July 8, 2020

**Subject:** Addendum No. 4
Request for Qualifications (RFQ) ULAR 20-05: On-Call Consulting Support Services for Enhanced Watershed Management Program (EWMP)

To all prospective Proposers:

This Addendum No.4 results from questions and answers to the above referenced RFQ. Each question is listed below with SGVCOG response. Like questions were consolidated for brevity and clarity.

This Addendum No.4 becomes a part of the original solicitation package and as such, shall become part of the resultant contract with the successful proposer. All other information included in the original solicitation is not altered by this Addendum.

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**Questions & Answers**

Q1: The text on page 2 of 13 of the RFQ states “Proposers who wish to be considered for multiple disciplines must submit a separate response for each discipline in accordance with the submittal procedures outlined in this RFQ.”

Direction provided during the pre-bid meeting indicated that a single submittal for all disciplines bid (no more than 20 pages total) was expected.

Please confirm that the SGVCOG wants a single bid of no more than 20 pages, regardless of the number of disciplines bid.

A1: Confirmed.

Q2: To facilitate scoring/ranking, can you please provide guidance on your preference for the proposal format for submittals addressing more than one discipline.

A2: Please format the bid as outlined in Section 5 of the RFQ. If proposing on more than one discipline, list them in the order outlined in Section 3 of the RFQ.

Q3: How will the evaluation committee compare scores/rankings for firms that submit on a single discipline versus a firm that submits on all or most disciplines, given the 100-point scoring system and the goal of 4-6 contractors.

A3: Scoring/ranking will be conducted for each discipline using the criteria outlined in Section 6 of the RFQ. It is anticipated that a robust and diverse panel of 4-6 firms will be needed to effectively provide coverage for the disciplines as listed. However, the actual number of firms chosen will be dependent on the assessment of the proposals submitted.

Q4: Will 11x17 sheets for tables be acceptable and if so, will they be counted as one page or two pages?

A4: Yes, 11x17 sheets for tables, charts, maps, etc. are acceptable and will be counted as one (1) page.
Q5: On page 6 of the RFQ (PDF Page 8) the following requirement is presented: “Proposers shall be required to demonstrate effectiveness in identifying DACs and demonstrate strong experience in developing engagement strategies that rely on awareness of a community’s individuality.”

Could you please elaborate on the type of information that would be considered as adequately addressing this requirement?

A5: The process of identifying a DAC community is critical to engaging with that community, and engagement strategies may differ depending on varying structure, demographics, and critical needs of individual DACs. Further, communication and outreach to DACs to engage them in regional priorities is often hindered by limitations in accessibility, transportation, and education. Please provide examples of your firm’s experience and diversity with community engagement and outreach strategies—specifically DAC-related—and how successful relationships were formed between municipalities, NGOs, and community members to ensure the critical needs of a community were realized during the implementation of a project, study, or other effort.

Q6: Can you clarify that only a single proposal is necessary for these work areas and that multiple submissions are not required for those firms wishing to be considered in more than one of the work categories.

A6: Refer to Q1/A1.

Q7: It seems we need to submit a separate proposal (response) for each discipline/area of service meaning there is a 20-page limit for each of the six areas listed in the intro section, not 20 pages total for all six disciplines?

A7: Refer to Q1/A1.

Q8: Is it acceptable to use 11x17 layout for any tables, charts, maps, etc. included in this SOQ?

A8: Refer to answer for Q4.

This Addendum No. 4 shall be posted on the SGVCOG’s website at www.sgvcog.org.

Proposers are reminded that this, and any subsequent addenda, must be acknowledged in the RFQ cover letter.

The Proposal Due Date is UNCHANGED by this Addendum.

Sincerely,

Tara Tignino
Contracts Administrator

(END OF ADDENDUM NO. 4)