



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM # 2

To: File 2009-910-16-5053
RFP for: Energy Audit and Utility Allowance Study Services

The following questions are asked:

Question 1: The tabbed format for the proposal includes two contradictory requirements for submission of the Fee Proposal – Tab 1 requires that it be placed in a sealed envelope inside the Original only, while there is a Tab 11 for the Proposal Costs. Which requirement is correct?

Answer 1: Tab 1 must have Proposal Form (Attachment F) and Profile of Firm/Company Biography (Attachment C) submitted under it. Tab 11 is to Include the Proposal Form (Attachment F) and Fee Sheet/Cost Analysis (Exhibit B) to be placed in a sealed envelope submitted in the ORIGINAL folder/binder only.

Question 2: On the exhibit B Proposal Fee sheet, under section B, Utility Allowance Study, what is SAHA's intent in differentiating the fee and update per unit for all units vs a partial number of units? Can SAHA define "partial"?

Answer 2: The difference is having all the units listed serviced or only part of the list units serviced, such as in years following the initial service. This is to take into consideration a difference in cost for a smaller number of units.

Question 3: Do you have existing utility allowance schedules for all of these developments that indicate how many types of units are at each development?

Answer 3: Yes, SAHA will provide all needed information and system upgrades to buildings and units.

Question 4: In addendum 1, several of the in-scope sites for the utility allowance study are shown as "All Bills Paid" by SAHA (an example would be Blanco and Escondida). Is SAHA seeking a utility allowance schedule for these sites? If so, which utilities would be resident paid specifically for the sites marked as "All Bills Paid" under utility type?

Answer 4: Any property that is "All Bills Paid" is a master metered property, paid for by SAHA, none of those properties have resident paid utilities.



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Question 5: Can a proposer either provide a total fee for section B, Utility Allowance Study in addition to the per unit fees or attach a short fee narrative to exhibit B?

Answer 5: Yes, a fee narrative including total fee for the Utility Allowance Study is allowable with Exhibit B filled out as requested in the RFP. The narrative must be separate from the filled out Proposal Fee Sheet (Exhibit B) as additional options.

By: Shayne Everett-Endres
Shayne Everett-Endres, Purchasing Agent

Date: October 22, 2020