

# Request for Qualifications

## California Stormwater Quality Association (CASQA)



## Support Services for Legislative Advocacy and Engagement

Release: Thursday, February 17, 2022  
Submittals Due: 5:00pm, March 18, 2022  
Interviews: March 28, 2022

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## Introduction

The California Stormwater Quality Association (CASQA) is pleased to announce this Request for Qualifications (RFQ) for services for Legislative Advocacy and Engagement. The purpose of the RFQ is to identify the most qualified firm(s) to provide these services in support of [CASQA's Vision](#) and annual priorities.

This RFQ is open to individual firms / consultants and to teams of firms / consultants. Interested firms are invited to provide Statement of Qualifications (SOQs) in response to this RFQ. The SOQs 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.

SOQs 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, available upon request). Any exceptions to CASQA's Standard Agreement for Professional Consultant Services should be noted in consultants' transmittal letters for their Statements of Qualifications.

## 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 SOQs. The final scope of work(s) will be negotiated with the selected consultant(s).

### SUPPORT SERVICES FOR LEGISLATIVE ADVOCACY AND ENGAGEMENT

<b>Annual Budget Estimate for 2022:</b>	<b>\$25,000</b>
<b>Annual Budget Estimate for 2023 / 2024:</b>	<b>TBD (based on annual budget allocation)</b>
<b>CASQA Subcommittee:</b>	<b>Legislation Subcommittee</b>

Legislation from the California State Assembly and Senate has had significant impacts on sustainable stormwater management. CASQA seeks to engage in advocacy to educate elected officials about the needs of the stormwater community, to track relevant legislation, and to engage, as-needed on specific legislation. CASQA may also seek to develop legislation to advance the Vision for Sustainable Stormwater Management.

## Contract Term

The contract term will be three (3) years. Services will be initiated in 2022, with the contract term extending through December 31, 2024.

## Estimated Budget

Funding for these services is determined on an annual basis (Year 1: notice to proceed through December 31, 2022; Subsequent Years: January 1 through December 31). The annual budget may vary from year to year. An annual scope of work and budget will be developed by CASQA each calendar year and agreed to by all parties in an annual task order.

## 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 RFQ, (2) conduct additional RFQs / RFPs in the future for any additional work that results from this initial project, and/or (3) utilize this RFQ process to award additional work, consistent with but in addition to the work identified in this RFQ, to the selected consultant(s) during the contract term.

## RFQ Schedule

- RFQ release: Thursday, February 17, 2022
- Questions due to [CASQA@casqa.org](mailto:CASQA@casqa.org): Friday, February 25, 2022
- Responses to questions provided on the [CASQA website](#): Thursday, March 3, 2022
- SOQs due: 5:00 PM, Friday, March 18, 2022
- Interviews with selected firms, as requested by CASQA: Monday, March 28, 2022 (notifications will be sent the week of March 21, 2022)
- Board of Directors approval of consultant selection and contract: Wednesday, April 6, 2022

## Submittal Format and Process

### SOQ FORMAT

The total allowable number of pages in the SOQ PDF file is **12 pages max** (note, page limit includes all sections specified below, including cover letter, resumes, and rate sheets).

Each SOQ 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 SOQ 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 providing legislative advocacy and engagement.
- **Approach to the Project:** Include a description of the approach(es) consultant proposes to use 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 and potential coalition partners.

- **Firm Qualifications and Experience:** Provide a detailed description of the firm's qualifications and experience providing services relevant to legislative advocacy and engagement. Descriptions should include the details of providing the same or similar services to other municipal or water advocacy-based organizations or associations, 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.
- **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.
- **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.
- **Resumes:** Provide brief resumes of key staff.

## SOQ PROCESS

- **Questions:** In developing the SOQ, if any interested firms wish to submit questions, they must be submitted to [CASQA@casqa.org](mailto:CASQA@casqa.org) by Friday, February 25, 2022. CASQA will post responses to all questions received by that date to [our website](#) by March 3, 2022.
- **SOQ Submittal:** SOQs shall be submitted in electronic format (PDF) only to CASQA at [CASQA@casqa.org](mailto:CASQA@casqa.org) by 5:00 PM, Friday, March 18, 2022. Late or incomplete SOQs will not be considered. Complete SOQs 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 SOQs to ensure they are responsive to the requirements of this RFQ. If an SOQ does not include sufficient information to allow CASQA to evaluate the SOQ in any of the selection criteria below, the SOQ may be considered non-responsive.

### SOQ EVALUATION PROCESS, INCLUDING SELECTION CRITERIA

SOQs determined to be responsive to this RFQ 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 meet deadlines and budgetary requirements
- Reasonableness of fee schedule
- Overall quality, clarity, and completeness of submittal

## **INTERVIEWS**

At CASQA's discretion, interviews may be conducted. Firms that are invited to interview will be notified the week of March 21<sup>st</sup>. Interviews will be held on March 28, 2022.

## **NOTIFICATION**

CASQA will notify all respondents who submitted an SOQ whether or not they have been selected for the project.

## **Reserved Rights**

CASQA reserves the right to reject any and all SOQs. CASQA reserves the right to determine an SOQ is non-responsive to this RFQ and stop the evaluation of such an SOQ. 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: Support Services for Legislative Advocacy and Engagement

## Support Services for Legislative Advocacy and Engagement

**Annual Budget Estimate for 2022:** \$25,000  
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**CASQA Subcommittee:** Legislation Subcommittee

### BACKGROUND

Legislation from the California State Assembly and Senate has had significant impacts on sustainable stormwater management. CASQA seeks to engage in advocacy to educate elected officials about the needs of the stormwater community, to track relevant legislation, and to engage, as-needed on specific legislation. CASQA may also seek to develop legislation to advance the Vision for Sustainable Stormwater Management.

### DESIRED OUTCOME

Advance CASQA's Strategic Plan and *Vision for Sustainable Stormwater Management* through legislative advocacy and engagement and educate elected officials about the needs of the stormwater community.

### SCOPE

#### Task 1: Track California Legislative Activities; Prepare Written Updates

- Track stormwater-related legislation from the California State Assembly and Senate that may impact or advance CASQA's Strategic Plan and Vision. This tracker will be utilized by the Legislation Subcommittee to inform engagement decisions and to keep CASQA members informed on relevant legislative activities.
- Ensure CASQA's Executive Director is informed of significant legislative changes, as applicable.
- **Deliverables:**
  - Legislation Tracker: Monthly
  - As-needed communication to CASQA Executive Director

#### Task 2: Support CASQA's Engagement on Specific Legislation (As Needed)

- When CASQA takes a position on legislation, provide as-needed assistance to authorized CASQA representatives. This support may include, but is not limited to, facilitating and scheduling meetings with specific legislators, providing analysis of proposed legislation, advising and developing strategies for specific legislation, and developing comment letters and other deliverables.
- CASQA may also seek to develop legislation to advance the Vision for Sustainable Stormwater Management. As needed, provide support for the successful passage of the legislation.
- **Deliverables:**
  - As-needed

#### Task 3: Support CASQA's General Legislative Advocacy and Educational Goals

- Develop strategies to educate elected officials about the needs and priorities of the stormwater community. Note: CASQA has an ongoing public education initiative focused on the general public and CASQA members. Messaging strategies have been initiated for elected officials.
- At the direction of CASQA, support the implementation of selected legislative and educational strategies.

- In partnership with CASQA representatives, maintain open lines of communication with legislators and other key agencies, associations, and organizations (e.g., CASA, ACWA, CMUA, California League of Cities, CSAC).
- **Deliverables:**
  - Legislative Strategies: Due Date TBD (Likely 2022)
  - Implementation of Legislative Strategies: TBD (Likely 2023 / 2024)

## **SCHEDULE**

Implementation of tasks will commence upon notice to proceed, with an initial budget and scope for 2022. Specific due dates / frequency for written legislative updates to be determined (budget dependent). The schedule, scope of services and budget for any subsequent years (2023 and 2024) will be developed annually as part of the annual task order.