

	Question	Answer
1	Is there a preference between individual firms submitting for specific services vs. multi-firm teams that can provide all requested services?	No
2	Is the preference for at least 5 relevant projects total or per service category?	5 Projects minimum required, however it would be of benefit to ensure that for every category you can show a relevant project.
3	Under Section 5 Anticipated Service Categories, it states: “Respondents may provide qualifications for one or more service categories.” Can you clarify whether a separate SOQ is needed for each service, or whether the qualifications for all selected services can be included in a single SOQ?	A single SOQ is sufficient
4	Under Section 9, Subsection E Project Approach, it states a maximum page count of 10 pages. Can you clarify whether the maximum page count referenced is for just Subsection E, or whether it applies to all the subsections preceding, as well (A-D)? Can you also clarify whether there are page limits for each section or the RFQ as a whole?	The 10 page limit is for Section E, project approach
5	Under Section D Project Team, can you clarify whether the resumes to be included are for key personnel only?	We prefer resumes of individuals performing the work.
6	Do you have a sample contract with the expected terms and conditions for this project, or will you use the selected consultant's contract?	If the consultant's contract is acceptable to our funder, we will use that.
7	Hello, will you please clarify what is limited to 10 pages (noted at the bottom of page 8 of the RFQ)? Is this just the Project Approach section that is limited to 10 pages max	The 10 page limit is for Section E, project approach
8	Section 9.F requires at least five relevant projects completed within the past ten years. Is this five projects total for the response as a whole, or five projects for each service category for which the firm seeks qualification?	5 Projects minimum required, however it would be of benefit to ensure that for every category you can show a relevant project.
9	Section 9.E concludes with "Maximum: 10 pages." Does this limit apply only to the Project Approach section, or to the Statement of Qualifications as a whole? If it applies to the whole submittal, please confirm whether the cover letter, organizational chart, resumes, section dividers, and front and back covers count toward the ten pages.	The 10 page limit is for Section E, project approach
10	May resumes and the organizational chart be provided as an appendix that is excluded from any page limit? Is there a preferred maximum length for individual resumes?	Yes. We prefer individual resumes be limited to 2 pages, but longer resumes will not disqualify an applicant
11	Section 9.F requires a budget for each project. Does CBCOG want the professional services fee for the work performed by the respondent, or the total project or construction value? Where a specific figure is subject to client confidentiality, would a fee range be acceptable?	CBCOG is looking for an estimated budget of the scope of work proposed by the applicant. Ranges are acceptable. Actual budgets will be negotiated after award and are subject to limitations by the funder.
12	Section 9.G requires at least three client references. May these be the same contacts provided as reference contacts for the projects submitted under Section 9.F, or should they be separate?	They can be the same clients
13	May a respondent submit qualifications as a team that includes subconsultants? If so, should subconsultant personnel appear in the organizational chart and resumes, and may subconsultant projects be counted among the required relevant projects?	Subconsultants may be included as part of the team, consultant projects may be included as relevant projects but must be clearly labeled as consultant projects.
14	Will CBCOG evaluate and qualify firms by individual service category, such that a firm may be found qualified for some categories and not others? If so, is a separate score assigned per category?	There is not a separate score per category. We anticipate that applicants will only apply for categories within their expertise.
15	Section 5 permits respondents to submit qualifications for one or more categories. Should the SOQ address each category in a distinct, labeled subsection, or is a single combined narrative acceptable?	A combined narrative is acceptable. The burden is on the applicant to convey expertise in the desired categories.
16	The evaluation criteria include Experience with Rural and Coastal Communities at 15 points. Will this be scored from the projects submitted under Section 9.F, or does CBCOG prefer a separate narrative addressing it?	The applicant should demonstrate expertise. Showing projects in rural and coastal communities will be stronger than a narrative, but is not required to be considered.
17	Are there any formatting requirements or restrictions, including page size, minimum font size, single or double-sided printing, and permitted binding methods?	no
18	For the electronic copy on USB, does CBCOG prefer a single combined PDF of the complete SOQ or separate files organized by section? Is there a file naming convention?	There is no preference
19	Are any forms, certifications, or affidavits required with the SOQ, such as a conflict of interest questionnaire (Form CIQ), Form 1295 disclosure of interested parties, debarment and suspension certification, lobbying certification, E-Verify, or Israel boycott verification? The RFQ does not include attachments, and we want to confirm that none are expected at this stage.	None are expected at this stage.
20	Given that task orders may be funded through GLO, FEMA, CDBG, and other federal programs, will federal contract provisions, including applicable 2 CFR Part 200 requirements, be incorporated at the task order level, or should the SOQ address them?	They will be incorporated at the task order level.
21	Is Texas Historically Underutilized Business (HUB) certification or Centralized Master Bidders List (CMBL) registration required for award, and is there a HUB, DBE, or Section 3 participation goal or subcontracting plan requirement?	HUB certification and CMBL registration are not required at this stage.
22	Is a sample master agreement or contract form available for review prior to submittal, including insurance and professional liability requirements?	no
23	Will all addenda and question responses be posted only to the CBCOG public announcements page, or will they also be distributed by email to interested firms? If a notification list is maintained, we would appreciate being added to it.	Question responses will be published by 8/17/2026
24	Is there a formal/official registration process that is required through the Council of Governments or another entity to access any addenda and other important information for this RFQ? If so, can you please provide details?	no registration is required. All information is accessible on the website.
25	Is CBCOG amenable to resumes being presented in an Appendix?	Yes
26	Please confirm that there are no additional forms that require completion for a compliant submission.	There are not additional forms required for submission
27	Are there any required forms that must be included with the proposal?	no
28	Is there a maximum number of projects we can list in each category? We realize the minimum is listed as five, but is not clear if that is in total or for each category.	5 Projects minimum required, however it would be of benefit to ensure that for every category you can show a relevant project.
29	Is the 10 page limit just for the project approach, or is that the total document?	The 10 page limit is for Section E, project approach

	Question	Answer
30	Please confirm if client references are needed in both the Relevant Experience (Section F) and References (Section G) sections of the response.	References should be included in section G
31	could you please confirm whether a sole proprietor/small consultancy may submit as the prime consultant while identifying specialist subcontractors or a multidisciplinary team for categories requiring additional domain expertise?	Subconsultants may be included as part of the team, consultant projects may be included as relevant projects but must be clearly labeled as consultant projects.
32	I would also appreciate confirmation that the stated \$1,000,000 aggregate ceiling applies across all task orders under the awarded IDIQ and whether one SOQ may qualify a respondent for selected categories rather than every service category.	the \$1,000,000 aggregate ceiling applies across all task orders. One SOQ may qualify a respondent for selected categories
33	Please confirm this IDIQ will be awarded to multiple firms and how that factor into the evaluation.	CBCOG anticipates selecting several qualified firms. Contracts will be awarded to qualified firms on an as-needed basis.
34	Would a lack of prior comprehensive planning experience impact our eligibility for contract award, despite having the capability to provide these services?	Prior comprehensive planning experience is not required for application.
35	On page 8 of the RFQ document it mentions a 10 page maximum limit. Is that just for the Project approach or is that for the full SOQ response?	The 10 page limit is for Section E, project approach
36	The RFQ has a limit of 10 pages under section E. Project Approach. Can you clarify if the page limit applies to only section E or is it required for sections A-E?	The 10 page limit is for Section E, project approach
37	Will the awardees be performing the administration in addition to the planning for the RCP grant in Refugio?	no. All administration is being handled by CBCOG
38	What are the evaluation factors that will be used to select approved awardees to submit for task order awards?	Task order awards will be selected based on client need and quality of application.
39	What are the evaluation factors that will be used to select awardees who have submitted proposals for task order work?	See Section H
40	Will all approved awardees be asked to submit task order proposals?	Task order awards will be selected based on client need and quality of application.
41	Under Category C, Community Development and Housing, can you please define what is meant by housing implementation strategies?	Housing implementation strategies are the specific actions, policies, programs, and investments used to achieve a community's housing goals
42	Under 9. Category E, Project Approach, it says “maximum: 10 pages.” Does this maximum apply to just the project approach section or to all the sections under 9. Statement of Qualifications requirements?	The 10 page limit is for Section E, project approach
43	Is CBCOG charging a fee to coordinate this procurement and the resultant task orders? If yes, is this fee being charged as part of the administrative cost of each grant awarded? If yes, how much is this fee or is a percentage amount?	no. All administration is being handled by CBCOG
44	Under Category H, grant support and project development, does CBCOG anticipate that services may include post-award grant administration, such as compliance monitoring, procurement assistance, reimbursement requests, progress reporting, grant modifications, and closeout, or is this category limited to pre-award grant development and implementation planning?	no. All administration is being handled by CBCOG
45	How will task orders be allocated among multiple awarded firms — rotation, best-fit, or ongoing competition?	Task order awards will be selected based on client need and quality of application.
46	Will CBCOG provide a rate schedule or budget cap once fees are negotiated per task order?	yes
47	How is the 15-point "rural and coastal communities" criterion weighted — breadth vs. scale of experience?	Offerors are responsible for providing sufficient information to verify their qualifications, experience, and past performance related to work in rural and coastal communities.
48	Does grant administration experience (vs. formal comprehensive planning) count toward the 30-point "Relevant Experience" score?	no
49	If deemed necessary, when does CBCOG anticipate conducting interviews? Will these be held onsite or remotely?	Interviews will be conducted as needed. Format and location will be determined at that time.
50	When does CBCOG anticipate making its first award?	We anticipate first task order by Q4 2026
51	What rough percentage of vendor time does CBCOG anticipate will be spent on-site vs working remote?	CBCOG does not prescribe a specific allocation of on-site versus remote work and leaves the approach to the proposer's discretion. However, proposals that demonstrate a meaningful commitment to engaging directly with communities and stakeholders within the region may receive stronger consideration under the evaluation criteria related to local knowledge, stakeholder engagement, and project approach.
52	Should travel costs (mileage, lodging, per diem) be built into task order fee proposals, billed as a separate reimbursable line item, or capped/excluded entirely?	CBCOG does not prescribe a specific method for handling travel costs. Respondents may include travel expenses within their fee proposals or identify them separately, as appropriate to their proposed approach. Any travel costs charged under a resulting contract must be reasonable, necessary, allowable, and compliant with all applicable federal, state, and local requirements, policies, and regulations.
53	What format and file standards will apply to Refugio Comprehensive Plan deliverables – i.e., number of hard copies, PDF vs. editable source files, GIS/shapefile submission requirements, and any required CBCOG/City of Refugio branding or template?	Deliverable formats, file requirements, submission standards, and any branding or template requirements will be specified in the applicable task order. Requirements may vary based on the scope and objectives of the individual project.
54	Please clarify whether CBCOG is requesting that any pricing information be included in the RFQ response.	CBCOG is looking for an estimated budget of the scope of work proposed by the applicant. Ranges are acceptable. Actual budgets will be negotiated after award and are subject to limitations by the funder.