

Request for Qualifications

California Stormwater Quality Association
(CASQA)



As-Needed Services and Specific Projects

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Introduction

The California Stormwater Quality Association (CASQA) is pleased to announce this Request for Qualifications (RFQ) with two primary goals:

- Establish an **AS-NEEDED PRE-QUALIFIED LIST OF FIRMS** to support implementation of [CASQA's Strategic Plan](#) and [CASQA's Vision for Sustainable Stormwater Management \(Vision\)](#).
- Identify and select firms to implement **TWO SPECIFIC PROJECTS**, with work commencing as soon as possible in 2024

Part 1: As-Needed Services

Through this RFQ, an as-needed services list will be established that will allow CASQA to pre-qualify a list of organizations to provide services. This list will allow CASQA to be efficient and effective in initiating projects (in lieu of conducting project specific RFQ processes).

The As-Needed Services List will be structured by key categories where services may be needed to achieve CASQA's goals under our Strategic Plan and Vision. These categories are:

- Category A. Stormwater Capture and Use: See Strategic Plan, Goal 1.1 and Vision, Principle 1
- Category B. True Source Control: See Strategic Plan, Goal 1.1 and Vision, Principle 1
- Category C. BMP Effectiveness: See Strategic Plan, Goal 1.1 and Vision, Principle 1
- Category D. Public Outreach and Engagement: See Strategic Plan, Goal 1.1 and Vision, Principle 3
- Category E. Stormwater Funding Strategies: See Strategic Plan, Goal 1.1 and Vision, Principle 4
- Category F. Training and Educational Resources: See Strategic Plan, Goal 3.2
- Category G. Resources that Support Statewide Implementation of Stormwater Programs: See Strategic Plan, Goal 4.3
- Category H. Statewide Water Quality Priorities: See Strategic Plan, Goal 1.6, with a specific emphasis on:
 - Bacteria
 - Trash
 - Pesticides (see also Vision, Principle 1)
 - Biointegrity / Biostimulatory Substances
 - Emerging Issues of Concern

Firms will be qualified **by category**. Responses may be submitted for one, multiple, or all categories (meaning, respond to as many or as few categories based upon your skill sets and interests). For **Category H**, firms do not need to have expertise in all water quality priority areas but must demonstrate expertise in at least one area to qualify.

The intention is to maintain the As-Needed Services list for 3-5 years. Firms who wish to provide services to CASQA are therefore strongly encouraged to respond.

Not all firms that submit a response to the RFQ may be selected for the As-Needed Services list. While no quota will be established for each category (e.g., no minimum or maximum), the number of firms in each category will be based upon CASQA's best interests.

Once firms are placed on the As-Needed Services List, firms will be qualified and authorized to provide services to CASQA. In its sole discretion, to select firms to provide specific services, CASQA may: directly select a firm to provide services, seek a short-proposal (e.g., approach and budget) from firms on the As-Needed Services List, or any other process that meets the specific needs of CASQA. Not all services provided to CASQA will be awarded through this As-Needed Services process (e.g., there are specialized services that are awarded through separate processes; specifically excluded are regulatory support, legal services, lobbying, and BMP Handbook services).

Part 2: Specific Projects

To streamline the process and initiate work as soon as possible in 2024, short proposals for two specific projects are being requested simultaneously with the As-Needed Services List. In the future, these types of projects would be awarded to firms already on the As-Needed Services List (e.g., there would not be a separate or additional RFQ). These projects are not the only projects for 2024, they are the only projects that are included in the RFQ directly.

To be considered for these two specific projects, firms MUST RESPOND to the As-Needed Services portion of this RFQ for the respective category. Only firms who are interested in these projects must provide a response. You may respond to the applicable As-Needed Services portion of this RFQ and opt to not submit a proposal for these specific projects.

CALIFORNIA STORMWATER NEEDS ASSESSMENT

Applicable As Needed Category: Category E – Funding Strategies

Budget Available: \$30,000

Timeframe: Work initiated in 2024, inclusive of specific deliverables completed in 2024 (work may continue into future years but is not guaranteed)

Defining the needs of stormwater in California will fill a significant and meaningful information gap. It will enable the stormwater community to advocate for funding more clearly and specifically at the local, statewide, and federal levels. Defining the needs of stormwater will also support public education goals and potentially inform policy and legislative decisions. As the initial step, this project will develop a framework for a California stormwater needs assessment. The scope of the project is to develop the framework itself and does not include the application of the framework.

MS4 COST REPORTING TOOL

Applicable As Needed Category: Category G – Resources to Support Statewide Permit Implementation

Budget Available: \$40,000

Timeframe: Work likely initiated in 2024; final schedule dependent upon adoption of the Cost Reporting Policy

The State Water Resources Control Board (State Water Board) intends to establish a [statewide policy to standardize cost reporting requirements in MS4 permits throughout California](#) (Cost Reporting Policy). Once adopted, this policy will apply to all MS4 permits. The State Water Board is developing a reporting tool where municipalities will upload their data to comply with the requirements of the Policy. However, municipalities will need additional support to collect and analyze this data, prior to submitting the required information in the reporting tool. Therefore, the goal of this project is to develop a cost reporting tool, based upon the final requirements of the Cost Reporting Policy, that all CASQA members can utilize.

Eligibility and Teaming

PART 1: AS-NEEDED SERVICES

As the goal of this RFQ is to identify qualified organizations, no teaming is permitted. All responses must be for an individual organization.

PART 2: SPECIFIED PROJECTS

Teaming will be accepted for the specified projects. However, all members of the team must respond to Part 1 of this RFQ and be placed 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 on the As-Needed Services List. If teaming, the response for the specified projects should only be included in the lead organization's SOQ.

Contracting

Contracts will be executed upon the initiation of specific services. There is no minimum budget guaranteed or implied for As-Needed Services (budget and scope are dependent upon each project and will be developed as part of a contract).

The standard term for contracts awarded for services is 3 years. 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). Contracts will be based on CASQA's standard contract template. Scope and budget for each year are determined through an annual task order associated with each contract. Task Order terms follow CASQA's fiscal year, which is January 1 – December 31.

Response Requirements: Part 1 (As-Needed Services)

Responses must be formatted and structured per the requirements below. Page limits are specified below. Failure to adhere to the page limits and / or format may be grounds for rejection of the SOQ.

Cover Letter (1 page max)

Provide a cover letter that includes the following:

- Description / statement of interest in being selected to provide services to CASQA.
- 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.
- Areas of response included in the SOQ:
 - Part 1: As-Needed Services: Identify categories included in the response (mandatory)
 - Part 2: Specific Projects: Identify the project(s) include in the response (optional)

Section A. As-Needed Services Category Response (5 Pages max PER CATEGORY)

1. Needs of CASQA: Describe your understanding of CASQA's needs and goals relevant to the specific As-Needed Services Category.
2. Programmatic Capability/Experience: Describe your organization's capabilities and experience related to the specific As-Needed Services Category. Descriptions should include specific examples and identify the following: project / program name, description of services provided, years of service, budget, key staff (including their role in the project), and a reference.
3. List of Key Staff: Provide a brief list of the key staff (**3 max**) who would provide services in the specific As-Needed Services Category. All key staff must have a resume included **in Section B**.

If responding to more than one category, repeat Section A for all additional As-Needed Service Categories before proceeding to Section B. To aid review and presentation, SOQs that include more than one category in the response may include a one-page section divider between categories. This page may only include the category name (no additional text is permitted).

Section B. Resumes of Key Staff (3 pages max PER RESUME)

Attach resumes for all key staff identified in Section A.3. If responding to more than one As-Needed Services Category, and an individual has been identified as key staff in more than one category, only include one resume for that individual.

If you are not responding to Part 2, your response is complete after Section B (meaning, stop here).

Response Requirements: Part 2 (Specific Projects)

Responses to these sections are optional. However, if responding to either or both projects under Part 2, a response must be submitted under Part 1 in the applicable category. Failure to respond to Part 1 will automatically result in rejection of proposals under Part 2.

Section C. California Stormwater Needs Assessment (5 pages max)

1. Needs of CASQA: Describe your understanding of CASQA's needs and goals relevant to the specific project.
2. Project Approach: Describe your approach to the project, inclusive of deliverables and targeted schedules for delivery.
3. Key Staff: Identify the key staff who would provide services. Include roles for each person and identify a project manager.
4. Project Budget: Include a not-to-exceed budget for the project.

Section D. Cost Reporting Tool (5 pages max)

1. Needs of CASQA: Describe your understanding of CASQA's needs and goals relevant to the specific project.
2. Project Approach: Describe your approach to the project, inclusive of deliverables and targeted schedules for delivery.
3. Key Staff: Identify the key staff who would provide services. Include roles for each person and identify a project manager.
4. Project Budget: Include a not-to-exceed budget for the project.

Section E. Rate Sheets (1 page max)

Include your most current rate sheet. Note that if selected, the rates will apply for the duration of the contract (inclusive of all term extensions).

SOQ Submission Process

All responses (SOQs) must be submitted via [CASQA's website](#). SOQs must be one single PDF file. SOQs WILL NOT BE ACCEPTED via email or other means.

To submit the SOQ, you will complete a form that will ask for / provide:

- Name of the organization submitting the SOQ
- Primary Point of Contact's name, email, and phone
- Identification of the categories included in the response under Part 1 (As-Needed Services)
- Identification of projects included in the response under Part 2 (Specific Projects)
- Upload link for the SOQ

SOQs must be submitted by the deadline (see RFQ Schedule). Late or incomplete proposals will not be considered.

Questions

Any questions pertaining to this RFQ must be submitted [via this form](#) by the deadline (see RFQ Schedule). CASQA will only respond to questions submitted via this form. Responses will be posted to [CASQA's website](#).

Evaluation Process

RESPONSIVENESS REVIEW

CASQA will conduct an initial review of proposals to ensure they are responsive to the requirements of this RFQ. 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 CRITERIA: AS-NEEDED SERVICES

- Understanding CASQA's needs and goals relevant to the As-Needed Services Category
- Programmatic capability and experience of firm providing the same or similar services
- Programmatic capability and experience of key staff in providing same or similar services
- Overall quality, clarity, and completeness of the response

EVALUATION CRITERIA: SELECT PROJECTS

- Understanding CASQA's needs and goals relevant to the As-Needed Services Category
- Programmatic capability and experience of firm providing the same or similar services
- Programmatic capability and experience of key staff in providing same or similar services
- Approach to the project
- Ability to meet CASQA's needs within the applicable budget
- Overall quality, clarity, and completeness of the response

NOTIFICATION

CASQA will notify each organization on the outcome / decision of their SOQ.

RFQ Schedule

- RFQ release: Friday, April 5, 2024
- Questions due to CASQA: Monday, April 22, 2024
- Responses to questions provided on the CASQA website: Friday, April 26, 2024
- SOQs due: Monday, May 29, 2024 by 5:00PM PST
- Notification to all Respondents: Anticipated late June / early July 2024

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 RFQ and stop the evaluation of such a 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.