

Albuquerque Bernalillo County Water Utility Authority

Request for Proposals

**Solicitation Number: RFP2008-014-TC
Addendum #2**

**Water Resources Education – Children’s Water Festival, Classroom
Presentations and Public Events**



Due Date: February 8, 2008 NLT 4:00 p.m. MDT
The time and date proposals are due shall be strictly observed.

**Albuquerque Bernalillo County Water Utility Authority
Purchasing Office**

1/22/2008

The purpose of this second addendum is to notify all potential respondents of the following changes and additions:

1. Part 1.2, on page 4, should read as follows:

Proposal Due Date: Friday, February 8, 2008 – NLT 4:00 p.m. (Local Time) The time and date proposals are due shall be strictly observed.

PLEASE REMEMBER THE TIME AND DATE OF CLOSING SHALL BE STRICTLY OBSERVED.

2. There have been questions submitted for answers. Those questions and answers are provided herein.

Q. 1.19.3.3 -- Professional Liability Insurance

I have looked into this but was informed that there is no such insurance for my profession. The only professions that can obtain this kind of insurance are people who give advice (e.g., doctors, lawyers, engineers, architects, veterinarians). I do not give advice as a part of my job. Is this insurance a requirement for the contract?

- A.** Professional Liability Insurance will not be necessary.

Q. 3.1 -- Provide Development of Classroom/Community Presentations

Second to last sentence. "The contractor may also be requested to receive training at the Water Reclamation plant and accompany students on tours of the facility."

This sentence provides almost no information as to the real or potential scope of the school tours. Please provide more information, if possible. If not, I will use my own assumptions to address how I would do this and what it would cost.

- A.** Tours of the Reclamation plant take about 2 hours. The contractor would not be the primary provider but would serve as a back-up presenter to Water Reclamation staff. Training might take 6 hours. Estimate of 20 tours per year. Again, these may or may not happen. The contractor may be requested to do this if needed.

Q. 3.1 Third paragraph, "Materials for all presentations will be provided by the contractor."

At this time, ABCWUA provides certain materials for distribution in classes and at community events that include the Albuquerque Area Water Cycle poster, Project WET Discover the Waters of New Mexico booklet, Road to Sustainability DVD and Water Squad DVD. Will any of these or any new items be available to hand out as part of the presentations in the future, at no charge to the contractor?

- A.** The Water Utility Authority may have materials available for use to enhance presentations, but the reason for the contract is to have the contractor have all materials for presentations rather than relying on the Authority.

Q. 3.2.2 Classroom Presentations

Second paragraph, "...The contractor shall provide additional materials, phone calls and in-person visits to those schools that have not received any educational services in the past two years."

It is an unusual requirement that I would have to make in-person visits and drop off materials to all schools that did not yet request my services. Sending letters, emails and/or flyers to generate interest would be more appropriate. Please clarify if in-person visits are required at schools that did not request one or more presentations.

- A.** Yes, it is expected that personal contact will be made with schools that have not requested any services in an effort to get them to participate in the program.
- Q.** 3.2.5 Children's Water Festival
First paragraph. "Transportation for all students must be provided at the contractor's cost." Please clarify what is meant by this sentence. Does it mean I am to handle all aspects of bus transportation coordination including payment? If so, this is the biggest concern for me in the entire proposal; that is, the issue of my company being in the business of providing bus transportation by paying a subcontractor such as Herrera Coaches. I have produced children's water festivals for three years and learned my first year from two insurance carriers that the biggest liability (e.g., when being sued by parents as a result of a bus crash) is not only on the bus company but almost equally on the organization that SIGNS THE CHECK to pay the bus company. Thus, a condition of my producing the festivals has been, and will continue to be, that another organization write the check for bus transportation.
- A.** Yes, this contract is meant to include contracting for buses to transport students to and from the water festival.
- Q.** 3.2.5 Children's Water Festival
Fourth paragraph, third sentence. "The contractor shall provide lunch on the days of the festival, a T-shirt, and a recognition plaque or equivalent for each presenter at the festival."
Currently, we also provide a light breakfast.
- A.** It is not necessary to provide breakfast to the volunteers.
- Q.** Fifth paragraph, first sentence. "The contractor will promote Children's Water Festival in conjunction with the classroom presentations to the public schools."
Currently, the children's water festival is open to public, private and home school fourth grade students and their teachers. Is the festival now limited to public school students?
- A.** No, the festival is still open to all fourth grade students in our service area.
- Q.** Will the contractor be required to work with a Steering Committee to plan and carry out certain aspects of the festival? If it is not required, are we allowed to do so?
- A.** This is allowed but not required.
- Q.** Will the contractor be required and/or allowed to write articles, press releases or conduct other public relations about the festival? For example, Annual Reports are sent to selected VIPs.
- A.** This is strongly encouraged as a part of the work.

