



Southeast Metro Stormwater Authority
Frequently Asked Questions (FAQ): RFQ No. 2023-1
Engineering and Related Services:
Date: September 6, 2023

1. Can firms submit for more than one Service section?

Yes, please individually submit each Statement of Qualifications (SOQ) that you have experience providing professional services and can perform high quality work.

2. If a sub-consultant is needed, can they be hired for a project under the on-call in lieu of being stated in the RFP?

Yes, if a subcontractor is needed for a Section Task, they can be hired at that time by the firm, but they will be identified and approved with each authorization. The purpose of stating the sub-consultants expected to be used by a firm within the SOQ is to provide the Evaluation Committee with a preview of the typical team(s) that a firm can put together to meet a Task scope in the category.

3. Are cover pages and the table of contents excluded from the total page count?

Yes, a cover 'page' with your firm's name and logo, the Section category being submitted for, and a table of contents are excluded from the page count. However, the Cover Letter is a specific page that must be included in the SOQ because it provides the Evaluation Team with valuable information, including a brief description of your firm, including location(s), years in business, business type, staff size, a statement regarding acceptance of SEMSWA's standard Contract, and the signature of the contact at your firm for any On-Call Task Scope requests or inquiries. The SOQ may use the Cover Letter as the 'cover' of the SOQ with the Section category included in the reference subject line. In all instances, the Cover Letter does count towards the SOQ total page count.

4. Can you explain more about the abbreviated SOQ process (5-page submittal)?

*The abbreviated SOQ process is for those firms presently on SEMSWA's **2020 On-Call Shortlist**. SEMSWA staff have previously evaluated the firm's capabilities, have likely worked with these firms, and are more familiar with their approach, organization, experience, and personnel, allowing a streamlined SOQ submittal to be used for that Service category. The abbreviated SOQ process still contains sufficient SOQ information for the Evaluation Committee to assess their continuing capabilities for the 2023 RFQ process.*

5. Are images excluded in the proposal page limit?

Yes, photos, images, screenshots, and the like are excluded in the abbreviated 5-page SOQ submittal and also the 11-page SOQ submittal. However, please use discretion in providing only relevant information.

6. Are project deliverable examples (topo maps, plan sets, screenshots, etc.) excluded in the proposal page limit?

Yes, any SOQ exhibits that provide examples of your firm's work are similar to photos in that they are illustrative, are not meant to contain the specific information required by the RFQ, and are not counted in the page limit. That said, SEMSWA requests that discretion be used to limit the amount of extra material provided to save your firm time preparing the SOQ and the SEMSWA Evaluation Committee time to review extra materials.

- 7. Some firms are on the existing 2020 On-Call Shortlist but have not been awarded a Task; what is the projection for Tasks with SEMSWA during this next contract time frame?**

Tasks are not guaranteed for any firm on the On-Call Shortlist; Tasks and Projects are entirely dependent on Program budgets and needs.

- 8. How does SEMSWA's On-Call Shortlist relate to other jurisdictions, agencies, or MHFD's pre-qualified shortlists?**

The firm does not need to be on SEMSWA's On-Call Shortlist List to be selected by MHFD for an MHFD-led project or any other partner agency-led project. The On-Call Shortlist provides a group of pre-qualified firms to conduct discrete Tasks for SEMSWA.

- 9. Can a firm pre-qualified for Stormwater Infrastructure Design Services, for example, also be used for Tasks under Floodplain Services even if they have not been shortlisted for that Section?**

An assignment for a specific Task will be first and foremost chosen from the pre-qualified consultants within that Services section. However, SEMSWA reserves the right to utilize pre-qualified firms for an on-call Task from any Service category, as appropriate.

- 10. Can you tell us which engineering and related services Section has the most Tasks available?**

No. The type and number of Tasks are unknown at this time. Work Tasks under each services section depend on the available budget within each Program, and SEMSWA makes no guarantee about the number of Tasks.

- 11. What are the number and cost of projects awarded under prior on-calls?**

The number and cost of projects awarded under prior on-call contracts will not necessarily be consistent with the number and cost of projects awarded in association with this RFQ process. Work Tasks under each services section depend on the available budget within each Program, and SEMSWA makes no guarantee about the number of Tasks.

- 12. What On-Call projects are anticipated?**

The type and number of Tasks are unknown at this time. Work Tasks under each services section depend on the available budget within each Program, and SEMSWA makes no guarantee about the number of Tasks.

- 13. Is there a cap on the number of Tasks a pre-qualified Consultant can perform?**

No

- 14. Do you have to compete for Tasks if selected as an On-Call Shortlist for a section?**

No. Consultants on the On-Call Shortlist will be selected based on expertise and experience on a Task-by-Task basis. SEMSWA Managers may discuss the scope of Tasks with multiple pre-qualified On-Call Consultants to determine the best fit and to satisfy funding partner requirements.

- 15. In Geotechnical Engineering Services, you indicate "groundwater and seepage investigations" as part of the anticipated work Tasks. What type of investigations are you anticipating?**

Typical on-call geotechnical services are assumed to be related to the location of groundwater (e.g., depth). SEMSWA is focused on stormwater management and requires outside experts for those more detailed groundwater investigations that may be required to identify and solve a ratepayer issue. A groundwater investigation may include several discrete and phased Tasks, including analytical testing and groundwater level monitoring over time. Depending on the investigation scope, a geotechnical firm may do a few of the Tasks or all of them.

16. Please define 'FEMA eLOMA certified?'

FEMA allows licensed land surveyors and registered engineers to register and submit certain Letter of Map Amendment (LOMA) requests using the eLOMA tool. The firm should have the capability of generating a LOMA determination from FEMA in a short time frame with the submittal of required information and data.

17. The Environmental Service category is wide-ranging. Can you explain more about what you expect as an 'experienced firm'?

This Section is intended to narrow engineering and related services firms to those specializing in stormwater quality, more innovative standards application and treatment technologies and facility retrofits with an emphasis on natural systems approach, infiltration strategies, and successful small-scale pilot projects. The focus of this Service category will be a stormwater quality enhancement in furtherance of MS4 Permit compliance and expanding available and acceptable development site stormwater quality options over the long term. However, this Service category also pre-qualifies those firms with a specialized niche, able to provide ancillary services that may be required to assist SEMSWA in meeting MS4 permit requirements as well as optimizing environmental permitting options, providing specialized design-build construction oversight, and designing, implementing, and managing the installation of the new treatment technologies.

18. How should total billing be identified in the Relevant Experience section for projects that are not publicly funded, and the Contract may be confidential?

Confidential billings associated with projects highlighted in the Relevant Experience section can be noted as "private improvements with billing information unavailable due to confidentiality."

19. Are minor edits to the Contract Agreement Regarding On-Call Consultant Services allowed?

SEMSWA's Contract is standard, and acceptance of the Contract is mandatory.

20. If selected as a pre-qualified firm for a Service category, will the Contract automatically be renewed after a year?

The On-Call Contract Agreement term for each selected Consultant is through December 31, for a two-year term. However, at the end of the first year, Consultants will be asked to submit an updated Fee Rate Schedule and Certificates of Insurance and will receive a Contract Agreement Amendment for the following year to include those updates. SEMSWA, at its discretion, may renew the Contract Agreement for an additional 3rd renewal year.

21. What updates have been made to the 2024 Contract Agreement?

*The changes for 2024 include updates to **Section 12. Insurance** for Commercial General Liability and Professional Liability insurance. **Commercial General Liability and Professional Liability: \$1,000,000 each occurrence and in the aggregate in combined single limit coverage for bodily injury and property damage.***