



Southeast Metro Stormwater Authority
General Instructions: RFQ No. 2020-2
Construction & other Field Related Services
Date: August 14, 2023

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, 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, including the *Contractor's Questionnaire*. SOQ submittals must be in an electronic-only format, as follows: Each digital SOQ document should be saved as a .pdf file and labeled as 'Contractor Firm Section number Service category.pdf' (e.g., ACME Contracting Section F-1 Construction). Also, the Contractor must submit a *Contractors Questionnaire* saved as a separate .pdf file, labeled as 'Contractor Firm Contractor Questionnaire' (e.g., ACME Contracting Contractor Questionnaire).

An **RFQ 2023-2** Frequently Asked Questions (**FAQ**) for Contractors 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 RFQs. New questions and requests for additional information will only be addressed if in written form and emailed to rfq@semswa.org with **RFQ 2023-2** 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 Contractor firms are invited to submit an SOQ in accordance with the RFQ specifications, terms, and conditions as stated in the **RFQ 2023-2** document, available on the [Request for Qualifications 2024-2025](#), and this RFQ 2023-2 **General Instructions** document. Please do not contact any other SEMSWA staff regarding 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 Contractor firms with sufficient information to enable them to prepare and submit qualifications for consideration by SEMSWA for inclusion on the **RFQ 2023-2 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 Contractor firms are invited to submit an SOQ(s) per the specifications, process procedures, dates, and times set forth herein.

E. INQUIRIES

Prospective Contractor firms may make written inquiries concerning this RFQ to rfq@semswa.org with **RFQ 2023-2** 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

Responses consist of an electronic copy of the SOQ(s) and **Contractor Questionnaire** uploaded at the SEMSWA website through the SOQ **Submittal Form**, with each SOQ saved as a separate .pdf file labeled as "Contractor Firm name Section number Service category.pdf" (e.g., ACME Contracting Section F-1 Construction). Please also submit a digital *Contractor Questionnaire* saved as a .pdf file labeled "Contractor Firm name Contractor Questionnaire.pdf" (e.g., ACME Contracting Contractor Questionnaire). SOQs and accompanying *Contractor Questionnaire* must be received on or before the deadline indicated in the **Schedule**.

H. LATE SOQs

Late SOQ submittals will not be accepted. It is the responsibility of firms to ensure that the SOQ(s) are submitted electronically by or before the date/time specified in 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 their SOQ submittals before the new date/time specified.

N. INSURANCE

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

Insurance	Minimum Limits
A. Commercial General Liability	\$1,200,000 each occurrence and in the aggregate in combined single limit coverage for bodily injury and property damage (Construction services authorized hereunder equaling or exceeding \$100,000 shall require a minimum of \$2,000,000 insurance limit)
B. Builders' Risk Insurance	In the amount of the total cost for construction.
C. Automobile Liability	\$1,200,000 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: SEMSWA SHALL BE NAMED 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.

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, Contractor/SEMSWA employee relationship, Contractor/public official relationship, or Contractor's existing financial interest in a SEMSWA Project.

P. EVALUATION PROCESS

1. Committee

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

2. Disqualification

Failure by a firm to provide information missing from the 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 as shown below. Each item listed in the RFQ Selection Criteria will be given a numeric weight and will be evaluated and scored independently by each Evaluation Committee member.

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	Applicability of expertise to SEMSWA programs and goals; ability to meet applicable RFQ Service category specifications; criteria and regulation adherence;	25

Recent Experience	relationship and coordination with other agencies; 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 experiences with Contractor regarding the timeliness of response for Task requests, compliance, and any potential conflicts of interest	20

4. Shortlist

The Evaluation Committee will shortlist the firms whose SOQ submittals and *Contractor Questionnaire* responses are considered to be 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 Contractor firms to the Executive Director whose SOQ submittals and *Contractor Questionnaire* responses 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 Contractor.

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 publication of the *On-Call Shortlist*, any final documentation necessary to complete the Contract requirements will be requested (i.e., Performance Bond, original Certificates of Insurance). The Contractor 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 2023-2 On-Call Shortlist** firm **Contract Agreement** documents completed by the date indicated in the **Schedule**.

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

Once all required documentation is received, a fully executed copy of the **Contract Agreement**

will be sent to the successful Contractor firms in each Service category.