



Responses to Questions on the Request for Qualifications for 2019 Executive Program Committee Projects

General

1. **Page 3 – If a firm is submitting as a prime on several projects, can a separate SOQ be submitted for each project or does the firm have to submit one SOQ for all projects?**

Response: Only one response (SOQ) should be submitted, regardless of the number of projects in the response.

2. **Page 3 - The total number of pages allowed for “Each Project in the Response” - Understanding and Approach; Firm Qualifications and Experience; Staff Qualifications and Experience; and References – is currently at 5 pages max. If the total number of pages in the other portions of the SOQ are not used, can we increase the page count for this section as long as the total page count is not exceeded?**

Response: No. Page limits are specified as a max for each section. The total PDF page limits are used to note the maximum possible pages in the PDF, but the RFQ limits pages by section.

3. **Page 3 – The allowable number of pages in the SOQ PDF increases based on the number of projects in the response. Five pages are allowed per project. Please confirm the consultant has the flexibility to use the total number of pages as needed between the various projects to minimize redundancy and maximize the quality of information provided for CASQA’s review. For example, a short description of the firm’s background would only need to be provided once in the response, rather than once for each project. This would allow the space to be better used to address the specific scope of each project, personnel for each project, relevant experience., etc.**

Response: No. Page limits for each section are the maximum amount per section (see response to #2 above). The projects will be reviewed independently and may utilize different Selection Groups. Additionally, each project should have a response tailored to the needs of the project (meaning, generic statements are not recommended).

4. **Page 4 – Because there may be teaming amongst firms for projects, we respectfully request that CASQA allow the number of Fee Schedules to increase based on the number of projects. The total number of pages for the SOQ would increase with each additional project being allotted 2 pages for Fee Schedules per project.**

Response: CASQA has modified this requirement as follows (changes noted in red):

- **Proposed Fee Schedule (max two pages per project)** – Provide consultant’s current standard fee schedule indicating fees for labor by staff or position, other direct costs, and fees and any indirect costs. Indicate how often / when schedule is updated. **Fee schedules for the same firm should NOT be repeated (e.g., if a fee schedule is provided for one project, it should NOT be included twice).**

5. **Page 4 – Because different staff are proposed for the projects and there may be teaming amongst firms for projects, we respectfully request that CASQA allow the number of Resumes to increase based on the number of projects. The total number of pages for the SOQ would increase with each additional project being allotted 3 pages for Resumes per project.**

Response: CASQA has modified this requirement as follows (change noted in red text):

- **Resumes (3 pages max per project):** Provide brief resumes of key staff.

6. **Page 4 - One of the evaluation criteria is “reasonableness of fee schedule”. What criteria will be used to evaluate reasonableness?**

Response: This criterion is intended to identify outliers beyond the typical range of fee schedules in the industry, not as a method to select the lowest rates.

7. **The project schedules seem fairly optimistic with many of the deliverables due 4-6 weeks after the execution of the contract (June). Once a firm is selected can the schedule for the deliverables be discussed with the CASQA lead and adjusted if necessary?**

Response: Flexibility in schedules may be possible, but would be project specific. Certain projects may require a fast turnaround and respondents should be willing and able to meet the identified schedules.

8. **Note from CASQA: As CASQA has agreed to two (2) page limitation revisions, those changes impact the total pages allowed in each PDF. Therefore, the following page limit changes have been made (noted in red text). PLEASE NOTE: The page limitations are further refined by each section as clearly noted in the RFQ and in the responses to questions herein. If a response does not use the maximum allocated space in a particular section, that space CAN NOT be reallocated to another section.**

FORMAT – As this RFQ provides the option to respond to one, several, or all of the projects, the page limit will be based upon the number of projects in the response. The total allowable number of pages in the SOQ PDF file are as follows (note, individual section page limits are detailed below).

- 1 Project: PDF = 12 pages max
- 2 Projects: PDF = **22** pages max
- 3 Projects: PDF = **32** pages max
- 4 Projects: PDF = **42** pages max
- 5 Projects: PDF = **52** pages max
- 6 Projects: PDF = **62** pages max

Project B – Statewide Bacteria Effort

1. Task 1. Does CASQA want the permittees responses in the survey to be attributed or anonymous?

Response: This detail will be determined during implementation of the project.

Project X – Online Pollutant of Concern (POC) Reduction Guidance Manual

1. The RFQ states the consultant will work with CASQA's web design firm to create the online framework. Will Project 6's work be separately budgeted by CASQA?

Response: Yes, Project 6 expenditures will be covered by a separate budget from this project's \$54,000 budget.

2. Are there any technical preferences/limitations associated with the CASQA website that would affect the design and scoping of the portal?

Response: CASQA expects the architecture of the framework and the content of the guidance manual to be incorporated into the current CASQA website. As with any project, there will be preferences to accommodate and limitations to work within.

3. Please confirm the schedule for the first and second tasks as the narrative scope and schedule are out of sync. The schedules allow for 3 month from NTP to complete Task 1 and 2 months from NTP to complete a draft of Task 2. The narrative scope identifies that Task 2 will be based on the results of Task 1.

Response: No, the schedules and the narrative scope are NOT out of synch. CASQA expects Task 1 and Task 2 to proceed at the same time and the Draft Framework (Task 2) to be based on the information collected (to-date) under Task 1 and the Final Framework (Task 2) to be completed after the body of knowledge (Task 1) is completed.

4. For Project X has CASQA established a shortlist of POC that they would like to see evaluated?

Response: No, CASQA plans to work with the Advisory Committee to identify the candidate pollutants of concern (POCs) and the final POC before the project starts.