



Southeast Metro Stormwater Authority

Response to Inquiries: RFQ No. 2023-1

Date: September 6, 2023

1. I'd like to confirm that the highlight below from the FAQ is a typo and should be 2020?

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 2023 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.

Yes, this is a typo, it should be shown as 2020 and not 2023. The FAQ document has been updated as of September 6, 2023.

2. There are two contract agreements referenced. Can you please clarify when the Engineering Services contract will be used versus the On-Call Consultant Services contract.

An On-Call Consultant Services contract will be required for ALL On-Call Consultants; additionally, an Engineering Services contract may be required for services scoped for Consultants selected for Section I- Stormwater Infrastructure Design Services.

3. Are activities listed under a section exclusive to that section? For example, under Section V – Environmental Services activity i: Preparation of special studies or plans that supplement existing drainage master plans with the inclusion of and emphasis on stormwater quality, innovative stream enhancement approaches, and natural area restoration. Could these types of studies also be part of Section I & Section III?.

Yes, please assume that the activities listed within each section are exclusive to that section. Please submit a proposal for each section that you are interested in providing services for.

4. Due to the addition of key staff, would it be possible to include resumes in the abbreviated SOQ submission? If so, may they be excluded from the 5-page limit?

Yes, with the addition of resumes or other pertinent information, please do not exceed a total of 11 pages, or you may also follow the guidelines of the Firms unknown to SEMSWA, per RFQ-2023-1 Paragraph II.J.A.

5. Since rate sheets are submitted separately, are they excluded from the page limit?

Yes, these are excluded, along with the newly requested W-9.

6. **The General Instructions document states: Responses must be submitted electronically and uploaded to the SEMSWA website via the SOQ Submittal Form on the Request for Qualifications 2024-2025 page. Question: Please clarify where the “Submittal Form” is located on the Request for Qualifications 2024-2025 page. We are unable to locate it.**

The Submittal Form had not yet been made available; it is now available and is located on the Request for Qualifications 2024-2025 page: <https://www.semswa.org/2023/07/24/request-for-qualifications-2024-2025/>

7. **FAQ Document question 21 states: Insurance for Commercial General Liability and Professional Liability insurance increased from \$1,000,000 to \$1,200,000. The On-Call Consultant Contract dated January 1, 2024, Item 12.A Commercial General Liability states: \$1,000,000 each occurrence and in the aggregate in combined single limit coverage for bodily injury and property damage. Question: Please confirm if the Insurance for Commercial General Liability and Professional Liability insurance did increase from \$1,000,000 to \$1,200,000 for 2024?**

Thank you for asking for clarification, the FAQ Question 21 response is incorrect. The On-Call Consultant Contract has the correct insurance requirements.

8. **Please clarify what is meant by “the submitted photos” in J. SOQ Response Requirements:**

For RFQ 2023-1, there will be two options for submittals:

For all firms NOT currently on the SEMSWA 2020 On Call Shortlist for a Service category, SEMSWA requests that each SOQ be limited to eleven (11) pages in total, including bios and resumes. The submitted photos do not count towards this total nor the Fee Schedule that is submitted separately. Complete instructions are contained in Paragraph II.J.A below.?

“Submitted photos” refers to any maps, images, photos, or exhibits that are provided as part of the submittal. Although these do not count against the total page count, we ask that you please use discretion to consider only what is relevant and limit the additional content.

9. **Should each subconsultant’s fee schedule be included in our response?**

It is not required; however, you may provide your sub-consultant’s fee schedules.