

### Question and Answers

- Q1.** *Section 3.1 Format, Subsection (b)* states that applications should be double sided to the extent possible and Section (c) states to limit each project description to 10 double spaced pages. Does “1 page” refer to just 1 side of a double sided piece of paper or does “1 page” refer to both sides, which would mean that “10 double spaced pages” would in essence be 20 total pages?
- A1.** One page refers to one side of a double sided piece of paper.
- Q2.** In *Section 3.1 Format, Subsection (c) Project Description*, the RFA states “Organize this 10-page section of your application in accordance with the scoring rubric of Section 7 of this RFA. Is this in reference to the “Scoring Criteria” box on page 23? The scoring criteria includes criterion for proven experience, key personnel, and budget information. Are these items also supposed to be included in the 10 page “Project Description”? If so, how does that relate to the requirements of *Subsection (d) Applicant* on page 13 that also ask for key personnel and past performance experience?
- A2.** *Section 3.2 Proposal Content, Subsection (c) Project Description* refers to the scoring criteria in Section 7. The project description should relate to the requirements of the criteria which includes experience of the organizations personnel who will be administering the activities and is included in the 10 page limit.
- Q3.** Is the Project Budget template (*Appendix 4*) and separate budget narrative part of the 10 page restriction? If not, is there a page limit?
- A3.** The project budget template and budget narrative is not part of the 10 page restriction. There is no limit on the budget narrative.
- Q4.** *Section 3.1, Subsection (d) Applicant, (1) Organization* states that “this section should be limited to one page”. Is this one double sided page? Does it have to be double spaced? Would DOEE consider increasing the page limit of this section?
- A4.** Section 3.1, Subsection (d) Applicant, (1) Organization is limited to one page.
- Q5.** *Section 3.1, Subsection (d) Applicant, (1) Organization* states that “the Applicant can reference its website or attach organizational brochure or resume”. Is this outside of the one page restriction? Is there a page restriction for the organizational brochure?
- A5.** This is outside of the one page restriction and there is no page restriction for the organizational brochure.
- Q6.** Are there page restrictions for the remaining requirement sections of *Subsection (d) – Key Personnel, Past performance on District Grants/Contracts, and Partners?*
- A6.** There are no restrictions for the requirements of subsection (d) Key Personnel, Past performance on District Grants/Contracts, and Partners
- Q7.** Can any supporting charts, tables, schedules, and matrices be submitted on 11x17 recycled paper?
- A7.** Supporting charts, tables, schedules, and matrices can be submitted in any format. However, please keep in mind that all applications should also be submitted electrically.

- Q8.** Page 8 of the RFP explains the electronic submission process. If file size prohibits emailing the pdf, could we instead email DOEE a link to an ftp site from which the document can be easily accessed? Alternatively, do you have a preferred file share option?
- A8.** An ftp site is not acceptable, as it could be manipulated by an applicant after the deadline. Applications need to be accessible in its original format by DOEE for a number of years for audit purposes. Please submit an electronic format on a UBS Flesh Drive at the time of application, along with an email indicating such submission. However, DOEE encourages email submission.
- Q9.** Does the requirement for double-spaced type extend to the materials described in **3.2 (b), (d), and 3.3?**
- A9.** Yes.
- Q10.** Can DOEE modify language in the General Terms and Conditions, Appendix 1?
- A10.** The General Terms and Conditions is not open for modification.
- Q11.** Why is this being issued as an RFA instead of an RFP?
- A11.** RFPs are written for a specific project and specific outcome. Grants allow the applicant to develop the project and scope.
- Q12.** Is the funding for this grant federal?
- A12.** This is locally funded.
- Q13.** Like a contract, is the application selection cost driven?
- A13.** No. Applications need to include a budget and a justification for that budget that explains how this is a cost effective proposal.
- Q14.** Will DOEE make needed GIS layers available to the selected applicant?
- A14.** Yes. DOEE will work with the grantee to make needed data and GIS layers available.
- Q15.** Will DC Water be part of this project?
- A15.** Yes, DC Water will be part of this project. We do not have a point of contact at this time.
- Q16.** Has any work or study similar to this one been done before?
- A16.** No study like this has been completed previously. Surface streams have been mapped and the GIS layers are publically available.
- Q17.** What minimal characteristics does DOEE expect in this map?
- A17.** We are asking applicants to come up with that in their project proposals. What level of detail and what characteristics can be provided for the funding that we have available.
- Q18.** Is DOEE targeting any specific watershed?
- A18.** No, this is a District-wide project.
- Q19.** What level of detail and intricacy is DOEE expecting for the assessment of property ownership?
- A19.** We don't need specific site by site ownership details. We are more broadly looking to get information on whether these streams fall on property types (residential, federal, district, etc).

- Q20.** How specific is DOEE expecting for legal recommendations for paths for daylighting on different property types? Do we need to get lawyers involved to make recommendations?
- A20.** We are looking for basic recommendations. I.e. if the stream is under private property do we need easement paperwork? If it is on federal land what are the permits needed? Etc.
- Q21.** In the RFA, qualifications of key personnel are scoring criteria. The RFA requires that all scoring criteria be address is the project description, **section 3.2.c.** Which is limited in page numbers. Key personnel are also required under **section 3.2.d.2.** Can we include our qualifications for key personnel in our response to 3.2.d.2?
- A21.** Anything listed in the scoring criteria must be included in the 10 page narrative, except for the budget and budget narrative.
- Q22.** The RFA language states that applicants need a letter of support from land owners at project sites. At this stage we don't know the landowners, as researching landownership is part of this project. Do we need to get letters of support from potential landowners?
- A22.** No, we will not require letters of support.
- Q23.** Is daylighting a requirement of the District's MS4 Permit? If not what is the primary driver for daylighting streams in the District?
- A23.** Daylighting is not a requirement of the District's MS4 Permit. Our primary driver is ecological uplift and water quality improvements.
- Q24.** Is there a preference for ephemeral streams?
- A24.** No preference.
- Q25.** Will DOEE accept language modifications to the General Terms and Conditions document? The Indemnification language gives a high risk of liability to the grantee and the insurance language is not insurable by an insurance company. Specifically, the following suggested modifications:
- **Appendix 1: Section 14 – Contracts, sub-contracts, grants**
    - **d.** Warranties for labor and materials, when appropriate, shall be obtained for purchases of materials and labor having an aggregate value of over \$5,000. These warranties shall be for at least two (2) years. DOEE may waive this requirement in writing for demonstration or research grants.
    - **e.** If the Grantee, its contractors, subcontractors, or sub-grantees disturbs work guaranteed under another District contract or grant, the Grantee shall ~~be responsible to, pursuant to that degree of care and skill normally employed by members of the Grantee's profession performing similar work under similar circumstances in the same locality,~~ restore the disturbed work to a condition comparable to its original condition ~~and warranty such restored work~~, or alternatively to pay the District for the damage.
  - **Appendix 1: Section 27 – Rights in data and other information**
    - **e-(5)** After being requested by DOEE to destroy confidential information, the Grantee may retain one complete copy for its actuarial purposes, and shall return or destroy ~~it all other copies~~ within seven (7) days. Destruction shall be verified by the Grantee in writing by a duly authorized officer or manager. Confidential information that is not returned or destroyed shall remain subject to the confidentiality obligations set forth in this section.
  - **Appendix 1: Section 28 – Indemnification**

- Unless prohibited by law, the Grantee shall indemnify, defend, and hold harmless the District of Columbia and its officers, agents, and employees from any and all third party claims that are in any way arise out of or are owing to the negligent acts, errors, or omissions on the part of the Grantee in the performance of any work connected to the grant. Unless prohibited by law, the Grantee shall require its principal contractors, subcontractors, sub-grantees, and/or vendors for this Grant to do the same.
  - **Appendix 1: Section 29 – Insurance**
    - **b-(2) The Except with regard to Workers Compensation and Professional Liability insurance, the** United States of America must be named as an additional insured on each such policy;
- A25.** Our understanding is that the question asks if DOEE would change its General Terms & Conditions, which are part of the RFA, to accommodate a series of proposed changes. DOEE is NOT changing the language at this time. DOEE has not experienced any grantees incapable of securing insurance due to the language of the GT & C. Please note that no insurance is required during the application process.
- Q26.** Does the DC CBE requirements apply to this grant?
- A26.** No, grants are exempt from the CBE requirements.
- Q27.** Will the funding for this RFA need council or mayor approval?
- A27.** No.
- Q28.** Would you like the map to include streams that are lost or may not exist anymore?
- A28.** Yes.
- Q29.** Will the data and map be hosted on the DOEE server or a private server?
- A29.** The data and map will be hosted on DOEE servers.
- Q30.** Are you looking for this to use ESRI products?
- A30.** DOEE does not have a preference for what products that an applicant will like to use. We do need to make sure we adhere to DC OCTO standards though.
- Q31.** Would DOEE consider extending the deadline by 2 weeks?
- A31.** No, the deadline for this application will remain September 23, 2019, at 4:30 pm.
- Q32.** We would like DOEE to clarify what is being asked of applicants. In Section 7 of the RFA it appears that we are merely asked to propose on the actual work of doing the mapping and geodatabase work. That would be a discreet project that is typical of what we would normally submit a proposal for. It also appears that DOEE is asking for us to submit a grant application, including a justification for why the mapping and geodatabase is necessary. Normally that is done by an agency and funding approved before putting an RFA out on the street. Can you offer any clarification?
- A32.** Applicants should explain the benefits of why this mapping grant will be beneficial to the District. While DOEE lays out a few reasons why this mapping work is important in the RFA, applicants might be able to justify this project for other reasons depending on the scale, scope, and type of mapping activity applicants present in their application.

- Q33.** Regarding Section 3.4 Required Documents, (e) Applicant's Current Fiscal Year Budget – Please clarify if you are requesting the proposed project budget (in a format similar to Appendix 4) or if you are requesting the organizational budget, which would need to be in a format significantly different than that presented in Appendix 4.
- A33.** The organizational budget can be formatted anyway you would like.
- Q34.** Can you provide more detail on the documentation and specific line items that are required to satisfy the requirements in Section 3.4 item e?
- What is the level of documentation needed to show our full budget? What are the specific line items that should be included?
    - Should this budget be submitted for the entire company? Or can the budget be submitted for the individual project office?
  - Does a FAR report from the previous fiscal year satisfy this requirement?
- A34.** For required document, please submit your existing organizational documents. There is no need to create anything new for this RFA, unless it is project specific.
- Q35.** Page 5 of the RFA states that Private Enterprises are eligible to pursue this grant. However, several of the items required for submittal are either not applicable to private companies, or are not public information. Are all items listed in section 3.4, starting on page 15, required for submittal from private companies?
- A35.** A For-profit organization does not need to submit the Tax Exemption Affirmation Letter all other documents are required. There is no need to create anything new for this RFA, unless it is project specific.