



Southeast Metro Stormwater Authority

RFQ No. 2023-2: Request for Statements of Qualifications

Construction and Other Field Related Services

Date: August 14, 2023

The Southeast Metro Stormwater Authority (SEMSWA) is seeking statements of qualifications (SOQ) from local, experienced Contractors to provide construction and other field-related services to SEMSWA. Through this Request for Qualifications (RFQ) process, SEMSWA will develop a shortlist for On-Call Contractor services (listed below).

The resultant *On-Call Shortlist* will provide SEMSWA staff with on-call Contractor services on an as-needed basis for construction and other field-related Tasks that are discrete, smaller-scaled, and use more of a 'remedial' approach with a short-term duration. A Task will have a total fee with a maximum not-to-exceed limit. A Contractor may be under contract for one or more unrelated Tasks within the Contract term, but each separate Task will remain within the total fee not-to-exceed limit.

Larger capital construction, including SEMSWA's CIP Best Value Procurement and contract maintenance projects, may also be negotiated with any Contractor on the *On-Call Shortlist*. These larger projects may or may not require a Request for Proposal (RFP) process finalized through the SEMSWA Board of Directors; they may be part of a strategic bundling of construction and other field-related service projects that have an annual budget authorization from SEMSWA's Board, with final approval of each project by the SEMSWA Executive Director after comprehensive scope negotiations with the pre-qualified Contractor. SEMSWA may also utilize Mile High Flood District's (MHFD) Pre-Qualified Contractors list for these larger Project proposal requests.

Although a rare occurrence, SEMSWA reserves the right to use other unsolicited SOQs in addition to the lists identified above for construction project proposal requests.

The On-Call Contractor services that SEMSWA may need cover a wide variety of construction and other related field services are listed below. A detailed description of the capabilities which are required under these Service categories has been provided in *Paragraph I.A. and I.B.* SEMSWA reserves the right to add specific provisions and activities within each Service category as required to fulfill a Task.

Section F-1 Construction

Section F-2 Vegetation Management & Nuisance Wildlife Control

Section F-3 Environmental Cleanup

Section F-4 Storm Sewer Rehabilitation

NEW for 2023:

SEMSWA has added a fourth specialized Service Category **Storm Sewer Rehabilitation** to address critical pipe repairs utilizing modern Cured In Place Pipe techniques including Textile CIPP, UV Cure CIPP, slip lining, and Geopolymer CIPP. **SEMSWA will no longer accept changes to its contract *Agreement Regarding On-Call Consultant Services.***

Contractors may submit an SOQ for one or more of the Service categories listed. Depending on the number of SOQs submitted and the particular service type requested, it is anticipated that a list of four (4) to six (6) Contractors will be compiled as the *On-Call Shortlist* for each Service category. Currently, the type and number of construction and other field-related Tasks that may be requested are unknown. SEMSWA reserves the right to award Tasks to multiple pre-qualified Contractors and to award multiple Tasks to each pre-qualified Contractor over the Contract term.

SOQs will be considered only from Contractors who are well-established in the business, financially responsible, capable of obtaining the required insurance coverage, experienced in the Service categories for which they are proposing, and have the resources and ability to provide the services in a proficient and expedient manner. Failure to provide information that supports these requirements may result in the SOQ being considered incomplete. SEMSWA may request additional information as deemed necessary.

All SOQs will become the property of SEMSWA and open to public inspections. 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. SEMSWA reserves the right to disqualify firms that do not meet the SOQ response requirements.

SEMSWA encourages the submittal of SOQs from those Contractors new to SEMSWA's RFQ process and welcomes back the firms presently on the Contractor 2020 RFQ *On-Call Shortlist* for one or more Service categories.

- For new firms, SEMSWA will require a complete SOQ submittal package content as described in *Paragraph II.J.A.*
- Firms that are presently on the *On-Call Shortlist* for one or more Service categories are provided instructions for an abbreviated SOQ submittal process for the 2020 RFQ process in *Paragraph II.J.B.*
 - If these firms wish to be considered for pre-qualification for Service categories other than those where they have previously been shortlisted as On-Call, they will follow the *Paragraph II.J.A* instructions. Please refer to the **General Instructions** document for a complete description of the requirements that must be met for an eligible SOQ.

I. GENERAL RFQ SPECIFICATIONS

A. Required Qualifications

Any Contractor submitting an SOQ must have expertise and experience in the Service category for which it submits. The overall objective of this RFQ process is to develop a list of pre-qualified Contractors who can respond in a short time frame and are capable of performing high-quality work for more complex tasks, including Best Value Procurement projects and Contract Maintenance and other field-related Tasks with limited scopes and shorter time frames.

All Contractors who desire to be qualified for Service categories Sections **F-1, F-2, F-3, and F-4** will be required to comply with the following, as applicable to an anticipated assigned Task(s) in a Service category:

1. As applicable and further described in each Section: Ability to prepare, obtain and comply with all necessary permits, as applicable, including the SEMSWA Floodplain Development Permit; SEMSWA GESC Permit; SEMSWA Stormwater Public Improvements Permit (SPIP), Colorado Department of Public Health and Environment (CDPHE) construction stormwater and dewatering permits; U.S. Army Corps of Engineers 404 Permits; local right-of-way use permits, and other applicable local, State, and Federal permits. Ability to be fully licensed and bonded at the time that the Contractor obtains or SEMSWA obtains on behalf of the Contractor all necessary permits and begins construction for the jurisdiction where the work will occur pursuant to that jurisdiction's requirements.
2. Ability to perform work that may occur in waterways susceptible to frequent flows and flood conditions.
3. Insured as set forth generally in this RFQ, and more specifically in the **General Instructions** documents associated with **RFQ 2023-2**.
4. Familiarity with SEMSWA's standard specifications and applicable local, state, or federal standard specifications.
5. Ability to provide written and verbal communications, project management, schedule, reporting construction progress, cost estimates, prepare pay estimates, prepare product and material submittals, and any other documentation as required.
6. Possession of equipment or ability to obtain required equipment necessary to perform Task(s).
7. (As applicable) Certification as a Traffic Control Supervisor and ability to implement Traffic Control Plan, including set-up and takedown of lane closures and safe pedestrian and trail re-routing.

B. Description of Services:

Section F-1 Construction

General Description of Services: The work within this Service category covers a range of activities, including pre-construction design consultation, cost estimating, project management, and permitting; construction excavation; grading; flatwork; sinkhole repair; pipe installation, replacement or repair; stormwater facility structure installation, replacement or repair; and similar Task scopes, and may include all or parts of the activities listed below. Contractors interested in qualifying for this Service category must demonstrate experience and expertise in all of the activities listed below:

- a. Proficiency in the installation of Grading, Erosion, and Sediment Control (GESC) Control Measures (CMs), including implementation of water control and stream diversions, as necessary, using the SEMSWA and Arapahoe County GESC Manuals and MHFD criteria, and State Construction General Permit requirements and guidelines, as applicable.
- b. Ability to work efficiently, safely, and appropriately in drainageways susceptible to frequent flows and flood conditions and may have a protected status and be impaired.
- c. New installation, replacement, rehabilitation, or repair, including emergency repair, of stormwater facilities; individual facility components; conveyance channels; pipes; and other infrastructure construction complying with SEMSWA and Arapahoe County Stormwater Management Manuals, CDOT M&S Standards, and MHFD criteria, as applicable.
- d. Ability to work with SEMSWA staff or SEMSWA's designated Consultant to participate in a Best Value Procurement process for design, permitting, and construction services.
- e. Coordination of As-built Record Drawings with the Design Engineer and As-built Record Drawing data collection, including construction plan redlines.

- f. Experience with stormwater quality facility maintenance operations, including routine, rehabilitation, and repair, including emergency repair, of permanent stormwater control measure (CM) facility components, including extended detention basins (EDB), sand filter basins (SF), Bioretention or rain gardens (RG), grass swales (GS), and grass buffers (GB); individual CM components; conveyance channels; rundowns; and other infrastructure construction.
- g. Experience with concrete flatwork, such as inlet topping, trickle channel replacement, outlet structure repair, and similar Task scopes.
- h. Experience with final site stabilization, including new installation, replacement, or repair of irrigation system(s).
- i. Experience implementing diverse landscaping installation plans and planting schemes and coordinating with Landscape Architects and Ecologists to implement the design intent.
- j. Understanding of all construction specifications and requirements of project components under the MHFD Maintenance Eligibility Program (MEP) and experience coordinating geotechnical testing, surveying, and other associated field coordination.
- k. Familiarity with CDPHE's Stormwater Management Plan (SWMP) guidelines and certification and training that meets CDPHE's Qualified Stormwater Manager requirements indicating knowledge of site construction control measures. The Contractor must also be willing to complete any SEMSWA-required training (when made available).
- l. Ability to prepare written communications including but not limited to water control plans, Stormwater Management Plans (SWMP), cost estimates, product and material submittals, progress reports, schedules, requests for information, pay estimates, inspections, test results, and any other communications as requested.

Section F-2 Vegetation Management and Nuisance Wildlife Control

General Description of Services: The type of work may include all or parts of the activities listed below. Contractors interested in qualifying for this Service category must demonstrate experience in activities relevant to their expertise from the list below.

- a. Ability to work efficiently, safely, and appropriately in drainageways susceptible to frequent flows and flood conditions and may have a protected status and be impaired.
- b. Knowledge of and experience with irrigation systems, including installation, replacement, repair, maintenance, and coordination of As-Built Record Drawings information with the Design Engineer.
- c. Experience with soil testing/analysis and implementing recommended soil amendments.
- d. Knowledge of local, state, and federal, as applicable, chemical application requirements for weed control, including a working familiarity with the State of Colorado Noxious Weed regulatory framework.
- e. Experience with weed mitigation and control, including appropriate licensure, certification, and implementation of public notification strategies.
- f. Knowledge of local, state, and federal requirements for nuisance wildlife control, as applicable, and possession of appropriate permits from the State's Parks and Wildlife Division.
- g. Experience utilizing nuisance wildlife controls in uplands and along protected or impaired drainageways.
- h. Ability to prepare written communications to document inspections, test results, and any other communications as requested.

- i. (As applicable) Proficiency in the installation of Grading, Erosion, and Sediment Control (GESC) Control Measures (CMs) using the SEMSWA and Arapahoe County GESC Manuals and MHFD criteria, and State Construction General Permit requirements and guidelines.

Section F-3 Environmental Clean-Up

General Description of Services: The type of work may include all or parts of the activities listed below. Contractors interested in qualifying for this Service category must demonstrate experience in activities relevant to their expertise from the list below.

- a. Ability to respond to hazardous spills promptly (typically a response within 2 hours or less).
- b. Ability to respond to hazardous spill or cleanup assistance calls 24 hours a day.
- c. Ability to respond promptly to dumping incidents or encampment sites (typically respond within 24 hours or less).
- d. Compliance with OSHA, CDPHE Environmental regulations, and other applicable safety standards.
- e. Knowledge of State and local health department regulations and procedures for handling environmental spills and hazards associated with dumping or encampment site cleanups.
- f. Knowledge of State and local health departments and Arapahoe County Sheriff's Office regulations and procedures for identifying, coordinating, and conducting dumping or encampment site cleanup.
- g. Ability to perform work that may occur in drainageways susceptible to frequent flows and flood conditions and may have a protected status and are impaired.
- h. Ability to remove and dispose of contaminants according to all applicable regulations.
- i. Preparation of cleanup report with sufficient details, including photo documentation, to facilitate close-out of Illicit Discharge Detection and Elimination investigation.
- j. Possession of equipment, or ability to obtain equipment, necessary to perform a Task.
- k. Ability to prepare written communications to document inspections, test results, and any other communications as requested.

Section F-4 Storm Sewer Rehabilitation

General Description of Services: The type of work may include all or parts of the activities listed below. Contractors interested in qualifying for this Service category must demonstrate experience in activities relevant to their expertise from the list below.

- a. Ability to rehabilitate storm sewers utilizing Cured in Place Pipe (CIPP) technologies, including (but not limited to) Textile CIPP, UV Cure CIPP, slip lining, and Geopolymer CIPP in accordance with the latest ASTM standards.
- b. New installation, replacement, rehabilitation, or repair, including emergency repair, of storm sewer facilities complying with SEMSWA and Arapahoe County Stormwater Management Manuals, CDOT M&S Standards, and MHFD criteria, as applicable.
- c. Ability to perform point repairs on damaged storm sewers.
- d. Compliance with OSHA, CDPHE Environmental regulations, and other applicable safety standards.
- e. Ability to perform work that may occur in drainageways susceptible to frequent flows and flood conditions and may have a protected status or are impaired.
- f. Ability to clean, remove and dispose of sediments and contaminants collected within a storm sewer, according to all applicable regulations.

- g. Possession of equipment, or ability to obtain equipment, necessary to perform a Task. Understanding local, state, and federal permitting requirements that may be required with new installation and construction disturbances and the ability to prepare and obtain all necessary permits at SEMSWA's request. May also require proficiency in the installation of Grading, Erosion, and Sediment Control (GESC) Control Measures (CMs), including implementation of water control and stream diversions, using the SEMSWA and Arapahoe County GESC Manuals and MHFD criteria, and State Construction General Permit requirements and guidelines, as applicable.

II. STATEMENT OF QUALIFICATIONS (SOQ) PROCESS

A. RFQ Schedule

Documents available on SEMSWA website	5:00 pm Monday, August 14, 2023
Contractor Written Questions Due	5:00 pm Wednesday, August 23, 2023
Final Response to Questions	5:00 pm Wednesday, September 6, 2023
SOQ Submittals due	5:00 pm Wednesday, September 27, 2023
On-call Shortlist posted on SEMSWA website	5:00 pm Monday, October 30, 2023
On-call Shortlist Contracts completed	5:00 pm Friday, December 22, 2023

B. Inquiries regarding RFQ Process

All questions about Contractor SOQ submittals process or questions not addressed in the **RFQ 2023-2 FAQ** or **General Instructions** shall be submitted in written form to rfq@semswa.org, with **RFQ 2023-2** in the email's subject line. Contractor Written Questions are due by the RFQ Schedule deadline listed above. Please do not contact any other SEMSWA staff regarding this RFQ. SEMSWA's response to inquiries will be published on the SEMSWA website after the Final Response to Questions deadline listed above.

C. Frequently Asked Questions

A Frequently Asked Question (FAQ) document has been prepared to address anticipated questions and is included with the **RFQ 2023-2** documents available on the SEMSWA website [RFQ page](#).

D. Method of Submittal

SOQs will only be accepted electronically through the SEMSWA website. Other SOQ delivery methods will not be accepted, such as hand-delivered or mailed DVD, CD, or USB Flash drives.

The SEMSWA website has a dedicated page for the 2023 RFQ process, containing all the RFQ documents necessary to complete the process, including this document, a **General Instructions** document for completing the SOQ submittal, the RFQ-2023-1 **Frequently Asked Questions (FAQ)** document, a *Contractor Questionnaire* and a sample **Contract, Agreement Regarding On-Call Consultant Services**. These documents, the SOQ Submittal Form, and instructions are on the "[Request for Qualifications 2024-2025](#)" page. Questions and requests for additional information can be emailed to rfq@semswa.org until the RFQ Schedule deadline, with **RFQ 2023-2** in the subject line.

Each SOQs that is submitted must be saved as a separate .pdf file labeled as ‘Contractor name Section number and category’ (e.g., ACME Contracting Section F-I Construction.pdf). In addition, the Contractor must complete the *Contractor Questionnaire*, saved as a separate .pdf file and labeled as ‘Contractor name Contractor Questionnaire.pdf’ (e.g. ACME Contracting Contractor Questionnaire.pdf). The *Contractor Questionnaire* is available with all other **RFQ 2023-2** documents, on the SEMSWA website’s RFQ page. SOQs must be signed by an authorized representative of the firm. Failure to submit the information requested will be reflected in the scoring and evaluation of the SOQ. SEMSWA may reject SOQs which are substantially incomplete or lack key information.

E. Evaluation and Selection Process

An Evaluation Committee comprised of any or all of the following will evaluate all SOQs:

1. Executive Director
2. SEMSWA Program Managers
3. SEMSWA staff

The Evaluation Committee will evaluate all SOQs received for completeness and the Contractor’s ability to meet all the specifications as outlined in this RFQ. The names of the SEMSWA staff comprising the Evaluation Committee are not available. Contractors should not contact SEMSWA staff regarding this RFQ. Only written questions as explained above in *Paragraph II.B* will be accepted. Contacting individual SEMSWA staff may be considered a conflict of interest.

F. Contract Negotiations

SEMSWA no longer accepts modifications, deletions, or additions to its *Agreement Regarding On-Call Consultant Services*. SEMSWA reserves the right to reject SOQs if the Contract terms and conditions are not accepted. Firms will be notified of such rejection.

G. Selection Criteria

Responses to construction and related field Services categories F-1 through F-4 will be evaluated as detailed below. Additional technical and cost information may be requested from any company for clarification.

Category	Criteria	Points
Completeness of the Response	Response meets Section II.J, including the Contractors Questionnaire, clarity, completeness, conciseness, and organization	15
Company Operations	Adequate operations staff, field crews, equipment, and suitable organizational structure to complete Tasks; years of experience; certification and qualifications of staff; and support capabilities	25
Company Relevant and Recent Experience	Applicability of expertise to SEMSWA programs and goals; ability to meet applicable RFQ Service category specifications; criteria and regulation adherence; relationship and coordination with other agencies;	25

	compliance with regulations, including GESC program compliance history with SEMSWA; project awards and nominations	
Potential to Exceed Expectations	Ability to go beyond the Service category description capabilities, including demonstrated experience implementing Tasks with multiple objectives; advanced construction approaches to further SEMSWA practices; specialty niches; and state-of-the-practice regulatory source control installation practices	15
Past Performance and References	SEMSWA's experiences with Contractor regarding the timeliness of response for Task requests, compliance, and any potential conflicts of interest	20

H. Insurance Requirements

If selected, the firm will be asked to submit copies of Certificates of Insurance for general liability, Builders' Risk and Workers Compensation. The firm must provide at its original certificates at its own expense prior to commencing services. An RFQ 2023-2 **General Instructions** document and a sample Contract, *Agreement Regarding On-Call Contractor Services*, have been provided as two of the five **RFQ 2023-2** documents on the SEMSWA website, located on the [RFQ page](#), that more specifically describes the required insurance limits.

I. Term of Pre-qualification

The On-Call Shortlist's term length will be two years through December 31, 2025. Please note that a Contract Agreement amendment will be required for the second year of services (2025), which provides the Contractor an opportunity to attach any new unit cost schedules, if applicable and agreed to by SEMSWA. After the second year, services may be renewed for one (1) additional year (2026) at the discretion of SEMSWA, based on a satisfactory performance by the Contractor, and upon approval and adoption of the Program Area budgets. The 1-year option renewal period will be January 1, 2026, through December 31, 2026.

Issuance of this RFQ and receipt of SOQs does not commit SEMSWA to award a Contract. SEMSWA reserves the right to postpone opening, to accept or reject any or all SOQ submittals received in response to this RFQ, or to cancel all or parts of this RFQ.

All agreements between SEMSWA and the successful Contractor will consist of a **Contract**, *Agreement Regarding On-Call Contractor Services* (an example copy of which is included on the RFQ page on the SEMSWA website), this RFQ and any addendums, the firm's SOQ submittal, *Contractor Questionnaire*, firm's original Certificates of Insurance, and SEMSWA's Task Purchase Order(s), as applicable.

J. SOQ Response Requirements

By submitting an SOQ, the Contractor firm represents that it has thoroughly examined

and become familiar with the requirements outlined in the RFQ and is capable of performing quality work to achieve SEMSWA's objectives. Complete instructions are described below, and in the RFQ 2023-2 **General Instructions** document found on the SEMSWA website.

For **RFQ 2023-2**, there will be two options for submittals:

- For all firms NOT currently on the SEMSWA 2020 *On Call Shortlist* for a Contractor Service category, SEMSWA requests that the SOQ for that category be limited to eleven (11) pages in total, including bios and resumes, with illustrative photos as the only additional attachments. The submitted photos do not count towards this total, nor does the *Contractor Questionnaire* that is submitted separately. Complete instructions are contained in *Paragraph II.J.A* below.
- For those firms that are presently on the SEMSWA 2020 *On Call Shortlist* for a specific Contractor Service category, SEMSWA requests that the SOQ submittal for that same Service category be abbreviated and limited to no more than 5 pages in total, as explained below in *Paragraph II.J.B*.

A. Firms unknown to SEMSWA, and Firms not currently on the 2020 *On Call Shortlist* for the Contractor Service category of interest

The following information must accompany the Contractor SOQ submittal, saved as a .pdf file labeled with 'Contractor Name Section number and Service name.pdf' (e.g. ACME Contracting Section F1 Construction.pdf), in the order listed:

1. **Cover letter** : Include a statement of interest, a brief description of the firm including location(s), years in business, business type (corporation, partnership, individual, joint venture, other), staff size, crew organization, statement regarding acceptance of SEMSWA's standard Contract Agreement (sample **Contract, Agreement Regarding On-Call Contractor Services**, available on the SEMSWA website) and state any reservations, conditions or constraints related to this SOQ. Please include your contact info, including email address and website address. Maximum of 2 pages
2. **Key Personnel**: Identify key staff that would work on a typical SEMSWA Task, including sub-contractors. Describe support staff, field crew, and sub-contractor's roles and include a brief resume with qualifications of primary individuals who may provide direct services to SEMSWA. Maximum of 4 pages
3. **Project Understanding and Approach**: For each Service category your firm is providing an SOQ, provide a statement of understanding and general approach which indicates expertise for the types of Tasks listed in the Description of Services, *Paragraph I.B*. Maximum of 1 page
4. **Relevant and Recent Experience**: For each Service category your firm is providing an SOQ, provide descriptions of similar Tasks performed by your firm (before and after photographs are encouraged). We want to hear about SEMSWA-project experience, but also want highlights of those projects outside of SEMSWA's Service Area that may be unknown to the Evaluation Committee.

Examples should include the name of the project, client name and point of contact including phone number, total billing (round number is fine) on the project by your firm, identification of key staff involved and project role, and a brief and concise project description. Maximum of 4 pages

5. The **Contractor Questionnaire**, found on the SEMSWA website's RFQ page, should be submitted separately.

6. **Form W-9** (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

B. Firms currently on RFQ 2020 On Call Shortlist for a particular Service category and submitting for that same Service category

The following information must accompany your submittal(s), saved as a .pdf file labeled with 'Firm name Section number Service category.pdf' (ACME Contracting Section F1 Construction.pdf) in the order listed. The submittal should not exceed five (5) pages, as described below.

1. **Cover Letter:** Highlight any changes to firm name, business type, operations, location, and in particular, key personnel that were identified in the previous RFQ 2020-2 SOQ submittal as working on SEMSWA tasks. Maximum 1 page.
2. **Any updates to Project Understanding and Approach:** Include a brief discussion regarding what additional skills, expertise, and experience has been gained since the previous RFQ; what process, project, and/or technical lessons were learned, if any, from working with SEMSWA for the past three years that will assist your firm to meet SEMSWA objectives for this RFQ 2020 pre-qualification process, as well as alert SEMSWA to areas that may benefit from a revised or alternate approach. Also, what technical advances since the last RFQ might be applicable to the different Service category Tasks. Maximum 2 pages.
3. **Any new Relevant Experience:** include any new projects completed since the previous RFQ 2020-2 SOQ submittal, including the name of the project, client name and point of contact including phone number, total billing on the project by your firm (round number is fine), identification of key staff involved in project and their roles, and a brief project description. We want to hear about SEMSWA-project experience, but also want highlights of those projects outside of SEMSWA Service Area that may be unknown to the Evaluation Committee. Maximum of 2 pages
4. The **Contractor Questionnaire**, found on the SEMSWA website's RFQ page, should be submitted separately.
5. **Form W-9** (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

III. OTHER DOCUMENTS OF INTEREST

A Sample **AGREEMENT REGARDING CONSTRUCTION CONSULTING SERVICES, CONSTRUCTION CONTRACT DOCUMENTS** are available on the SEMSWA RFQ page.