

The Santa Clara Valley Water District

is the primary water resources agency for Santa Clara County, California. It acts not only as the county's water wholesaler, but also as its flood protection agency and is the steward for its streams and creeks, underground aquifers and district-built reservoirs.

The Water District encourages qualified small and micro consulting firms to submit proposals in response to Request For Proposals and Request For Qualifications. To that end, it has established a Small Business Outreach Program.

What is the Small Business Outreach Program?

The District provides for a maximum 5% rating preference for qualified small and micro businesses.

Who is eligible?

To be eligible for award of the preference in consultant selection, proposers must:

- Provide a copy of the State Department of General Services (DGS) letter which certifies you or your subcontractors are small/micro businesses.
- Complete the appropriate consultant agreement documents.

What is a Small/Micro Business?

The District uses the following State Department of General Services definitions:

Small Business

100 or fewer employees and average annual gross receipts of \$10 million or less over the previous three years.

Micro Business

25 or fewer employees and average annual gross receipts of \$2.5 million or less over the previous three years.

Visit the DGS website for information on certification and a detailed definition of a small/micro business:
<http://www.dgs.ca.gov>

How will the preference be applied?

The priority for applying the preference for purpose of award is:

1. Highest ranked Micro Business
2. Highest ranked Small Business
3. Non-Small Business, subcontracting with the highest percent of Micro Business in highest ranked order.
4. Non-Small Business, subcontracting with the highest percent of Small Business in highest ranked order.

What about subcontractors?

The preference for prime consultants who are **NOT** certified small/micro business, but who meet subcontracting goals is:

- 3% for a minimum 30% participation of subs
- 4% for a minimum 40% participation of subs
- 5% for a minimum 50% participation of subs

Is there a local preference?

A local preference will only be used in the event of a tie.

Rotational lists

The District uses pre-qualified Consultant Rotation Lists where the need for professional expertise in engineering, technical or management disciplines is identified. These lists are created every two years.

The District requests Statements of Qualification from firms. After staff review and evaluate them, approved firms are randomly assigned rotational numbers. District divisions then interview firms from approved lists on a project by project basis.

New rotation lists will be created in early Summer 2005. If you would like to receive information about this opportunity, submit your contact information to Paul Fulcher (pfulcher@valleywater.org).

For more information, go to www.valleywater.org.

**Small Business
Outreach Program Goals:**

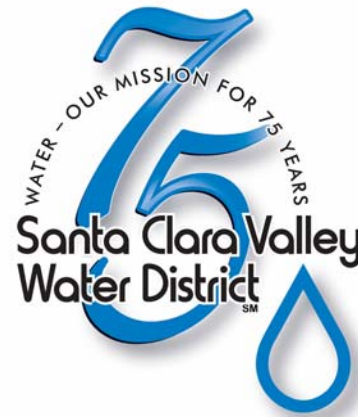
It is the goal of Santa Clara Valley Water District (District) to increase the use of small and local businesses in awarding and subcontracting its consultant, construction, and procurement contract awards. The District encourages all individuals interested in bidding or submitting proposals for District contracts to conduct an extensive outreach program. This will allow small and local business firms the opportunity to participate in the work that will be provided through District business activities.

**For more information,
please contact:**

David Gazave
Contract Administrator
(408) 265-2607 x2804
dgazave@valleywater.org

Estela Tarano, Unit Manager
Equal Opportunity Programs
(408) 265-2607 x2714
etarano@valleywater.org

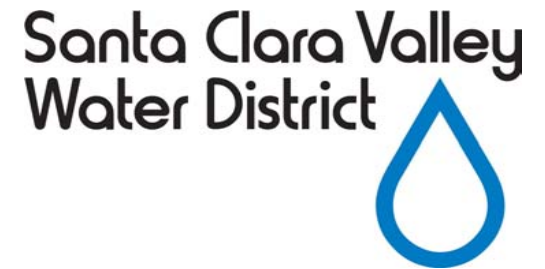
www.valleywater.org



5750 Almaden Expressway
San Jose, California
95118-3614
(408) 265-2600

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**Small Business
Outreach
Program
Guidelines for
Consultant
Agreements**

