



JASON WIMBLEY Director
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833
(916) 576-7109
www.csd.ca.gov

2025-RFQ-125

Environmental Services Cultural Assessment Review for Weatherization Projects Statewide

Questions and Responses

The Department of Community Services and Development (CSD) provides the following formal responses to questions by prospective Respondents for the Request for Qualifications – Environmental Services Cultural Assessment Review for Weatherization Projects Statewide submitted by the March 27, 2026, submission deadline.

Question 1: We would like to request clarification regarding Attachments 16 through 19 of RFQ 2025-125. The Required Attachments Checklist notes that Attachments 16 (General Terms and Conditions) and 17 (Special Terms and Conditions) are informational only, and Attachments 18 and 19 appear to be report templates.

Could you please confirm whether respondents are expected to:

- i. Include Attachments 16–19 in the final SOQ submission as provided, or
- ii. Simply acknowledge them without including the full documents,
and
- iii. Whether any response, sample, or narrative addressing Attachments 18 and 19 is required as part of the SOQ?

CSD Response: Attachments 16 (General Terms and Conditions), 17 (Special Terms and Conditions), 18 (Section 106 Compliance Report Template), and 19 (Section 106 Compliance Non-Architectural Report Template) may be included in full or incorporated by reference into the respondent’s statement of qualifications (SOQ). Respondents are encouraged to include copies of all attachments in their submitted statements of qualification to ensure that the submissions are comprehensive and all content has been considered. However, failure to include any or all of these four attachments will NOT be treated as a material error, nor will it result in the exclusion of the statement of qualifications from consideration. No additional response, sample, or narrative is required for any of these four attachments. CSD recognizes that Section 8 “Required Attachments” of the Request for Qualifications (RFQ) states that all of the attachments are required to be submitted. Given the number of inquiries, CSD is treating the inclusion of these four attachments as optional.

Question 2: For attachments 18 and 19, are proposers to include the blank templates from the respondent's library? Or are completed example forms required?

CSD Response: Please see response to Question 1.

Question 3: Can bidders provide sample reports for attachments 18 and 19 rather than a blank template?

CSD Response: Please see response to Question 1. Sample reports submitted may not be considered in the evaluation process.

Question 4: For Attachments 18 and 19 does CSD want us to confirm that we will use the provided templates in Attachments 18 and 19? Or is CSD asking the Contractor to generate a new template as part of the submission?

CSD Response: Please see response to Question 1.

Question 5: We would appreciate clarification regarding the electronic signature requirements for the Firm Certification Sheet. Specifically, could you confirm whether a digital signature platform (e.g., Adobe Sign or DocuSign) is required, or if a scanned or image-based signature applied to a PDF by the authorized officer is acceptable?

CSD Response: Section 5.B.1.B and Section 5.B.1.F require electronic signatures to bind the responding firm. A digital platform or a scanned signature applied to the PDF is acceptable.

Question 6: Aside from Attachment 8 (SF330 Part I), Attachment 4 (Licenses), and Attachment 5 (Key Personnel Resumes), could you confirm whether any additional attachments or forms are required to be completed and submitted by subconsultants?

CSD Response: Respondent's statement of qualifications must include Attachment 4 (License or copy of license), Attachment 5 (Key Personnel Resumes), Attachment 8 (SF330 Part 1), and Attachment 15 (COMMERCIALY USEFUL FUNCTION (CUF) CERTIFICATION FORM CSD 358), which require either content from perspective subcontractors or completion by perspective subcontractors. All forms, content, and documentation from subcontractors must be included within Respondent's submission and cannot be submitted separately to CSD directly by prospective subcontractors. Please note that additional subcontractor information may be required within other forms or parts of the statement of qualifications.

Question 7: Do bidders need to provide key personnel resumes in both attachment 5 and the SF330?

CSD Response: Attachment 5 must include traditional resumes provided by individual key personnel. Attachments 7 and 8 (SF 330) subsection E “RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT” must be completed for each key personnel but do not require the attachment of the personnel’s traditional resumes.

Question 8: In Section 4 – Statement of Qualifications, the RFQ lists C. Key Personnel Resumes and E. Federal Form 330 (Parts I and II); can the Department clarify whether Key Personnel Resumes should include only key personnel resumes in the firm’s format as part of the SOQ, while SF330 forms are required for all personnel (including subcontractors), or if the SF330 forms are intended to serve as the resumes for key personnel?

CSD Response: See response to Question 7. Attachment 5 should include the individual resumes for key firm AND subcontractor personnel.

Question 9: Please clarify that subcontractors only need to submit Part II of Standard Form 330.

CSD Response: Attachment 8 requires Standard Form 330 Part I for any subcontractors. References in the Request for Qualifications referencing Part II’s use for subcontractors are incorrect. Attachment 7 requires Standard Form 330 Part I & II for the Firm (Respondent).

Question 10: Are 12-point font required on Required Attachments 1-19?

CSD Response: Yes. 5.B.1.A states that responses must be submitted in 12-point font with standard 1-inch margins. This requirement applies to the SOQ and all required attachments, unless the font within the form is predetermined, such as with the SF 330.

Question 11: Are 12-point font required on charts, graphics?

CSD Response: Yes, 5.B.1.A states that responses must be submitted in 12-point font with standard 1-inch margins. This requirement applies to the SOQ and all required attachments, including charts and graphics.

Question 12: Can bidders use 10 pt font for tables and exhibits?

CSD Response: 5.B.1.A states that responses must be submitted in 12-point font with standard 1-inch margins. This requirement applies to the SOQ and all required attachments, including tables and exhibits.

Question 13: Can bidders use landscape pages in the proposal response?

CSD Response: Yes, landscape may be used for graphs and charts, as long as the pages are 8.5x11”.

Question 14: Is the 8.5x11” requirement only for the additional materials section of the SOQ? If so, can tables as part of the main portion of the SOQ be on 11x17” pages?

CSD Response: 5.B.1.A states that responses must be submitted in 12- point font with standard 1-inch margins. This requirement applies to the SOQ and all required attachments, including tables and exhibits.

Question 15: Who should we address the cover letter to?

CSD Response: As indicated in Section 1.G., Pg 7, all communications, unless otherwise specified, should be directed to the following:

CSD Procurement Services Unit
Department of Community Services and Development
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833
Email: PSU@csd.ca.gov

Question 16: We would like to request clarification regarding the required attachments for RFQ 2025-125. Specifically, for Attachments 3 through 6 (Statement of Qualifications, Licenses, Key Personnel Resumes, and Organization Chart), is it required that respondents use the exact format/templates provided in the RFQ, or may we present this information in our own format, provided that all required content is clearly addressed and the attachments are properly labeled?

CSD Response: All attachments must be included in the respondent’s submission. If a template was provided as part of the attachment, that template must be used by the Respondent. If no template was provided, the Respondent may use their own format, provided the document(s) follow instructions for fonts, margins, and paper size, and are clearly labeled with the Attachment Number and Title.

Question 17: Do you anticipate any on-site confirmations or is this strictly a desktop review and assessment?

CSD Response: Section 2.B provides that evaluations will be conducted through a remote desktop review process using CSD’s HPO database and submitted photographs and documentation. CSD does not anticipate the need for any on-site confirmations. Any request to conduct on-site confirmation(s) must be submitted to CSD in advance for review and written approval prior to proceeding.

Question 18: Do properties that fall within the conditional-approval category, is the expected response timeline still 3- Days?

CSD Response: The response timeline for all types of reviews should average three business days, including conditional approvals.

Question 19: Can you provide an estimate of how many projects per year would require HSRs and/or SOI Standards review?

CSD Response: The contractor can expect to perform upwards of 430 dwelling reviews per year. These reviews are all Section 106 compliant.

Question 20: The SOQ states that “License number or copy of license for all state-licensed professionals that maybe part of Contractor team including subcontractors” are required. The SOI Professional Qualification Standards do not generally require licensure of any kind. Can you clarify this particular requirement?

CSD Response: This requirement is to submit the license number or a copy of the license for all state-licensed professionals that *may be* part of the Contractor team. Not all members may have such licenses.

Question 21: Can you provide more specificity on what CSD is requiring under 2. Scope of Work Bullet I: “The Contractor should have knowledge and experience with integrating large database files into production environments; server-side scripting languages.

CSD Response: The Respondent must be able to access and share data with CSD’s Historic Preservation database, to review and respond to data submitted by agencies for dwelling reviews.

Question 22: What are the weatherization measures that may be proposed for the single family and multi-family dwellings?

CSD Response: A variety of measures may be included, but not limited to, attic insulation, weatherstripping, caulking, minor home repairs, water heater blankets, and other related energy conservation measures. However, only five measures trigger a formal review. The measures requiring formal review are:

- i. Door Replacement 3 (This is a standard exterior door replacement.)
- ii. Glass Replacement 2 (All wired, colored, stained, textured, and leaded glass requires a formal review.)
- iii. Window Repair
- iv. Storm Windows – Exterior
- v. Solar Photovoltaics (PV) Installation

Question 23: Is it expected that historical evaluations for identified dwellings would be done in person, virtually, or a hybrid approach?

CSD Response: Evaluations will be conducted through a remote desktop review process using CSD’s Historic Preservation Online (HPO) database, based on submitted data, photographs, and documentation. Unless determined or

approved by CSD, no on-site evaluations for identified dwellings will be done in person.

Question 24: A Programmatic Agreement among the California Energy Commission, the Department of Community Services and Development, the United States Department of Energy, and the California State Historic Preservation Office Regarding Section 106 Compliance for the Department of Energy American Recovery and Reinvestment Act Programs (PA) is mentioned in the RFQ. Can this document and its attachments be provided?

CSD Response: The programmatic agreement has been added to the Respondent's Library. Please note that the programmatic agreement has been amended to extend the time and those amendments are also included in the Respondent's Library.

Question 25: Is there a page limit or a minimum number of example projects?

CSD Response: The RFQ does not specify a page limit or minimum number of example projects. The PDF submission limit is 35 MB, as referenced in section 5.A.