

California Urban Water Agencies (CUWA)

REQUEST FOR QUALIFICATIONS

FOR

**AS-NEEDED TECHNICAL, MANAGERIAL, AND FINANCIAL SERVICES FOR
THE TECHNICAL ASSISTANCE PROGRAM TO SUPPORT SMALL,
DISADVANTAGED COMMUNITIES**

Issued:	August 17, 2023
Deadline for Written Questions:	August 25, 2023, 5:00 pm Pacific Time September 22, 2023, 5:00 PM Pacific Time
Submit Questions at:	https://www.cuwa.org/ta-program-rfq
Pre-Submittal Meetings (Virtual, conducted via Zoom):	September 5, 2023, 1:00 to 2:00 PM Pacific Time September 6, 2023, 9:00 to 10:00 AM Pacific Time September 7, 2023, 8:00 to 9:00 AM Pacific Time
Submittal Due Date:	September 29, 2023, 5:00 PM Pacific Time October 13, 2023, 5:00 PM Pacific Time
Submittal Process:	Electronic PDF submittals only via Dropbox upload at: https://www.cuwa.org/ta-program-rfq
Website (responses to questions, corrections, other announcements, virtual meeting links):	https://www.cuwa.org/ta-program-rfq



Please note if you are requesting annual rate adjustments for the next fiscal year; such adjustments shall be capped at 5% or Consumer Price Index, whichever is lower.

8 Questions and Pre-Submittal Meetings

Written questions should be submitted via CUWA’s website at <https://www.cuwa.org/ta-program-rfq> by ~~5 pm, PST on August 25, 2023~~ 5 pm, PST on September 22, 2023. Questions submitted after that date will not be addressed. Questions will be answered as they are received and posted online at <https://www.cuwa.org/ta-program-rfq>.

Pre-submittal meetings will be held virtually via Zoom on September 5, 2023, 1:00 to 2:00 PM Pacific Time; September 6, 2023, 9:00 to 10:00 AM Pacific Time, and September 7, 2023, 8:00 to 9:00 AM Pacific Time. A call-in number will also be provided. Meeting info will be provided upon registration.

9 Instructions for Submittal of SOQs

SOQs must be submitted electronically in PDF format by uploading to the Dropbox site accessed here: <https://www.cuwa.org/ta-program-rfq> by ~~5 pm, PST on September 29, 2023~~ 5 pm, PST on October 13, 2023. Submittals after that date and time will not be considered. It is the respondent’s responsibility to confirm that the submittal was uploaded on time.

Any SOQ received prior to the submittal deadline date may be withdrawn or modified by written request of the Respondent. To be considered, however, the modified SOQ must be received by the submittal deadline.

10 Selection Process

10.1 SOQ Evaluation Criteria and Selection as a Pre-Qualified Contractor

Submittals not submitted by the deadline in Section 9 and submittals not deemed complete based on the requirements in Section 7 shall not be considered. Of the eligible submittals, the following evaluation criteria and rating schedule will be used to determine the most highly qualified firm(s). Each submittal will be evaluated separately for each Service Category selected.

EVALUATION CRITERIA FOR EACH SERVICE CATEGORY	MAXIMUM % POINTS POSSIBLE
Firm’s Qualifications	15%
Team and Team’s Qualifications – this includes consideration of the breadth of experience under the Service Categories. It also includes consideration of the team’s experience and abilities related to engagement with DACs and non-English speaking communities.	35%
Project Experience and References	40%
Small/Local/Disadvantaged Business	10%
TOTAL SCORE	100%

Selection as a Pre-Qualified Contractor for Service Categories requires a score of at least 65%.