

# Request for Proposals

## California Stormwater Quality Association (CASQA)



### Technical Services to Support CASQA's BMP Handbooks

Release: Monday, June 6, 2022

Submittal: Friday, August 5, 2022

## Table of Contents

Introduction .....	1
Scope of Services .....	1
RFP Schedule .....	2
Submittal Format and Process .....	2
Evaluation and Selection Process .....	4
Reserved Rights .....	4
Appendix A      CASQA's Standard Agreement for Professional Consultant Services (provided upon request)	
Appendix B      Scope of Services	

## Introduction

The California Stormwater Quality Association (CASQA) is pleased to announce this Request for Proposals (RFP) for consultants to provide Technical Services to support CASQA's BMP Handbooks. The purpose of the RFP is to identify the most qualified firm(s) to implement the project in support [of CASQA's Strategic Plan](#) and [CASQA's Vision for Sustainable Stormwater Management](#).

This RFP is open to individual firms / consultants and to teams of firms / consultants. Interested consultants are invited to provide proposals in response to this RFP. The proposals will be reviewed and evaluated against criteria by a selection group designated by CASQA's Executive Director. CASQA intends to establish a contract with the selected individual firm and/or team of firms to provide the services described below.

Proposals shall be submitted by firms that have a capable and demonstrable background in the type of work described below. Additionally, interested firms shall have sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out work without delay and within the specified budget.

Firms will be expected to sign CASQA's Standard Agreement for Professional Consultant Services (Appendix A). Any exceptions to CASQA's Standard Agreement for Professional Consultant Services must be noted in the transmittal letter for the proposals.

## Scope of Services

A short summary is provided below and the more complete scope of services for the project is included in Appendix B. The tasks identified in Appendix B are provided as guidance for preparing proposals. The final scope of work(s) will be negotiated with the selected firm(s).

### TECHNICAL SERVICES TO SUPPORT CASQA'S BMP HANDBOOKS

<b>Annual Budget for 2022:</b>	<b>\$20,000</b>
<b>Annual Budget Estimate for Future Years</b>	<b>\$20,000<sup>1</sup></b>
<b>CASQA Subcommittee:</b>	<b>BMP Handbooks</b>

CASQA develops and publishes four Best Management Practices (BMP) Handbooks, generally related to the various types of stormwater permits activities in California: Construction, Industrial & Commercial, Development, and Municipal. These handbooks provide the information needed to address BMP selection throughout the life of a project – from planning and design – through construction – and into operation and maintenance. Individually, each handbook is geared to a specific target audience during each stage of a project.

In general, the BMP Handbooks are updated annually, as-needed, to provide state-of-the-science guidance to permittees and other stormwater practitioners. The focus and extent of updates are prioritized each year by the BMP Handbooks Subcommittee. This portion of the Scope of Services DOES NOT require a cost proposal, as the budget and related scope are determined by CASQA annually.

In addition, with the pending adoption of the reissued Construction General Permit (CGP), the Construction BMP Handbook will need to be updated to ensure that it reflects the most current information necessary to support permit implementation. Therefore, that handbook may potentially require a more extensive update than the typical, annual

---

<sup>1</sup> The Board of Directors annually determines the budget allocations for all projects. Typically, \$20,000 is allocated for annual updates. The Board of Directors may consider additional funding, if needed, to support the update to the Construction BMP Handbook – but additional funding is not guaranteed. All future funding beyond 2022 is subject to consideration and approval by the Board of Directors.

updates. The Construction BMP Handbook update will need to be completed in 2023, prior to the effective date of the CGP. This portion of the Scope of Services REQUIRES DEVELOPMENT OF A DETAILED SCOPE AND COST PROPOSAL.

## Contract Term

Services are expected to be initiated in 2022, with the contract term extending through December 31, 2025. At the sole discretion of CASQA, the contract term may be further extended twice for an additional one-year period for each of the two possible extensions (for a total contract term of 3 years + 1 year + 1 year).

## Estimated Budget

The budget for 2022 is \$20,000. Typically, this budget is the standard annual allocation for as-needed updates to the BMP Handbooks. However, as the Construction Handbook will need to be updated prior to the effective date of the reissued Construction General Permit, additional funding may potentially be considered by the Board of Directors for 2023 – but is not guaranteed.

Budgets are set each year in an annual task order with the selected firm(s) and are subject to allocation of funds by the Board of Directors.

## Future or Additional Work

No additional budget or work, beyond what is identified for the project, is guaranteed or implied. Regardless of the contract term, CASQA reserves the right to (1) limit the scope to the work as defined in this RFP, (2) conduct additional RFPs / RFQs in the future for any additional work that results from this initial project, and/or (3) utilize this RFP process to award additional work, consistent with but in addition to the work identified in this RFP, to the selected consultant(s) during the contract term.

## RFP Schedule

- RFP release: Monday, June 6, 2022
- Questions due to [CASQA@casqa.org](mailto:CASQA@casqa.org): Friday, June 17, 2022
- Responses to questions provided on the [CASQA website](#): Wednesday, June 22, 2022
- Proposals due: 5:00 PM, Friday, August 5, 2022
- Board of Directors approval of consultant selection: Wednesday, September 7, 2022\*

\* Note: This schedule may be extended if the Construction General Permit is not adopted, as currently scheduled, on July 19, 2022. If the schedule is extended, [CASQA will provide an update on the website](#).

## Submittal Format and Process

### FORMAT

The total allowable number of pages in the proposal PDF file is **16 pages max** (note, page limit includes all sections specified below, excluding resumes).

Each proposal shall include the following sections:

- **Transmittal letter:** Provide a cover letter that includes the following:
  - Description / statement of interest in being selected to conduct the project.
  - Basic contact information for the individual responsible for the proposal and to whom correspondence should be addressed, including name, title, address, telephone number, and email address.
  - Statement affirming the consultant has sufficient, readily available resources in the form of trained personnel, support services, specialized consultants, and financial resources to carry out work without delay and within the specified budget.
  - Statement affirming that the identified key staff will actively work on the project. Include any exceptions to CASQA's Standard Agreement for Professional Consultant Services in the transmittal letter.
- **Understanding Needs of CASQA:** Describe the consultant's understanding of the needs of CASQA with respect to the work of the relevant subcommittee and to the project.
- **Approach to the Project:** Include a description of the approach(es) consultant proposes to address the Scope of Services, including an organizational chart identifying firm's proposed project manager and key staff for providing services to address the Scope of Services. Address approach to managing tasks that may be scalable (increased / decreased) depending upon available budget. Address approach to coordination with CASQA, inclusive of the BMP Handbooks Subcommittee.
- **Firm Qualifications and Experience:** Provide a detailed description of the firm's qualifications and experience providing services relevant to the needs of the identified subcommittee and the project. Descriptions should include the details of providing the same or similar services to municipal stormwater clients, including client and contact information, task, project, or program name, description of services provided, years of service, budget, and roles of key staff.
- **Staff Qualifications and Experience:** Provide descriptions of the specific qualifications and experience of the key staff proposed to provide services.
- **Proposed Scope of Work (FOR TASK 2 ONLY):** Submit a description of the proposed scope of work and associated schedule to provide services for Task 2 in the Scope of Services in Attachment B. The description shall include:
  - Tasks and subtasks
  - Deliverables and schedule
- **Cost Proposal (FOR TASK 2 ONLY):** Submit a cost proposal to provide services for Task 2 in the Scope of Services in Attachment B. Include all costs associated with the services, including reimbursable expenses. At a minimum, the consultant's cost summary must identify the estimated cost per task and the estimated hours to accomplish each task. The hour estimate must identify the proposed staff and associated hours. Ideas for cost efficiencies are encouraged and may be presented.
- **Proposed Fee Schedule:** Provide consultant's current standard fee schedule, indicating fees for labor by staff or position, other direct costs, and fees and any indirect costs. Please note that the fee schedule will apply for the full contract term.

- **References:** Provide three references, which should be for as recent and as relevant experience as possible. For each reference, provide contact information, and a brief description of services provided, years of service, budget, ability to meet schedule / deadlines, and roles of key staff.
- **Resumes:** Provide brief resumes of key staff.

## PROCESS

Proposals shall be submitted in electronic format (PDF) only to CASQA at [CASQA@casqa.org](mailto:CASQA@casqa.org) by **5:00 PM, Friday, August 5, 2022**. Late or incomplete proposals will not be considered. Complete proposals submitted timely will be reviewed and evaluated.

## Evaluation and Selection Process

CASQA will use the following process to evaluate, identify, and select a consultant(s) for the project(s).

### RESPONSIVENESS REVIEW

CASQA will conduct an initial review of proposals to ensure they are responsive to the requirements of this RFP. If a proposal does not include sufficient information to allow CASQA to evaluate the proposal in any of the selection criteria below, the proposal may be considered non-responsive.

### EVALUATION PROCESS, INCLUDING SELECTION CRITERIA

Proposals determined to be responsive to this RFP will be evaluated according to the following criteria:

- Understanding needs of CASQA and its member agencies
- Approach to the project
- Qualifications and experience of firm providing the same or similar services
- Qualifications and experience of key staff in providing same or similar services
- Demonstrated ability to provide technical services for BMP Handbooks
- Demonstrated ability to meet deadlines and budgetary requirements
- Overall quality, clarity, and completeness of proposal

### NOTIFICATION

CASQA will notify consultants submitting proposals whether or not they have been selected for the project.

## Reserved Rights

CASQA reserves the right to reject any and all proposals. CASQA reserves the right to determine a proposal is non-responsive to this RFP and stop the evaluation of such an proposal. CASQA reserves the right to decline to enter into a contract with a consultant for any reason that CASQA, in its sole discretion, determines.

# Appendix A



## CASQA's Standard Agreement for Professional Consultant Services

(provided upon request)

# Appendix B



## Scope of Services: Technical Services to Support CASQA's BMP Handbooks



## Technical Services to Support CASQA's BMP Handbooks

<b>Annual Budget for 2022:</b>	<b>\$20,000</b>
<b>Annual Budget Estimate for Future Years</b>	<b>\$20,000<sup>2</sup></b>
<b>CASQA Subcommittee:</b>	<b>BMP Handbooks</b>

### BACKGROUND

CASQA develops and publishes four Best Management Practices (BMP) Handbooks, generally related to the various types of stormwater permits activities in California: Construction, Industrial & Commercial, Development, and Municipal. These handbooks provide the information needed to address BMP selection throughout the life of a project – from planning and design – through construction – and into operation and maintenance. Individually, each handbook is geared to a specific target audience during each stage of a project.

In general, the BMP Handbooks are updated annually, as-needed, to provide state-of-the-science guidance to permittees and other stormwater practitioners. The focus and extent of updates are prioritized each year by the BMP Handbooks Subcommittee. This portion of the Scope of Services DOES NOT require a cost proposal, as the budget and related scope are determined by CASQA annually.

In addition, with the pending adoption of the reissued Construction General Permit (CGP), the Construction BMP Handbook will need to be updated to ensure that it reflects the most current information necessary to support permit implementation. Therefore, that handbook may potentially require a more extensive update than the typical, annual updates. The Construction BMP Handbook update will need to be completed in 2023, prior to the effective date of the CGP. This portion of the Scope of Services REQUIRES DEVELOPMENT OF A DETAILED SCOPE AND COST PROPOSAL.

### DESIRED OUTCOME

The technical services to support CASQA's BMP Handbooks are intended to help CASQA achieve the following objectives:

- Maintain the BMP Handbooks as a leading resource for stormwater professionals in California
- Provide consistent improvements in content, quality, and accessibility for BMP Handbook subscribers

### SCOPE

#### Task 1: Provide As-Needed Updates to CASQA's BMP Handbooks:

Annually, and as directed by CASQA, provide as-needed updates to the various BMP Handbooks. Services shall be provided within the allocated annual budget (specified in the annual Task Order). Note: not all handbooks are updated each year. Updates are prioritized annually by the BMP Handbooks Subcommittee.

Deliverables and Schedule:

- Draft Handbook Updates: As determined by CASQA / Consultant
- Final Draft Handbook Updates: By June 30 of each year

---

<sup>2</sup> The Board of Directors annually determines the budget allocations for all projects. Typically, \$20,000 is allocated for annual updates. The Board of Directors may consider additional funding, if needed, to support the update to the Construction BMP Handbook – but additional funding is not guaranteed. All future funding beyond 2022 is subject to consideration and approval by the Board of Directors.

## Task 2: Update the Construction BMP Handbook Based on the Reissued Construction General Permit

The reissued Construction General Permit (CGP) is scheduled for adoption on July 19, 2022. Therefore, the Construction BMP Handbook must be updated to provide stormwater practitioners with the most current information to support permit implementation.

All proposals must include a detailed scope of services (including tasks and subtasks) to achieve this outcome, as well as the proposed cost, schedule, and deliverables consistent with the requirements of the RFP. All draft final documents must be delivered to CASQA in a form that can be considered for approval by the Board of Directors no later than June 30, 2023.

### Deliverables and Schedule:

- Draft Revised Construction BMP Handbook: Include schedule in the proposal
- Final Draft Revised Construction BMP Handbook: June 30, 2023

## **SCHEDULE**

Implementation of tasks will commence upon notice to proceed, consistent with the initial budget, scope, and schedule for 2022 specified in the associated Task Order. The schedule, scope of services, and budget for any subsequent years will be developed annually as part of the annual Task Order.