



ADDENDUM II

SUBJECT: Annual Contract for Urban Park Waterways Year-Round Cleanup (RFCSP 25-065, 6100019063), Scheduled to Close: June 6, 2025; Date of Issue: May 7, 2025

FROM: Charisma Esparza
Procurement Manager

DATE: June 5, 2025

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. II - TO THE ABOVE REFERENCED
REQUEST FOR COMPETITIVE SEALED PROPOSALS**

**THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSALS IS HEREBY
AMENDED AS FOLLOWS:**

- 1. THE BID OPENING DATE IS HEREBY EXTENDED TO FRIDAY, JUNE 20, 2025, at 11:00 A.M. CENTRAL TIME.**
- 2. REVISED:** Section 004 – Specifications / Scope of Services, Subsection 4.4 Park Work Sites, 4.4.1.1 Brackenridge Park is hereby revised to read as “The service area includes approximately 12.8 acres of water surface with 4.8 acres of embankment.”
- 3. DELETE & REPLACE:** Exhibit II – Brackenridge Park Waterway Cleanup Area Map is hereby deleted in its entirety and replaced with Exhibit II - Brackenridge Park Waterway Cleanup Area Map, Revision I, Dated June 5, 2025.
- 4. DELETE & REPLACE:** Exhibit III – Elmendorf Lake Park and Zarzamora Creek Waterway Cleanup Area Map is hereby deleted in its entirety and replaced with Exhibit III – Elmendorf Lake Park Waterway Cleanup Area Map, Revision I, Dated June 5, 2025.
- 5. DELETE & REPLACE:** Attachment B – Price Schedule is hereby deleted in its entirety and replaced with Attachment B – Price Schedule, Revision I, June 5, 2025, to revise the routine and priority services sections, make corrections to the water and land acreage for Brackenridge Park, and to include a prompt pay discount.
- 6. REVISED:** Section 003 – Instructions for Respondents Part B, Subsection Price Schedule is hereby revised to read as “Use the Price Schedule that is found in this RFCSP as Attachment B, Revision I, Dated June 5, 2025.”
- 7. REVISED:** Section 004 – Specifications / Scope of Services, Subsection 4.5 Routine Service,

4.5.1 is hereby revised to read as “Routine Services at individual sites shall be provided at a frequency determined by City (Attachment B – Price Schedule, Revision I, Dated June 5, 2025) that is necessary to maintain waterways that are free of excess debris.”

8. **REVISED:** Section 004 – Specifications / Scope of Services, Subsection 4.5 Routine Service, 4.5.3 is hereby revised to read as “City and Contractor may mutually agree to increase the frequency of service at any of the sites during the term of the contract. If frequency is increased, the pricing will be at the applicable rates in Attachment B – Price Schedule, Revision I, Dated June 5, 2025.”
9. **REVISED:** Section 005 – Supplemental Terms & Conditions, Subsection – Incorporation of Attachments is hereby revised to read as “Attachment B – Price Schedule, Revision I, June 5, 2025, Exhibit II - Brackenridge Park Waterway Cleanup Area Map, Revision I, Dated June 5, 2025, and Exhibit III – Elmendorf Lake Park Waterway Cleanup Area Map, Revision I, Dated June 5, 2025.”
10. **REVISED:** Section 009 – Attachments, the following subsections are hereby revised to read as “RFCSP Attachment B – Price Schedule, Revision I, June 5, 2025, RFCSP Exhibit II - Brackenridge Park Waterway Cleanup Area Map, Revision I, Dated June 5, 2025, and RFCSP Exhibit III – Elmendorf Lake Park Waterway Cleanup Area Map, Revision I, Dated June 5, 2025.”
11. **REVISED:** Section 009 – Attachments, Subsection Proposal Checklist is hereby revised to read as “Price Schedule RFCSP Attachment B, Revision I, Dated June 5, 2025.”
12. **REVISED:** Section 004 – Specifications / Scope of Services is hereby revised to add Section 4.7 Additional Services and the following subsections
 - “4.5.1 Additional services (i.e., litter capture system deployment and maintenance, data collection, debris recycling, etc.) exceeding the minimum requirement but within the Scope of Service, may be proposed as part of the Contractor’s operating plan.
 - 4.5.2 All expenses incurred by the Contractor to deliver additional services must be calculated and included in Contractor’s proposed pricing for “Routine Service,” “Priority Service,” and/or “Cost Per Each Additional Cubic Yard.” Any additional expenses or work time incurred by the Contractor to provide additional services are not eligible for invoicing as a separate line item.
 - 4.5.3 Contractor is responsible for researching and coordinating with appropriate third-party agencies (ex. San Antonio River Authority, U.S. Army Corps of Engineers, etc.) who have jurisdiction or oversight authority of the area’s public waterways prior to installing any physical structures or systems within the waterway or floodplain.”
13. **REVISED:** : Section 004 – Specifications / Scope of Services, Subsection 4.7 Safety and Professional Expectations is hereby changed to read as 4.8 Safety and Professional Expectations.

14. REVISED: Section 004 – Specifications / Scope of Services, Subsection 4.7 Criminal Background Check is hereby changed to read as 4.9 Criminal Background Check.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL CONFERENCE:

On May 15, 2025, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Annual Contract for Urban Park Waterways Year-Round Cleanup. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: Section 4.6.4 Priority Services states "3 consecutive days" allowed for completion. Would this be for one site or all sites at the time of priority request?

Response: Priority Service is expected to take Respondent no more than three consecutive days per site to complete. However, widespread rain events may impact multiple sites and require Priority Service at more than one site. In these instances, city staff will provide a site list in order of priority for the requested Priority Services. Respondents should describe their capacity, if any, to be able to provide Priority Service at multiple sites simultaneously while still meeting the 3-day completion threshold at each site.

Question 2: Would optional services or innovative solutions risk disqualification or scoring for low item total consideration?

Response: Proposed services or solutions that exceed minimum requirements are not grounds for disqualification if they fall within the scope of services for this RFCSP.

Question 3: Can additional services like boom installation (litter capturing systems) and waste/debris auditing be proposed optionally as line items?

Response: No, additional line items outside of "Routine Service", "Priority Service", and "Cost Per Each Additional Cubic Yard" will be considered as part of this solicitation. Any additional services or reporting the Respondent proposes to include beyond the minimum requirements should be described by Respondent within their proposed operating plan, but all expenses incurred by the Respondent to enact the entirety of their plan should be calculated and included in Respondent's proposed pricing schedule for Routine Service and Priority Service. Respondents may propose to include litter capturing systems within their plan. Respondent would be responsible for purchasing, installing, and maintaining the system's functionality for the duration of its use. Respondents are also responsible for researching and coordinating with appropriate third parties with jurisdiction or oversight of the area's public waterways prior to installing physical structures or systems within the waterway or floodplain. Any additional expenses or work time incurred by the Respondent to deploy and maintain the system would not be eligible for invoicing to the City as a separate line item.

Question 4: Will maps, visuals, or infographics be accepted in the Proposed Plan section?

Response: Respondents are encouraged to submit any visual resources (photos, diagrams, maps, etc.) that support their responses to this RFCSP. Respondents should include a description of any visual resources provided with their submission. Traditional file types such as PDF, Excel, PPT, and Word can be uploaded into the vendor portal with a file name of less than 30 characters.

Question 5: Will City's staff waterway team continue weekly services; if so, is it preferred to avoid teams working on the same day?

Response: The Parks & Recreation Department waterway maintenance team will adjust their current weekly service schedule to primarily focus on waterway sites and maintenance duties which are not included in this RFCSP's scope of service. In addition, the City of San Antonio will collaborate with the awarded vendor to establish a standard service schedule for each of the sites included in the scope. There may be occasions when circumstances support city staff and the Respondent working alongside one another at the same site.

Question 6: Regarding restrictions on communications. Are we allowed to be in contact with City officials regarding separate matters, not related to services or this RFP?

Response: Yes, you may contact City officials regarding other matters not related to this RFCSP.

Question 7: Will any points be awarded for subcontracting 11% or more of the contract to M/WBE?

Response: The City of San Antonio's Economic Development Department (EDD) applied the SBE Prime Contract Program and the M/WBE Prime Contract Program, with ten (10) points available from both programs, totaling twenty (20) available points. To earn these points, prime respondents must be SBEDA eligible and must retain at least fifty-one percent (51%) of the project's scope for either themselves or other SBEDA eligible SBE or M/WBE subcontractors. No evaluation criteria points will be awarded to non-SBE or non-M/WBE prime respondents through subcontracting to other certified SBE or M/WBE firms. EDD also applied an eleven percent (11%) M/WBE Subcontracting Program goal, which requires the prime respondent to either subcontract 11% of the total project's scope to a SBEDA eligible M/WBE subcontractor, or to self-perform equal to or greater than the required M/WBE subcontracting goal amount with its own forces. To be SBEDA eligible, a vendor must meet the following criteria:

- A vendor must be certified as an SBE by the South Central Texas Regional Certification Agency (SCTRCA).
- A vendor must be headquartered in or have a significant business presence in the San Antonio Metropolitan Statistical Area (SAMSA).

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003 INSTRUCTIONS FOR RESPONDENTS, RESTRICTIONS OF COMMUNICATION:

Question 8: Do Woodlawn Lake Park and Brackenridge Park take precedence over the other parks?

Response: The projected Routine Service schedule included in this RFCSP projects Woodlawn Lake Park and Brackenridge Park to be serviced on a more frequent basis. This is a result of a combination of factors that affect debris loads including waterflow conditions, local population density, and park use. Elmendorf Lake Park also experiences heavy debris loads within the waterway following rain events and may be a frequent Priority Service site in addition to Woodlawn Lake Park and Brackenridge Park. Service frequencies may be modified at any of the waterway sites included in the scope of services when conditions warrant it.

Question 9: Who is the current contractor being used for these services?

Response: Currently, no contractor is providing year-round waterway cleanup services for the Parks & Recreation Department. However, River Aid San Antonio was previously contracted to coordinate waterway cleanup events at Woodlawn Lake Park on a limited basis.

Question 10: Where is parking allowed on the more restricted roads?

Response: City staff will coordinate with the awarded contractor to identify appropriate parking and staging areas at the individual service sites.

Question 11: Is removing vegetation part of the contract?

Response: No, the removal of vegetation growing in the waterways is not within the scope of service for this RFCSP, however, natural debris is. Natural debris includes detached tree limbs, logs, and brush that have washed or fallen into the waterway, and mats of leaves, grass clippings, and limited amounts of algae that have accumulated on the surface of the waterway. Natural debris does not include aquatic plants, fallen trees, or vegetation growing along the shoreline. Some natural debris is expected to remain in the waterways. The removal of natural debris will be determined by the degree to which the debris impacts the waterway's recreational use, public view, waterflow, or engineered structures (dams, spillways, sluice gates, low water crossings, etc.). Portions of the waterways which are maintained in a more natural state may not require extensive removal of natural debris. Debris that gets caught or hung up on the spillways is part of the scope of services; debris which falls over the spillways is not included in the scope of services.

Question 12: How much man-made debris is removed in one day?

Response: Fourteen community waterway cleanup events conducted at Woodlawn Lake Park in 2024 resulted in an average of 1,655 pounds of debris collected.

Question 13: Do we clean inside the culverts? If so, what if there are people in there?

Response: The scope of service does not include accessing or entering culverts for the removal of debris.

Question 14: Are there any needles or feces found in the cleanup areas?

Response: Yes, sharp items and biohazard waste may occasionally be encountered in the cleanup areas. In addition, high levels of E. coli may be present in the waterways especially following a rain event. It is recommended the awarded contractor utilize appropriate personal protection equipment and avoid direct skin contact with the water.

Question 15: Is there a lot of debris around the tower in the middle of the lake at Woodlawn Lake Park?

Response: No, it is not typical for debris to accumulate around the replica miniature lighthouse in Woodlawn Lake.

Question 16: How soon after a heavy rain event is it safe to resume cleaning?

Response: This will vary based on the amount of rain that falls in the immediate area and the waterbody's characteristics. It is not uncommon for most sites to be safe enough to resume cleaning within 8 to 12 hours following a large rain event. Brackenridge Park (San Antonio River) may take 24 hours or longer for water levels to subside enough for shoreline and water access following a rain event.

Question 17: Will keys be provided to the awarded vendor for closed and locked gates in restricted areas at Brackenridge Park?

Response: Yes, keys will be provided to the awarded contractor to permit access to areas that may be restricted to the public during normal park operating hours.

Question 18: Are boats used at any point on the San Antonio River at Brackenridge Park? If so, what sections?

Response: Due to the characteristics of the San Antonio River at Brackenridge Park, city crews do not typically utilize boats to clean the waterway. Much of the debris is accessible from the embankments and two low water crossings within the park. Motorless vessels or vessels equipped with light trolling motors might be more effective within the waterway at Brackenridge Park, as the park does not provide any dedicated boat ramps.

Question 19: For higher banks, does the 10ft rule still stand?

Response: Yes, the awarded contractor is expected to collect shoreline debris including in areas where a steep embankment exists. Exemptions would include embankments that require the contractor to enter onto property not owned and managed by the City of San Antonio.

Question 20: If the river in specified areas is dried up, is the contractor still expected to clean it?

Response: Yes, the awarded vendor is expected to collect debris in areas of the waterways that have dried up if conditions allow access into the areas.

Question 21: Could the City please provide an annotated map for each location that identifies all known areas with major trash and debris accumulation?

Response: The City of San Antonio is unable to provide an annotated map for each location identifying all known areas with major trash and debris accumulations. Each of the five sites included in the scope is open to the public 7 days a week. In addition, Woodlawn Lake Park, Elmendorf Park, Southside Lions Park, and Miller's Pond Park allow park visitors to access the waterways with non-motorized, non-inflatable vessels. Interested respondents are encouraged to visit each site during daylight hours and walk the grounds and/or paddle along the waterways to make their own assessments. Additional information on paddling may be found at <https://www.sanantonio.gov/ParksAndRec/Programs-Classes-Fun/Fun-On-Your-Own/Paddling>.

Question 22: For each site, could the City indicate on the map the designated boat ramp access points, staging areas for boats and equipment, and designated trash and debris collection zones?

Response: Woodlawn Lake Park is the only site with a dedicated boat ramp. Other sites have possible access points at fishing docks or from the embankments. Respondents must take into consideration the available access points and determine each site's suitability based on the type and size of the equipment the Respondent proposes to use. Vessels which can be inserted manually into the waterways might be more appropriate at most sites. Interested respondents are encouraged to visit each site during daylight hours to walk the grounds and/or paddle along the waterways and make their own assessments on the suitability of access points, equipment staging areas as well as identify locations where debris is likely to enter the waterway and to accumulate.

Question 23: Can the City provide estimated quantities (in cubic yards) of trash and debris collected during both Routine Services and Priority Services based on recent historical data?

Response: Woodlawn Lake historically experiences larger debris loads than other park sites. The Parks & Recreation Department estimates Woodlawn Lake generates approximately 2 to 4 cubic yards of debris on a routine basis while approximately 15 to 30 cubic yards of debris can be removed following a large, sustained rain event that has been preceded by a period of drought. The waterways at Southside Lions and Miller's Pond parks experiences substantially less debris.

Question 24: Would the City consider including a separate line item in the pricing schedule for the disposal of trash and debris, as well as the potential handling and disposal of sharps/needles?

Response: The solicitation's price schedule has been amended to define the maximum debris limits for "Routine" and "Priority" services and to allow Respondents to submit price for each additional cubic yard of debris removed above the maximum debris limits for each requested service. Respondents should anticipate the handling and disposing of sharps/needles as part of the service and include any related cost within their proposed price schedule and not as a separate line item.

Question 25: Can the City clarify the initial contract term and the significance of the referenced \$50,000 amount?

Response: Please reference Section 005 – Supplemental Terms & Conditions, subsection Temporary Contract Pending Award of Contract by City Council.

Question 26: If a proposer's SBE and M/WBE certifications are scheduled to expire shortly before the bid due date, will the City accept an official letter from SCTRCA confirming that a renewal is in process and delayed due to a known processing backlog?

Response: If the certifications are expiring, please contact the SCTRCA office at (210) 458-3226 to start the recertification process. Per the City of San Antonio process, the vendor must be certified at the time of bid submission to be SBEDA eligible. For any further questions, please contact the Economic Development Department (EDD) at SBEDAdocs@sanantonio.gov.

Question 27: Under the previous contract, did the awarded vendor complete each Routine and Priority Service within the required 24-hour timeframe as outlined in the current scope?

Response: Previous waterway cleanup service contracts differed in scope and did not include time limits for the completion of services. However, typical cleanup services, whether completed by city staff and/or contracted organizations, have routinely been completed in one working day, while cleanup services following rain events can take multiple days to complete.

Question 28: Can the City please provide the most recent contractor reports or submittals as referenced in Section 4.3.12 of the solicitation?

Response: Previous waterway cleanup services differed in scope and did not include the reporting requirements referenced in Section 4.3.12 in the current RFCSP.

Question 29: Are there any known environmental sensitivities or restrictions (e.g., wildlife protection zones, fish spawning seasons, protected vegetation) that would require special handling or scheduling?

Response: If nesting migratory birds (wildlife) are observed within a service area at any of the five sites, service activities may need to be modified or curtailed to avoid disturbing the wildlife. The Parks & Recreation Department deploys trained wildlife observers to area parks to inspect for wildlife nesting activities and will provide guidance as appropriate. These types of wildlife activities are typically confined to very specific areas of the parks and do not impact the entire park premises.

Question 30: Will the City require electronic GPS-based reporting, or is photo documentation and written reporting sufficient under Section 4.3.12?

Response: This RFCSP does not require electronic GPS-based reporting. Respondents may elect to use GPS-based reporting as a method for oversight of staff and service delivery and share this data with City staff. However, City will require other methods to document and verify quantities of debris removed from individual sites and for relaying other relevant information to the City's point of contact. An example would be a written report with supporting photos.

Question 31: Does the City have a preferred landfill or disposal site for debris removal, or may the contractor use any licensed facility within the region?

Response: Respondents may propose to use any lawfully operating and licensed waste disposal or processing facility in the region. Respondents who are committed to sustainable practices and plan to divert recyclables and/or organic materials from landfills should also describe this in their plan as it may benefit their proposal's score.



Charisma Esparza
Procurement Manager
Finance Department - Procurement Division

Acknowledged and Agreed:

Company Name _____

Address _____

City/State/Zip Code _____

Signature: _____

Date: _____