



Southeast Metro Stormwater Authority

Request for Statements of Qualifications:

Engineering and Related Services

Re: RFQ No. 2011 - 1

Date: October 7, 2011

The Southeast Metro Stormwater Authority (SEMSWA) is seeking Statements of Qualifications (SOQ) from qualified and experienced professional firms to provide services to SEMSWA. Through this SOQ process, SEMSWA will develop a shortlist for *On-Call* services and a pre-qualified *Invite List* for specific services for Consultants.

The shortlist is defined as providing *On-Call* professional services on an as needed basis; these services are often smaller and negotiated shorter term tasks. Each task will have a total fee of \$30,000 or less for the specified contract term. Multiple tasks can be given to selected Consultants on the shortlist.

The pre-qualified *Invite List* will allow the selected Consultants to be placed on SEMSWA's invitation list for Stormwater Facility Design projects that don't qualify for the short list (projects that exceed a \$30,000 fee for the associated task). These larger design projects require an additional competitive bid or Request for Proposal (RFP) process finalized through the SEMSWA Board of Directors, but the *Invite List* can be utilized as a means for inviting a pre-qualified group eligible to bid or submit proposals for these larger projects. SEMSWA reserves the right to use Urban Drainage and Flood Control District's (UDFCD) Master Consultant Engineer or other unsolicited SOQs in addition to the *Invite List*.

Consulting firms may submit a SOQ for one or more of the services listed below. A list of 3 to 10 consulting firms will be compiled as the short-list for *Sections I* through *Section X* services, and a longer pre-qualified *Invite List* will be compiled for *Section A* services. At this time, the type and number of tasks that may be performed under the awarded *On-Call* contract(s) are unknown. SEMSWA reserves the right to award contracts to multiple consultants and to award multiple tasks to each consultant.

The *On-Call* Services may be required by SEMSWA to cover a wide variety of civil engineering, surveying, or environmental projects, which include, but are not limited to:

Section I	Stormwater Facilities Design Services
Section II(a)	Surveying Services (Major)
Section II(b)	Surveying Services (Minor)
Section III	Right-of-way Appraisal and Acquisition Services
Section IV	Floodplain Management Services
Section V	Master Planning Services
Section VI	Land Development Review Services
Section VII	Geotechnical Engineering Services
Section VIII	Special Project Services
Section IX	Environmental/Ecological Services
Section X	Landscaping Architecture Services

The *Invite List* services may cover projects, which include, but are not limited to:

Section A	Stormwater Facilities Design
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Refer to following Sections for a detailed description of services which may be required under these contract service areas.

I. GENERAL SPECIFICATIONS

A. Required Qualifications

Any firm submitting a SOQ must be registered/certified in the State of Colorado in the applicable profession/area of expertise (i.e. Professional Engineer, Surveyor, Landscape Architect, or certified right-of-way negotiation firm, etc.), with at least one principal, a resident and licensed professional engineer, architect or land surveyor of the State of Colorado, as applicable, with the exception of the SOQs prepared for Environmental /Ecological Services. The overall objective of this Request for Qualifications (RFQ) process is to develop a list of qualified firms/consultants who are capable of performing high quality work, both for tasks limited in scope with shorter time frames and for individual larger projects requiring a fully-scoped work product.

B. Method of Submittal

One electronic and one hard copy copy of the SOQ(s) shall be submitted as follows: Please submit one unbound paper copy of the SOQ on 8 ½ x 11 sized paper, double sided, in addition to one digital copy of the SOQ on a Compact Disk (CD) or USB Flash Drive with each SOQ saved as a separate .pdf. Each digital SOQ document should be saved as the Section Number and Name, such as “Section I Stormwater Facilities Design.pdf”. SOQs will be considered only from firms, individuals, or contractors who are well-established in the business, financially responsible, experienced in the professional services for which they are proposing, and have the resources and ability to provide the services in a professional and expedient manner. SEMSWA may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered non-responsive.

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

C. Description of Services:

Section I- Stormwater Facilities Design Services (Example facilities include: channel stabilization and reclamation, regional detention and water quality facilities, stormwater infrastructure)

General Description of Services: Type of work may include all or parts of the activities listed below. Firms interested in qualifying for this category of service must submit documents of experience and expertise in all of the activities listed below:

- a. Design of facilities using the Arapahoe County and City of Centennial Stormwater Management Manuals and the UDFCD Criteria Manuals
- b. Design of Grading, Erosion, and Sediment Control (GESC) plans and report, including water control plan as necessary, using the SEMSWA GESC Manual and Arapahoe County GESC Manual
- c. Design data collection
- d. Hydrologic and hydraulic analyses, channel stability analyses and erosion control design
- e. Preparation of preliminary and final design and construction documents including plans, specifications and contracts
- f. Preparation of As-Builts
- g. Coordination of project components Maintenance Eligibility by UDFCD
- h. Preparation of detailed cost estimates using UDFCD, CDOT, or more accurate local cost data
- i. Preparation of CLOMRs and LOMRs for submittal to FEMA
- j. Detailed review of work performed by other designers

Section II- Surveying Services – (a) Major and (b) Minor Services

General Description of Services: Type of work may include all or parts of the activities listed below. Survey data will be required to be submitted in a format compatible with the latest acceptable version of AutoCAD. SEMSWA requires the use of NAVD88 vertical control datum on all surveys. Delivery must include both the original coordinate system version as well as a copy converted to NAD83 State Plane Coordinate System. Major services can be defined as work resulting in a fee greater than or equal to \$3000, and are typically associated with design projects. Minor services can be defined as work resulting in a fee less than \$3000, and are typically associated with Pond Volume Certificates, Floodplain Location or Elevation Certificates. All firms that submit and are accepted for the Major and Minor Surveying Services will be placed on a Section II long list that may be utilized as a means for identifying surveyors in the SEMSWA service area. Please note that one SOQ can be submitted for Major and Minor Services combined, but Major and Minor Services must be clearly noted on the SOQ cover.

Firm's interested in qualifying for Major and/or Minor categories of service must submit documents of experience and expertise in all or some of the activities listed below:

- a. Topographical surveys
- b. GPS control surveys
- c. Cross section surveys
- d. Preparation of record plan sets of monumentation, this may include land survey plats prepared by a licensed Land Surveyor

- e. Preparation of survey control plans and construction survey staking sheets
- f. Preparation of legal descriptions for easement and right –of-way acquisitions, including exhibits, agreements and closures reports
- g. Right-of-way survey control and monumentation
- h. Survey control and monumentation
- i. Construction staking
- j. Review of legal descriptions, closure reports, and other items as necessary
- k. Preparation of Pond Volume Certificates submittals
- l. Preparation of Elevation Certificate submittals
- m. Preparation of site specific floodplain location
- n. E-LOMA certified
- o. Successful LOMA submittals
- p. Preparation of As-Builts

Section III- Right of-way Appraisal and Acquisition Services:

General Description of Services: Type of work may include all or parts of the activities listed below. The firm must be qualified for public right-of-way acquisition services and thoroughly familiar with the uniform act and provisions of real estate acquisition services per CFR23. Firm’s interested in qualifying for this category of service must submit documents of experience and expertise in all of the activities listed below:

- a. Right-of-way and easement negotiation, title searches, appraisals, and legal document preparation. Negotiation services will be conducted using maps and legal descriptions provided by SEMSWA or its design engineer. The location of the right-of-way to be obtained is typically located within the unincorporated portion of Arapahoe County or in the City of Centennial; however, some projects may require acquisition in adjacent municipalities. Consultant should be familiar with: 1) FHWA's Right-of-Way Project Development Guide and CDOT procedures for right-of way acquisition, which will be required for projects funded with Federal/State monies, 2) the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and Amendments of 1987, and 3) the Federal and State Regulations and Procedures as related to eminent domain and "fair market value" determination.
- b. Expert witness testimony and determination of fair market value for eminent domain actions
- c. Assistance in damage claim settlements

Section IV- Floodplain Management Services

General Description of Services: Type of work may include all or parts of the activities listed below. Firm's interested in qualifying for this category of service must submit documents of experience and expertise in all or some of the activities listed below:

- a. Hydrologic and hydraulic modeling and review (City of Centennial and Arapahoe County criteria)
- b. Floodplain modification studies (City of Centennial and Arapahoe County criteria)
- c. Floodplain Delineation
- d. Floodplain map management
- e. Successful FEMA submittals and review
- f. NFIP activities (i.e. CRS, criteria manual revisions, ordinances), plans, publications, and policies
- g. Coordination of projects with the UDFCD

Section V- Master Planning Services

General Description of Services: Type of work may include all or parts of the activities listed below. Firm's interested in qualifying for this category of service must submit documents of experience and expertise to UDFCD's standards in all the activities listed below:

- a. Hydrologic (CUHP and SWMM) and hydraulic modeling and review
- b. Benefit/cost analysis
- c. Damage analysis
- d. Alternatives analysis
- e. Floodplain delineation
- f. Conceptual level design

Section VI- Land Development Review Services:

General Description of Services: Type of work may include all or parts of the activities listed below. Firm's interested in qualifying for this category of service must submit documents of experience and expertise in all of the activities listed below:

- a. Detailed review of the following documents prepared by others: Drainage reports; construction documents for drainage systems and facilities including permanent water quality best management practices; Grading, Erosion and Sediment Control (GESC) plans and Operations and Maintenance Manuals (O & M) to ensure compliance with City and County Stormwater Management Manuals, SEMSWA and County GESC Manuals, and UDFCD Volumes I, II, and III, as applicable; and As-Builts.
- b. Hydrologic and hydraulic analyses, and erosion control and channel stability analyses

- c. Preparation of detailed cost estimates using UDFCD, CDOT, or more accurate local cost data
- d. Fee studies

Section VII- Geotechnical Engineering Services:

General Description of Services: Type of work may include all or parts of the activities listed below. Firm's interested in qualifying for this category of service must submit documents of experience and expertise in all or some of the activities listed below:

- a. Subsurface soil investigation, foundation analysis/design, pavement design, concrete mix design, and construction quality control services, compaction testing, material testing, and coring (all per Arapahoe County and City of Centennial criteria). Consultant shall be familiar with SuperPave technology, and MGPEC design procedures and specifications.
- b. Field investigations, which include obtaining test borings to evaluate existing pavement and subsurface conditions, non-destructive deflection testing, and on-site materials testing (subgrade, asphalt, and concrete).
- c. Laboratory testing including, but are not limited to: R-value testing, gradation analysis, SuperPave technology, Atterberg limits, Hveem test, Gyrotory compaction, wet track abrasion test, extractions, compressive strength, consolidation/swell, corrosivity, proctors, cohesion test, etc.
- d. Groundwater investigations

Section VIII- Special Projects Services (Example projects include: Grant Program retrofit designs, criteria updates and modifications, MS4 permit compliance, pilot projects, and manual preparation)

General Description of Services: Type of work may include all or parts of the activities listed below. Firms interested in qualifying for this category of service must submit documents of experience and expertise in all or some of the activities listed below:

- a. Design of facilities using the Arapahoe County and City of Centennial Stormwater Management Manuals and the UDFCD Volumes I, II, and III, as applicable.
- b. Design of Grading, Erosion, and Sediment Control (GESC) plans and report, using the SEMSWA and County GESC Manuals.
- c. Understanding of the MS4 permit and water quality requirements
- d. Innovative approach to design retrofits to achieve water quality objectives
- e. Unique methodology in the design of pilot projects to enhance water quality
- f. Preparation of preliminary and final design and construction documents including plans, specifications and contracts
- g. Detailed review of work performed by other designers
- h. Preparation of Manual/Standard Operating Procedures (SOPs)

- i. QA/QC of field and office operations

Section IX - Environmental/Ecological Services:

General Description of Services: Type of work may include all or parts of the activities listed below. Firm's interested in qualifying for this category of service must submit documents of experience and expertise in all or some of the activities listed below:

- a. Sediment and/or soil investigations related to water resource studies, recharge area, source water protection, and environmentally sensitive areas
- b. Technical guidance on assessing low impact or sustainability strategies on an ecological system
- c. Environmental permitting for natural area planning, construction and restoration
- d. Development of seeding specifications and plant selection for disturbed areas, both urban and natural, and riparian and upland strategies
- e. Development of weed control strategies for disturbed areas
- f. Coordination with the US Army Corp of Engineers, Dept of Fish and Wildlife, and other agencies, and understanding of 404 and other environmental permitting processes
- g. Wetland identification and delineation

Section X- Landscaping Architecture Services:

General Description of Services: Type of work may include all or parts of the activities listed below. Firm's interested in qualifying for this category of service must submit documents of experience and expertise in all or some of the activities listed below:

- a. Design of urban and natural area restoration projects
- b. Preparation of watershed special studies as they pertain to water quality enhancement and natural area restoration
- c. Preparation and presentation of simple or complex landscape planting schemes for constructed water quality best management practices, including bio-retention ponds, wetlands, porous landscape, detention ponds, and constructed wetlands
- d. Guidance of the public involvement process for construction projects
- e. Implementation of education and outreach strategies for the general public
- f. Assistance in implementing low impact or sustainability strategies
- g. Preparation of special studies or site-specific master plans that supplement existing drainage master plans with the inclusion of water quality enhancements

Section A- Stormwater Facilities Design Services (Example facilities include: channel stabilization and reclamation, regional detention and water quality facilities, stormwater infrastructure). Firms interested in submitting for both Section I – Stormwater Facilities Design *On Call* services and

Section A – Stormwater Facilities Design *Invite List* services may submit one SOQ for consideration of both sections, provided both sections are clearly labeled on the SOQ Cover Sheet.

General Description of Services: Type of work may include all or parts of the activities listed below. Firms interested in qualifying for this category of service must submit documents of experience and expertise in all of the activities listed below:

- a. Design of facilities using the Arapahoe County and City of Centennial Stormwater Management Manuals and UDFCD Criteria Manuals
- b. Design of Grading, Erosion, and Sediment Control (GESC) plans and report, including water control plan as necessary, using the SEMSWA GESC Manual and Arapahoe County GESC Manual
- c. Design data collection
- d. Hydrologic and hydraulic analyses, channel stability analyses and erosion control design
- e. Preparation of preliminary and final design and construction documents including plans, specifications and contracts
- f. Preparation of As-Built documents
- g. Preparation of detailed cost estimates using UDFCD, CDOT, or more accurate local cost data
- h. Preparation of CLOMRs and LOMRs for submittal to FEMA
- i. Detailed review of work performed by other designers
- j. Coordination with and integration of project goals with other permitting agencies

II. STATEMENT OF QUALIFICATIONS (SOQ) PROCESS

A. Inquiries regarding RFP Process

All questions about the RFP process shall be submitted in written form to Ashley Byerley at abyerley@semswa.org . Do not contact any other SEMSWA personnel regarding this RFQ.

B. RFQ Schedule

RFQ available on SEMSWA website www.semswa.org	Friday, October 7, 2011
Pre-Submittal Meeting	10:00 am, Thursday, October 13, 2011
Final Questions Due	5:00 pm, Monday, October 17 , 2011
Final Response to Inquiries	5:00 pm, Tuesday, October 18 , 2011
SOQ Due Date	5:00 pm, Thursday, October 27, 2011
Evaluation of SOQs – Tentative	Friday, October 28, 2011 - November 18, 2011
Interviews (if needed) - Tentative	Monday, November 28, 2011 – Tuesday, December 6, 2011
Identification of <i>On-Call List</i> and <i>Invite List</i>	Friday, December 30, 2011

C. Pre-Submittal Conference/ Technical Questions

A Pre-Submittal Meeting will be held at **10:00 am Thursday, October 13, 2011**. All interested consultants should meet in the SEMSWA Board Room at 76 Inverness Dr. East, Suite A., Englewood, CO 80112. All technical questions shall be submitted in written form to Ashley Byerley at abyerley@semswa.org. The answers to all written questions and requests for additional information will be addressed at the Pre-submittal Meeting along with any other clarifications needed. Written responses to those questions will be e-mailed to all firms who submitted questions and/ or attended the Pre-submittal Meeting. **All final questions and final requests for additional information must be received by SEMSWA NO LATER than 5:00 pm Monday, October 17, 2011 in e-mail format.** SEMSWA will prepare a Final Response to Inquiries by **Tuesday, October 18, 2011**. Do not contact any other SEMSWA personnel regarding this RFQ.

D. Statement of Qualifications (SOQ) Preparation and Submission

SOQ responses **must be received at the front desk no later than 5:00 P.M, Thursday, October 27, 2011.** 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.

SOQ submittals shall 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 qualifications which are substantially incomplete or lack key information.

E. Evaluation and Award Process

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

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

The Evaluation Committee will evaluate all SOQs received for completeness and the submitter’s ability to meet all the specifications as outlined in this RFQ. The committee will then either select firms for contract negotiations or develop a short list for interviews with the specific firms whose proposals best meet all the criteria required. Names of the SEMSWA staff comprising the Evaluation Committee are not available to consultants. Consultants should not contact SEMSWA staff, other than Ashley Byerley, regarding this SOQ (written questions only – See Paragraph A. Inquiries, above). Attempts to contact SEMSWA staff may be considered a conflict of interest.

F. Oral Presentations/Interview

Firms submitting an SOQ may be required to give an oral presentation during a scheduled interview, if needed. Additional information may be requested from any firm by the Evaluation Committee prior to, during, or after the interview for clarification purposes, but in no way will any additional information requested invalidate the original SOQ submitted. 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. Interviews are at the option of the Evaluation Committee and may or may not be conducted.

G. Selection Criteria

Responses will be evaluated for completeness, quality and the Consultant's ability to meet or exceed all specifications as outlined in the RFQ. Additional technical and/or cost information may be requested from any submitter for clarification purposes. The method of scoring will be based on a systematic evaluation procedure, with objectivity the goal. All important factors will be considered in the evaluation. The Evaluation Committee will base the evaluation and scoring of the SOQs on the following criteria:

1. Completeness of the response to the RFQ as outlined in the "SOQ Response Requirements", including clarity, completeness, conciseness and organization - 15 point
2. 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, agency relationships - 20 points
3. Company performance, including adequate staff, years of experience, certification and qualifications of staff, support capabilities, inclusive capabilities - 25 points
4. Relevant experience, including applicability to SEMSWA programs, ability of firm to meet RFQ requirements, criteria adherence, coordination with other agencies, awards and nominations - 25 points
5. Past performance and references, including Evaluation Committee members experience with the firm, and any potential conflicts of interest - 10 points
6. Acceptance of SEMSWA standard contract - 5 points

H. Insurance Requirements

If selected, the submitter will be asked to submit copies of certificates of insurance for general liability, as well as workers compensation and professional liability (if applicable). The firm must provide, at its own expense, original certificates prior to commencing services. See the attached Agreement for required insurance limits.

I. Term of Pre-qualification

The term of the *On-Call* list for the SEMSWA identified short list and *Invite List* will be through December 31, 2013. Services may be renewed for one (1) additional 1-year option at the

discretion of SEMSWA, based on a satisfactory performance by the consultant(s), and upon approval and adoption of the budget, through December 31, 2014.

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 submittals received in response to this RFQ, or to cancel all or parts of this RFQ.

All pre-qualifications agreements between SEMSWA and the successful firm(s) will consist of an Agreement for Consultant Services (an example copy of which is included in this RFQ package), this RFQ and any addendums, the Consultant's qualifications submittal, SEMSWA's Purchase Order(s) and Consultant's original certificates of insurance.

Note: If no concerns are expressed by submitter, SEMSWA shall consider that all terms and conditions of the standard contract are acceptable to the submitter. If submitter has contract modifications, deletions or additions it would like SEMSWA to consider, such modifications, deletions or additions **must be submitted** with the SOQ package. SEMSWA reserves the right to reject SOQs based on substantive exceptions to its terms and conditions.

J. SOQ Response Requirements

By submitting an SOQ, the submitter represents that it (1) has thoroughly examined and become familiar with the requirements outlined in the RFQ and (2) is capable of performing quality work to achieve SEMSWA's objectives. SEMSWA requests that the each SOQ is limited to eleven 8 ½ x 11 sized pages in total including bios and resumes with no additional attachments, (note that hard copy submittals should be double sided, meaning hard copies will actually only contain six sheets of paper with eleven total pages of content). Any cover sheet doesn't count towards this total.

The following information must accompany your submittal(s), in the order listed:

- 1. Cover letter :** Include a statement of interest, a brief description of your firm including location(s), years in business, business type (corporation, partnership, individual, joint venture, other), staff size, financial stability, discussion of acceptance of SEMSWA's standard contract (example Agreement Regarding *On-Call* Consultant Services attached) and state any reservations, conditions or constraints related to this SOQ. Please include your contact info, including email address. **Maximum of 2 pages**
- 2. Key Personnel:** Identify key staff that would work on a typical SEMSWA task, including sub-contractors. Describe staff and subcontractors roles and include a brief resume with qualifications of all individuals who may provide services to SEMSWA. **Maximum of 4 pages**
- 3. Project Understanding and Approach:** For each Service Section your firm is proposing on, provide a statement of understanding and general approach which indicates

expertise on the types of tasks listed in Section C. Section of Work, Description of Services. **Maximum of 1 page**

4. **Relevant Experience:** For each Section your firm is proposing on provide descriptions of similar tasks performed by your firm (before and after photographs are encouraged). If SEMSWA projects, please limit the discussion to provide sufficient space to highlight those projects outside of SEMSWA Service Area that may not be known to the Evaluation Committee. Examples should include the name of the project, client name and point of contact including telephone number, total billing on the project by your firm, identification of key staff involved in project and their roles, and a brief and concise project description. **Maximum of 4 pages**
5. Submit one (1) sealed envelope labeled RFQ 2011-1 in the lower left hand corner containing a one hard copy and one CD or USB Drive with the following: SOQ(s) saved as the Section Name as a .pdf and a fee/rate sheet saved as the Consultant/Contractor Name Fee Schedule as a .pdf. Fee schedule should be organized by labor category/rates with non-labor expenses listed at cost (no loading on non-labor).

K. Other Documents Included for Review:

1. Agreement Regarding *On-Call* Consultant Services

Any questions regarding this RFQ should be directed in writing to to Ashley Byerley at abyerley@semswa.org