

Questions for San Mateo County OneWatershed Climate Resilience Framework and Community-Led Plan Project Request for Proposals (released October 20, 2023 PST; questions due November 3, 2023 by 5 p.m. PST)

Question	RFP Section/Page	Question	Response
1	General	Can you please share which grant program you are applying to (Task 5), the level of completion it would be in, and what would be needed to be completed in the two-month time horizon (e.g., letters of support, materials gathering)?	Sub-task 5.1 Implementation Grant Application Support will support the application for Track 2 funding under the Fiscal Year 2023-24 National Oceanic and Atmospheric Administration Climate Resilience Regional Challenge for implementation of multiple "OneWatershed Climate Resilience Infrastructure" pilot projects and proposed Adaptation Actions (supporting programmatic activities) to advance the OneWatershed approach and expand C/CAG's existing Regional Collaborative Stormwater Program. This sub-task is intended to be led by the selected Consultant with support from the Project Management Team and C/CAG's Project Manager. The grant application is due February 13, 2024, and the expectation is that the Consultant will provide full application support in developing the narrative and supporting technical documentation and analysis in collaboration with the Project Management Team. The draft and final grant application materials are deliverables under Sub-task 5.1. C/CAG's Project Manager will take the lead with C/CAG administrative items related to the application, including gathering letters of support, preparing C/CAG-specific grantee documents and overseeing the completion and submittal of the grant application.
2	General	Can a proposal deadline extension be granted to provide sufficient time between receiving answers to questions due on November 3 to update/modify the proposal submission?	Unfortunately, the timeline to review proposals and develop a recommendation by the selection panel is highly constrained and a time extension on proposals is not feasible.
3	General	Has the County been invited to apply to NOAA's Track 2 grant application as a result of their August LOI submission?	Yes, C/CAG has been invited to apply for NOAA's Track 2 Climate Resilience Regional Challenge grant as a result of the LOI submission.
4	General	Will the selected consultant team be conflicted out of future design/engineering/construction of the projects included in the NOAA grant application per San Mateo County procurement policy and procedures?	No. The selected Consultant may still propose on the NOAA grant if C/CAG's application is successful.

5	General	<p>Translation Services</p> <p>a. Does the hired consultant provide translation services? If yes, which languages and for which meetings?</p> <p>b. Are translation services needed for written deliverables?</p>	<p>a. Written and verbal translation services are expected to be provided by the Consultant or through a subcontractor of the Consultant as needed for community meetings and workshops. For written and graphic materials presented during community workshops under Task 2, Task 3, and Task 4, it is expected that the Consultant could provide translation in Spanish, Chinese or Mandarin, Tagalog and Samoan or Tongan. The exact needs for written translation will be determined during the initial work plan development. As the primary Community Engagement Lead, Climate Resilient Communities is able to provide verbal translation during community meetings and workshops in Spanish, Tongan and Samoan. Additional verbal translation services may need to be provided by the Consultant in Tagalog and Chinese or Mandarin. For the Task 4 San Bruno OneWatershed Community Workshops, the plan is to provide mono-language translation for each workshop (so the Consultant may need to provide verbal translation for the events held in Tagalog, Chinese or Mandarin).</p> <p>b. To ensure the greatest level of accessibility, it is expected that the major milestone deliverables and associated engagement materials during community workshops will be provided in multiple languages. The Consultant will be responsible for translating written and graphical materials for each relevant phase of the project (i.e., Task 2, Task 3, Task 4 Community Workshops). <u>Translating written materials is not part of Climate</u></p>
6	General	<p>May the selected contractor assume all in-person meetings can be held at a city or county-owned facilities at no cost?</p>	<p>It should not be assumed all in-person meetings will be held at City/County-owned facilities. C/CAG will likely be able to pay for additional accommodations as the grantee and Project Manager, though Consultants should include budget for food, transportation services (if deemed necessary), print materials, etc.</p>
7	Appendix B - Exhibit B (Work Plan Amendments) and Exhibit C (OPR Grant Terms and Conditions); Appendix D - Cost Proposal Template	<p>Budget</p> <p>a. Attachment 4 'Budget Detail Worksheet': Is the contract fixed price or time and materials? Can funds be moved between tasks as noted in the OPR application Attachment 4 budget as long as total costs do not exceed the consultant agreement amount? In addition, can costs be moved between tasks as shown in the consultant agreement provided the total agreement amount is not exceeded (and of course the scope of work is completed)?</p> <p>b. The Cost Proposal (page 10/125), Appendix D (Cost Template) does not include an area for the requested personnel classifications, hourly rates, overhead rates, and other costs. What format is requested for these rates?</p> <p>c. Are hourly rates only required for key personnel?</p>	<p>a. The Consultant Contract will be time and materials based. The funds can be moved between tasks within the guidelines of the OPR Grant Agreement regarding scope/budget amendments and approvals consistent with the OPR Grant Agreement Terms and Conditions. The costs included in a Consultant's proposal and contract may be moved between tasks if supported by approval of C/CAG and the OPR grant manager and consistent with the OPR Grant Agreement Terms and Conditions.</p> <p>b. Please include applicable personnel classifications, hourly rates, overhead and other applicable direct costs in the cost table template using the Consultant's preferred formatting and following the general layout of the template for cost breakdown by task and sub-task.</p> <p>c. Yes.</p>
8	Page 8	<p>Do graphics/exhibits/text boxes need to adhere to the 12-point font request?</p>	<p>No.</p>

9	Appendix A	Can you please provide more detail on what the expectation is for a Slidedoc deliverable and if there is a software requested to be used for this deliverable?	The intention of specifying "Slidedocs" for certain deliverables is to increase accessibility and readability of project milestone deliverables. Slidedoc formatting was included in the RFP in-lieu of lengthy and often times costly and overly burdensome reports. There is no expectation for a specific software to provide these deliverables, but rather to provide the deliverables in a format that is more visual, simpler to review and more accessible than a typical report document.
10	Appendix A	How is the Slidedoc deliverable requested different than a slide deck in PowerPoint?	A Slidedoc can be created as a PowerPoint deck. The concept is to create a report in a more visual and more easily digestible format.
11	Appendix A	Can you provide an example of a Slidedoc?	Here is a webpage with a description of the Slidedoc concept and a few examples - https://freshspectrum.com/slidedocs/
12	Appendix A	What, if any, deliverables require 508 compliance?	Not applicable to this project.
13	Appendix A, Task 2	<p>a. What existing infrastructure asset data, and in what format, will be provided to the existing consultant to support the inventory creation?</p> <p>b. What social vulnerability indicators is the County envisioning using for this project?</p>	<p>a. The Consultant will have access to all of C/CAG's data related to prior Green Infrastructure and related planning efforts, as well as additional infrastructure and watershed/water resource planning data from the Project Partners as available.</p> <p>b. The specific social vulnerability indicators will be identified by the Project Management Team with lead support from Climate Resilient Communities and the other Partners and stakeholders during the Task 2 engagement meetings. There are existing indicators in use by the County, C/CAG, Climate Resilient Communities and other county partners. Determining the appropriate indicators for this project will be part of the initial engagement process.</p>
14	Appendix A, Task 3	Is the subconsultant requested to perform the vulnerability analysis on all assets in the county?	No. The analysis should be conducted on a subset of to be determined relevant "OneWatershed" assets related to sewer, stormwater/flood, water (at a countywide scale and then applied in San Bruno with more detail).
15	Appendix A, Task 3	What existing tools does the selected consultant need to build on to support the requested new data forms and dashboard features for visualizing ranked project opportunities in subtask 3.3?	Specifically, there is an expectation to integrate new data forms and OneWatershed analysis outputs with the existing Green Infrastructure Mapping and Tracking Tool. C/CAG's Project Manager will work with the Consultant to coordinate and/or access the relevant resources through its contract with the firm managing the existing resources. A portion of C/CAG's existing program budget will support developing asset management data forms and dashboard tools in the next two years. This project will supplement those funds and support the goals of the Municipal Regional Stormwater Permit related to asset management while accomplishing the grant goals and deliverables.
16	Appendix A, Task 3	What format does C/CAG prefer for the requested data forms?	No preference though it should be easily translatable (e.g., Excel or related data management tool)
17	Appendix A, Task 3.2	Is the referenced 'dashboard mockup' noted in the deliverables table for subtask 3.2 in No. 2 and 3 the same as the requested slide doc in deliverable No. 1? Or is the 'dashboard mockup' referring to deliverables in subtask 3.3?	The Consultant may choose the preferred Dashboard Mockup format for the associated deliverables under Task 3.2

18	Appendix A, Task 3.2	<p>a. Is the consultant's role to integrate the new visualizations and forms with the existing Green Infrastructure Tracking Tool?</p> <p>b. Are the TAC and EPC workshops virtual or in person?</p> <p>c. Are the new data forms and visualization dashboards that display the data inventory, shared risk layers, and project opportunities available to the public?</p> <p>d. Is the intent to design a dashboard with features to accommodate project opportunities, or identify project opportunities countywide and populate into the dashboard?</p>	<p>a. Yes.</p> <p>b. The Consultant may propose either.</p> <p>c. The Consultant will follow C/CAG's (and the Project Partners') discretion with respect to what data are provided to the public vs. reserved for municipal agency access only via the GI Tracking Tool.</p> <p>d. The primary intent of the new visualization tools and templates will be to provide access to OneWatershed opportunity geographies based on shared-risk assessment, populating the tool with "OneWatershed" projects and and support integration of stormwater infrastructure related asset inventory and data management.</p>
19	Appendix A, Task 4.1	<p>a. What is OneShoreline's schedule for the delivery of the H&H model?</p> <p>b. Will OneShoreline perform the H&H modeling for the preferred conceptual design(s)? There is not sufficient budget to perform new H&H modeling.</p> <p>c. What Adaptive Capacity Planning Tools is the CRC development to be utilized in this subtask as referenced in the RFP?</p>	<p>a. Not currently available.</p> <p>b. Yes, OneShoreline will complete the related H&H modeling for this project.</p> <p>c. Climate Resilient Communities will leverage its model for Community Vulnerability Assessment, which is a method they have effectively employed in other areas. No additional information is available at this time.</p>
20	Appendix A, Task 4.5	Is the Conceptual Design for one OneWatershed project to be included in the February 2024 NOAA grant application? The OPR grant scheduled indicates this to take place in 2025.	No.
21	Appendix A, Task 5	<p>a. How does the C/CAG anticipate the NOAA grant application will include a fully developed San Bruno project if the San Bruno engagement does not take place until after the NOAA February 2024 deadline?</p> <p>b. What level of detail is available for the project scopes identified in Appendix C (NOAA Climate Resilience Regional Challenge Grant Letter of Intent) of the RFP?</p> <p>c. Are there current budgets available to support a NOAA Budget Narrative for the identified projects for the NOAA Grant? Or is this the expectation for the selected consultant to develop?</p> <p>d. Is the selected consultant expected to develop the budget narrative and detailed cost estimate for the NOAA application for all identified projects?</p> <p>e. Can template quarterly and mid-term progress reports be provided for review?</p> <p>f. What is the anticipated format/content for the Final Grant Report? Can a template be provided?</p>	<p>a. The assumption is that the San Bruno OneWatershed pilot project will be referenced in the NOAA grant application as to be determined, following the analysis, but the funding amount will be specified with best estimates for a "district-scale" multi-benefit stormwater/flood resilience project. This has been approved by NOAA in the LOI stage.</p> <p>b. If selected, the Consultant will have access to the underlying assumptions and project-specific details.</p> <p>c. It is expected the Consultant will develop the project specific narratives and technical resources for the application with support from the Project Partners.</p> <p>d. Yes, with support from Project Partners as relevant and available.</p> <p>e. Yes, if selected, template progress reports can be provided.</p> <p>f. The final grant report will follow the OPR Grant Agreement requirements as specified in Attachment A of the OPR Grant Agreement (Page 86 of the RFP).</p>

22	Appendix B	Could C/CAG please confirm that the supporting budget provided in Attachment 4 of Appendix B does not include budget to develop the NOAA Climate Resilience Regional Challenge grant application?	The Project Budget provided in Appendix B (Attachment 4) of the RFP does include budget for the NOAA application. The Project Partners were approved to modify the budget submitted with the application to increase Task 5 by \$25K for this purpose. Title for Task 5 on the the budget table was not updated to include the NOAA application, but this budget does reflect the change in scope and budget.
23	Appendix A and Appendix B	Has the scope in the RFP been adjusted from the APGP grant application to account for the additional budget required for the NOAA grant application?	Yes.
24	Appendix A and Appendix B	Is the consultant expected to adjust the scope and budget to accommodate the application, and if so, are there restrictions on how the APGP grant scope and budget can be adjusted to meet the grant agreement requirements?	The scope of work in Exhibit A of the RFP reflects the currrent project scope with respect to the NOAA application and the budget provided in the OPR Grant Agreement (Exhibit B) also reflects the proposed budget for this sub-task.
25	Appendix D	The proposal states that the cost proposal shall include personnel classifications, hourly rates, overhead rates, and any other cost items necessary to perform each of the tasks/subtasks. listed in the Scope of Work. The cost proposal table requests consultant total labor cost by task and subtask. Do we need to provide a detailed breakdown of total labor cost by personnel classification and hours for each task/subtask in addition to the cost proposal form? Also, please clarify what C/CAG anticipates seeing in the "Overhead" column on the Cost Proposal.	The "Overhead" cost category is intended to include consultant mark-up. Whereas "Other Direct Costs" could include additional project related expenses such as translation services, engagement materials, printing, travel, etc., as applicable. Consultant discretion may be used for the specific formatting and breakdown. Please provide key personnel classifications, hourly rates and hours at the sub-task level with your discretion as to formatting.