

**Consultant Support as Provided to  
the Bay Area Water Supply and Conservation Agency (BAWSCA) and the Santa Clara Valley Water  
District (Valley Water)  
As Necessary to Run a Series of Workshops on New Water Use Efficiency Legislation**

**Request for Statements of Qualifications (SOQs)  
Pre-Proposal Conference**

**Virtual Conference (Held via Zoom)  
August 5, 2025  
2:00 P.M. – 3:00 P.M. PST**

**RE: Record of Questions Posed and Agency (BAWSCA and Valley Water) Responses provided (oral responses)**

1. **QUESTION:** Does BAWSCA and Valley Water require that a consultant responding to the RFQ provide a cost estimate (and / or detailed cost table) as part of the SOQ submitted that is:
  - a. Itemized (including a sub-total cost for each task);
  - b. Lists estimated hours by staff type for each task;
  - c. Lists the proposed billing rate by staff type; and
  - d. Provides a total project cost, including all anticipated direct expenses shown separately?

**RESPONSE:** Yes, the Consultant is required to provide a cost estimate in their SOQ providing the information as listed in 1.a., 1.b., 1.c., 1.d., and 1.e. If there are key assumptions associated with the cost estimate provided, those should be noted in the SOQ. The consultant should also provide, as separate details, the cost to host one in-person Workshop and the cost to host a virtual Workshop. The total cost should include one in-person Workshop and eleven virtual Workshops. If BAWSCA and Valley Water choose to adjust the number of in-person Workshops (making them more numerous) or virtual Workshops (making them less numerous), the cost information submitted with the SOQ will be used as a basis for budget adjustments.

2. **QUESTION:** Does BAWSCA or Valley Water envision that the selected consultant will be local / staff this work from offices located within the BAWSCA and or Valley Water Service Area?

**RESPONSE:** No, BAWSCA nor Valley Water presume that this work should be performed by local consultants. However, neither BAWSCA nor Valley Water will reimburse for travel expenses as could be incurred by the Consultant to host in-person Workshops.

3. **QUESTION:** What is the estimated number of people that will attend the Workshops (either virtual workshops or in person)?

**RESPONSE:** Based on the attendance numbers to a similar Workshop event hosted by BAWSCA and Valley Water in October 2024, BAWSCA assumes that as many as fifty (50) attendees could be present. Dependent on the Workshop topic however, the number of attendees may be as few as 10 and is unlikely to reach 50 for the majority of Workshops. BAWSCA assumes that the number of attendees will be closer to 30 for in-person Workshops having topics of greater interest and a slightly larger number for virtual Workshops.

4. **QUESTION:** Does BAWSCA or Valley Water have a preferred format / platform for virtual Workshops (e.g., Zoom, MS Teams, etc.)?

**RESPONSE:** There is no preferred platform or format for hosting virtual Workshops. The desire on the part of BAWSCA and Valley Water is to hold well organized and run virtual workshops that are not hindered by platform or format limitations.

5. **QUESTION:** How long (time-wise) is each Workshop anticipated to run?

**RESPONSE:** BAWSCA expects that some Workshops will be short and others longer. Workshop length will be dependent on topics covered. BAWSCA asks that consultants responding to the RFQ include, in their SOQ, a discussion of Workshop length that they have assumed for proposal purposes (and any explanation as to the assumption(s) made)

6. **QUESTION:** Regarding Workshop guest speakers and participants, is it ok / acceptable to include out-of-area people (e.g., those who have gone through similar processes before and have valuable information to share)?

**RESPONSE:** Yes, it is acceptable. BAWSCA and Valley Water encourage the consultant to invite the best speakers to participate in the Workshop(s) and envision that many speakers will be from agencies or entities located outside BAWSCA's service area and or located outside of Valley Water's service area.

7. **QUESTION:** Do BAWSCA and Valley Water want, as part of the SOQ, the proposed schedule for the hosting of 12 Workshops (starting in mid-October and extending through to the end of June 2025)? How granular should the submitted SOQ be?

**RESPONSE:** BAWSCA and Valley Water ask that information be submitted such that we can identify the proposed "cadence" of the meetings. More specifically, BAWSCA and Valley Water seek to understand how the consultant envisions the progression of the Workshops. For example, perhaps the consultant envisions regularly spaced Workshops, perhaps the consultant envisions hosting more Workshops during peak periods of legislation development, etc.

8. **QUESTION:** Will BAWSCA and Valley Water be able to provide to the selected consultant the forecasted Urban Water Use Objective (URWO) for each of their Member Agencies / Retail Agencies?

**RESPONSE:** Yes, UWUOs will be provided in the fall of 2025. BAWSCA and Valley Water are of the impression that Member Agencies / Retail Agencies will be under their UWUOs through 2040. However, it is also anticipated that Member Agencies / Retail Agencies are interested in obtaining guidance on how best to meet CII objectives (and hence that may prove to be more of the focus of future Workshops vs. meeting UWUOs).

9. **QUESTION:** Should the consultant assume that, during the course of this work effort, BAWSCA Member Agencies and / or Valley Water Retail Agencies will be presenting information gleaned from the Workshops to their peers (e.g., co-workers internal to their organizations)? If so,

should the consultant budget for the possibility that they may be asked to help facilitate those internal discussions?

**RESPONSE:** Both BAWSCA and Valley Water envision that Agency attendees to the Workshops will in turn present information gleaned to their internal peers. Yet neither BAWSCA nor Valley Water ask that the Consultants include, in their SOQs, an estimated cost to provide additional facilitation beyond the assistance in running the Workshops. It is not possible to predict what, if any, help a particular Member Agency or Retail Agency may need to assist in peer to peer internal discussions.

10. **QUESTION:** Are consultant staff resumes required as a part of an SOQ?

**RESPONSE:** No, BAWSCA and Valley Water are more interested in having information submitted that details work performed of similar nature to that being envisioned in the RFQ. It may be appropriate, however, to share information discussing the qualifications of the lead staff person assigned to the work.

11. **QUESTION:** Should the cost of the venue rental, lunch expenses, etc. be included in the cost estimate developed for the SOQ?

**RESPONSE:** No, BAWSCA and Valley Water will pay for those costs directly and not pass those on to the Consultant to cover. BAWSCA and Valley Water also understand that that cost estimate is not possible until such time as a meeting time and location could be provided.

12. **QUESTION:** As part of this RFQ, is BAWSCA and Valley Water envisioning that Workshop Topics may include, but not be limited to, approaches Member Agencies and Retail Agencies should consider to address the need for Dedicated Irrigation Meters (DIMs), bans on the irrigation of non-functional turf, etc.

**RESPONSE:** Yes. Those are but two examples of possible Workshop Topics