



Response to Inquiries

RFQ No. 2027-2030-1

Consultant Services

Date: August 31, 2026

Submittal Schedule, Format, and Organization

1. We have a question regarding the submittal date. The SOQ states Monday, September 14, while the SEMSWA website states Wednesday, September 14. Since September 14 falls on a Monday, could you please confirm whether the proposal is due Monday, September 14, or Wednesday, September 16? *Please refer to the schedule in the RFQ document.*
2. Please clarify the required naming convention for the PDF files submitted in response to this RFQ. The instructions in Item B, Method of Submittal, differs from those in Item D, SOQ Response Requirements. Please identify the correct file naming format that respondents should use for all submission documents. *The correct naming convention is 'Firm name SOQ.pdf'.*
3. Is 11" x 17" page size all for submittal, and if so, do they count for one or two pages? *Please limit 11x17 to only where necessary; these would count as a single page.*
4. Do you want our SOQs organized by Section (i.e. Section I, part a, b, c, d; Section II, part a, b, c, d, etc.) or by SOQ part (i.e. Part a, Section I, II, III, IV; Part b, Section I, II, III, IV, etc.)? *Focus on each section you are submitting as if it were its own separate proposal. We don't want to receive multiple proposals, so please combine them into one file. The cover letter should mention which sections are being submitted.*
5. If information is repeated for more than one Section, for instance, if key personnel provide services across more than one discipline, do you want us to duplicate that information in each section, or would you

prefer that we only present it once? *It is okay if information is duplicated.*

6. Is it permissible to include hyperlinks in the submittal, and will their content be considered? *There is no restriction on including hyperlinks in the proposal; however, each reviewer may have limited time to review linked materials, so I'd suggest not relying too much on hyperlinked information.*
7. SOQ Page Limit: Is there an overall page limit for the complete SOQ beyond the individual section page limits identified in the RFQ? If so, please clarify the maximum total page count and any materials excluded from that limit. *No, just the sections. You can also include full resumes in an appendix.*
8. We understand that accessibility is a key SOQ requirement. To make sure our submission fully aligns with your requirements and expectations, could you clarify how our SOQ will be evaluated with respect to ADA compliance and whether there are any additional accessibility requirements, standards or deliverables beyond WCAG 2.1 Level AA that should be addressed in our response? *SEMSWA requires that all SOQ submissions be provided as ADA-compliant PDF documents that conform to WCAG 2.1 Level AA standards as a formatting requirement. Compliance is not a scored evaluation criterion and will not be separately evaluated. Firms may include a brief statement describing how accessibility compliance was achieved if they believe it would be helpful.*

Key Personnel, Resumes, and Subconsultants

9. Item D. SOQ Response Requirements, b. Key Personnel: The solicitation requires respondents to "describe staff and sub-consultant roles and include a brief resume with qualifications of the primary individuals who may provide services to SEMSWA." Please clarify whether it is acceptable to identify anticipated sub-consultant roles and areas of expertise without naming specific sub-consultant firms, or whether specific sub-consultant firms must be identified in the SOQ. If specific sub-consultant firms are required to be identified, should respondents

also provide brief resumes and qualifications for the proposed key personnel from those sub-consultant firms? *Both Sub-Consultant named firms or Sub-Consultant roles are acceptable. The intent is to identify where external consulting may be required when developing a project team. Additionally, if Consultant has preferred Sub-Consultants and wants to identify those firms they are free to do so, however they are not limited to using these firms when submitting for project specific proposals.*

10. Do the Resumes at the end of the SOQ count towards the page limit? *No, you can add them as an appendix.*

11. May we present full resumes for personnel as an appendix? *Yes.*

12. Can a consultant be on multiple teams? *Yes.*

13. Can a consultant be the prime consultant on one proposal and a subconsultant on another proposal? *Yes.*

14. For Sections I, III, and V, can some of the key personnel be out of state, and if so, how would that likely affect scoring? *Please identify all key personnel available to perform on-call services.*

15. When the same key personnel, or subconsultants, will support more than one Service Section, may their qualifications/resumes be presented once and cross-referenced within the applicable Sections, rather than repeated for each Section? *Identify those staff within the 3-page limit per section; then you can attach full resumes as an appendix.*

16. We would appreciate clarification regarding personnel qualifications. Are resumes for key team members included within the proposal page count, or may they be excluded? If excluded, would brief biographies in the Key Personnel section be acceptable, with full resumes provided in an appendix? *Yes, brief biographies for Key Personnel, and you can provide full resumes in an appendix.*

Evaluation, Scoring, and Selection

17. For Sections I, III, and V, will similar experience outside of SEMSWA and MHFD be scored lower if our team still has local familiarity/knowledge, but not local project descriptions? *Please do your best to highlight the projects with relevant experience. You may list project name, client name, and a point of contact.*
18. Is there a target number of contractors to select per section or a desire to keep it on the smaller end? Does the number of sections submitted influence the likelihood of being selected for a particular section? *No. Each Section will be reviewed by a separate committee that will make recommendations independently.*
19. Does the rate sheet affect scoring? *No, the rate sheet is kept separate from proposals and scoring.*
20. For firms submitting qualifications for multiple Service Sections, will SEMSWA evaluate and score the qualifications for each Service Section independently, or assign one overall score to the combined SOQ? *Yes, SEMSWA will evaluate and score qualifications for each service section independently.*

AI Use and Disclosure

21. The RFQ includes a new requirement for consultants to disclose the use of Artificial Intelligence (AI) for proposals and work deliverables. Would SEMSWA please clarify the specific information that is expected to be disclosed (e.g., types of AI tools used, extent of use, quality-control procedures, etc.)? Additionally, should this disclosure be included as part of the proposal submission, or is disclosure only required following contract award and during performance of the work? *The use of Artificial Intelligence (AI) in preparation of the SOQ submittals to SEMSWA is not prohibited on the condition that no information that is not already in the public domain about SEMSWA is used to prepare the submittals. Artificial Intelligence (AI) may be used for work deliverables only upon SEMSWA's written approval. SEMSWA prohibits utilizing SEMSWA information when utilizing AI tools unless prior written approval is obtained. The intent of the prohibition is to prevent*

information (not already in the public domain) regarding SEMSWA's financial information and operations from residing on the web.

22. The RFQ indicates that consultants must disclose the use of AI for proposals and work deliverables. However, the Contract Regarding On-Call Consultant Services states that AI tools may not be used in connection with performance of services without SEMSWA's prior written authorization. Please clarify: Is use of AI in preparing the SOQ itself permitted if disclosed? *The use of Artificial Intelligence (AI) in preparation of the SOQ submittals to SEMSWA is not prohibited on the condition that no information that is not already in the public domain about SEMSWA is used to prepare the submittals.*
23. If a consultant is selected, is AI use prohibited by default for future task work unless specific written authorization is obtained from SEMSWA? *Future deliverables will require written authorization from SEMSWA.*
24. What level of disclosure is expected for AI-assisted proposal preparation and future deliverables? *No requirement for SOQ proposal preparation. Future deliverables will require written authorization from SEMSWA.*
25. Is it acceptable to utilize AI capabilities for research purposes? Can you please clarify what AI uses require disclosure for work deliverables? *The use of Artificial Intelligence (AI) for research purposes related to work deliverables will require written authorization from SEMSWA.*
26. AI Disclosure: Does the contract's prohibition on AI use apply to preparation of the proposal, or is AI use in the proposal permitted as long as it is disclosed? If disclosure is permitted, please clarify the level of detail required. For example, is a general statement acknowledging AI use sufficient, or should proposers identify specific uses of AI within the proposal? *The use of Artificial Intelligence (AI) in the preparation of the SOQ submittals to SEMSWA does not require disclosure on the condition that no information that is not already in the public domain about SEMSWA is used to prepare the submittals.*

Technical Scope and Service Requirements

27. Section I - Stormwater Infrastructure Design Services, Scope Item b: Could you please clarify whether “subsurface utility research/coordination” is intended to include Subsurface Utility Engineering (SUE) investigation/services as part of the scope? *No, only coordination is intended, with a SUE investigation performed by another firm or contracted separately.*
28. Section I - Stormwater Infrastructure Design Services, Scope Item d: Is it the Authority’s intent that the consultant team identify existing water rights and evaluate potential injury to those rights as part of the project design? *No, the intent is only to understand that, for instance, design criteria for detention ponds must consider detention time to comply with water rights.*
29. What type of projects do you see potentially applying for grants? *No specific projects or project types are anticipated for grants.*
30. Is developing or giving training something of interest to SEMSWA? There were no specific requirements listed. *If you have training capabilities, I recommend identifying them and proposing them for the Special Services category.*
31. Will demonstrated familiarity with Atlas 15 methodology and an approach for transitioning from Atlas 14 to Atlas 15 be considered responsive to this requirement? Being that Atlas 15 has not been released at the time of this RFQ. *Yes.*

Contract Terms, Billing, and Bonds

32. Historically, fee schedules have not been required to remain fixed for the full contract term. Can you please confirm whether firms may submit updated Fee & Rate Schedules annually for this 2027–2030 contract? *Yes, See Paragraph III. A. Term of Contract. “Please note that an initial Contract will be executed for Calendar Year 2027, and a Contract Amendment will be required for each subsequent service year, allowing the firm to attach any new Fee Rate Schedule, if applicable and agreed to by SEMSWA.”*

33. Under what circumstances, if any, does SEMSWA anticipate requiring a Performance Bond from an on-call consultant, and would the requirement apply at contract execution or only to specific Tasks? *No performance bond is required for Consultants.*

34. Total Billing: For projects included under Relevant Experience that involve multiple disciplines or phases, should the required “rounded total billing for the project by your firm” reflect the firm’s total billing for the entire project, or only the billing associated with the services relevant to the applicable Service Section? *The total billing relevant to that section.*