



RFQ No. 2011-1  
October 18, 2011

## Southeast Metro Stormwater Authority

Request for Statements of Qualifications:  
Engineering and Related Services

Final Response to Inquiries

Question	Response
<p><b>A clarification please –you’re looking for separate SOQs for each section, but SOQs for each section submitted can be put on one CD or flashdrive as separate pdf’s. Correct?</b></p>	<p>That is correct. We can receive one CD or flash drive with several SOQs; each SOQ should be saved as a separate .pdf and labeled as to the appropriate Section.</p>
<p><b>Please clarify what is intended under Section IX, part b – Environmental/Ecological Services, specific to <i>low impact</i> and <i>sustainability strategies</i>.</b></p>	<p>The EPA’s proposed Stormwater Rulemaking, with Final Action to be taken by November 2012, may include requirements related to new development and redevelopment in addition to retrofitting existing facilities. A technical approach to <i>low impact</i> and <i>sustainable strategies</i> would likely be beneficial in developing or better defining criteria meant to protect and enhance the ecological system while meeting or exceeding the Stormwater Rulemaking. Examples include typical detention pond retrofits to include wetland lowflow channels intended to provide nutrient uptake and provide a level of water quality treatment.</p>
<p><b>In Section VII – Geotechnical Engineering Services: Item “d” indicates Groundwater investigations as part of the anticipated scope of work. Would you please identify what type of groundwater investigations are anticipated? i.e. depth of groundwater, analytical testing, level monitoring, flow...</b></p>	<p>Typical on-call geotechnical services are assumed to be related to location of groundwater (i.e. depth). However, in some unique cases more detailed groundwater investigations, including analysis of potential groundwater issues and recommended remediation.</p>
<p><b>If a consultant submits an SOQ on multiple Section categories, can we provide the electronic version of the SOQ on one CD/DVD or does each Section category have to have its own CD/DVD? We understand each Section category has to have its own hard copy submittal but wanted only a clarification on the electronic version.</b></p>	<p>If multiple SOQs are submitted for consideration, <u>one</u> digital copy of the SOQ on a Compact Disk (CD) or USB Flash Drive with each SOQ saved as a separate .pdf can be submitted for all of the SOQs provided each digital SOQ document is saved as the Section Number and Name, such as “Section I Stormwater Facilities Design.pdf”</p>
<p><b>Are the paper copies and CD’s for all SOQ’s submitted by one firm to be in one envelope? And, does each service require it’s own separate</b></p>	<p>Each SOQ should be mailed or delivered in a <u>separate</u> sealed envelope containing one unbound hard copy for each SOQ</p>

<p><b>SOQ? For example, to be considered for Sections I, IV, V and A, is it correct that the SOQ for Sections I and A can be a combined SOQ, and that 2 separate SOQ's, one each, for Section IV and V would be needed? All 3 SOQ's, hard copies and CD's, would be submitted in 1 envelope, correct?</b></p>	<p>submittal with the exception of Section 1/Section A, which can be combined as one SOQ and Section II(a)/Section II(b), which can be combined as one SOQ . If multiple SOQs are submitted for consideration, <u>one</u> digital copy of the SOQ on a Compact Disk (CD) or USB Flash Drive with each SOQ saved as a separate .pdf can be submitted for all of the SOQs provided each digital SOQ document is saved as the Section Number and Name, such as "Section I Stormwater Facilities Design.pdf. The CD or Flash Drive should be contained in at least one of the SOQ envelopes, if all SOQs are saved on one CD or Flash Drive. <b><u>"RFQ No. 2011-1" should be clearly labeled in the bottom left-hand corner of each envelope.</u></b> 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. If Sections I, IV, V, and A were submitted, Section I and Section A would be in a sealed envelope, Section IV in a sealed envelope, and Section V in a sealed envelope. One CD or flash drive containing all of the SOQs and a fee sheet would need to be submitted in at least one of the three sealed envelopes. Each envelope should be labeled with RFQ No. 2011-1. If the firm desires to bundle the entire submittal, the three sealed envelopes could be placed in one larger envelope labeled RFQ No. 2011-1 for ease of delivery.</p>
<p><b>Is the presubmittal optional?</b></p>	<p>Yes.</p>
<p><b>Can you talk more about the Special Project section?</b></p>	<p>This new section is intended to narrow specialists and general engineering stormwater services specifically with respect to water quality, innovation, permit compliance with an emphasis on natural systems and pilot projects. The focus of this section will be water quality design and MS4 permit compliance.</p>
<p><b>What is the difference between the on-call list and invite list?</b></p>	<p>The on-call list is for a select group of firms to perform tasks less than \$30,000. The pre-qualified <i>Invite List</i> 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).</p>

	<p>These larger design projects require an additional competitive bid or Request for Proposal (RFP) process finalized through the SEMSWA Board of Directors, but the <i>Invite List</i> can be utilized as a means for inviting a pre-qualified group eligible to bid or submit proposals for these larger projects.</p>
<p><b>Is there a cap on the number of tasks that can be performed by a consultant selected for an on-call section?</b></p>	<p>No.</p>
<p><b>Do you have to complete for tasks if selected to be on the on-call list?</b></p>	<p>No. Consultants on the on-call list will be selected based on expertise and experience on a task-by-task basis. Program Managers may discuss the scope of tasks with multiple on-call consultants in a section.</p>
<p><b>Should Sections I and Section A discuss a team of consultants or highlight the submitting firm?</b></p>	<p>SOQs don't need to commit to a team, but should focus on highlighting the submitting firm's compliance with (or exceeding) the submittal requirements.</p>
<p><b>Should SOQ submittals be separated?</b></p>	<p>Each SOQ should be mailed or delivered in a <u>separate</u> sealed envelope containing one unbound hard copy for each SOQ submittal with the exception of Section 1/Section, which can be combined as one SOQ and Section II(a)/Section II(b), which can be combined as one SOQ . If multiple SOQs are submitted for consideration, <u>one</u> digital copy of the SOQ on a Compact Disk (CD) or USB Flash Drive with each SOQ saved as a separate .pdf can be submitted for all of the SOQs provided each digital SOQ document is saved as the Section Number and Name, such as "Section I Stormwater Facilities Design.pdf. The CD or Flash Drive should be contained in at least one of the SOQ envelopes, if all SOQs are saved on one CD or Flash Drive. <b><u>"RFQ No. 2011-1" should be clearly labeled in the bottom left-hand corner of each envelope.</u></b> Please also submit a digital detailed fee schedule saved as a .pdf, with the document saved as "SUBMITTER'S COMPANY NAME FEE</p>

	SCHEDULE.pdf” on the CD or USB Flash Drive.
<b>To further clarify, should each SOQ be in a separate envelope?</b>	Yes.
<b>Does being on the on-call list exclude a firm from being on the invite list?</b>	No. Firms that qualify can be selected for multiple on-call services and the invite list.
<b>Will there be a list of consultants selected for each section, and can the consultants overlap?</b>	Yes.
<b>Do UDFCD led jobs with SEMSWA as a partner require the consultant to be on SEMSWA’s on-call list?</b>	No.
<b>Do you have to be on the invite list to be selected for projects larger than \$30,000.</b>	The invite list will pre-qualify consultants to receive additional information about proposing for larger projects. UDFCD’s Master List and future SOQs can also be utilized. However, the invite list is the best means for future correspondence regarding project proposals.
<b>Arapahoe County has an on-call process out now; does a firm need to be on this list to also work on SEMSWA’s on-call list?</b>	No.
<b>Are minor edits to the SEMSWA standard contract allowable?</b>	SEMSWA’s contract is standard, and acceptance of the contract is 5-points towards the total 100. If minor non-substantive changes are desired, these changes should be noted in the SOQ package. SEMSWA reserves the right to reject SOQs based on substantive exceptions to its terms and conditions. Non-substantive changes may be considered, but selection criteria points may be adjusted.
<b>How should total billing be identified in the Relevant Experience section for projects that are not publicly funded, and the contract maybe confidential?</b>	Confidential billings associated with projects highlighted in the <i>Relevant Experience</i> section can be noted as “private improvements with billing information unavailable due to confidentiality”. However, if available, the project cost and applicable contract may still be included.