

Questions for Watching Our Watersheds Regional Trash Monitoring Project Request for Proposals (released August 31, 2023 PST; questions due September 14, 2023 by 5 p.m. PST)

Question	RFP Section/Page	Question	Response
1	Section 8.c – Work Samples	This section states: Provide one (1) sample of a written technical report or memo and one (1) sample of material developed for a similar study effort. The samples must have been prepared by key members of the Proposer’s team and should identify the authors. The samples will be considered in evaluating firm and staff expertise and experience, and written presentation effectiveness. Do the written technical report/memo and sample of material apply to the 45-page limit for this section of the proposal? Instead of providing the report/memo and sample as part of the proposal, can we provide links to the requested documents/materials?	Yes, the 45-page limit for the Supplemental Materials submittal includes the technical report/memo and similar study work samples. You may provide excerpts of materials to meet the page limit and provide links as additional information.
2	Page 27 Budget Summary	The Budget Summary Page indicates that \$195,000 of the \$3,366,000 is budgeted for C/CAG Administrative and Project Management. Should we assume that the total project budget for Consulting Services described in RFP is \$3,171,000, not	Yes, the Consultant Services budget is \$3,171,000 of the total grant budget (\$3,366,000)
3	N/A	As indicated in the RFP, in-kind match is being provided by project partners throughout the Bay Area. Match tracking and reporting will be needed throughout the project. Will the C/CAG Project Manager incur the cost of tracking, documenting, and reporting the match contribution or is this anticipated to be a task that the Consulting Team will need to include as part of Task 4 scope and budget?	The work of tracking, documenting and reporting matching contributions is assumed to be included in the Task 4 scope and budget for Consultant Services. C/CAG staff will provide oversight and approval of all invoicing and cost tracking, including matching fund contributions for grant reimbursement and reporting purposes but it is expected that the bulk of the accounting and coordination work will be completed by the Consultant.
4	N/A	Our cost proposal will include estimated cost breakdowns at the task and subtask level, as requested in the RFP. We imagine that as the project is implemented, cost adjustments will be needed between tasks, while keeping to the overall project budget. Will the selected Consultant Team be allowed to adjust (move) budgets between tasks/subtasks as needed and in consultation with the C/CAG Project Manager?	Yes, as allowed by the US Environmental Protection Agency (US EPA) Grant Terms and Conditions, and subject to C/CAG staff and US EPA grant manager review and approval, cost adjustments will be considered as the project proceeds.