



Southeast Metro Stormwater Authority

General Instructions Related to RFQ No. 2011-1

Sealed submittals for Engineering and Related Services for the Southeast Metro Stormwater Authority (SEMSWA) will be received by SEMSWA at 76 Inverness Dr. East, Suite A, Englewood, CO 80112, **UNTIL 5:00, Thursday, October 27, 2011**. Faxed proposals will not be accepted.

A **PRE-SUBMITTAL MEETING** will be held at **10:00 AM, THURSDAY, October 13, 2011**. All interested firms should meet in the SEMSWA Boardroom at 76 Inverness Dr. East, Suite A, Englewood, CO 80112, at the time and date stated above. Please bring business cards with you.

All questions and requests for additional information must be addressed to Ashley Byerley, as noted below, and must be received by SEMSWA **NO LATER THAN 5:00 PM, MONDAY October 17, 2011** in email format.

PLEASE CONTACT SEMSWA (303) 858-8844 TO REQUEST A SUBMITTAL PACKAGE OR LOG ONTO OUR WEBSITE AT www.semswa.org TO DOWNLOAD DOCUMENTS.

Any questions or clarifications regarding this RFQ should be in written format and directed to Ashley Byerley at abyerley@semswa.org. Do not contact any other SEMSWA staff regarding this solicitation.

All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in the Request for Qualifications.

Publication Date: October 7, 2011

Instructions for Submitting Qualifications

To be considered, all proposals must be submitted in accordance with these 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 issued by Southeast Metro Stormwater Authority (SEMSWA).

B. PURPOSE

This RFQ is designed to provide prospective firms sufficient information to enable them to prepare and submit qualifications for consideration by SEMSWA.

C. SCOPE

This document contains the instructions for submitting qualifications, the information to be included in the response and any mandatory requirements which must be met to have the response be eligible for consideration.

D. WHO SHOULD RESPOND

All interested firms are invited to submit a proposal in accordance with the specifications, procedures, dates and times as set forth herein.

E. INQUIRIES

Prospective firms may make written inquiries concerning this RFQ or to obtain clarification of the proposal requirements, to Ashley Byerley at abyerley@SEMSWA.org.

F. ADDENDUM OR SUPPLEMENT TO REQUEST FOR PROPOSAL

For all questions, clarifications or revisions to this RFQ, an addendum will be provided to each firm that attends the RFQ pre-submittal meeting and/or those who submit questions or requests for clarifications by e-mail, and will be available on the SEMSWA website, www.SEMSWA.org.

G. PROPOSAL SUBMISSION

Your proposal must be received on or before the date shown on the RFQ. Firms mailing their proposals must allow sufficient delivery time to ensure receipt of their proposals by the time and date specified. The proposal packages should be delivered or mailed to:

Southeast Metro Stormwater Authority
76 Inverness Dr. East, Suite A
Englewood, CO 80112
Attn: Ashley Byerley

Responses must be mailed or delivered in a sealed envelope containing one unbound hard copy for each SOQ submittal and one electronic copy of the SOQ(s) submitted on a Compact Disk (CD) or USB Flash Drive with each SOQ saved as a separate .pdf. Each SOQ document should be saved as the Section Number and Name, such as "Section I Stormwater Facilities Design.pdf". Section I and Section A can be submitted as one SOQ if Consultants wish to be considered for both the *On-Call* and *Invite List* services. **"RFQ No. 2011-1" should be clearly labeled in the bottom left-hand corner of the envelope.** Please also submit a digital detailed fee schedule saved as a .pdf, with the document saved as "SUBMITTER'S COMPANY NAME FEE SCHEDULE.pdf" on the CD or USB Flash Drive.

H. LATE PROPOSALS

Late proposals will not be accepted. It is the responsibility of all firms to ensure that the submittals arrive in the office of SEMSWA by, or prior to, the date and time specified in the RFQ.

I. REJECTION OF PROPOSALS

SEMSWA reserves the right to reject any or all submittals received, to waive informalities and minor irregularities, and to accept any portion of a submittal deemed to be in the best interest of SEMSWA.

J. PROPRIETY INFORMATION

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

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 a submittal unless stated otherwise in the RFQ.

M. USE BY OTHER JURISDICTIONS

Awarded consultant may elect to extend the resulting contract or price agreement, pricing, terms and conditions to any Colorado Political subdivision, but is not obligated to do so.

N. RFQ CLOSING DATE

All submittals must be received by the date and time specified in the RFQ. In the event of an emergency situation (i.e., large snow storm, tornado, etc.) which causes SEMSWA to close its office, SEMSWA has the authority to reschedule the RFQ closing date. All firms will be allowed to resubmit their submittals prior to the new date and time specified.

O. INSURANCE

Selected firms 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	\$1,000,000 each occurrence and in the aggregate in combined single limit coverage for bodily injury and property damage
B. Professional Liability	\$1,000,000 each claim and in the aggregate
C. Automobile Liability	\$600,000 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 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 private carrier evidence shall be on 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.

P. CONFLICT OF INTEREST

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

Q. EVALUATION PROCESS

1. Committee

An Evaluation Committee comprised of personnel from various SEMSWA departments (and, if applicable, other individuals SEMSWA chooses to be part of this committee) will evaluate all submittals received in a timely manner for completeness and the firm's stated ability to meet all specifications as outlined in the RFQ.

2. Disqualification

Failure by a firm to provide all information requested in the RFQ may result in disqualification of the proposal.

3. General Evaluation Criteria

Examples of evaluation criteria by which firm's submittal will be evaluated are as follows:

- a. Completeness of the response to the RFQ as outlined in the "SOQ Response Requirements", including clarity, completeness, conciseness and organization.
- b. Ability of the firm to exceed the requirements defined in the RFQ including demonstrated experience and shared goals, innovative approaches with an engineering basis, relevant criteria comprehension, and agency relationships.
- c. Company performance, including adequate staff, years of experience, certification and qualifications of staff, support capabilities, inclusive capabilities.
- d. Relevant experience, including applicability to SEMSWA programs, ability of firm to meet RFQ requirements, criteria adherence, coordination with other agencies, awards and nominations.
- e. Past performance and references, including Evaluation Committee members experience with the firm, and any potential conflicts of interest.
- f. Acceptance of SEMSWA standard contract.

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.

4. Short List

The Evaluation Committee may short list the firms whose submittals are considered to be in the best interest of SEMSWA. Those firms may be scheduled for an interview with the committee. The Evaluation Committee will select firms for contract negotiations based on (1) evaluation of the submitted proposals, (2) any information gathered during the interview process, if applicable, and (3) all additional submitted information, if applicable.

5. Interviews

The purpose of an interview is to gain a better understanding, by all parties, of the work to be performed. Firms selected to be interviewed will be contacted and scheduled, in no particular order, to meet with the Evaluation Committee. A time limit will be set for each interview and will be strictly adhered to. Interviews will be held during regular working hours. During the interviews, additional general and/or fee information may be requested from each firm. A specific date and time will be required to supply the additional information to SEMSWA. SEMSWA will then submit this information to the Evaluation

Committee. Any additional information will become part of the submitted proposal and subsequently, part of the final contract.

6. Negotiations

The firms selected to negotiate a contract will meet with SEMSWA at a specified date and time. The contract terms and conditions will be reviewed, discussed, negotiated and finalized for recommendation for concurrence by the Executive Director, and submission to the SEMSWA Board of Directors for approval.

7. Recommendation

The objective of the Evaluation Committee will be to recommend for selection the firm(s) whose submittals are most responsive to SEMSWA's requirements. 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 C.R.S., Title 24, Article 72, for public (open) records, upon recommendation by the Executive Director.

R. Selection

Upon selection of the On-Call consultants, any final documentation necessary to complete the contract requirements will be requested at that time (i.e., Performance Bond, original Certificates of insurance) and the firm will be given ten (10) days from the date of request to acknowledge and comply with these requirements.

Failure to comply may result in the termination of the contract. The contents of the proposal by the successful firm(s) will become a part of the contract obligation. Failure by the successful firm to accept the obligations specified in a purchase order, contract or similar acquisition instrument shall result in cancelation of the selection.

Once all required documentation is received, a fully executed copy of the contract will be sent to the successful firm(s).