

**RFP -23-109-MVA-OLDCC-JBSA-MIRR GRANT**



**REQUEST FOR PROPOSAL**

**ALAMO AREA COUNCIL OF GOVERNMENTS**

**FOR**

**JOINT BASE SAN ANTONIO (JBSA) UTILITY RESILIENCE STUDY AND REPORT**

<b>RFP Release</b>	July 19, 2023 at 4:00 p.m. cst
<b>RFP Responses Due</b>	August 21, 2023 at 4:00 p.m. cst
<b>Q&amp;A Posting</b>	August 4, 2023 at 5:00 p.m. cst
<b>Contract Start Date</b>	September 1, 2023
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**Web Links:**

<https://www.aacog.com/bids.aspx>  
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## **1.0 Purpose:**

The Joint Base San Antonio (JBSA) Utility Resilience Study and Report will study community energy and water infrastructures that serve and support the missions of the JBSA – Lackland Air Force Base (AFB), JBSA – Fort Sam Houston, and Port San Antonio. The study will provide the community with recommendations for action and funding opportunities to support projects that promote the mission resilience of JBSA and Port San Antonio, as well as the community.

## **2.0 Background Information**

AACOG is a voluntary association of municipal and county governments and special districts located in Bexar County and the surrounding thirteen counties. Defined as a political subdivision of the State of Texas, the Alamo Area Council of Governments (AACOG) was established in 1967 under Chapter 391 of the Local Government Code as a voluntary association of local governments and organizations that serves its members through planning, information, and coordination activities. AACOG serves the Alamo Area/State Planning Region 18, which covers 13 counties and 12,582 square miles. Comprising the area planning region are Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson counties.

The Aging and Military Affairs department serves older residents of the region through the Area Agencies on Aging, military service members, veterans, and their families via the Alamo Veterans Network, and supports the military missions of Joint Base San Antonio through compatible land use and infrastructure resilience planning, and coordinating community economic development efforts supporting the military through the Military Affairs Division. This project will be managed by the Military Affairs Division.

## **3.0 Scope of Work**

### **3.1 Project Objectives:**

3.1.1 The overall objective of the JBSA Utility Resilience Report, Phase I is to support the long-term resilience and sustainability of missions on JBSA-Fort Sam Houston, JBSA-Lackland AFB, Port San Antonio, Kelly Field, and the surrounding communities. The community impact aspect will place particular emphasis on the critical role Port San Antonio plays in supporting the cybersecurity missions at JBSA-Lackland AFB, backup energy needs for critical water/wastewater infrastructure in the wake of Winter Storm Uri, and the joint-use runway of Kelly Field. An assessment of energy infrastructure, including electrical generation and distribution, backup and alternative energy sources (including backup energy for critical water/wastewater facilities,) natural gas infrastructure, critical loads supporting military missions, community safety and health, and industrial capacity, and communications infrastructure supporting energy industrial controls will be conducted in terms of screening threats, risks, and vulnerabilities (either natural or man-made) in order to identify and prioritize areas of concern that should be the subject of further study and evaluation. Specific focus will be applied to various hazard scenarios including long duration utility outages, cyber and physical attack, and, to the extent possible, projections of impacts on future mission growth for both the military and community.

3.1.2 The project will identify the shared risks, hazards, and vulnerabilities of concern, inside and outside installation boundaries, as they relate to supporting JBSA-Lackland AFB and JBSA-Fort Sam Houston, that could be mitigated through investments and solutions outside the installation fence line. By developing an assessment, action plan, and funding plan, and working together to identify issues that impact the energy resilience of both the installation and community, the study will provide resilient design concepts for projects that will result in cost effective and innovative solutions and promote long-term resilience and sustainability in community and installation infrastructure, including the development of 5G architecture to support industrial controls communications.

**3.2 Project Goals:**

- 3.2.1 Goal 1. Provide state and local governments with data and information to address needs of energy infrastructure, including electrical generation and distribution, backup and alternative energy sources (including backup energy for critical water/wastewater facilities,) natural gas infrastructure, critical loads supporting military missions, community safety and health, and industrial capacity, and communications infrastructure supporting energy industrial controls, along with issues through specific policy and investment actions to enhance the readiness and resilience of military installations and to improve public services, including the development of innovative 5G communications architecture and applications to protect and enhance the resilience of industrial controls. This will leverage the results of previous OLDCC-funded Compatible Use Planning studies and other federal, state, local and regional plans.
- 3.2.2 Goal 2. Preserve and protect the public health, safety, and general welfare of those working on and living near an active military installation. For example, the study may identify specific projects to provide backup energy generation to water pump or lift stations that were impacted by Winter Storm Uri in 2021. Further the analysis may reveal non-traditional risks located in public areas surrounding the base that have the potential to erode resilience and create cascading effects to the larger community. Lessons learned in this process will be shared with other military communities to enable rapid scaling for mitigation.
- 3.2.3 Goal 3: Protect and preserve military readiness and defense capabilities, such as mission assurance for critical components of the National Defense Strategy at US Army North, 16<sup>th</sup> Air Force, and Brooke Army Medical Center expand the ability of JBSA to absorb and support new or expanded missions, and supporting continued military industrial development.
- 3.2.4 Goal 4: Enhance civilian and military communication, collaboration, and joint planning. This project will be an opportunity for the installation and the community to conduct joint planning activities in accordance with Sections 2831 – 2833 of the 2022 National Defense Authorization Act, providing new communications opportunities for collaborative planning.
- 3.2.5 Goal 5: Support public agency capital improvement budget planning to provide information to stakeholders about the need to invest in infrastructure projects that enhance the resilience and ensure reliability of the electric grid for the people of the Alamo Region and the many important missions of JBSA, such as the extensive military medicine missions of Fort Sam Houston and the Brook Army Medical Center. An example of this may be to identify critical loads that, if served through a reliable microgrid, could support essential services that deliver quality of life benefits for the community while providing mission assurance and resilience for the installation and adjacent community.

**3.3 Project Deliverables:**

Name	Description	Due Date
JBSA Utility Resilience Report, Phase I	Study of critical infrastructure resources supporting JBSA-Lackland AFB, JBSA-Fort Sam Houston, Port San Antonio and the Kelly Field Joint Use Airport. Assessment of existing electrical, gas, and petroleum products infrastructure, availability of alternative and backup power sources, and critical loads in the study region, including communications infrastructure supporting energy industrial controls and backup energy requirements for water/wastewater lift and pump sta-	31 January, 2024

	tions. Assess potential impacts to the community (particularly Port San Antonio and Kelly Field)- and the missions of JBSA-Lackland AFB and JBSA-Fort Sam Houston from various hazard scenarios, including long duration utility outages, cyber and physical attack. To the extent possible, project future potential impacts based upon possible mission growth scenarios.	
JBSA Utility Resilience Action Plan, Phase I	Prioritized recommendations for projects to enhance the resilience issues related to energy, backup energy for critical water/wastewater infrastructure, and communications for industrial controls in the study region along with potential impacts to community (particularly Port San Antonio and Kelly Field- and the missions of JBSA-Lackland AFB and JBSA-Fort Sam Houston. Project recommendations will include assessments of permitting, environmental compliance, and land use control issues related to each project.	31 January, 2024
JBSA Utility Resilience Funding Plan, Phase I	Prioritized recommendations for obtaining Federal, state, and local funding to design, construct, operationalize, and sustain projects to enhance the resilience of the community (particularly Port San Antonio and Kelly Field)- and the missions of JBSA-Lackland AFB and JBSA-Fort Sam Houston to various hazard scenarios including long duration utility outages, cyber and physical attack.	31 January, 2024
Project and Meeting documentation	<ul style="list-style-type: none"> <li>Steering committee meeting agendas/read-ahead, handouts, and minutes</li> <li>Other meeting agendas/read-ahead, handouts, and minutes.</li> </ul>	29 February, 2024
Geospatial Data	Final GIS layers will be provided as part of the final deliverables, if applicable. Any geospatial data used will be submitted to OLDCC in ESRI File Geodatabase format (*.gdb). Regardless of the geospatial data format, all geospatial data will include metadata in either the ISO 19139 Metadata Implementation Specification style or the SDSFIE-M style. Metadata records for each dataset will include the minimum required information per metadata style written within the organization's preferred metadata editor software, e.g., Esri's ArcCatalog	29 February 2024

**Introduction/Background:**

Joint Base San Antonio (JBSA) is made up of Lackland Air Force Base (AFB), Randolph AFB, Fort Sam Houston, Camp Bullis and seven smaller facilities spanning over a three-county region. JBSA is home to over 266 mission partners with over 46,000 military, dependents, civilian, and contract personnel. Those missions and people work and live in over 35 million square feet of facilities scattered across over 46,000 acres of land. This initial study will focus only upon the Lackland AFB and Fort Sam Houston components of JBSA, to manage the scale and scope of the study within budgetary constraints. Future grant requests will address the other components of JBSA.

JBSA’s many missions span all activities DOD undertakes in support of the National Security Strategy and National Defense Strategy:

- Training: From Basic Military Training (BMT) for Air Force Airmen and Space Force Guardians, through Air Force Security Forces Training, the Defense Language Institute, Undergraduate Remotely Piloted Aircraft Training, Training for all medical personnel from all branches of the US Armed Forces, Pilot Instructor Training, and numerous other technical training missions, JBSA is responsible for training more Department of Defense (DOD) personnel annually than any other military training facility in DOD. JBSA is also home to major components of the command, control, and policy for training, including Air Education and Training Command (AETC,) Army Medical Command, Navy Medical Education Training Center, and others.
- Combatant Command Support: Home to Army North (ARNORTH) and Army South (ARSOUTH,) JBSA-Fort Sam Houston is a critical node in defense of the homeland and Western Hemisphere, and is the nexus of command and control for DOD response to natural disasters throughout North America.
- Medical Services and Support: Not only do all medical trainees in all specialties receive basic and technical training at JBSA, the installation is also home to the largest hospital in DOD, DOD's only Level 1 Trauma Center, DOD's only Burn Center, and extensive medical, human performance, and public health research commands and offices. In addition, the Defense Health Agency already has nearly 1,900 personnel in the San Antonio area either working on or supported by JBSA and Port San Antonio, making the largest concentration of DHA personnel outside the National Capital Region, and projects growth to as many as 3,000 personnel over the coming six years.
- Cyber, Intelligence, Surveillance, and Reconnaissance: Home to the 16<sup>th</sup> Air Force, ARNORTH's growing cyber missions, Navy Information Operations Command-Texas, the 960<sup>th</sup> Cyberspace Wing, and other information warfare missions, JBSA defends the nation and supports the National Security Strategy worldwide. Port San Antonio plays a critical role in supporting JBSA's cyber and ISR missions with its large base of military contractors, academic researchers, and community-based support centers such as the Alamo Regional Security Operations Center. Anchored by missions at JBSA Lackland AFB and Port San Antonio, the San Antonio region represents a critical defense ecosystem with the second largest concentration of cybersecurity professionals in government, academia and industry outside of the National Capital Region.
- Aviation: In addition to the important flying training missions described above, JBSA-Lackland AFB and Kelly Field Joint Use Airport hosts the 433<sup>rd</sup> Airlift Wing, a Reserve component with a combined training and worldwide mobility support mission, the 14<sup>th</sup> Fighter Wing, a National Guard component providing combat readiness training for F-16 pilots. In addition, Port San Antonio tenants provide major airframe depot maintenance services, supporting the C-17, F/A-18 Super Hornet, F-15 Eagle, and Air Force Executive Fleet, including Air Force One.
- Installation Management: JBSA-Fort Sam Houston hosts the Army Installation Management Command (IMCOM,) while Port San Antonio hosts the Air Force Installation Management Support Center (AFIMSC) and several of its component agencies. This makes JBSA the nerve center for installation management for the vast majority of facilities owned and operated by the Military Services and DOD, and second only to the Pentagon and National Capital Region in terms of the relationships between military installations and their host communities.

All the components of JBSA and Port San Antonio that will be studied exist within the San Antonio-New Braunfels Metropolitan Statistical Area (MSA). This MSA consists of eight counties surrounding the City of San Antonio, including Bexar, Comal, Kendall, Bandera, Medina, Atascosa, Wilson, and Guadalupe Counties. JBSA-Fort Sam Houston, JBSA-Lackland AFB, Port San Antonio, and Kelly Field are all in Bexar County. Over 2.6 million people (and over 200,000 military veterans) live and work in the San Antonio region. The military makes up approximately one-third of our local economy, with JBSA contributing at least \$39.2 billion to the Texas economy in 2021, according the Texas Comptroller of Public Accounts. Our region is a leading center of biomedical research thanks to our military connections.

Our region is a leading center of cybersecurity innovation thanks to our military connections. And our region is on the cutting edge of technological developments in human education, training, and performance, thanks to our military connections. All the components of JBSA and Port San Antonio that will be studied exist within the San Antonio-New Braunfels Metropolitan Statistical Area (MSA). This MSA consists of eight counties surrounding the City of San Antonio, including Bexar, Comal, Kendall, Bandera, Medina, Atascosa, Wilson, and Guadalupe Counties.

This Study will focus on the energy infrastructure, some aspects of water infrastructure and the communications that support their industrial controls, service two important components of JBSA: JBSA-Fort Sam Houston and JBSA-Lackland AFB:

- JBSA- Fort Sam Houston is home to more than 36,000 active duty and DOD civilians; 48,000 family members; and 76,000 retirees. It is home to 502d Air Base Wing, U.S. Army North, U.S. Army South, the Army Medical Department, Army Regional Health Command Central, Brooke Army Medical Center, U.S. Army Medical Center of Excellence, Navy Regional Recruiting, and the Medical Education and Training Campus, which graduates over 16,500 students from 49 medical programs annually.
- JBSA-Lackland AFB hosts more than 24,000 active-duty members; 10,000 DOD civilians; and 11,000 contractors and family members. Lackland is comprised of the 37th Training Wing; 149th Fighter Wing; 433<sup>rd</sup> Airlift Wing, 59th Medical Wing; the Air Force Intelligence, Surveillance and Reconnaissance Agency; 24th Air Force Wing, 67th Network Warfare Wing; the Cryptologic Systems Group; the National Security Agency; and 70 additional associate units.

In addition, this Study will examine energy infrastructure, some aspects of water infrastructure and the communications that support their industrial controls for Port San Antonio and Kelly Field.

- Port San Antonio is home to the JBSA Lackland Annex, which is an extension of the JBSA footprint. The Annex houses military missions including multiple components of the 16<sup>th</sup> Air Force (HQ AFCYBER, 624<sup>th</sup> Ops Center, major components of the 67<sup>th</sup> Cyberspace Wing and 688<sup>th</sup> Cyberspace Wing, 237<sup>th</sup> Cyberspace Operations Squadron and dozens of related squadrons and groups), the Defense Information Systems Agency (DISA), US Cyber Command, the Air Force Installation Management Support Center, Air Force Civil Engineer Center, Air Force Medical Readiness Agency, Joint Information Operations Warfare Center. Other military tenants on the Port San Antonio footprint include the Defense Health Agency, Air Education and Training Command Detachment 62 and the Defense Logistics Agency, totaling over 6,000 uniformed and civilian personnel. In addition, Port San Antonio hosts a burgeoning DoD contractor and tech sector that works day in and day out with 16<sup>th</sup> Air Force, the National Security Agency, Department of Homeland Security, and other Federal partners to address cybersecurity and boost America's cyber defense and offense capabilities.
- Kelly Field is a Joint Use Airfield attached to Lackland AFB and Port San Antonio. It is the airfield for the 149<sup>th</sup> Fighter Wing and 433<sup>rd</sup> Airlift Wing that are hosted by JBSA-Lackland AFB. It is also home to major aircraft manufacturing and maintenance facilities on the Port San Antonio side of the field, including depot maintenance capabilities supporting the C-17 Globemaster, F/A-18 Super Hornet, DOD's executive aircraft fleet, including Air Force One, military and commercial jet engine repair and overhaul, and other aerospace capabilities.
- The City of San Antonio, acting by and through the City Public Service Board (CPS Energy) and the San Antonio Water System (SAWS) provide the energy and water infrastructure that support the missions of JBSA-Fort Sam Houston, JBSA-Lackland AFB, Port San Antonio, and Kelly Field. CPS Energy not only produces energy and maintains the local distribution systems for the Greater San Antonio community, it is also the Utility Privatization provider for JBSA, maintaining all of JBSA's internal electrical distribution systems as well. In addition, CPS Energy provides natural gas services to JBSA. While JBSA-Fort Sam Houston and JBSA-Lackland AFB produce their own water from wells, they depend on SAWS for wastewater treatment, and SAWS provides all water and wastewater services for Port San Antonio.

Approximately 80% of the Permanent Party personnel of JBSA-Fort Sam Houston and JBSA-Lackland AFB and their families live outside the installation. 100% of the JBSA civilian workforce and contractors

live in the community, and 100% of the people who work at Port San Antonio live in the community. Thus, the missions of JBSA are heavily dependent upon the ability of CPS Energy and SAWS to provide reliable, resilient services for the homes, grocery stores, gas stations, pharmacies, health care facilities, police and fire stations, and other essential services that support those populations. If a Soldier can't get to work because she can't pump gasoline for her automobile, or if an airman is distracted by concerns about the safety and health of his family, their missions are negatively impacted.

Winter Storm Uri, which devastated Texas in 2021, highlighted the need for both the military and community to address infrastructure resilience. Extreme temperatures, ice, and snow caused failures in industrial controls for energy, natural gas, water, and wastewater transmission, distribution, and collection systems throughout the state. Extended energy outages depleted the diesel and natural gas supplies to the backup energy generators for cellular communications towers, resulting in the loss of communications between utility providers and the industrial controls of their systems. Military missions hosted by JBSA-Fort Sam Houston, JBSA-Lackland AFB, and Port San Antonio were disrupted by interruptions in both electrical and wastewater utility services provided by CPS Energy and SAWS. These missions included some of the operational missions of Army North and 16<sup>th</sup> Air Force. Great strides have been made since then in expanding capacity and hardening the CPS Energy transmission and distribution systems to boost resilience to future natural disasters. In addition, CPS Energy is already hardening critical substations against accidental or deliberate kinetic attacks, such as the recent incident in North Carolina that impacted the missions of Fort Bragg. SAWS has also expended tremendous energy and investment to ensure their pumping and lift stations can function in the kind of extreme conditions produced by Winter Storm Uri. A study conducted by Port San Antonio on water infrastructure produced numerous recommendations relating to both complex technological and simple physical issues including:

- Backup power for water pumps
- Adding a supervisory control and data acquisition (SCADA) monitoring capabilities to the water system
- Mapping above ground valves
- Identifying areas where control valves could help isolate leaks

**Specific infrastructure related issues on JBSA-Fort Sam Houston, JBSA-Lackland AFB, Port San Antonio, and Kelly Field include:**

- **The need to diversify energy generation to include more clean energy to help the region address air quality issues that impact public health and the local economy**
- **The need to continue to improve on energy distribution systems resilience, harden substations against disaster or attack, and ensure that critical human health and safety services continue in the community as well as on the installation**
- **The need to address backup power generation for mission-critical facilities, water and wastewater pump and lift stations, and the fuel sources for backup power generation**
- **The need to diversify the water supply for JBSA in the face of ongoing, historic drought**
- **The need to ensure that petroleum pipelines that provide fuels for military and civilian aviation missions at Kelly Field can continue operating in the face of natural or man-made incidents**
- **The need to ensure reliable communications with the industrial control systems that control energy and water systems, and to prepare those systems to take full advantage of future improvements as 5G cellular technologies come on line**
- **The need to ensure that communications infrastructure and backup power availability can support a long-term electrical grid outage of up to 14 days**

This study will provide ACOG, CPS Energy, SAWS, and Port San Antonio with inputs about how to upgrade and harden their systems specifically in support the missions of JBSA. This will supplement the findings of the JBSA Base Energy Plan, which was completed prior to Winter Storm Uri, and help

local government and military leaders make more informed decisions about project priorities. The ultimate goal of the community is to move beyond mission resilience to mission assurance. Federal assistance in these areas will leverage the capabilities of key local government entities, including the CPS Energy, SAWS, and Port San Antonio to plan for and address issues that are not only important to the economic vitality and quality of life of the Alamo Region, but also relate to the mission assurance and resilience of JBSA.

**Results or expected benefits:**

The project study will provide insights into the infrastructure serving the missions on JBSA-Fort Sam Houston, JBSA-Lackland AFB, Port San Antonio, Kelly Field and the surrounding communities. Identifying vulnerabilities, assets needed to provide reasonable infrastructure assurance, and redundancy to support uninterrupted support to JBSA, resulting in a vibrant economy and support for quality of life for those in the surrounding areas. The results and recommendations of the study will be used by local utilities and government entities in cooperation with JBSA to identify recommended improvements, new requirements and priorities in specific actions and investments required to provide reasonable infrastructure assurance, resilience, and redundancy.

The project will identify critical infrastructure resiliency requirements necessary to support the missions of JBSA-Fort Sam Houston, JBSA-Lackland AFB, Port San Antonio, Kelly Field and provide recommendations for actions and investment in support of those missions. Per the 2022 National Defense Authorization Act (NDAA,) this will be enhanced by active engagement of community and installation planners in each activity, enhancing communication and cooperation in facility and infrastructure development activities.

An example of these activities could include recommendations for improving and/or upgrading communications capabilities that connect critical electrical system industrial controls, and recommendations for improvements to backup energy systems for water and wastewater reliability. These activities would not only enhance mission resilience but also provide benefits to the community, such as water and wastewater system reliability and lowering the long-term cost for system maintenance and repair.

This will be an opportunity for JBSA and the community to collaborate on joint planning activities as outlined in the 2022 National Defense Authorization Act (NDAA,) establishing conditions for development of mutually beneficial infrastructure management plans and the development of new practices will ensure enduring cooperation between JBSA and the surrounding community.

The project will enhance coordination and collaboration of the community and JBSA for mutual awareness of the interdependence of energy and water infrastructure, and to provide an ability to tangibly address the needs of all stakeholders. A list of critical regional and local energy, communications and water infrastructure, prioritized by benefits as measured by shared interests of the region and JBSA will be included in the project deliverables. The benefits for reducing impairments and identifying areas where improvements can be made, will result in greater resilience of the installation and community. In addition, the project will identify potential funding sources to support the design and construction of projects in a timely fashion.

A critical outcome of enhancing public awareness of military missions and their relation to the infrastructure and facilities that local governments provide, will result in increased public support for budgetary investments by elected leaders.

## **Scope of Work**

### **Task 1: Research Current Conditions, Risks, and Hazards**

This task will assist in better understanding the location and potential infrastructure risks to the installation's mission assurance and mission resilience, and community infrastructure resilience.

- Work with AACOG Project Manager and Project Coordinator to map stakeholder engagement to determine appropriate management levels for engagement, when engagements should occur throughout the study process, and what methods of communications (e.g., virtual meetings, in-person meetings, data calls) are most appropriate and likely to produce positive results
- Work with AACOG Project Manager, Project Coordinator, CPS Energy, SAWS, Port San Antonio, and 502 ABW staff to collect feedback and recommendations needed to guide site visits, executive engagements, workshops/tabletop exercises, and project identification phases of the study. This will maximize the efficiency of engagements and advise the Study Contractor team on the data best suited to the analytical tools utilized for project assessments.
- Review and incorporate findings from existing DOD, other Federal agencies, local, regional, and State of Texas studies and expand on them to identify potential critical points of concern in the region's infrastructure that might impact the mission capability of JBSA-Fort Sam Houston, JBSA-Lackland AFB, Port San Antonio and Kelly Field. Past studies include but are not limited to:
  - 2019 DOD Climate Change Study
  - United States Government Accountability Office Report to Congressional Requesters, Critical Infrastructure Protection: Actions Needed to Address Significant Cybersecurity Risks Facing the Electric Grid, AUG 2019
  - JBSA Area Development Plans (ADP), including Kelly Field and Kelly Annex
  - JBSA Energy Plan
  - JBSA Regional Compatible Use Plan (RCUP)
  - SA Tomorrow Port San Antonio Area Regional Center Plan
  - Port San Antonio Development Plan
  - Kelly Field Comprehensive Plan
  - 2015 DOD Climate Assessment Tool results (CUI)
  - SAWS Water Infrastructure Plan
  - SAWS Wastewater Infrastructure Plan
  - SAWS Water Management Plan
  - Port Water System Analysis Summary
  - Energy Reliability Commission of Texas (ERCOT) and other State of Texas documents addressing energy grid resilience, energy supply, and 5G communications infrastructure
  - SA CLIMATE READY: A PATHWAY FOR CLIMATE ACTION & ADAPTATION, October, 2019
  - SA CLIMATE READY: Vulnerability and Risk Assessment, January, 2019
  - SA CLIMATE READY: Climate Projections for the City of San Antonio, June, 2018
- Identify and gather regional climate studies, geospatial, and other relevant data and studies to identify energy-related hazards.
- Access NOAA storm and environmental data and models
- Determine classification levels for all information collected based on single and aggregated data release levels

- Note: Unless specifically publicly available, information and data from military sources, local governments, and other infrastructure providers (e.g., commercial telecommunications providers) will be protected as Controlled Unclassified Information (CUI) and will not be released publicly, but will be referred to by local government planners and engineers in developing vulnerability mitigations. This will include protecting information and data appropriately under the Texas Public Information Act.
- Determine proper security clearance levels and develop nondisclosure agreements for contractors, and Steering Committee members as required
- Using existing, available unclassified GIS data, map all water, energy and energy-related communication infrastructure in the region and their interdependencies to identify key facilities that impact regional resilience posture.
- Conduct site visits to JBSA (502 ABW and mission partner sites) and to community infrastructure facilities to begin to understand the interrelatedness of community infrastructure to missions, potential vulnerabilities, and concerns of the community.
- Perform interviews with key installation, county, state, FEMA, electric and water utility, and community business personnel to identify risks to operations
- Draft proposal on analysis criteria including metrics, data sources, and proposed modeling protocols using established standards, and present to the Steering Committee for review and adoption.
- Using analysis criteria, assess infrastructure conditions and identify plans for maintenance, upgrade, replacement; if no plans exist identify actions required and by whom
- Assess information and communications protocols and industrial controls for identified or potential deficiencies for each critical infrastructure system
- Identify emergency back-up requirements for mission-critical facilities, current back-up systems employed, and plans for redundant fuel feed, generators, distributed generation sites, renewable energy, energy storage, proposed microgrids, and shared communications vulnerabilities
- Identify opportunities to enhance potable water resiliencies by interconnections with local water utilities that have well-diversified supplies of water resources and are able to demonstrate a plan for sufficient supplies for the next fifty years to meet current and future mission needs.
- Identify off-base capital requirements needed to enhance potable water resiliencies and reliability.
- Identify off-base capital requirements needed to enhance waste water resiliencies and reliability.
- Identify vulnerabilities using GIS data which will be provided to installations and key stakeholder in a file format usable for the stakeholder
  - Note: GIS data will be in accordance with OLDCC standard GIS deliverable statement
  - Note: all vulnerability assessments will be considered CUI and marked appropriately, including markings required to protect confidentiality under the Texas Public Information Act.
- Perform interviews with key installation, county, state, FEMA, electric utility, and community business personnel to identify risks to operations
- Develop database of vulnerable assets and risks to operations and classification levels as required to support JBSA-Fort Sam Houston, JBSA-Lackland AFB, Port San Antonio, Kelly Field, and local government planning
- Provide presentations on technical materials developed from research and report initial findings to the Steering Committee
- Study Contractor deliverables from Task 2 include:
  - Site visit reports and interview notes

- GIS map of all water, energy, and energy-related communication infrastructure in the region and their interdependencies
- Draft infrastructure condition analysis criteria
- Initial draft assessments of
  - Infrastructure conditions to meet current and future needs
  - Information and communications protocols and industrial controls conditions
- Database of vulnerable assets and risks to operations

**Task 2: Identify and Assess Military Installation Resilience from Natural and Manmade Threats.**

Stakeholder participation will be critical for decision-makers to understand and respond to the various natural and man-made threats:

- Conduct non-public workshop/tabletop exercise #1 for Tasks 1 and 2 with key officials and stakeholders. The data synthesized in Tasks 1 and 2 will be used in a tabletop exercise workshop/charrette setting to:
  - Validate analysis criteria, review preliminary findings, and refine the study approach
  - Conduct semi-quantitative risk assessments of the impact of man-made and natural threats, to include but not limited to intentional kinetic, cyber, or electromagnetic attack, flooding, extreme weather events, and unanticipated changes in environmental conditions on the impairment of the continued operational utility of the installation, Port San Antonio, and critical public services (i.e., first responder facilities and operations)
  - Assess the ability of military mission and public infrastructure owners to continue their missions in the face of attack or disaster, and identify opportunities for future projects to preserve and enhance mission resilience and assurance.
- This workshop is important for several reasons:
  - Facilitates discussion on issues and concerns; and
  - Identifies critical knowledge gaps.
  - Allows stakeholders to ask "what if" questions regarding the consequences of various potential events under different natural threat scenarios.
  - Prioritizes short-, medium-, and long-term actions to reduce consequences; and
  - Evaluates and prioritizes vulnerabilities and consequences for risks identified
  - Identifies actions for further, more detailed, and quantitative analysis.
- NOTE: a parallel study, commissioned by CPS Energy and conducted by Sandia National Laboratories, is examining electromagnetic pulse (EMP) vulnerabilities of a specific circuit. The Study Contractor will coordinate to share information with Sandia, and will be responsible for any separate nondisclosure agreements required.
- Using workshop inputs to supplement other research, develop a draft set of project selection criteria for the identification and prioritization of specific actions to be recommended by the study
- Study Contractor deliverables from Task 3 include:
  - Draft JBSA Utility Resilience Report, Phase I
    - Infrastructure condition assessments
    - Natural and Manmade Threat Analysis
  - Draft project identification and prioritization criteria
  - Technical Presentations
  - Project Resources Archive

**Task 3: Understand impacts and consequences of identified vulnerabilities, and identify specific projects, opportunities, and constraints to mitigate impacts and vulnerabilities**

- Conduct non-public stakeholder workshop/tabletop exercise #2. This workshop will be conducted to:

- Evaluate and prioritize specific projects that will support military mission and community lifeline resilience. The focus will be to share and validate the findings from Workshop 1, analyze and refine the draft recommended projects, and seek consensus on the prioritization of project concepts.
- Select a and prioritize a list of essential projects that could potentially sustain military missions and public safety beyond 14 days.
- Gather stakeholder input on the essential projects identified to support drafting action plans, courses of action and business cases. Qualitatively assess project limiting factors, such as cost, feasibility, environmental or community impacts, permitting and environmental compliance and the likelihood of sustaining critical missions and lifeline services for at least 14 days.
- An ancillary goal of the workshop will be to strengthen relationships and share information among critical infrastructure owners and other key regional stakeholders
- Following the workshop, Study Contractor SMEs will:
  - review and evaluate projects for feasibility, based on independent evaluation criteria including, but not limited to, economic, mission/operational, technical, environmental, and legal criteria.
  - Confirm or challenge workshop project prioritization and identify critical factors that may impact project viability
- Conduct additional site visits as required to gather additional data or context needed  
Develop GIS maps of the potential projects, and include overlays of various constraints as appropriate  
Note: GIS data will be in accordance with OLDCC standard GIS deliverable statement.
- Develop a Shared Critical Infrastructure List: a list of critical regional and local programs and infrastructure prioritized by risk and consequences as measured by anticipated shared consequences to the region, defense communities and respective installations. Deliverable content (e.g., key hazards, issues, gap identification, GIS maps, etc.) and format.
- Develop recommendations for project priorities
- Study Contractor deliverables from Task 4 include:
  - Partial Draft JBSA Utility Resilience Action Plan, Phase I
    - Critical Infrastructure List
    - Recommendations for project priorities
  - Technical Presentations
  - Draft report with proposed recommendations on project selections and priorities

**Task 4: Make recommendations to the community that address military installation resiliency, conduct initial design of critical projects, and propose implementation activities**

The recommended project plan to include implementation of the array of actions that are identified as the most mission critical, economically and operationally beneficial, and technically feasible given the environmental, social, legal, and funding constraints.

- From the Critical Infrastructure List, develop a listing of up to 20 essential community projects required to support at least 14 days operational capability for JBSA-Fort Sam Houston, and JBSA-Lackland AFB
- Consider/identify projects that are key to providing essential public safety services beyond 14 days and operational capabilities for Port San Antonio and Kelly Field
- Identify five (5) most critical projects, and develop project concept implementation plans for each. Each plan will include:

- Business case analysis to include benefits and limitations for each project
- Develop project concept plans, including site-specific solutions and implementation strategy
  - Project conceptual plans
  - Permitting and environmental compliance requirements
  - Land use control issues
  - Project construction costs
  - Commissioning costs
  - Long-term sustainment costs
- Assess project feasibility (cost analysis, structural and non-structural mitigation measures, and other factors)
- Develop a funding plan for each project
  - Design costs
  - Permitting, environmental compliance, and land control costs
  - Construction costs
  - Commissioning costs
  - Long-term sustainment costs
- Develop a programmatic implementation plan
  - Courses of action necessary to inform military officials, community representatives, and regional state and federal leaders regarding current and future strategies to address and prevent threats to military installation resilience
  - Develop recommended partnerships for future action and funding
- Prioritize up to three (3) projects for engineering to near “shovel ready” design
  - Draft schematic design for each project
  - Proposed project timeline including all design, bidding, construction, and commissioning
  - Cost estimates to design, construct, commission, and sustain the project
  - Funding sources and scenarios for each project. For example, the Defense Community Infrastructure Program (DCIP) will provide funding for a project as long as the project will break ground within 12 months of grant award.
- Develop and present a draft JBSA-ERR-I to Steering Committee
  - Executive Summary
  - Current conditions
    - Condition Assessments
    - Hazards and Risk Analysis
  - Critical Infrastructure List
  - Five (5) Most Critical Projects
    - Business Case Analysis
    - Project Concept Plans
    - Project feasibility assessments
    - Funding Plan
    - Programmatic Implementation Plan
    - Courses
    - Partnership development
  - “Shovel Ready” Design Projects
    - Three (3) Priority Projects
    - Schematic design
    - Project timelines
    - Cost estimates
    - Funding sources and scenarios

- Supporting documents
- Report PPT
- Study Contractor deliverables from Task 5 include:
  - Full Draft JBSA Utility Resilience Funding Plan, Phase I
  - Technical Presentations

**Task 5: Develop final JBSA Utility Resilience Report, Action Plan, and Funding Plan, Phase I presenting the output from of Tasks 2 through 5**

Submit report to AACOG leadership and local jurisdiction planning departments for use in planning and prioritizing projects

**4.0 Eligible Providers**

1. **Proposers must ensure that at least one (1) member of the team dedicated to conduct the study and repair the report carries a current security clearance of at least SECRET or higher.**

**5.0 Type of Contract**

- Fixed price
- Cost Reimbursement

**6.0 Governing Provisions & Limitations**

**6.1 GENERAL TERMS & PROVISIONS**

Violation of any of the following provisions may cause an application to be disqualified and rejected from consideration.

1. The application, if accepted, will become the basis for the contract scope of work.
2. The only purpose of this document is to ensure uniform information in the solicitation of applications for the procurement of identified services. This document is not to be construed as a purchase agreement, contract or as a commitment of any kind; nor does it commit AACOG to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by AACOG.
3. AACOG reserves the right to accept or reject any or all applications received, to cancel or reissue this document in part, or its entirety.
4. AACOG reserves the right to award a contract(s) for any services solicited in this document in any quantity AACOG determines is in its best interests.
5. AACOG reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this document.
6. AACOG reserves the right to request additional information, clarification of or explanation for any aspect of a response to this document.
7. AACOG reserves the right to waive any minor defect in the procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. AACOG will provide notifications of any changes in this document to all interested parties having requested or received a copy of this document.
8. AACOG reserves the right to negotiate the final terms of any and all contracts or agreements with selected proposers and any such terms negotiated as a result of this document may be renegotiated and/or amended in order to successfully meet the needs of the regional area.
9. AACOG reserves the right to contact any individual, agency, employer or granting agencies listed in an application, contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from any and all respondents.

10. AACOG reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this document if adequate funding is not received by AACOG from any other funding sources or due to legislative changes.
11. Respondents shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, board member, employee, application evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
12. Respondents shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, board member, employee, application evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
13. No officer, board member, employee, application evaluator, or agent of AACOG shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, is involved.
14. Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause a respondent's application to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
15. The contents of a successful application will become a contractual obligation if selected for the award of a contract. Failure of a respondent to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to successful proposer as a basis for release from proposed services at the stated price/cost. Any damages accruing to AACOG as a result of a successful proposer's failure to contract with AACOG may be recovered from the proposer.
16. A contract with a selected proposer may be withheld, at the sole discretion of AACOG, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings or legal issues exist, until such issues are satisfactorily resolved. AACOG may withdraw the award of a contract if the resolution is not satisfactory to AACOG.
17. AACOG is exempt by law from paying State Sales Tax and Federal Excise Tax.

## **7.0 Administrative Requirements & Limitations**

1. Respondents must be able to demonstrate the necessary administrative and fiscal capability necessary to successfully provide required services and to meet the financial accountability requirements of federal grants.
2. Contractors must agree to comply with any applicable Federal, State, and AACOG rules, policies, directives, procedures, and plans and unilateral contract modifications.
3. AACOG Contractors are subject to compliance monitoring. At any time during normal business hours, and as often as deemed necessary, AACOG, and its funding source agencies, or any of their duly authorized representatives shall have complete access to any books, invoices, payrolls, time sheets, or any other records or papers which are related to a contract resulting from this document for the purpose of verifying contractual, program and financial compliance with all applicable laws, rules, regulations and policies.

## **8.0 Insurance Requirements:**

Consultant certifies it maintains insurance coverage in accordance with statutory limits and these requirements:

### **8.1 Workers Compensation: Statutory Limits**

- 8.1.1 Employers Liability: Each Accident \$1,000,000
- 8.1.2 Disease – Each Employee \$1,000,000
- 8.1.3 Disease – Policy Limit \$1,000,000

### **8.2 Commercial General Liability:**

- 8.2.1 Occurrence based:
  - 8.2.1.1 Bodily Injury and Property Damage
  - 8.2.1.2 Each occurrence limit: \$1,000,000
  - 8.2.1.3 Aggregate limit: \$2,000,000

- 8.2.1.4 Medical Expense each person: \$5,000
- 8.2.1.5 Personal Injury and Advertising Liability: \$1,000,000
- 8.2.1.6 Products/Completed Operations Aggregate Limit: \$2,000,000
- 8.2.1.7 Damage to Premises Rented to You: \$50,000.

**The required coverage is to be with companies licensed in the state of Texas with an “A” rating from A.M. Best and authorized to provide the corresponding coverage**

## **9.0 Technical Assistance**

### **AACOG Point of Contact**

Contracts and Procurement Manager  
Alamo Area Council of Governments  
Procurement Department  
8200 Perrin Beitel, Suite 101  
San Antonio, TX 78218  
Voice 210.362.5302  
Fax 866.332.3252  
[Procurement@aacog.com](mailto:Procurement@aacog.com)

1. Proposers may email questions to [Procurement@aacog.com](mailto:Procurement@aacog.com), beginning on **July 21, 2023** through by close of business **July 28, 2023**.
2. An Addendum to the document, to include all questions received via email, will be delivered to all interested parties, and included in archived document on **August 4, 2023**.
3. Other than written questions submitted to AACOG prior to the deadline for such questions, as specified in the document, potential respondents are prohibited from making contact with AACOG staff or Board of Directors at any time during this procurement process regarding the document, the evaluation process, recommendation and/or award of contracts, or to gain any other information that could provide a competitive advantage of one respondent over another. Violations of this prohibition will result in the automatic disqualification of the offending proposer.
4. Other than as specified above, all members of the AACOG Board, AACOG staff, individuals that have reviewed the document prior to its release, authorized representatives or agents of AACOG are precluded from entertaining or answering questions concerning this document or the procurement process.

## **10.0 Proprietary Information & Texas Public Information Act**

Proposer is hereby notified that AACOG strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information. AACOG may seek to protect from disclosure all information submitted in response to this document until such time as a final agreement is executed. Upon execution of a final agreement, AACOG will consider all information, documentation, and other materials requested to be submitted in response to this document to be of a non-confidential and non-propriety nature and, therefore, subject to public disclosure. Proposer will be advised of a request for public information that applies to their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information that may be protected from release as authorized by Government Code or Attorney General Decision.

## **11.0 Response Scoring Criteria**

AACOG will make its selection of a proposer based on demonstrated competence, experience, knowledge, and qualifications as reflected in the criteria set forth below. The responses will be scored by an AACOG selection committee. The selection committee will make a recommendation to the Board of Directors (the “Board”) concerning the best-qualified Proposer. Final selection, if any, will be made by the Board.

**Scoring Criteria, with Percentages:**

1. **35% - Staff / Firm Qualifications**
  2. **25% - Demonstrated Performance/Recent Experience with similar projects**
  3. **15% - Demonstrated Ability to Manage Projects within Scope, Schedule, and Budget**
  4. **20% - Clear Understanding of the Project Requirements and Work to be Performed, including:**
    - i. **Demonstrated understanding of the overall and specific project goals**
    - ii. **Demonstrated understanding of the results or expected benefits of the project, including detailed understanding of the specific infrastructure related issues within the study area**
    - iii. **Demonstrated understanding of the Study Deliverables and the specific deliverables within each subtask of the Scope of Work**
  5. **5% - Cost Effectiveness**
- 100%**

## **12.0 Dispute Resolution - Appeal and Debriefing Process**

### **1. Pre-bid and Pre-award Protests**

- a. Protests based upon alleged improprieties in a solicitation which are apparent prior to bid opening or the time set for receipt of initial proposals shall be filed prior to bid opening or the time set for receipt of initial proposals. In procurements where proposals are requested, alleged improprieties which do not exist in the initial solicitation but which are subsequently incorporated into the solicitation must be protested not later than the next closing time for receipt of proposals following the incorporation. If no closing time has been established, or if no further submissions are anticipated, any alleged solicitation improprieties must be protested within 10 days of when the alleged impropriety was known or should have been known.
- b. Protests other than those covered by 11.1(a) of this section shall be filed not later than 10 days after the basis of protest is known or should have been known (whichever is earlier), with the exception of protests challenging a procurement conducted on the basis of competitive proposals under which a debriefing is requested and, when requested, is required. In such cases, with respect to any protest basis which is known or should have been known either before or as a result of the debriefing, and which does not involve an alleged solicitation impropriety covered by 11.1(a) of this section, the initial protest shall not be filed before the debriefing date offered to the protester, but shall be filed not later than 10 days after the date on which the debriefing is held.

### **2. Post-award Appeal Process**

Respondents not selected for funding may appeal only with respect to any fault or violation of law or regulation regarding the procurement process. Appeals must be filed within ten calendar days of receipt of notification of final action. Final action shall be considered by AACOG, at which final selection of the contractor is made. Appeals shall be directed to:

Contracts and Procurement Manager  
Alamo Area Council of Governments  
2700 N.E. Loop 410, Suite 101  
San Antonio, TX 78217

- a) The appeal must indicate the Board action appealed and the violation, which forms the basis for the appeal, and shall be signed by the appellant organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal must be within the time frame identified. There is no relief accorded appellants

for not filing within the published deadlines. Hearings shall be conducted in accordance with existing Agency procedures.

- b) Respondents may NOT appeal the scoring and ranking of applications, unless substantiated by material or relevant facts;
- c) Respondents may NOT appeal solely on the belief that their application is superior to the one selected for award.

### **3. Request for Debriefing**

Respondents not selected by this procurement process, and have elected not to file an appeal, may submit within 10 days of AACOG's notification of the procurement decision, a Request for Debriefing to obtain information on the procurement process and how their application or offer was received and ranked. AACOG shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled Debriefing. The Debriefing shall be scheduled as soon as possible and no later than 10 days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any bidder who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the application evaluation system, and help unsuccessful bidders understand why they were not selected.

### **12.0. Response Requirements**

Listed below is a summary of all information to be included in an application submitted in response to this document. Proposals will be considered only from parties that:

- 1. Are free of all obligations and interests that might conflict with the best interests of AACOG;
- 2. Have the capacity of providing services on a timely basis;
- 3. The submission of an applications shall be prima facie evidence that the proposer has full knowledge of the scope, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed.

### **13.0 Application Format**

Proposers must submit one (1) unbound original with all executed (i.e. original signatures) forms and certificates, 3 copies, and one (1) electronic copy of your application on flash drive. Copies may be submitted in a three-ring binder, clipped or stapled in the upper left-hand corner. Any application lacking the required number of copies will be ruled unresponsive and will not be considered under this procurement. Applications must be typed and submitted on 8 ½ x 11 – inch plain white paper. Please do not use less than a 10-point font. Each page of the application, with the exception of the Cover Sheet, must be sequentially numbered, including attachments. Proposers are asked to keep responses brief, concise and to the point.

### **14.0 Order of Application Contents**

Applications must follow the format below. All items must be clearly labeled and in the exact order shown below. Compile the application in the following order:

- 1. Title Page**
- 2. Table of Contents**
- 3. Profile of the Proposer**
- 4. Proposal Narrative**
- 5. References**
- 6. Conflict of Interest Questionnaire**
- 7. Certification Regarding Debarment**

### **15.0 Application Response Forms**

#### **1. Title Page – Attachment A**

- a. List the subject, the name of the proposer's firm, local address, telephone number, fax number, email address, name of contact person, and date.

- 2. Table of Contents – Attachment B**
  - a. Each application must have a Table of Contents that lists each item of the application, including attachments, with corresponding page numbers. Clearly identify the material by section and page number.
- 3. Profile of the Proposer – Attachment C**
  - a. Business information, address, email, point of contact names, phone numbers, cell numbers, fax number, business history information, business experience information.
- 4. Proposal Narrative – Attachment D**
  - a. Proposer's understanding of the service(s) to be provided, experience, closed properties, funded, and make a positive commitment to perform the work in a timely manner. Give the names of the and resumes of key staff who will be authorized to make representations for the proposer, their titles, addresses, fax numbers, email addresses (if applicable), and telephone numbers.
- 5. Project Budget – Attachment E**
  - a. Provide a detailed project budget to include associated contracted costs
- 6. References – Attachment F**
  - a. Describe your firm's experience, including the number of years in business, and type of services provided. Must provide three (3) business references. Please identify the contact person and phone number for each reference. Use additional sheets if necessary.
- 7. Conflict Of Interest Questionnaire – Attachment G**
  - a. Identify any real or perceived conflicts of interest
- 8. Certification Regarding Debarment – Attachment H**
  - a. Certify your entity's eligibility to receive Federal, State of Local funds

**Attachment A – Title Page**

**Document Title**

**Date:**

**Firm Name:**

**Physical Address:**

**Telephone Number:**

**Point of Contact Name:**

**Cell Number:**

**Email Address:**

**Tax ID Number:**

**Attachment B – Table of Contents**

*(List each item of this application, including attachments, with a corresponding page numbers. Clearly identify the material by section and page number.)*

**Attachment C – Profile of the Proposer**

I. **Proposers and their subcontractors must have prior successful experience performing governmental construction / renovation services, must be licensed to conduct business in the State of Texas, and must possess all permits, licenses, certifications, approvals, equipment, materials, and staff necessary to perform and/or carry out the requirements of the contract.**

1. **BUSINESS PROFILE**

BUSINESS NAME: \_\_\_\_\_

LOCATION ADDRESS(S):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAILING ADDRESS:  
\_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_  
BUSINESS OWNER(S):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

NUMBER OF YEARS IN BUSINESS: \_\_\_\_\_

BUSINESS LICENSE ISSUER AND NUMBER: \_\_\_\_\_

2. Proximity to AACOG (2700 N.E. Loop 410, San Antonio, TX 78217): \_\_\_\_\_ MILES.

3. State whether your organization is national, regional, or local. \_\_\_\_\_

4. Disadvantaged Business Enterprise (DBE) Certified: Yes  No  Certification Date \_\_\_\_\_

List all Officers and/or Principals of firm:

- 1. Licenses *suspended*? Yes  No  If Yes, attach explanation.
- 2. Licenses *suspended*? Yes  No  If Yes, attach explanation.
- 3. Licenses *suspended*? Yes  No  If Yes, attach explanation.
- 4. Licenses *suspended*? Yes  No  If Yes, attach explanation.
- 5. Licenses *suspended*? Yes  No  If Yes, attach explanation.

Has firm ever been *suspended* from a project? Yes  No  If Yes, attach explanation.

Has firm ever been denied or disqualified from bidding on a project involving state or federal funding? Yes  No  If Yes, explain.

Has a claim ever been filed against the firm on a public project? Yes  No

Did the claim result in litigation? Yes  No  If Yes, attach a brief explanation with dates and the results of each claim and/or litigation.

5. **ASSIGNED CONTACT/SERVICE REPRESENTATIVE:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_

Duties:

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

Qualifications:

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

Years with Contractor: \_\_\_\_\_

Phone Numbers: Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

6. Emergency Contact (365 days/year; 24 hours):

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

7. List all current and prior governmental entities/clients, type(s) of service performed and contract dates. All contact names and information must be current and verifiable. Use additional pages if necessary.

Agency/Organization	Location	Contact Name	Phone No.	Type of Service Performed	Beg-End Date
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**Attachment D – Proposal Narrative**

Briefly state the proposer's understanding of the service(s) to be provided and make a positive commitment to perform the work in a timely manner. Give the names of the persons who will be authorized to make representations for the proposer, their titles, addresses, fax numbers, email addresses (if applicable), and telephone numbers.)

**Attachment E – Project Budget**

Provide a detailed breakdown of the project budget by Statement of Work Task, including total hours proposed for each task and subtask, travel costs, administrative and overhead fees, and profit.

**Attachment F - References**

1. Describe your experience providing facility remodeling/renovation including the number of years in business, and type of services provided.
2. Provide 3 commercial references.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Years of Contract: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Years of Contract: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Years of Contract: \_\_\_\_\_

**Attachment G – Conflict of Interest Questionnaire**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor or other person doing business with local governmental entity</b>		
<b>This questionnaire reflects changes made to the law by H.B. 1491, 80<sup>th</sup> Leg., Regular Session.</b>		<b>OFFICE USE ONLY</b>
<p>This questionnaire is being filed in accordance with chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>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.</p>		Date Received
<p>1. <b>Name of person who has a business relationship with local governmental entity.</b></p>		
<p>2. <input type="checkbox"/> <b>Check this box if you are filing an update to a previously filed questionnaire.</b></p> <p align="center">(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3. <b>Name of local government office with whom filer has employment or business relationship.</b></p> <p>This section (item 3 including subparts A, B, C &amp; D) must be completed for each officer with whom the filer 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.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B. Is the filer of the questionnaire 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 from the local government entity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. 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 10 percent or more? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government office named in this section.</p>		
<p>4. _____</p> <p>Signature of person doing business with governmental entity</p>		<p>_____</p> <p>Date</p>

## Attachment H – Debarment Certification

NAME OF INDIVIDUAL, AGENCY, BUSINESS OR ORGANIZATION	Doing business as (DBA), if applicable:	
ADDRESS	Applicable Procurement or Solicitation #, if any:	Federal Employer Tax Identification #:

**READ CAREFULLY BEFORE SIGNING THIS CERTIFICATION. Federal regulations require contractors, bidders, and sub grantees to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.**

1. By signing and submitting this certification, the prospective vendor/grantee is attesting/acknowledging the representations set out below.
2. This certification is a material representation of fact upon which the Alamo Area Council of Governments (AACOG) will rely on when this transaction is entered into. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to Federal or State departments or funding agency(s), AACOG may pursue on its own available remedies, including contract termination, suspension and debarment.
3. **The prospective vendor/grantee shall provide immediate written notice to AACOG, Director of Administrative Services, 2700 NE Loop 410, Suite 101, San Antonio, TX 78217, if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
4. The terms “covered contract”, “debarred”, “suspended”, “ineligible”, “participant”, “person”, “principal”, “application”, and “voluntarily excluded”, as used in this certification, have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. You may contact the person to which this application or contract is submitted for assistance in obtaining a copy of this regulation.
5. The prospective vendor/grantee agrees, by submitting this certification, that should the proposed contract/grant be entered into, it shall not knowingly enter into any lower-tier-covered transaction or sub-contract with a person or entity that is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, unless pre-authorized by the appropriate federal or state department or agency, or by AACOG.

**Do you have or do you anticipate having sub-vendors/sub-grantees under this proposed agreement?**

Yes     No

6. The prospective vendor/grantee further agrees by submitting this certification, that it will include this certification titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts and Grants,” without modification, in all lower-tier covered transactions and sub-contracts and in all solicitations for lower-tier covered transactions and sub-contracts.
7. A vendor/grantee may rely upon a certification of a prospective participant that it is not proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from the transaction, unless it knows that the certification is erroneous. Each vendor/grantee is required to check the list of parties excluded from Federal and State Procurement and Non-procurement Programs. **AACOG checks this list for all parties to which it provides funds that are derived directly or indirectly from the Federal Government.**
8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this certification document. Participants are not required to have knowledge and information exceeding that which is normally possessed by a prudent person in the ordinary course of business activity.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a transaction knowingly enters into a lower-tier transaction or contract with a person who is proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the Federal Government, AACOG or its applicable funding agency(s) may pursue available remedies, including contract termination, suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION FOR CONTRACTS AND GRANTS**

Check the statement that applies to the potential vendor/grantee:

1. The prospective vendor/grantee certifies by submission of this certification, that neither it nor its principals:
- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal or State department or agency; and
  - (b) Have, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against them for fraud; committed a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract; violated Federal or State antitrust statutes; committed embezzlement, theft, forgery, bribery, falsification or inappropriate destruction of records; or received stolen property; and
  - (c) Is presently indicted for or otherwise charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in the preceding paragraph (b) of this certification; and
  - (d) Have, within a three-year period preceding this certification, had one or more contracts or transactions (Federal, State, or local) terminated for cause or default.
2. The potential vendor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential vendor/grantee must attach a signed and dated explanation for each of the above terms, 1(a) through 1(d), to which it cannot certify.

NAME OF POTENTIAL VENDOR/GRANTEE:	
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<b>Signature of Authorized Representative</b>	<b>Printed/Typed Name &amp; Title of Authorized Representative</b>
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Date: _____
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