



## Southeast Metro Stormwater Authority

### General Instructions: RFQ No. 2023-1

### Engineering and Related Services

**Date: August 14, 2023**

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#### Schedule

Documents available on SEMSWA website	Monday, August 14, 2023
Consultant/Contractor Written Questions Due	Wednesday, August 23, 2023
Final Response to Questions	Wednesday, September 6, 2023
SOQ Submittals due	Wednesday, September 27, 2023
On-call Shortlist posted on SEMSWA website	Monday, October 30, 2023
On-call Shortlist Contracts completed	Friday, December 22, 2023

Statement of Qualification (SOQ) submittals must be received by the deadline indicated in the **Schedule**. Responses must be submitted electronically and uploaded to the SEMSWA website via the **SOQ Submittal Form** on the [Request for Qualifications 2024-2025](#) page.

This **General Instructions** document explains the process for submittal of SOQs. SOQ submittals must be received in an electronic-only format, as follows: Each digital SOQ document should be saved as a .pdf file and labeled as 'Firm name Section number Service category.pdf' (e.g., ACME Consulting Section II Surveying Services). In addition, the firm must have a Fee and Rate Schedule saved as a separate .pdf file, labeled as 'Firm name Fee Schedule.pdf' (e.g., ACME Consulting Fee Schedule).

An **RFQ 2023-1** Frequently Asked Questions (**FAQ**) document has been prepared and is available on the [Request for Qualifications 2024-2025](#) page. This **FAQ** has been compiled from the questions asked and answered during the previous RFQ processes. New questions and requests for additional information will only be addressed if in written form and emailed to [rfq@semswa.org](mailto:rfq@semswa.org) with **RFQ 2023-1** in the subject line and received by the deadline indicated in the **Schedule**. A final response to inquiries will be made available as indicated in the **Schedule** posted to the SEMSWA website RFQ page.

All interested firms are invited to submit an SOQ in accordance with the RFQ Specifications and SOQ Process terms and conditions as stated in the **RFQ 2023-1** document, available on the [Request for Qualifications 2024-2025](#), and this RFQ 2023-1 **General Instructions** document.

Please do not contact any other SEMSWA staff regarding questions about this SOQ solicitation.

## **Publication Date: August 14, 2023**

To be considered, all SOQs must be submitted in accordance with the following instructions.

NOTE: THE FOLLOWING ARE GENERAL INSTRUCTIONS FOR SUBMITTING QUALIFICATIONS. ADDITIONAL AND/OR CONFLICTING INSTRUCTIONS OUTLINED IN ANY SPECIFIC REQUEST FOR QUALIFICATIONS (RFQ) MAY SUPERSEDE THESE GENERAL INSTRUCTIONS.

### **A. ISSUING OFFICE**

This RFQ is issued by Southeast Metro Stormwater Authority (SEMSWA), 7437 S. Fairplay Street, Centennial, CO 80112.

### **B. PURPOSE**

This RFQ is designed to provide prospective consulting firms with sufficient information to enable them to prepare and submit qualifications for consideration by SEMSWA for inclusion on the **RFQ 2023-1 On-Call Shortlist**.

### **C. SCOPE**

This document contains the instructions for submitting qualifications, the information to be included in the submittal, and any mandatory requirements that must be met to make the SOQ eligible for consideration.

### **D. WHO SHOULD RESPOND**

All interested consulting firms are invited to submit an SOQ per the specifications, process procedures, dates, and times set forth herein.

### **E. INQUIRIES**

Prospective firms may make written inquiries concerning this RFQ by emailing questions to [rfq@semswa.org](mailto:rfq@semswa.org) with **RFQ 2020-1** in the subject line. All written inquiries are due by the deadline indicated in the **Schedule**.

### **F. ADDENDUM OR SUPPLEMENT TO RFQ**

All answers to submitted written questions and requests for clarification will be made available on the [Request for Qualifications 2024-2025](#) on the date indicated in the **Schedule**.

### **G. SOQ SUBMITTAL**

Upload an electronic copy of the SOQ(s) at the SEMSWA website through the SOQ **Submittal Form**, with each SOQ saved as a separate .pdf file labeled as 'Firm name Section number Service category.pdf' (e.g., ACME Consulting Section I SW Facility Design). Please also submit a digital detailed Fee Schedule saved as a .pdf file labeled 'Firm name Fee Schedule.pdf' (e.g., ACME Consulting Fee Schedule). SOQ(s) and Fee Schedule must be received on or before the deadline indicated in the **Schedule**.

### **H. LATE SOQs**

Late SOQ submittals will not be accepted. Firms must ensure that SOQ(s) are submitted electronically by or before the date/time specified in the RFQ.

### **I. REJECTION OF SOQs**

SEMSWA reserves the right to reject any or all SOQs received, waive informalities and minor

irregularities, and accept any portion of an SOQ deemed in our best interest.

**J. PROPRIETY INFORMATION**

Any restrictions on the use of data contained within an SOQ submittal must be clearly stated in the SOQ itself. Proprietary information submitted in response to this RFQ will be respected in accordance with applicable SEMSWA Policies.

**K. MATERIAL OWNERSHIP**

All material submitted becomes the property of SEMSWA.

**L. INCURRING COSTS**

SEMSWA is not liable for any cost incurred by a firm in developing an SOQ.

**M. RFQ CLOSING DATE**

All SOQ submittals must be received by the deadline indicated in the **Schedule**. In the event of an emergency causing SEMSWA to suspend business operations, SEMSWA has the authority to reschedule the RFQ closing date. Firms will be allowed to submit SOQ submittals before the new date and time specified.

**N. INSURANCE**

The pre-qualified On-Call consultant firms will be required to provide the following insurance coverage at their own expense and maintain such coverage for the duration of the Contract:

Insurance	Minimum Limits
A. Commercial General Liability	\$1,000,000 each occurrence and in the aggregate in combined single limit coverage for bodily injury and property damage (Services authorized hereunder equaling or exceeding \$100,000 shall require a minimum of \$2,000,000 insurance limit)
B. Professional Liability	\$1,000,000 each claim and in the aggregate (Services authorized hereunder equaling or exceeding \$100,000 shall require a minimum of \$2,000,000 insurance limit)
C. Automobile Liability	\$1,000,000 each occurrence in combined single limit coverage for bodily injury and property damage
D. Workers' Compensation	
1. Workers' Compensation	statutory limits required by law
2. Employer's Liability	statutory limits required by law

**Note: EXCEPT FOR PROFESSIONAL LIABILITY INSURANCE, SEMSWA SHALL BE NAMED AS ADDITIONAL OR CO-INSURED ON THE INSURANCE CERTIFICATE.**

If Workers' Compensation Insurance is carried by the State Compensation Insurance Fund, evidence of such coverage shall be submitted on a certificate form, or if the insurance is by a private carrier, evidence shall be on the Certificate of Insurance. If selected, evidence of coverage shall be submitted to SEMSWA.

The successful firm shall maintain all insurance and any agreed upon "errors and omissions" insurance for the duration of the Contract plus one (1) year from the date that the last work was performed under the Contract.

A sample **Contract, Agreement Regarding On-Call Consultant Services**, is also available on the SEMSWA website's [Request for Qualifications 2024-2025](#) page.

**O. CONFLICT OF INTEREST**

Full disclosure of any and all actual or perceived conflicts of interest must be included with the SOQ submittal. Examples of such conflicts of interest include but are not limited to, Consultant/SEMSWA employee relationship, Consultant/public official relationship, or Consultant's existing financial interest in a SEMSWA Project.

**P. EVALUATION PROCESS**

**1. Committee**

An Evaluation Committee comprised of personnel from various SEMSWA Programs will evaluate all SOQ submittals for completeness and the firm's stated ability to meet all specifications outlined in the RFQ.

**2. Disqualification**

Failure by a firm to provide information missing from a submitted SOQ may result in disqualification of the SOQ.

**3. General Evaluation Criteria**

Examples of evaluation criteria by which a firm's SOQ submittal will be evaluated are shown below. Each item listed in the RFQ Selection Criteria has a numeric weight and is evaluated and scored independently by each Evaluation Committee member.

Category	Criteria	Points
Completeness	Response meets Section II.J, including clarity, completeness, conciseness, and organization	15
Firm Operations	Adequate staff and suitable organizational structure to complete Task, years of experience, certification, and qualifications of staff, and support capabilities	25
Company Experience	Applicability of expertise to SEMSWA Programs and goals; the ability of the firm to meet RFQ Service category specifications, criteria and regulation adherence, relationship and coordination with other agencies, and project awards and nominations	25
Potential to Exceed Expectations	Demonstrated experience implementing Tasks with multiple objectives, advanced engineering approaches to further SEMSWA stormwater management practices, forward-looking criteria application, and state-of-the-practice regulatory guidance	15
Past Performance	Project execution; references, including SEMSWA experience with the firm; and any potential conflicts of interest	20

#### 4. Shortlist

The Evaluation Committee will shortlist the firms whose submittals are considered in the best interest of SEMSWA. The *On-Call Shortlist* will be published by the deadline indicated in the **Schedule**.

#### 5. Recommendation

The objective of the Evaluation Committee will be to recommend the selection of firms to the Executive Director whose SOQ submittals are most responsive to SEMSWA's requirements and are the best qualified. The specifications within this RFQ represent the minimum performance necessary for responses by any interested firm.

All Contractual documentation will become public information, according to 24-72-200.1 *et seq.* CRS, for public (open) records, upon recommendation by the Executive Director.

#### Q. Selection

Upon selection to the *On-Call Shortlist*, any final documentation necessary to complete the Contract requirements will be requested (e.g., Performance Bond, original Certificates of Insurance). The firm will be given a specific time frame after selection notification to acknowledge and comply with these requirements. Failure to comply may result in the termination of the Contract. SEMSWA anticipates having the **RFQ 2023-1 On-Call Shortlist** firm **Contract Agreement** documents completed by the date indicated in the **Schedule**.

The contents of the SOQ submittal by the successful firms, and their Fee Schedule, will become a part of the **Contract Agreement** obligation. Failure by the successful firm to accept the obligations specified in a Purchase Order, Contract, or similar agreement instrument for a Task shall result in the cancelation of the selection to the *On-Call Shortlist*.

Once all required documentation is received, a fully executed copy of the Consultant **Contract Agreement** will be sent to the successful firms in each Service category.