



Bexar County Infrastructure Services Department

Environmental Assessment of Bexar County Greenhouse Gas (GHG) Emissions Professional Services RFO

All questions were due no later than 5:00p.m. CST on Friday, April 11, 2008.

QUESTIONS AND ANSWERS:

Q1. What was the reason for the selection of 2005 calendar year?

A: Sometime in October 2007, the County had a meeting with the City of San Antonio and with AACOG (Alamo Area Council of Governments) and as a group selected 2005 as a baseline.

Q2. For items 5 & 6, unless the County already has this data, the consultant would need to conduct a survey of the Countywide employees?

A: Yes. Human Resources will have the count but the consultant will need to conduct further survey to determine who uses carpooling or public transportation.

Q3. Is part of the scope of work to design and implement a survey of all employees of the County?

A: Yes, that would be included.

Q4. Is there reason to presume we're dealing with scopes 1 & 2 which are direct emissions by entity owned resources plus the purchase of electricity but do you also want to include scope 3?

A: Scopes 1 & 2 is what the County is looking for.

Q5. The survey would focus on the practice of employees that use the County-owned vehicles versus employee-owned vehicles?

A: Correct.

Q6. Can the consultant count on the County's full participation in assisting with the distribution and design of this survey to be able to fully implement it by August 2008?

A: Yes, absolutely.

Q7. Is one of the objectives of the County to have the development of a tool that can be used so that the County can track its emissions going forward?

A: Yes, that is what the County ultimately would want to get to.

Q8. It seems that the information to be provided consists of qualifications but not appraising for the scope of work?

A: Correct. The County is not looking for pricing or for a specific scope of work, but for responses for the items listed on pages 8 & 9 in section 4 (evaluation criteria: 4.1 through 4.8). The County would like a response to these points relative to consultant qualifications only.

Q9. Section 3 and all of its points are to be responded to directly but the County also wants individual responses for all of section 4?

A: The County wants something in the consultant submittal that addresses each one of those points.

Q10. During the pre-submittal conference call the question of GHG scope was discussed. Based on the RFQ and the County response during the call, emissions produced from employee travel to and from work are required to be included as part of the emissions survey. Another response during the call indicated the County was interested in scope 1 and 2 emissions not scope 3 emissions.

Our understanding, according to GHG Protocol and ISO 9001, tracking of employee commuting is classified as a scope 3 emission.

Request clarification with regards to the above referenced statements.

A: The County wants to include employee travel in the emissions inventory as stated in Section 1.8.1 of RFQ on page 3, item #5. The County did state on the conference call that scope 3 emissions will not be included, which was a misstatement.

Q11. Is there a limit on the number of pages to be submitted in the Statement of Qualifications?

A: No, there is no limit.

Q12. Will a Bid Bond and Performance Bond be required for this work? If so, describe the details of these requirements.

A: A Bid Bond and Performance Bond will not be required for this type of work. The County will require Professional Liability Insurance coverage for at least \$1,000,000.

Q13. In regards to the data collection effort required under Section 1.8.1 in the SOQ, what data (as indicated in line items 1-11) does Bexar County have on file and what data would require surveys for collection? For the data that Bexar County does have on file, is it in a format that would be readily accessible by the selected firm?

A: The County has the majority of the data listed under Section 1.8.1 (page 3) of the RFQ. Data such as commute distance of employees and business travel will require surveys. There are various formats of the Bexar County data because the data is held by various departments. The County will assist the selected firm in gathering and compiling the data.

Q14. Is it anticipated that the selected firm would be required to place staff within the offices of Bexar County for any of the phases?

A: No, the County expects the selected firm to visit the site for evaluation and collection of raw data; however permanent staff will not be required.

Q15. Is the August 2008 deliverable deadline an absolute date or would Bexar County consider modifying this date based on findings from the Phase I effort?

A: No, the August 2008 deadline is not an absolute date; however, the County anticipates completion by the end of the fiscal year (September 2008).

Q16. Section 1.1, In the April 3, Proposal conference call, Bexar County stated that they were interested in the development of a tracking mechanism to calculate future GHG emissions. Do you want this included as an option under Section 1.8.1 of the project?

A: Development of a tracking mechanism can be included under Section 1.8 Summary of Services Required, however, the County will have further discussions with the selected firm.

Q17. Section 1.6, GHG emissions evaluations have been conducted at a wide variety of locations. Most companies that are in this field have more experience at evaluation of emissions for private industry. The evaluation process is very similar for both governmental operations and industrial operations. Electric, natural gas, and propane usage and on and off-road emissions are evaluated in both cases. We believe that both experiences should be treated equally in your evaluation.

A: The County will take this under consideration.

Q18. Section 1.7, Completing the Environmental Assessment by August 2008 may be somewhat optimistic. Is there a driver for completing this survey by the end of August? Is there any flexibility in the August date?

A: The County anticipates completion no later than September 2008, end of Bexar County fiscal year. The driver for completing this survey by the end of August is the budget set aside for this project, which must be used prior to the end of the fiscal year.

Q19. Section 1.8.1, Item No. 1, Is there a central location/or computer printout where the information on energy and fuel usage can be obtained? If the information has to be obtained at separate offices, how many locations will have to be visited? Since most of the work will be completed during the summer months, will employees vacation interfere with obtaining the information?

A: The energy and fuel usage information is located at a central location within the Infrastructure Services Department.

Q20. Section 1.8.1, Item No. 2, Is the on-road County vehicle fleet information available at one location/or on computer printout? If the information has to be obtained at separate offices, how many locations will have to be visited? What information is available on County vehicles (vehicle class, vehicle model, vehicle fuel consumption, tonnage rating, engine size, or fuel type)?

A: The fleet information is located at a central location within the Infrastructure Services Department. The vehicle class, vehicle model, vehicle fuel consumption, tonnage rating, engine size and fuel type is available on all County vehicles.

Q21. Section 1.8.1, Item No. 3, Are the actual miles traveled by County vehicles listed for individual vehicles or for the entire fleet?

A: The actual miles traveled by County vehicles are listed for individual vehicles.

Q22. Section 1.8.1, Item No. 4, Emissions calculations for non-road equipment usually require the number of hours each piece of equipment operated, horsepower rating of the unit, fuel type, model and year operated. Is this information available? Approximately how many pieces of non-road equipment does the County own or operate? How many locations will have to be visited to gather this information?

A: The County owns a large amount of non-road equipment. This information is located at a central location within the Infrastructure Services Department (Public Works, Facility Maintenance and Parks Divisions).

Q23. Section 1.8.1, Item 5 and 6, A significant amount of time and effort will be expended gathering information on County employees commuting habits. Does the County want the emissions or emission reductions for this source quantified? To satisfy this requirement, we will need to prepare an employee survey to be completed by each County employee. Will the County distribute this survey and collect the results?

A: The County would like for both the emissions and emissions reductions for employee commuting quantified. The County will assist the selected firm in distributing and collecting the data.

Q24. Section 1.8.1, Item 7, Is the information on County travel tabulated and what information will be provided (travel by County vehicle, air plane, rental vehicle, miles driven, etc.)?

A: The information on County travel is held in different departments (Budget, Human Resource and Auditor) and will be a challenge to obtain. We will work closely with the selected firm in providing the information.

Q25. Section 1.8.1, Item 8, How many County parks are there in Bexar County? What is the approximate total acreage?

A: There are (9) nine County Parks with approximately 569 acreage total.

Q26. Section 1.8.1, Item 9, Does the County have an accurate inventory on how many acres were fertilized and the amount of fertilizer used per acre?

A: No, the County has an estimated amount of fertilizer used.

Q27. Section 1.8.1, Item 10, Could the County explain what they are trying to accomplish by collection information on the solid waste generated at County parks or from County operations. GHG emissions, from County landfills, can be quantified if historical operating and closure parameters are known.

A: The County's Energy Conservation and Recycling Policy approved by Commissioners Court on October 23, 2007, aims to reduce and conserve energy and promote environmental awareness through Bexar County. The County would like to quantify the waste generated from parks and County operations in order to set a reduction goal. The County would like to divert as much as possible from the landfill to recycling.

Q28. Section 1.8.1, There are other sources of methodologies to evaluate greenhouse gas emissions. Would the County have any objection to using other methodologies?

A: The County would not object to using other methodologies as long as those methodologies meet or exceed those approved by the US EPA.

Q29. Section 1.8.4, Does the County want to participate in the development of strategies and action plans to reduce GHG emissions or do they want to wait until the contractor provides the strategies?

A: The County prefers to wait until both the strategies and action plan are developed and approved by Commissioners Court.

Q30. What level of coordination by the consultant do you expect with your office and with AACOG?

A: The selected firm is expected to attend various coordination meetings with AACOG. The County's emissions inventory developed by selected firm will be incorporated into the emissions inventory being developed for the San Antonio/Bexar County area by AACOG.

Q31. What is expected SMWBE percentage or is it just a bonus for the overall evaluation?

A: Although there is not an expected SMWBE percentage, the County encourages as much SMWBE participation as possible.

Reminder: Seven (7) Copies – six (6) bound and one (1) unbound -- of the statement of qualifications (SOQ) must be received no later than 5:00p.m. CST on Wednesday, April 23, 2008.