



ORANGE COUNTY WATER DISTRICT

18700 Ward Street
Fountain Valley, California 92708

ADDENDUM NO.1 REQUEST FOR QUALIFICATIONS (RFQ-25-002) ON-CALL REGULATORY COMPLIANCE SUPPORT SERVICES Date of Addendum: 8/5/2026

This addendum serves as written notice of the following corrections, clarifications, additions and/or deletions to any and all copies of the Request for Qualifications for ON-CALL REGULATORY COMPLIANCE SUPPORT SERVICES. The original Request for Qualifications (RFQ) Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFQ. Respondents shall take this Addendum into consideration when preparing and submitting its SOQ.

The respondent shall execute the acknowledgment form at the end of this addendum and shall attach it to the Statement of Qualification (SOQ) **Failure to acknowledge receipt of all Addenda may result in rejection of your SOQ.**

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1. **Q&A Table**
 - a) **Please refer to Attachment A-1 of Addendum No.1 for the QA Table.**

ATTACHMENT A-1

Q & A Table

Q&A TABLE
RFQ FOR ON-CALL REGULATORY COMPLIANCE SUPPORT SERVICES
(RFQ-25-002)

No.	QUESTIONS	ANSWERS
1	Section 7.1 limits the SOQ to “20 single-pages” in 8.5" x 11" format. Is this intended to require 20 single-sided pages, or may respondents submit 20 double-sided sheets, for a total of 40 pages?	The Statement of Qualifications (SOQ) is limited to twenty (20) single-sided pages.
2	Section 6.7 requests comments, suggestions, additions, or optional tasks related to the scope of work. Since this is an on-call agreement and specific services will be defined through future work orders, what information does the District require in this section at the SOQ stage?	Section 6.7 is intended to allow respondents the opportunity to suggest any items that could be included in the scope of services.
3	Sections 6.8 and 6.10 both address billing-related information and are listed separately in the RFQ Submittal Checklist. May respondents address both requirements within one combined section, provided each requirement is clearly identified, or does the District require separate sections corresponding to the RFQ headings?	Yes, respondents may address both requirements within one combined section, provided that each requirement is clearly identified.
4	Sections 6.4 and 6.5 request information regarding current workload, personnel availability, and other project commitments. Given that assignments will be issued as needed throughout the three-year on-call term, is this information required at the SOQ stage? If so, please clarify the period the information should cover and how the District would like it presented.	Respondents should describe their current staffing resources, anticipated availability, and other project commitments demonstrating their ability to perform additional as-needed work throughout the Agreement term.
5	Section 6.5 requires one Project Manager to serve as OCWD’s main point of contact for all assigned projects. Because the anticipated services involve multiple technical disciplines, may respondents identify an overall Program Manager or Principal-in-Charge as the primary contact, with separate Project Managers assigned based on the requirements of each work order?	Yes. Respondents may identify an overall Program Manager, Principal-in-Charge, or Contract Administrator as the primary point of contact. Individual task or project managers may be assigned for specific work orders, as appropriate.
6	Section 4, Item 9 refers to “environmental review,” while Section 5 references experience preparing CEQA and NEPA documents and analyses. Please confirm whether “environmental review” includes CEQA and NEPA documentation and compliance services.	Preparation of CEQA and NEPA documents is managed under a separate on-call agreement. For this RFQ, environmental review includes reviewing, interpreting, and supporting compliance with CEQA and NEPA documentation, as applicable.
7	Section 6.8 refers to annual rate adjustments based on CPI, while Exhibit A references a 2.5% annual escalation. Which escalation method should respondents use in the rate sheet?	The rate escalation provisions described in the RFQ govern. Exhibit A is provided as a sample format only.
8	Section 6.8 states that OCWD will not pay markups, but Exhibit A includes markup categories for subcontracts, equipment, and laboratory services. Should respondents enter 0% for all markup categories?	Because OCWD will not reimburse markups on subcontractors, laboratory services, equipment, travel, or other direct costs, respondents should not include markups for these items. Exhibit A is a sample rate sheet only.
9	Section 6.8 requires direct and reimbursable expenses to be included in fully loaded hourly rates. How should respondents present third-party costs, such as laboratory services, specialized equipment, or other project-specific outside expenses?	Respondents should include all anticipated costs, including direct, indirect, overhead, and reimbursable expenses, within their fully loaded hourly labor rates. Third-party costs that cannot reasonably be incorporated into hourly rates (e.g., laboratory services or specialized equipment) should be identified separately in the proposal for evaluation purposes and will only be used if specifically authorized by OCWD.
10	Section 6.6 requests references for on-call regulatory compliance support services currently being provided. Will the District also accept recently completed on-call contracts?	Yes, as long as it is relevant to at least one of the types of regulatory support services that may be needed.
11	Page 8 indicates that OCWD will not reimburse markups on subcontractor, laboratory, equipment, travel, and other direct costs; however, Exhibit A includes a proposed subcontractor markup rate. Can OCWD clarify how subcontractor costs, laboratory services, equipment, travel, and other direct costs should be reflected in the rate schedule and reimbursed under the contract? Additionally, should proposers include markup rates in Exhibit A, or will all subcontractor and direct costs be reimbursed at cost without markup?	Respondents should include all anticipated costs, including direct, indirect, overhead, and reimbursable expenses, within their fully loaded hourly labor rates. Third-party costs that cannot reasonably be incorporated into hourly rates (e.g., laboratory services or specialized equipment) should be identified separately in the proposal for evaluation purposes and will only be used if specifically authorized by OCWD. Respondents should not include markups for subcontractor, laboratory, equipment, travel, or other direct costs.
12	Can OCWD confirm whether prevailing wage requirements will apply to field services, monitoring activities, and other work performed under this contract?	Respondents should assume prevailing wage requirements apply whenever required by applicable law for field services and monitoring activities.

13	Can OCWD confirm whether subconsultants may supplement specialized capabilities?	Yes. Respondents may identify subconsultants to supplement specialized capabilities where appropriate.
14	Section 6.6 requires three references from municipal, city, or county governmental agencies for which the respondent is currently providing on-call regulatory compliance support services. Will OCWD also accept references from special public districts, water districts, state or federal agencies, airports, or other public entities? Additionally, will OCWD accept references for comparable on-call environmental services contracts that include regulatory compliance support as part of the scope, even if the contracts are not specifically titled "On-Call Regulatory Compliance Support Services"?	Yes. OCWD will accept references from other public agencies (including special districts, water districts, state or federal agencies, airports, and similar public entities). Comparable on-call contracts that include regulatory compliance support will also be accepted.
15	Can OCWD clarify the permitted annual CPI-based rate escalation?	The hourly rates proposed in Exhibit A shall remain fixed for the first twelve (12) months of the Agreement. Beginning with each subsequent 12-month period, the Consultant may request a rate adjustment based on the Consumer Price Index (CPI). Any requested adjustment must be supported by applicable CPI data and is subject to OCWD's review and written approval.
16	Will required forms, certifications, resumes, rate schedules, and other administrative materials be excluded from the 20-page limit?	Items included in appendices to the qualifications package will not be included in the page limit requirements.
17	How will task orders be distributed among the selected consultants?	OCWD staff will determine which firms to request proposals from within the on-call list based on the District's procurement requirements, the consultant's qualifications, expertise, availability, and the specific needs of each assignment.
18	Can the contract manager be supported by discipline-specific task managers?	Yes. The Contract Manager may be supported by discipline-specific Task Managers, as appropriate.
19	OCWD previously issued RFQ-25-001, which was subsequently canceled. Can OCWD clarify how this RFQ relates to the previously canceled RFQ-25-001?	RFQ-25-001 was issued in error. This is a different scope of work.
20	The RFQ indicates that billing rates will comprise 20% of the overall evaluation score. Can OCWD clarify how billing rates will be evaluated and compared?	Billing rates will be evaluated comparatively as part of the overall proposal evaluation, taking into consideration the overall rate structure and value provided.
21	What firms currently hold contracts with OCWD for this work?	There is not currently an on-call list for this work. Some work that would be performed under this on-call list has been performed previously under OCWD On-Call list for environmental services. The current environmental services on-call list includes ESA, PSOMAS, Chambers Group, Helix, and Rincon.
22	In Section 6.5 Project Team and Quals. Please clarify – other required SOQ's. "Provide the resumes of all members of the project team, including subconsultants/subcontractors, as an appendix. Each resume shall not exceed three (3) pages and shall include name and title, education, years with the company, licenses and certifications (issue and expiration dates), home office location, relevant experience within at least the last five (5) years, and other required SOQs discussed in this RFQ.	The phrase "other required SOQs discussed in this RFQ" refers to any additional Statement of Qualifications (SOQ) information specifically requested elsewhere in the RFQ for proposed project team members. If no additional personnel qualifications are requested elsewhere in the RFQ, respondents only need to include the information expressly listed in Section 6.5 (e.g., name and title, education, years with the company, licenses and certifications, home office location, and relevant experience within the last five years).
23	"The identified Project Manager will be OCWD's main point of contact for all assigned projects for the duration of the Agreement. The SOQs shall include the Project Manager's contact information, including phone and e-mail address." (please clarify the SOQ's)	In this context, SOQs refers to the consultant's Statement of Qualifications (proposal) submitted in response to this RFQ. Respondents shall include the proposed Project Manager's contact information (phone number and email address) within their Statement of Qualifications.
24	Could you please confirm whether our existing role under the On-Call Environmental Services Contract creates any conflict of interest that would prohibit us from submitting a proposal for this opportunity?	An existing On-Call Environmental Services agreement does not create a conflict of interest or preclude a firm from being considered under this RFQ.

25	Do we need to show Tribal Monitoring subconsultants in our Statement of Qualifications (SOQ), or will the District contract directly with Tribal Monitors if those services are required? If Tribal Monitors need to be included as a subconsultant in our SOQ, can they be added under an as-needed basis for specific proposal efforts? If Tribal Monitoring must be including in our SOQ, can the District share which Tribes it has consulted with in the past?	OCWD will contract directly with tribal monitors outside the scope of this on-call list. OCWD may issue work orders for archeological monitoring and/or assistance related to tribal consultations under this RFQ. Therefore, Tribal Monitoring firms do not need to be included as subconsultants in the SOQ.
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END OF ADDENDUM

MANDATORY FORM

ACKNOWLEDGE RECEIPT OF ADDENDUM NO.1

**REQUEST FOR QUALIFICATIONS
ON-CALL REGULATORY COMPLIANCE SUPPORT SERVICES
(RFQ-25-002)**

8/5/2026

Respondent shall acknowledge receipt of this addendum by detaching, signing and attaching to his/her SOQ, one (1) copy of this sheet.

I, _____

Name of Respondent, Company Name

Address, City, State, Zip

Hereby acknowledge receipt of Addendum No.1 to the **Request for Qualifications (RFQ-25-002) ON-CALL REGULATORY COMPLIANCE SUPPORT SERVICES** and have considered these revisions in the preparation of my SOQ. This addendum, consisting of this acknowledgement, shall become a part of any contract made pursuant thereto.

Respondent's Signature

Printed Respondent's Name

Date