnaire Attachment A: APPLICANT shall complete the Business Overview Questionnaire as applicable per Attachment A.
       2. Submission Exceptions/Clarifications Attachment B: Please read the requirements thoroughly and be sure that your response complies with all requirements/specifications noted. Any variation from the solicitation requirements/ specifications must be clearly indicated in Attachment B, on a point-by-point basis, attached to and made a part of your response. If no exceptions are noted, and you are the successful APPLICANT, the RIVER AUTHORITY will require that the good/service(s) be provided as specified.

APPLICANTs shall itemize all exceptions on Attachment B. Additional pages may be added as necessary. Do not mark or change the text of the solicitation document, exceptions shall be noted only on Attachment B.

* + - 1. References Attachment C: Provide three (3) references, that the APPLICANTs has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

The RIVER AUTHORITY reserves the right to use other references and any additional information provided to evaluate the firm’s ability to meet the RIVER AUTHORITY’s needs.

* + - 1. Conflict of Interest Questionnaire Attachment D: Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity must disclose in the Questionnaire Form CIQ, the vendor or person’s affiliation or business relationship that might cause a conflict of interest with a local government entity. This questionnaire must be filed, by law, with the RIVER AUTHORITY no later than the 7th business day after the date the person becomes aware of facts that require the statement be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. For more information or to obtain the Questionnaire CIQ, go to the Texas Ethics Commission web page at [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf).

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT. AN OFFENSE UNDER CHAPTER 176 IS A CLASS C MISDEMEANOR.

* + - 1. Acknowledgement Attachment E: Submit a signed acknowledgement by authorized agent of the responding firm.
    1. Addenda & Modification:

Any changes, additions, or clarifications to the solicitation are made by amendments Any changes, additions, or clarifications to the solicitation are made by amendments (addenda) and will be posted at [purchasing.sara-tx.org](file:///\\sarafs2\Finance\Working_Files\A_Secure\Purchasing\2_templates\2-solicitations\IFB-Construction%20SARA-COSA\purchasing.sara-tx.org). Any APPLICANT in doubt as to the true meaning of any part of the solicitation or other documents may REQUEST an interpretation from the Purchasing Department. At the REQUEST of the APPLICANT, or in the event the Purchasing Department deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the Purchasing Department. Such addendum will be attached to the original solicitation at [purchasing.sara-tx.org](file:///\\sarafs2\Finance\Working_Files\A_Secure\Purchasing\2_templates\2-solicitations\IFB-Construction%20SARA-COSA\purchasing.sara-tx.org) and will become part of the solicitation package having the same binding effect as provisions of the original solicitation. It shall be the APPLICANT(s)’s responsibility to ensure that they have received all Addenda in respect to this solicitation. Furthermore, APPLICANTs are advised that they must recognize, comply with each Addendum. APPLICANT(s)’s signature on Addenda shall be interpreted as the APPLICANT’s recognition and compliance to official changes as outlined by the RIVER AUTHORITY and as such are made part of the original solicitation documents. Failure of any APPLICANT to receive any such addendum or interpretation shall not relieve such APPLICANT from its terms and requirements. Addendums are available online at [purchasing.sara-tx.org](file:///\\sara-tx.org\data\Finance\Working_Files\A_Secure\Purchasing\2_templates\2-solicitations\IFB-Construction%20SARA-COSA\purchasing.sara-tx.org). No verbal explanations or interpretations will be binding. The RIVER AUTHORITY does not assume responsibility for the receipt of any addendum sent to APPLICANTs.

The APPLICANT shall properly acknowledge all addenda in the spaces provided in the Acknowledgment (Attachment E).

* + 1. Withdrawal:

Responses may be withdrawn prior to the due date for submission. Written notice of withdrawal shall be provided to the Purchasing Department. No response may be withdrawn after opening time without reasonable exception in writing and only after approval by the RIVER AUTHORITY.

## Submission Format

Each submittal shall be typewritten, single spaced and submitted on 8 ½” x 11” white paper. Font size shall be no less than 12-point type for all items and may be in full color. All pages shall be numbered and should be printed two-sided. Margins shall be no less than 1” around the perimeter of each page. Submittals shall be no longer than 120 pages and shall include the documents listed below (including, but not limited to: coversheet, executive summary, attachments, resumes, section dividers, and organization chart). Websites or URLs shall not be submitted in lieu of the printed submittal or electronic submission.

Each submittal must include the sections and attachments in the sequence listed below, and each section and attachment must be indexed and divided by tabs and indexed in a Table of Contents page. If APPLICANT is proposing as a team, provide the same information for each member of the team. The electronic submittal should be submitted in Adobe PDF as one file.

Submission shall be in the following order:

1. Scope and Funding REQUEST (Section 2a - d)
2. Partner Letter(s)
3. Attachment A - Business Questionnaire
4. Attachment B – Submission Exceptions/Clarifications
5. Attachment C - References
6. Attachment D – Conflict of Interest Form
7. Attachment E - Acknowledgement

## ATTACHMENT A-BUSINESS QUESTIONNAIRE

Provide the following information regarding the Responders.

(NOTE: Co-Responders are two or more entities proposing as a team or joint venture with each signing the funding agreement, if awarded. Sub-contractors are not Co-Responders and should not be identified here. If this submittal includes Co-Responders, each Co-APPLICANT should complete an Attachment A, questions 1-21 only)

1. Funding Agreement Information (for formal funding agreement purposes):

*The following information will be used to write a funding agreement, should your firm be selected for award.*

1. Firm’s Legal Name:
2. Principal Address:

1. Telephone No.
2. Fax No:
3. Agent Authorized to sign funding agreement (Name):
4. Authorized Agent’s Job Title
5. Authorized Agent’s email address:
6. Provide any other names under which responders have operated within the last 10 years and length of time for each
7. Website address:
8. Organization Class (check ):
   * Individual or Sole Proprietorship, if checked, list Assumed Name, if any:

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* + Partnership
  + Corporation, if checked check one:
    - For-Profit
    - Nonprofit
    - Domestic
    - Foreign

1. Federal Employer Identification Number:
2. Texas Comptroller’s Taxpayer Number, if applicable

*(NOTE: This 11-digit number is sometimes referred to as the Comptroller’s TIN or TID.)*

1. DUNS Number:
2. Date Established:

* Number of years in business under present name:

1. Provide address of office from which this PROJECT would be managed:

* Principal Address:
* Telephone No.
* Fax No:
* Total Number of Employees:
* Total Number of Current Clients/Customers:

1. Contact Information: List the one person who the RIVER AUTHORITY may contact contract concerning your submittal:

* Name
* Title
* Address:
* Telephone No:
* Fax No:
* Email address:

1. Does your firm anticipate any mergers, transfers or organization ownership or management reorganization within the next twelve (12) months?

* No
* Yes

1. Is firm authorized and/or licenses to do business in Texas?

* No
* Yes, If yes, list authorizations/licenses:

1. Does the firm have an office located in Bexar County?

* No
* Yes, If yes, respond to “a” and “b” below:
  1. How long has the APPLICANT conducted business from it’s Bexar County Office?
  2. State the number of full-time employees at the Bexar County office:

1. Has the firm or any of its principals been debarred or suspending from contracting with any public entity?

* No
* Yes, If yes, identify the public entity, contact name and phone number of representative familiar with the debarment or suspension, and state the reason for or the circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension:

1. Has the firm ever had a bond or surety canceled or forfeited?

* No
* Yes, If yes, state name of bonding company, date, amount of bond, and reason for cancellation or forfeiture:

1. Has the firm ever been declared bankrupt or filed for protection from creditors under state of federal proceedings:

* No
* Yes, If yes, state the date, court jurisdiction, cause number, amount of liabilities and amount of assets:

1. Has the firm ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? If “Yes”, state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action:
2. Has the firm ever failed to complete any funding agreement awarded?

* No
* Yes, If yes, state name of the organization contracted with, services/goods contracted, date, contract amount and reason for failing to complete the contract:

1. Has any officer or partner proposed for this PROJECT/funding agreement ever failed to complete a contract handled in her or her own name:

* No
* Yes, If yes, state name of the organization contracted with, services/goods contracted, date, contract amount and reason for failing to complete the contract:

1. Litigation Disclosure:
   1. Has the PROJECT manager or any member of the firm’s team to be assigned to this engagement ever been indicted or convicted of a felony of misdemeanor greater than Class C in the last five (5) years?

* No
* Yes
  1. Has the PROJECT manager or any member of the firm’s team been terminated (for cause or otherwise) from any work being performed by the RIVER AUTHORITY or any other federal, state, or local government, or private entity?
* No
* Yes
  1. Has the PROJECT manager or any member of the firm’s team been involved in any claim or litigation with the RIVER AUTHORITY or any other federal, state or local government, or private entity during the last ten (10) years?
* No
* Yes

1. Has your company implemented an Employee Health and Safety Program compliant with 29 CFR 1910 “General Industry Standards” and/or 29 CFR 1926 “General Construction Standards” as they apply to your Company’s customary activities?

<http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1926>

1. How did your firm learn about this solicitation from the RIVER AUTHORITY?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Newspaper Legal Notice |  | |
|  | Email notification from the Purchasing Department | | |
|  | RIVER AUTHORITY website: purchasing.sara-tx.org | |  |
|  | 3rd Party solicitation service: [www.bidnetdirect.com](http://www.bidnetdirect.com) or www.gobonfire.com | | |
|  | Plan Room. Please identify plan room |  | |
|  | Other. If so, please indicate ­­­­­­­ |  | |

1. **Provide details on how firm meets the minimum qualifications stated in Part 1, Section 4. (Response should be completed below, do not point to another document)**
2. The details must be completed on this form and shall not point to another document in the APPLICANT’s submittal.
3. Sign below and return form with final submission.

I certify that our firm meets the minimum qualifications as stated in Part 1, Section 4.

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

Signature Company Date

## ATTACHMENT B-SUBMISSION EXCEPTIONS/CLARIFICATIONS

**Any** exceptions or clarifications taken to this solicitation must be itemized on the lines below. Additional pages may be added as needed. If there are no exceptions or clarifications, please sign where indicated at the bottom of the page.

Item # Description

The above exceptions and clarifications (and any additional pages identified) are the ONLY exceptions/clarifications to the specifications. I understand that the RIVER AUTHORITY may not accept additional exceptions produced after final submission of this submittal.

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Signature Company Date

**No Exceptions are taken to this solicitation.**

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

Signature Company Date

## ATTACHMENT C - REFERENCES

Provide three (3) references, that the APPLICANT has provided goods/services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

|  |  |
| --- | --- |
| **REFERENCE ONE** | |
| Firm/Company Name: |  |
| Contract Person and Title |  |
| Address: |  |
| Telephone No: |  |
| Email: |  |
| Scope of Work: |  |
| Contract Period: |  |
| Annual dollar value of contract: |  |

|  |  |
| --- | --- |
| **REFERENCE TWO** | |
| Firm/Company Name: |  |
| Contract Person and Title |  |
| Address: |  |
| Telephone No: |  |
| Email: |  |
| Scope of Work: |  |
| Contract Period: |  |
| Annual dollar value of contract: |  |

|  |  |
| --- | --- |
| **REFERENCE THREE** | |
| Firm/Company Name: |  |
| Contract Person and Title |  |
| Address: |  |
| Telephone No: |  |
| Email: |  |
| Scope of Work: |  |
| Contract Period: |  |
| Annual dollar value of contract: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ**  **For vendor or other person doing business with local governmental entity** | | | | | | | | |
| **This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session**.  This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).  By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.  A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor. | | | | | | | | |
| **1** | **Name of vendor who has a business relationship with local governmental entity.** | | | | | | | |
|  |
| **2** | **Check this box if you are filing an update to a previously filed questionnaire.** | | | | | | | |
| (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.) | | | | | | | | |
| **3** | **Name of local government officer about whom the information in this section is being disclosed.** | | | | | | | |
|  | | | |  | | |  | |
|  | | | | Name of Officer | | |  | |
| This section, (item 3 including subparts A, B, C & D), must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.   1. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?   Yes No   1. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?   Yes No   1. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of one percent or more?   Yes No  D. Describe each employment or business and family relationship with the local government officer named in this section. | | | | | | | | |
| **4** | | **I have no Conflict of Interest to disclose.** | | | | | | |
|  | |
| **5** | |  |  | |  |  | |  |
|  | |
|  | |  | Signature of vendor doing business with the governmental entity | |  | Date | |  |

**ATTACHMENT D- CONFLICT OF INTEREST QUESTIONNAIRE**

## ATTACHMENT E -ACKNOWLEDGMENT

The undersigned agrees this submission becomes the property of the San Antonio RIVER AUTHORITY (RIVER AUTHORITY) after the official opening.

I understand that my submission may be treated as a public record under the Texas Public Information Act.  I have marked pages that I consider to be confidential as “confidential.”  I further **INDEMNIFY AND HOLD HARMLESS** the RIVER AUTHORITY for the release of any portion of my information, as may be required by law.

The undersigned affirms he has familiarized himself with the specification, drawings, exhibits and other documents; the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of materials and equipment; and all other matters that will be required for the work before submitting a response.

The undersigned agrees, if this submission is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specification. The period for acceptance of this submission will be 120 calendar days unless a different period is noted.

The undersigned affirms that they are duly authorized to execute this contract, that this submission has not been prepared in collusion with any other APPLICANT, nor any employee of the RIVER AUTHORITY, and that the contents of this submission have not been communicated to any other APPLICANT or to any employee of the RIVER AUTHORITY prior to the acceptance of this submission.

APPLICANT hereby assigns to the RIVER AUTHORITY any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications, all exhibits and attachments contained in this solicitation package.

The undersigned agrees that the solicitation package posted on the website are the official specifications and shall not alter the electronic copy of the solicitation package, without clearly identifying changes.

The undersigned understands they will be responsible for monitoring the RIVER AUTHORITY Purchasing Website at: [purchasing.sara-tx.org](https://www.sara-tx.org/public-information/about-sara/contracting-opportunities/%20%20) to ensure they have downloaded and acknowledged all addendum(s) required for submission with their response.

I certify that I have made no willful misrepresentations in this submission, nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in this submission will be investigated, with my full permission, and that any misrepresentations or omissions may cause my submission to be rejected.

In submitting a response to the RIVER AUTHORITY, the responder offers and agrees that if the response is accepted, the responder will convey, sell, assign or transfer to the RIVER AUTHORITY all rights, titles and interest in and to all causes to action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Texas for price fixing relating to the particular commodities or services purchased or acquired by the RIVER AUTHORITY. At the RIVER AUTHORITY’s discretion, such assignment shall be made and become effective at the time the RIVER AUTHORITY tenders final payment to the responder.

Acknowledge receipt of following addenda to the solicitation:

Addendum No 1 Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum No 2 Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum No 3 Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME AND ADDRESS OF COMPANY: AUTHORIZED REPRESENTATIVE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email.

# Exhibit A

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