



Responses to Questions: RFQ for As-Needed Services and Specific Projects April 26, 2024

The California Stormwater Quality Association (CASQA) is accepting statements of qualifications for As-Needed Services and two specific projects. Responses are due May 29, 2024. For complete information, see the [Request for Qualifications](#) (RFQ).

This document provides responses to all questions received by April 22, 2024.

Are sole proprietors allowed to respond to the RFQ?

Response: Yes. Sole proprietors are encouraged to respond to Part 1 and Part 2 of the RFQ.

Teaming is restricted. How does this impact sole proprietors?

Response: Teaming is only restricted for Part 1: As-Needed Services. For Part 2: Specific Projects, teaming is permitted. However, all members of the team must be on the As-Needed Services List. **The only exception is for sole proprietors that CASQA at its sole discretion may approve to support an organization or sole proprietor on the As-Needed Services List.**

Meaning, a sole proprietor not on the As-Needed Services List may team with an organization / another sole proprietor that is on the As-Needed Services List. This structure is applicable to the two projects in the RFQ as well as future projects and services. The intention of this exception is to provide a lower administrative barrier for individuals who are sole proprietors (consistent with CASQA's Core Value of Inclusivity).

Can we have a copy of CASQA's standard contract template?

Response: CASQA's standard contract template is currently being updated. If and when services are requested for a specific project, the contract will be provided at that time.

Can we include more than three key staff under Category H since there are multiple distinct water quality priorities highlighted? For example, could key staff be listed per priority?

Response: No. Only three key staff can be included for each category, inclusive of Category H.

Is a designed cover for Part 1 permissible?

Response: Yes, as long as no additional text is included. The only permissible text is "Part 1: As-Needed Services." Cover pages / section dividers are only allowed to aid the individual who will be evaluating the response. They are not to be used to circumvent the page restrictions on content.

Is a designed cover for Section B. Resumes permissible?

Response: Yes, as long as no additional text is included. The only permissible text is “Section B: Resumes.” Cover pages / section dividers are only allowed to aid the individual who will be evaluating the response. They are not to be used to circumvent the page restrictions on content.

For the one-page section dividers between categories, are images allowed or just the category name?

Response: Images are allowed, provided no additional text is included. The only permissible text is the category name (for example “Category A: Stormwater Capture and Use”). Cover pages / section dividers are only allowed to aid the individual who will be evaluating the response. They are not to be used to circumvent the page restrictions on content.

Can tables and charts be presented on pages larger than 8.5 x 11 as long as the page limitation is met?

Response: No. All pages must be 8.5 x 11.

If responding to multiple categories, can a single Project Manager be assigned? If so, does a project manager count against the limit of three key staff per Category?

Response: The RFQ only requires the identification of a Project Manager for the two specific projects in Part 2. Responses in Part 1 do not require the identification of a Project Manager, only key staff. If responding to multiple categories in Part 1, the staff identified should be the individuals who would provide services to CASQA for that particular category.

When applying to be included on the As-needed Services List, are all evaluation criteria of equal weight? If not, could you please provide the weights for each of the four evaluation criteria?

Response: The evaluation criteria are not weighted. They are the factors that will be considered. Respondents should consider all criteria important.

If visual examples are included in our response to be placed on the As-needed Services List, will that contribute to the 5 page per category maximum? If so, can these examples be included in a separate appendix?

Response: All content, including any chosen visual examples, must fit within the specified page limits.

For multi-year contracts, should we provide the total contract budget or the not to exceed annual budget amount?

Response: For Part 1: As-Needed Services, this is a qualification process, and no budget should be proposed. For Part 2: Specific Projects, the RFQ requires a budget as part of the response. The budget should be based upon the scope of the project, as defined in the RFQ.