California Construction General Permit
QSD and QSP Training

REQUEST FOR QUALIFICATIONS
CGP QSD AND QSP TRAINERS

September 7, 2021

Please Submit Responses to:

Construction General Permit Trainer of Record Web Page
https://www.casqa.org/resources/qsp-qsd-qualification/construction-general-permit-trainer-record

By 4:00 p.m. PDT
Thursday, October 14, 2021

Program Administered by the
California Stormwater Quality Association
www.casqa.org

Uploading an SOQ and making a payment is straightforward but does take some time so CASQA strongly advises SOQ submitters not to wait till the ‘last minute’ to start these processes. SOQ submitters are solely responsible for submitting a complete SOQ by the submittal deadline. Submittals not completed by the deadline will not be accepted. There is no file size limit for SOQs but it is the responsibility of the submitter to ensure the SOQ is received electronically by CASQA. CASQA encourages submitters to confirm receipt of their SOQs by CASQA by the deadline.

See section J. Payment and SOQ Submittal Instructions (p.7)
A. TRAINER NEED
The California Construction General Permit Training Team (CGPTT) is seeking qualified construction stormwater and erosion and sediment control trainers to provide the official QSD/QSP training associated with the California Construction General Permit Order No. 2009-009-DWQ, hereafter referred to as the CGP. The training to be provided is the official training to certify individuals as Qualified SWPPP Developers (QSDs) and Qualified SWPPP Practitioners (QSPs) as identified in Section IX. Storm Water Pollution Prevention Plan (SWPPP) of the CGP. The CGPTT is seeking training professionals for qualification as official CGP Trainers of Record (ToR) as defined in Section F of this RFQ.

B. BACKGROUND
The CGPTT is a collaborative group of construction stormwater and erosion and sediment controls professionals and trainers including representation from both the State Water Resources Control Board (State Water Board) and the Regional Water Quality Control Boards. The concept of the CGPTT encompassed convening a cross-section of those professionals involved with construction stormwater regulation, compliance, and training to develop a statewide construction training program to meet the training requirements identified in the CGP. The concept of CGPTT was developed jointly by State Water Board staff and California Stormwater Quality Association (CASQA). The CGPTT has met consistently since 2008 to develop and manage the CGP QSD/QSP Training Program. The CGPTT includes five sub-teams covering training content development, training program deployment, trainer qualifications, training exam development, and QSD/QSP renewal. Due to the anticipated demand for QSD and QSP Training, the CGPTT selected a training approach model where large numbers of people could be trained. The model selected is that the CGP QSD/QSP Training is to be provided by those individuals already providing construction training in the marketplace, and who will be trained and qualified by the CGPTT to provide the official CGP QSD/QSP Training.

C. PROJECT GOAL
The CGPTT Trainer Qualification Process Goal is:

Qualification of CGP QSD/QSP Trainers of Record to provide the official CGP QSD/QSP Training course to those individuals who wish to become Qualified SWPPP Developers and Qualified SWPPP Practitioners as identified in Section VII of the CGP.

D. CGP TRAINING CONTENT
The content of the CGP QSD/QSP Training is the official training to certify individuals as QSDs and QSPs as identified in Section VII. Training Qualifications and Certification Requirements of the CGP. The training encompasses the requirements in the CGP and information critical for QSDs to adequately develop SWPPPs and for QSPs to adequately implement SWPPPs. An
outline of the CGP QSD/QSP Training Content is provided in Attachment A. It should be noted that the CGP QSD/QSP Training Content is scheduled to be updated after the adoption of a new CGP as the current CGP (Order No. 2009-009-DWQ) has been administratively extended until a new CGP is adopted, which is not reflected in the outline provided in Attachment A.

E. CGP TRAINING PROGRAM ADMINISTRATION

CASQA administers the CGP QSD/QSP Training Program on behalf of the State Water Board. A memorandum of agreement between the two parties has been executed to define this relationship and more fully describe the program and is provided in Attachment B. CASQA’s administration of the CGP QSD/QSP Training Program includes selection and qualification of trainers to provide the CGP QSD/QSP training, oversight of the CGP QSD/QSP Training provided by the CGP QSD/QSP Trainers, issuing certificates to QSDs, QSPs and ToRs, collection of reasonable fees to cover the costs of administering the CGP QSD/QSP Training Program, development and maintenance of the CGP Training webpages located on the CASQA website at www.casqa.org, evaluation and renewal of CGP QSD/QSP and ToR qualifications, and refresher training.

F. CANDIDATE TRAINER SELECTION CRITERIA

The CGPTT is seeking training professionals for qualification as official CGP QSD/QSP Trainers of Record as defined below:

CGP QSD/QSP Trainers of Record – Those individuals responsible for provision of all official CGP QSD/QSP Training modules in a manner consistent with delivery methodology identified by the CGPTT for Qualified SWPPP Developers (QSDs) and Qualified SWPPP Practitioners (QSPs) candidates.

The selected CGP Trainer of Record candidates must demonstrate the following competencies in their submitted qualifications:

1. Credentials – Candidates will provide their current QSD Certificate and current underlying credentials/certification to qualify as a QSD as identified in Section VII of the CGP.

2. California Construction General Permit Implementation and Erosion and Sediment Control Experience – The Candidate will quantify, in number of years of experience, his/her California Construction General Permit implementation and erosion and sediment control experience. Candidates will list and provide brief (no more than 1,000 words total for both descriptions) descriptions of two example projects, erosion control plans, and/or SWPPPs, or other erosion control projects completed by the candidate that demonstrates California Construction General Permit implementation experience and/or experience in erosion and sediment control. Those SOQs that do not quantify years of experience in California Construction General Permit implementation and erosion and sediment control will not be considered.
3. Training Experience – The Candidate will quantify, in number of years of experience, his/her training experience. Those SOQs that do not quantify years of training experience will not be considered. The Candidate will also demonstrate his/her ability to effectively instruct in an educational setting by providing information on his/her knowledge of training (e.g., approaches, techniques) and his/her depth and breadth of training experience (e.g., variety of audiences, organizations, settings) by listing and providing brief (no more than 1,000 words total for both descriptions) descriptions of two example projects that identify the Candidate’s ability to effectively instruct in an educational setting.

G. CANDIDATE TRAINER SELECTION PROCESS

The selection of Candidate Trainers will be performed by the CGPTT Trainer Qualification Panel, which is made up of a cross-section of members of the CGPTT. The CGPTT Trainer Qualification Panel will review the Statement of Qualifications (SOQs) submitted and select Candidate Trainers based on the Candidate Trainer Selection Criteria identified in Section F of this RFQ. Each SOQ will be reviewed by at least two members of the CGPTT Trainer Qualification Panel who will make a recommendation to the overall CGPTT Trainer Qualification Panel.

Each SOQ will be evaluated and weighted with a maximum of 100 points available.

- Training Experience – 55 points
- California Construction General Permit Implementation and Erosion and Sediment Control Experience – 40 points
- Credentials – Possession of more than one underlying registration/certification required to be a QSD or QSP in the CGP – 5 points

An SOQ must achieve a minimum of 60 points to be selected as a candidate Trainer of Record, including a minimum of 30 points for Training Experience and a minimum of 20 points for California Construction General Permit Implementation and Erosion and Sediment Control Experience. The CGPTT Trainer Qualification Panel will make a recommendation with the list of selected candidate trainers to CASQA, which administers the CGP QSD/QSP Training Program. The CASQA Board of Directors will review and approve the list of selected Candidate CGP Trainers of Record who will be notified via email. Submitters of SOQs, not meeting the minimum points necessary for selection as Candidate Trainers of Record, will also be notified via email with identification of the deficiencies in competencies required.
H. TRAINER QUALIFICATION PROCESS

1. **Submittal of Statements of Qualifications (SOQs)** - Interested individuals in becoming a CGP QSD/QSP Trainer of Record (ToR Applicant) should submit an SOQ with the information identified in Section I to the CASQA website by 4:00 PM PDT on October 14, 2021.

2. **Review of SOQs** – The CGPTT Trainer Qualification Panel will review and evaluate all SOQs submitted to the CGP Training website by October 14, 2021 based on the competencies identified in Section F.

3. **Selection of Candidate CGP Trainers of Record** – The CGPTT Trainer Qualification Panel will select all qualified applicants, based on the competencies identified in Section F, as Candidate CGP QSD/QSP Trainers of Record. The CASQA Board of Directors will review and approve the list of selected Candidate CGP Trainers of Record. Candidate CGP QSD/QSP Trainers of Record will be notified via email the week of November 8, 2021 once the selections have been made. Those individuals not selected will also be notified via email with an identification of the deficiencies in competencies required.

4. **Mandatory CGP Trainers of Record Orientation Webinar** – The CGPTT will conduct a mandatory one-hour orientation webinar for the Candidate CGP Trainers of Record on November 15, 2021 at 1 PM PST. Candidate CGP QSD/QSP Trainers of Record are required to attend the orientation webinar in order to be approved as a CGP QSD/QSP Trainer of Record.

5. **Qualification of CGP Trainers of Record** – Those Candidate CGP Trainers of Record who attend the CGP Trainer of Record Orientation Webinar will be eligible to become qualified as CGP QSD/QSP Trainers of Record by the CGPTT. To complete the qualification process, each eligible Candidate CGP QSD/QSP Trainer of Record will be required to pay a non-refundable registration fee as identified in Section M. and sign an agreement with CASQA to become a qualified CGP QSD/QSP Trainer of Record upon which CASQA will issue a Certificate of Qualification. The Agreement, provided in Attachment C, covers ethical behavior, maintenance of qualification, and providing the official CGP Training content. The CGP Trainer of Record shall not advertise, announce, or otherwise claim that he/she is a CGP Trainer of Record until they receive a fully executed copy of this Agreement and their Certificate of Qualification from CASQA. In referencing their status as a Trainer of Record, the Trainer of Record shall not refer to himself/herself as “State approved” or make an equivalent reference to the State of California or the Water Boards. The Trainer of Record may refer to himself/herself as “CASQA qualified” and/or as a “CGP-ToR”. The Trainer of Record shall not apply a CASQA, State of California, or Water Board logo to their advertisements, marketing materials, websites, or other
materials. The list of Qualified CGP Trainers of Record will be posted on the CGP Trainer of Record webpage (https://www.casqa.org/resources/qsp-qsd-qualification/construction-general-permit-trainer-record) located on the CASQA website. The Qualified CGP Trainers of Record will then be able to provide the CGP Training to the public.

I. STATEMENT OF QUALIFICATIONS
Individuals interested in becoming a CGP QSD/QSP Trainer of Record (ToR Applicant) should provide a detailed response to this Request for Qualifications, in the form of a Statement of Qualifications (SOQ) including but not limited to:

- ToR Applicant\(^1\) Biographical Information
  - First and Last Name
  - Date of Birth
  - Physical Address (Number & Street, City, State, Zip Code)
  - Office Phone Number
  - Email Address
  - Name of Employer of ToR Applicant
  - Employer of ToR Applicant Physical Address (Number & Street, City, State, Zip Code)
  - Employer of ToR Applicant Phone Number
  - ToR Applicant Current Employment Start Date

- A narrative (no more than 1,000 words total) describing two (2) project examples of California Construction General Permit implementation and erosion and sediment control experience, and a narrative (no more than 1,000 words total) describing two (2) project examples demonstrating the ability to effectively instruct in an educational setting.

- Current QSD Certificate.

- Current proof of underlying credentials to qualify as a QSD (current certificate or screen shot of online database identifying current status).

- Two-page resume including education, experience, and certifications that clearly quantifies years of California Construction General Permit implementation and erosion and sediment control experience and clearly quantifies years of training/educational experience. Those SOQs that do not have resumes that clearly quantify years of California Construction General Permit implementation and erosion and sediment control experience and years of training experience will not be considered.

\(^1\) Note: Biographical information is for the ToR applicant only and not biographical information for a person submitting on behalf of the ToR applicant.
• Two (2) professional letters of recommendation clearly referencing erosion and sediment control experience and training experience with reference contact information. Each letter of recommendation can reference experience in either or both categories, 1) California Construction General Permit implementation and erosion and sediment control experience; and 2) training experience, however between the two letters references for both categories must be provided. **Those SOQs that do not have, between the two letters, references for both categories 1) California Construction General Permit implementation and erosion and sediment control experience; and 2) training experience, will not be considered.**

• Signed SOQ certification statement, provided in Attachment D.

All of the above information should be included in one compiled SOQ file in PDF format to be uploaded to the CASQA website.

**J. PAYMENT AND SOQ SUBMITTAL INSTRUCTIONS**

Follow these instructions:

1. During the submittal period starting September 7, 2021 at 4:00 PM PDT and ending October 14, 2021 at 4:00 PM PDT, visit the CGP Trainer of Record webpage: (https://www.casqa.org/resources/qsp-qsd-qualification/construction-general-permit-trainer-record) on the CASQA website to pay the non-refundable SOQ Submittal Fee of $500.00. This fee covers the review and evaluation of the SOQs submitted and shall be paid online, with credit cards only. Note that no portion of this fee will be returned to you in the event that you do not meet the minimum qualification requirements. However, if you choose to resubmit your qualifications at a later date, subsequent review fees are reduced to $250.

2. Upon payment of the SOQ submittal fee, receive a payment confirmation email with further instructions and a link to upload the Statement of Qualifications. SOQs will be accepted online on the CASQA website starting September 7, 2021 at 4:00 PM PDT and ending October 14, 2021 at 4:00 PM PDT.

**Making a payment and uploading a SOQ is straightforward but does take some time so CASQA strongly advises SOQ submitters not to wait till the ‘last minute’ to start these processes. SOQ submitters are solely responsible for submitting a complete SOQ by the submittal deadline. Submittals not completed by the deadline will not be accepted. There is no file size limit for SOQs but it is the responsibility of the submitter to ensure the SOQ is received electronically by CASQA. CASQA encourages submitters to confirm receipt of their SOQs by CASQA by the deadline.**
K. TIMEFRAME FOR TRAINER QUALIFICATION

- **September 7, 2021 to October 14, 2021** – Statements of Qualifications will be accepted for online submittal at the CGP Trainer of Record webpage (https://www.casqa.org/resources/qsp-qsd-qualification/construction-general-permit-trainer-record) on the CASQA website beginning September 7, 2021 at 4:00 PM PDT. Interested individuals shall submit a Statement of Qualifications no later than 4:00 PM PDT on October 14, 2021.

- **Week of November 8, 2021** – Selection and notification of Candidate CGP QSD/QSP ToRs.

- **November 15, 2021 at 1:00 PM - 2:00 PM PST** – Mandatory CGP QSD/QSP Trainer of Record Orientation Webinar – details to be provided to the Candidate CGP ToRs.

- **November 19, 2021** – Email notification of Candidate CGP QSD/QSP Trainers of Record eligible to become Qualified CGP QSD/QSP Trainers of Record upon payment of the registration fee and execution of countersigned agreement with CASQA.

L. TRAINER EVALUATIONS

Trainers of Record may be subject to periodic evaluation. Evaluations may be based on observations of a CGP QSD/QSP training course provided by a CGP QSD/QSP Trainer of Record by a member of the CGPTTT Trainer Qualification Panel and student course evaluations.

M. CGP TRAINERS RENEWAL PROCESS

The renewal process for qualification of the CGP QSD/QSP Trainers of Record will occur on a biennial basis. The renewal process for qualification of CGP QSD/QSP Trainers of Record also includes a mandatory ToR Renewal Webinar, and the submittal of biennial registration fees, described in Section M of the RFQ, by the CGP QSD/QSP Trainers of Record. CGP QSD/QSP Trainers of Record must maintain their QSD Certificate and their QSD qualifying certification(s) used as part of their SOQ submittal to maintain their CGP QSD/QSP training qualification. If a CGP QSD/QSP Trainer of Record has more than one QSD qualifying certification only one certification is required to be maintained.

N. REGISTRATION FEES FOR CGP TRAINERS OF RECORD

The registration fee for CGP Trainers of Record is currently $95 and will be assessed for each CGP QSD/QSP Trainer of Record prior to issuance of a ToR certificate and on a biennial basis. The intention of the registration fee is to cover the cost of the Trainer of Record Orientation Webinar, trainer evaluations, renewal training, and administration of the CGP QSD/QSP Training Program. The CGPTTT reserves the right to reassess fees in future years.

O. SUBSEQUENT CGP TRAINERS REQUEST FOR QUALIFICATIONS

Subsequent RFQs for CGP QSD/QSP Trainers of Record are scheduled to be issued on an annual basis.