

StopWaste Built Environment Technical Services Request for Qualifications

Q&A

The following questions were received from potential respondents through May 2, 2023. These answers were posted to the RFQ webpage on May 3, 2023.

Question 1: For Task 1: Investigation, Research, and Analysis: Who generates the questions for primary and secondary research? Does this task include creating a tool for estimating the GHG reduction potential of climate-action related embodied carbon policies?

Answer: The research questions will come from Agency staff. They will be based on the needs of Alameda County and Bay Area local governments as well as stakeholder they have engaged. Staff would welcome the consultant's thought partnership in developing and refining the questions, but this task would not be solely the consultant's responsibility.

This task will likely include creating or supporting the creation of a tool for estimating GHG reduction potential of embodied carbon strategies including policies. Due to budgetary constraints, Agency staff may take on part of tool development and have the consultant work on sub-tasks related to researching data inputs related to baseline carbon intensity and efficacy of policies.

Question 2: For Task 2: Project Matchmaking and Technical Assistance: Would identifying opportunities on our own projects count for this task?

Answer: Yes, if the scope funded by StopWaste results in additionality: adoption of a new product or practice that *would not have otherwise happened* on the project. During development of a scope of work, the consultant and Agency staff may identify two tiers of technical assistance: 1) for projects on which the consultant has an existing formal role as architect, engineer, etc. and 2) for projects on which the consultant does not have an existing role. The tiers may then reflect the difference in incremental level of effort between the two scenarios.

Question 3: For Task 3: Training and Education: How many training series are anticipated during this project? What format are training sessions expected to take? Will training sessions be held in person or virtually?

Answer: In 2023/2024, we anticipate hosting one series of 2-3 in-person trainings of a small group (less than 20) with duration of 1-2 hours each at our office. This scope may be expanded in the future as need arises and/or funding allows. When responding to this task, please list in which product categories (biobased, concrete, etc.) you have training experience.

Question 4: Is there an expectation for submitting a formal proposal after the RFQ, or will selections be made based on the RFQ responses alone?

Answer: Firms selected through the RFQ will be placed on list of "qualified vendors". For scopes under \$100,000, no additional proposal or bid is necessary. When the Agency needs a specific scope of work,

Agency staff can choose a well matched vendor from the list. In instances where multiple vendors on the list are a good fit for the scope they may request bids from each vendor.

Question 5: Could you provide some insight into the format and structure of the interview process for shortlisted applicants?

Answer: The interviews will be 45-60 minutes and held in person or via Zoom, depending on the preference of the respondent. Staff will prepare questions to deepen our understanding of the respondent's qualifications based on the materials they submitted.

Question 6: Regarding Tasks 4, 5, and 6, do you have any estimates on the expected number of hours or the scope of the deliverables for each task?

Answer: The budgets (and therefore associated number of hours) are only estimates at this time. Deliverables, budgets, and hours would be defined for each contract scope. The language is left open to anticipate different scopes over the next several years. Responses to the RFQ do not need to specify hours. For planning purposes, respondents can use the estimated budget and divide it by their hourly rate for a rough estimate of level of effort anticipated in the near term.

Question 7: Will there be a fixed schedule for the deliverables, or is there room for flexibility in terms of submission dates?

Answer: There are no fixed schedules at this time. Each contract's scope will be discussed with the selected vendor and deliverable submission dates would be determined based on what works for both the project and vendor.

Question 8: The RFQ primarily focuses on professional fees. Are there any provisions or budgets allocated for facilities-related expenses, such as hosting community engagement events at our location?

Answer: The RFQ is only qualifying professional services, and only requires professional fees. If the Agency were to rent facilities for community engagement, etc., costs for facilities-related expenses are not required to go through the RFQ process. These could be paid directly by the Agency or be include in a future scope of work as reimbursable expenses.