



REQUEST FOR QUALIFICATIONS

CONSULTANT SERVICES

Date: August 3, 2026

The Southeast Metro Stormwater Authority (SEMSWA) is seeking Statements of Qualifications (SOQ) from local, experienced professional firms to provide stormwater management consulting services to SEMSWA. Through this Request for Qualifications (RFQ) process, SEMSWA will develop a Consultant Shortlist for several On-Call Service categories.

The On-Call Shortlist will provide SEMSWA staff with on-call professional services as needed; these services will be discrete, smaller-scale, and short-term duration Tasks. A Task will have a total fee with a maximum not-to-exceed limit for the specified Contract term. A Consulting firm may be under contract for one or more unrelated Tasks within the Contract term, but each separate Task will remain within its not-to-exceed limit. Additionally, the On-Call Shortlist will be solicited for larger-scale projects through a separate project-specific proposal process. SEMSWA may also utilize Mile High Flood District's (MHFD) Pre-Qualified Consultant list for these larger Project proposal requests.

SEMSWA may need to cover a wide variety of engineering and related services, including the sections listed below, which provide detailed descriptions of capabilities required under these Service categories. SEMSWA reserves the right to add specific provisions or activities within each Section as may be required to fulfill a Task.

Section I Stormwater Infrastructure Design Services

Section II Surveying Services

Section III Floodplain Management and Watershed Master Planning Services

Section IV Geotechnical Engineering Services

Section V Environmental Services

Section VI Special Services

NEW for On-Call Shortlist 2027-2030:

1. Firms are asked to submit a single SOQ which presents capabilities under any or all of the Service sections listed above. SEMSWA will evaluate submittals and may select firms for the On-Call Shortlist for multiple Service categories. Firms currently on the 2023 On-Call Shortlist will need to submit a long-format SOQ rather than the abbreviated option available in previous years. Please review the SOQ Procedures section for more details.

2. The type and number of Tasks that may be performed as on-call professional services are unspecified. SEMSWA reserves the right to award tasks to multiple pre-qualified firms on the SEMSWA *On-Call Shortlist* and to award multiple Tasks to each pre-qualified firm over the Contract term.
3. SEMSWA's Contract Regarding On-Call Consultant Services now includes requirements for Consultants to disclose the use of AI (Artificial Intelligence) for proposals and work deliverables.
4. SOQs must now also be ADA-compliant and adhere to WCAG 2.1 Level AA Guidelines.
5. A Consultant by submitting a SOQ agrees that SEMSWA's formation partners (Arapahoe County, City of Centennial, Arapahoe County Water and Wastewater Authority, East Cherry Creek Valley Water and Sanitation District, and Inverness Water and Sanitation District), at their discretion, may utilize SEMSWA's On-Call Shortlist in addition to their own lists. SEMSWA's partners will administer their own contract, issue their own orders, be invoiced directly, make their own payments, and issue their own exemption certificates as required. It is understood and agreed that SEMSWA is not a legally bound party to any contractual agreements made between SEMSWA's partners and Consultant. SEMSWA shall not be liable for any costs or damages incurred by Consultant and SEMSWA's partners.

I. QUALIFICATIONS AND DESCRIPTIONS OF SERVICES

SOQs will be considered only from firms that are well-established as consulting businesses, have a successful record of project completion, are financially responsible, capable of obtaining the required insurance coverage, 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. Failure to provide information that supports these requirements may result in the SOQ being considered incomplete. SEMSWA may request additional information as deemed necessary.

Firms must also be registered or certified in the State of Colorado in the applicable profession/area of expertise (i.e., Professional Engineer or Land Surveyor), with at least one principal that is licensed as a professional engineer or land surveyor by the State of Colorado, as applicable. The exception to this would be firms providing qualifications for the Environmental and Special Services categories, for which no professional licensure is required. This RFQ process aims to develop a list of qualified firms capable of performing high-quality work, both for Tasks with limited scope and shorter time frames and for Projects requiring larger-scope work products.

Section I- Stormwater Infrastructure Design Services

This Section includes design for channel stabilization and reclamation; regional detention, water quality, and other stormwater management facilities; stormwater infrastructure repair, rehabilitation, or replacement; and revisions to criteria/standards/details. Firms interested in qualifying for this Section must demonstrate experience and expertise in all, or a majority of, the activities listed

below. If any particular expertise is to be subcontracted/sub consulted, please identify it in the SOQ submittal.

Planning and Permitting

- a. Documented successful coordination with MHFD or other drainage regulating agencies.
- b. Design data collection, analysis, documentation, reporting, and due diligence, including field survey, geotechnical investigation, subsurface utility research/coordination, and environmental permitting; some of which services may be provided by subconsultants as part of a project team.
- c. Identifying and evaluating private property impacts, conflicts, issues, and resolutions.
- d. Understanding water rights as they pertain to the implementation of stormwater management facilities or strategies.
- e. Preparation, coordination, and oversight of stakeholder meetings, as appropriate.
- f. Preparation of project plan exhibits as necessary for public meetings.
- g. Master planning evaluations, including alternatives for flood control and water quality considerations, sub-area and neighborhood-level analysis, land acquisition potential, and damage analysis.
- h. Preparation of No Impact Floodplain certification letters.
- i. Preparation of floodplain modification studies and CLOMRs and LOMRs for submittal to FEMA, including property owner notification letters/maps.
- j. Demonstrated ability to obtain all applicable local, state, and federal permits for drainage improvement, restoration, and reclamation projects, including U.S. Corps of Engineers permits that may include a Colorado Stream Quantification Tool analysis and Colorado Regulation 87 Dredge and Fill Permit Authorizations.
- k. Preparation of exhibits and AutoCAD line work, identifying land acquisition areas that will assist a surveyor with preparing legal descriptions.

Design Services and Project Delivery

- l. Design of facilities using design standards contained in the Arapahoe County and SEMSWA Stormwater Management manuals, the MHFD Drainage Criteria manuals, Volumes I-III, and comply with previous/adjacent Reports/Drainage Letters, as applicable.
- m. Design of Grading, Erosion, and Sediment Control (GESC) plan and narrative, per SEMSWA and Arapahoe County GESC manuals and MHFD Drainage Criteria Manual Volume III, and Stormwater Management Plan (SWMP), if requested, per requirements of State Permits for construction activities.
- n. Hydrologic and hydraulic analyses, channel stability analyses, and erosion control design.
- o. Geomorphology evaluation and sediment transport analysis.
- p. Preparation of preliminary and final design and construction documents, including plans; drainage reports/letters; variance requests; Project Specifications, including Supplemental Conditions and MHFD Division One Specifications, Payment Procedures; cost estimates; and contracts.

- q. Preparation of detailed cost estimates using MHFD, CDOT, or local cost data and cost-benefit analysis.
- r. Preparation and revision of manuals, such as the SEMSWA and Arapahoe County Stormwater Management Manuals and the SEMSWA and Arapahoe County Grading, Erosion, and Sediment Control Manuals.
- s. Preparation and revisions to Standard Operating Procedures (SOPs)/Policies.

Construction and Project Closeout

- t. Assistance with the preparation of the Best Value Procurement Contractor request for proposal and participation in proposal review and Contractor selection.
- u. Assistance with project bidding services.
- v. Preparation of As-Built Record Drawings, including volume certification, as necessary, in accordance with SEMSWA requirements.
- w. Coordination of project components as applicable to the MHFD Maintenance Eligibility Program.
- x. Ability to perform construction management, including construction observation and inspection services.
- y. Preparation of Operation and Maintenance Plans following the Stormwater Management Manual requirements.
- z. Asset management analysis and reporting.

Section II- Surveying Services

This Section is specific to survey tasks that can be small, very specific scopes for a particular stand-alone Task, up to large Projects with detailed survey scopes, which may include all or parts of the activities listed below. Survey data must be submitted in a format compatible with the latest acceptable version of AutoCAD. SEMSWA requires the use of the NAVD88 vertical control datum on all surveys. Delivery must include the original coordinate system version, and a copy converted to the NAD83 State Plane Coordinate System. Qualified firms must be able to provide survey services associated with design projects and services typically associated with minor survey work for Pond Volume Certifications, FEMA Elevation Certificates, and Letters of Map Amendment (LOMAs), and easement legal descriptions.

Firms interested in qualifying for surveying Services must be able to submit documents of experience and expertise in all of the activities listed below.

Survey and Mapping Services

- a. Topographical surveys.
- b. GPS control surveys.
- c. Cross-section surveys.
- d. LiDAR surveys.
- e. Geospatial Data/Aerial Photogrammetry.
- f. Drone surveys.

Monumentation, Legal, and Construction Support

- g. Preparation of survey control plans and construction survey staking sheets.

- h. Preparation of record plan sets of monumentation; this may include land survey plats prepared by a licensed Land Surveyor.
- i. Preparation of legal descriptions for easement and right-of-way acquisitions, including exhibits, agreements, and closure reports.
- j. Records and Title Research, including County Assessor's Records, Property Deeds, Subdivision Plats, Land Survey Plats, PLSS Land Section Monument Records, Road Right-of-Way/County Commissioner Road Petitions, CDOT Right-of-Way Plans, and Bureau of Land Management (BLM) Records.
- k. Right-of-way survey control and monumentation.
- l. Survey control and monumentation.
- m. Construction staking.
- n. Review of Easements, Legal Descriptions, Closure Reports, and other associated items.

Certifications and Specialized Services

- o. Preparation of Pond Volume Certification submittals.
- p. Preparation and certification of Record Drawing, including As-builts.
- q. Preparation of FEMA Elevation Certificates.
- r. Successful FEMA LOMA submittals and/or FEMA eLOMA determinations.
- s. Research and tracing of mystery utilities that have penetrated storm sewers.

Section III- Floodplain Management and Watershed Master Planning Services

The work in this Section will require familiarity with the City of Centennial and Arapahoe County floodplain regulations, specific floodplain modeling understanding and expertise, and the MHFD Watershed Master Planning requirements, and may include all or parts of the activities listed below. Firms interested in qualifying for this Section must demonstrate experience and expertise in all or a majority of the activities listed below.

Modeling and Technical Studies

- a. Experience with NOAA rainfall data, including Atlas 14, 15 and subsequent updates, and application of current hydrologic and hydraulic methodologies.
- b. Hydrologic modeling using CUHP and SWMM, including the use of current model versions and detailed technical review.
- c. Hydraulic modeling uses both 1D and 2D models to support accurate analysis and decision-making.
- d. Experience performing detailed technical review of 1D and 2D hydraulic models and related flood studies.
- e. Preparation of special flood hazard studies and related tasks that supplement existing floodplain delineation efforts.
- f. Experience preparing floodplain modification studies, including CLOMRs and LOMRs.
- g. Preparation of drainage master plans, floodplain studies, and related projects for MHFD.
- h. Outfall and storm sewer collection system planning utilizing ICM and on "rain on mesh" modeling type.

- i. Experience with CWCB Fluvial Hazard Zone protocol, including FHZ studies and mapping.
- j. Familiar with MHFD's new Watershed Master Planning requirements and Confluence deliverables and/or compatible GIS deliverables.

Regulatory Agency Coordination and Outreach

- k. Successful coordination with FEMA, CWCB, MHFD, and other federal, state, and local agencies.
- l. Technical guidance on NFIP-related activities, including CRS, floodplain regulations, floodproofing, PMRs, LOMCs, community publications, and policy interpretation.
- m. Specialized support for public education and outreach materials related to flood risk, including publication graphics, renderings, presentation boards, and social media outreach.
- n. Knowledge of the new MHFD flood risk program.

Section IV- Geotechnical Engineering Services

The work in this Section will include subsurface investigations; materials testing, including subgrade, asphalt, and concrete; and laboratory analysis; and may include all or parts of the activities listed below. Firms interested in qualifying for this Section must be able to demonstrate experience and expertise in all or a majority of the activities listed below:

Engineering and Design Services

- a. Subsurface soil investigations; foundation, pavement, and concrete mix design; and technical design support for drainage, storm sewer, and floodplain improvement projects, including compliance with applicable Arapahoe County, City of Centennial, and Mile High Flood District criteria and familiarity with Superpave technology and MGPEC procedures and specifications.
- b. Technical design of sub-surface conditions, foundations, and pavements that support drainage, storm sewers, and floodplain improvement projects.
- c. Specialized consulting for groundwater and seepage investigations.

Field Investigation, Testing, and Reporting

- d. Field investigations, including test borings to evaluate existing pavement and subsurface conditions, non-destructive deflection testing, vibration monitoring, and on-site materials testing (subgrade, asphalt, and concrete).
- e. Laboratory testing includes but is not limited to R-value testing, gradation analysis, Superpave technology, Atterberg limits, Hveem test, Gyratory compaction, wet track abrasion test, extractions, compressive strength (concrete), consolidation/swell, corrosivity, proctors, and cohesion tests.
- f. Preparation of geotechnical reports summarizing field investigations, laboratory testing, and recommendations.
- g. Specialized expertise and guidance for construction inspection,

- management, and observation services.
- h. Expertise and guidance for construction inspection, management, and observation services.

Section V- Environmental Services

The work in this Section will involve special studies or small, phased Tasks to advance natural resource assessment, protection, preservation, and enhancement, and may include all or parts of the activities listed below. Firms interested in qualifying for this Section must demonstrate experience in activities relevant to their expertise from the list below.

Permitting, Compliance & Regulatory Coordination

- a. Knowledge and experience with the Colorado Department of Public Health and Environment (CDPHE) Cherry Creek Reservoir Basin MS4 General Permit (COR080000), Non-standard MS4 General Permit (COR070000), Construction General Permit (COR400000), Dewatering General Permits (COG080000, COG317000, COG318000, COG603000, COG608000), and the stormwater quality objectives of a permitted entity.
- b. Experience with Regulation No. 72 – Cherry Creek Reservoir Control Regulation (5 CCR 1002-72) and Regulation 87 – Discharges of Dredge and Fill Materials in State Waters (5 CCR 1002-87) and the stormwater quality objectives of a regulated entity.
- c. Environmental permitting for floodplain, riparian, and wetland natural areas, including planning, construction, restoration, reclamation, and retrofit activities
- d. Successful coordination with the U.S. Army Corps of Engineers, Department of Fish and Wildlife, and other resource agencies on Clean Water Act, endangered species, habitat and baseline assessments, cultural resources, historical resources, CSQT, wetlands identification, and related environmental permitting processes
- e. Demonstrated experience supporting Colorado MS4 permit programs, with thorough knowledge of CDPHE expectations, compliance processes, reporting requirements, and audit preparedness.
- f. Demonstrated experience supporting MS4 programs with implementing TMDL requirements, including interpretation of WLAs, development of compliant plans and reporting, water quality monitoring and data analysis, pollutant load modeling, SCM planning and effectiveness evaluation, and coordination with regulatory agencies and regional partners. Experience designing and conducting both wet weather and dry weather monitoring programs to support outfall screening, pollutant characterization, and TMDL tracking.

Environmental Planning and Design

- g. Technical guidance on low impact development (LID), sustainability strategies, and green infrastructure within the SEMSWA service area

- h. Development of revegetation options, seeding specifications, plant selection, weed control strategies, and drought-tolerant, water-conserving vegetation approaches for urban, open space, riparian, and upland areas
- i. Groundwater, sediment, and soil investigations related to water resource studies, recharge areas, source water protection, and environmentally sensitive areas, including sampling and laboratory services
- j. Preparation of special studies or plans that supplement existing drainage master plans with an emphasis on stormwater quality, innovative stream enhancement, and natural area restoration
- k. Design of pilot projects and restoration, reclamation, or retrofit projects that enhance natural resources and advance water quality objectives, including retrofit of existing water quality facilities

Section VI- Special Services

This Section includes specialized services that provide support to SEMSWA's programs. Firms interested in qualifying for this Section must demonstrate experience in activities relevant to their expertise from the list below.

- a. Public outreach and marketing support for SEMSWA services and stormwater programs, including development of educational and regulatory messaging, graphics, digital content, and video to support water quality initiatives and community engagement.
- b. Technical support for public-facing documents, including review and formatting of annual reports, criteria manuals, and other materials; development of communication strategies; and ensuring compliance with ADA and WCAG 2.1 Level AA accessibility requirements.
- c. Social media outreach including program strategies, messaging graphics, and videography
- d. Grant support services, including grant research, strategy development, application preparation and writing, coordination of partner inputs, and post-award administration such as compliance tracking, reporting, and grant management.

II. STATEMENT OF QUALIFICATIONS (SOQ) PROCEDURES

A. Schedule

Task	Deadline
Documents are available at SEMSWA.org	5:00 pm Monday, August 3, 2026
Consultant Written Questions Due	5:00 pm Monday, August 17, 2026
Final Response to Questions	5:00 pm Monday, August 31, 2026
SOQ Submittals due	5:00 pm Monday, September 14, 2026
On-call Shortlist posted on SEMSWA website	5:00 pm Monday, October 19, 2026

B. Method of Submittal

The SEMSWA website has a dedicated page for the **2027-2030 RFQ** process, containing all the necessary documents, including an SOQ form and contract template, *Contract Regarding On-Call Consultant Services*.

A single SOQ will be accepted electronically through the SEMSWA website (Other delivery methods, such as hand-delivered or mailed DVDs, CDs, or USB Flash drives, will not be accepted).

Please submit a single SOQ document that is ADA-compliant (WCAG 2.1 Level AA) labeled as 'Firm name SOQ.pdf' (e.g., ACME Consulting SOQ.pdf). In addition, the firm must have a Fee & Rate Schedule saved as a separate .pdf file, saved as Firm name Fee Schedule.pdf (e.g., ACME Consulting Fee Schedule.pdf).

An authorized representative of the firm shall sign the SOQ submittal. Failure to submit the information requested will be reflected in the scoring and evaluation of the SOQ. SEMSWA may reject SOQs that are substantially incomplete or lack the required information.

C. Inquiries regarding RFQ Process

All questions about Consultant SOQ submittals or questions not addressed in the **FAQ** shall be submitted in writing and emailed to rfq@semswa.org with **RFQ 2027-2030 Consultant** in the email subject line. Consultant Written Questions are due by the scheduled deadline listed above. Please do not directly contact any other SEMSWA staff regarding this RFQ. Only questions that are received through the above email will be answered; otherwise, questions will not be addressed. SEMSWA's response to inquiries will be published on the SEMSWA website after the Final Response to Questions; see **Schedule**.

D. SOQ Response Requirements

By submitting an SOQ, the firm represents that it has thoroughly examined and is familiar with the requirements outlined in the RFQ and is capable of performing quality work to achieve SEMSWA's objectives. To be considered, all SOQs must be submitted in accordance with the following instructions.

The following information must accompany the SOQ submittal, saved as a .pdf file labeled with 'Firm name' (e.g., ACME Consulting), in the order listed:

- a. **Cover letter:** Please identify all Sections that you are requesting that Consultant be considered for, include a statement of interest, a brief description of your firm including location(s), years in business, business type (corporation, partnership, individual, other), staff size, statement regarding acceptance of SEMSWA's standard Contract, and state any reservations, conditions, or constraints related to this SOQ. Please include your contact info, including your email and website. Maximum of 2 pages.

- b. **Key Personnel:** Identify key staff working on a typical SEMSWA Task, including sub-consultants. Describe staff and sub-consultant roles and include a brief resume with qualifications of the primary individuals who may provide services to SEMSWA. Maximum of 3 pages per Section; please do not exceed 12 pages total.
- c. **Project Understanding and Approach:** For each Section your firm proposes, provide a statement of understanding and general approach indicating expertise on the types of Tasks from the Description of Services. Maximum of 2 pages per Section.
- d. **Relevant Experience:** For each On-Call Service Section your firm proposes, describe similar tasks performed by your firm (before and after photographs are encouraged). We want to hear about SEMSWA project experience but also want highlights of those projects outside the SEMSWA Service Area that may be unknown to the Evaluation Committee. Examples should include the project name, client name, and point of contact (including telephone number), rounded total billing for the project by your firm, identification of key staff involved and their project roles, and a brief, concise project description. Maximum of 4 pages per Section.
- e. The **Fee/Rate schedule** submitted should be organized by labor category/rates with non-labor expenses listed at cost (no loading on non-labor) and will be submitted separately.
- f. **IRS Form W-9**

E. 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, Consultant/SEMSWA employee relationships, Consultant/public official relationships, or Consultant's existing financial interest in a SEMSWA Project.

F. Addendum or Supplement to RFQ

All answers to submitted written questions and requests for clarification will be made available on the webpage **RFQ 2027-2030** on the date indicated in the **Schedule.**

G. Late SOQs

Late SOQ submittals will not be accepted. Firms must ensure that SOQ(s) are submitted electronically by or before the date/time specified in the RFQ.

H. 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.

I. Proprietary 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.

J. Material Ownership

All SOQ materials will become the property of SEMSWA and will be open to public inspection. Any restrictions on the use of data contained within a submittal must be clearly stated in the submittal. Proprietary information submitted in response to this RFQ will be respected in accordance with applicable SEMSWA policies. SEMSWA reserves the right to disqualify firms that do not meet the SOQ response requirements

K. Incurring Costs

SEMSWA is not liable for any cost incurred by a firm in developing an SOQ.

L. SOQ Submittal 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 SOQ submittals before the new date and time specified.

M. Evaluation and Selection Process

An Evaluation Committee comprised of personnel from various SEMSWA Programs will evaluate all SOQ submittals for completeness and the firm's stated ability to meet all specifications outlined in the RFQ and applicable selection criteria. The names of the SEMSWA staff comprising the Evaluation Committee are unavailable to firms. Firms should not contact SEMSWA staff regarding this RFQ. Contacting individual SEMSWA staff may be considered a conflict of interest.

Responses to engineering and related Services categories will be evaluated as detailed below. Additional technical or cost information may be requested from any firm for clarification purposes.

Category	Selection Criteria	Points
Completeness	Response meets all requirements, including clarity, completeness, conciseness, and organization	15
Firm Operations	Adequate staff and suitable organizational structure to complete Task, years of experience, certification, and qualifications of staff, and support capabilities	25
Company Experience	Applicability of expertise to SEMSWA Programs and goals; the ability of a firm to meet RFQ Service Section specifications, criteria, and regulation adherence, relationship and coordination with other agencies, and project awards and nominations	25

Potential to Exceed Expectations	Demonstrated experience implementing Tasks with multiple objectives, advanced engineering approaches to further SEMSWA stormwater management practices, forward-looking criteria application, and state-of-the-practice regulatory guidance	10
Past Performance	Project execution; references, including SEMSWA experience with the firm; and any potential conflicts of interest	25

1. **Disqualification**

Failure by a firm to provide information missing from a submitted SOQ may result in the disqualification of the SOQ. The Evaluation Committee will shortlist the firms whose submittals are considered in the best interest of SEMSWA. The *On-Call Shortlist* will be published by the deadline indicated in the **Schedule**.

2. **Recommendation**

The objective of the Evaluation Committee will be to recommend the selection of firms to the Executive Director whose SOQ submittals are most responsive to SEMSWA's requirements and are the best qualified. The Executive Director shall make the final determination regarding selection for inclusion on the On-Call Shortlist after consideration of the Evaluation Committee's recommendations and the best interests of SEMSWA. The specifications within this RFQ represent the minimum performance necessary for responses by any interested firm.

3. **Selection**

Upon selection to the *On-Call Shortlist*, any final documentation necessary to complete the Contract requirements will be requested (e.g., Performance Bond, original Certificates of Insurance). The firm will be given a specific time frame following the selection notification to acknowledge receipt and comply with these requirements. Failure to comply may result in the termination of the Contract.

Firms not selected may request debriefing on the selection process; the debriefing shall not include a point-by-point comparison of the rejected firm's proposal with those of other firms. A debriefing may be scheduled by contacting the Evaluation Committee at rfq@semswa.org no later than ten (10) calendar days after posting of the On-Call Shortlist.

III. **CONTRACTUAL PROCEDURES**

A. **Term of Contract**

The On-Call Shortlist's maximum term length will be four years through **December 31, 2030**. 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. After the first year, services may be renewed for one (1) additional calendar year at a time, up to a total of four years, at the discretion of SEMSWA, based on satisfactory performance by the firm, and upon approval and adoption of the Program budgets.

Issuance of this RFQ and receipt of SOQs do not commit SEMSWA to award a Contract. SEMSWA reserves the right to postpone opening, accept, or reject any SOQ submittals received in response to this RFQ, or cancel all or parts of this RFQ.

B. Contract Agreement

All agreements between SEMSWA and the successful firm will consist of a **Contract: Contract Regarding On-Call Consultant Services** (an example copy of which is included on the RFQ page at the SEMSWA website), this RFQ, and any addenda, the firm's SOQ submittal, the firm's original Certificate of Insurance, as applicable.

The contents of the SOQ submittal by the successful firms, their Fee Schedule, and W-9 will become a part of the **Contract** obligation.

All Contractual documentation will become public information, pursuant to 24-72-200.1 et seq., CRS, for public (open) records, upon the Executive Director's recommendation.

C. Contract Negotiations

SEMSWA no longer accepts modifications, deletions, or additions to its Contract Regarding On-Call Consultant Services. SEMSWA reserves the right to reject SOQs if the Contract terms and conditions are not accepted, and Firms will be notified of such rejection. SEMSWA anticipates execution of the Contract documents by the date indicated in the Schedule. If the Consultant cannot meet the Schedule, they must notify SEMSWA as early as possible to make arrangements; otherwise, the Firm may be removed from the SEMSWA On-Call list.

D. Insurance Requirements

If selected, the firm will be asked to submit copies of Certificates of Insurance for general liability, Workers' Compensation, and Professional Liability (if applicable). The firm must provide original certificates at its own expense before commencing services. The pre-qualified On-Call consultant firms will be required to provide the following insurance coverage at their 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 (Services authorized hereunder equaling or exceeding \$100,000 shall require a minimum of \$2,000,000 insurance limit)
B. Professional Liability	\$1,000,000 each claim and in the aggregate (Services authorized hereunder equaling or

	exceeding \$100,000 shall require a minimum of \$2,000,000 insurance limit)
C. Automobile Liability	\$1,000,000 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: EXCEPT FOR PROFESSIONAL LIABILITY INSURANCE, 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 a private carrier, evidence shall be on the 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 plus one (1) year from the date that the last work was performed under the Contract.

IV. FREQUENTLY ASKED QUESTIONS

- Can firms submit for more than one Service section?
Yes, Consultants may submit a single Statement of Qualifications (SOQ) demonstrating their qualifications and experience for one or more Service Sections.
- If a sub-consultant is needed, can they be hired for a project under the On-call in lieu of being stated in the RFP?
Yes, if a subcontractor is needed for a Section Task, they can be hired at that time by the firm, but they will be identified and approved with each authorization. The purpose of stating that the sub-consultants expected to be used by a firm within the SOQ is to provide the Evaluation Committee with a preview of the typical team(s) that a firm can put together to meet a Task scope in the Section.
- Are cover pages and the table of contents excluded from the total page count?
Yes, a cover 'page' with your firm's name and logo, and a table of contents are excluded from the page count. However, the Cover Letter is required and limited to two pages and must provide the Evaluation Team with information including a brief description of your firm, including location(s), years in

business, business type, staff size, a statement regarding acceptance of SEMSWA's standard Contract, and the signature of the contact at your firm for any On-Call Task Scope requests or inquiries. The SOQ may use the Cover Letter as the 'cover' of the SOQ with the Section categories included in the reference subject line.

4. Are images and exhibits excluded from the proposal page limit?
Yes, however, please use discretion in providing only relevant information. Any SOQ exhibits that provide examples of your firm's work which are similar to photos in that they are illustrative, are not meant to contain the specific information required by the RFQ, and are not counted in the page limit. That said, SEMSWA requests that discretion be used to limit the amount of extra material provided to save your firm time preparing the SOQ and the SEMSWA Evaluation Committee for time to review extra materials.
5. Some firms are on the existing 2023 On-Call Shortlist but have not been awarded a Task; what is the projection for Tasks with SEMSWA during this next contract time frame?
Tasks are not guaranteed for any firm on the On-Call Shortlist; Tasks and Projects are entirely dependent on Program budgets and needs.
6. How does SEMSWA's On-Call Shortlist relate to other jurisdictions, agencies, or MHFD's pre-qualified shortlists?
The firm does not need to be on SEMSWA's On-Call Shortlist to be selected by any other partner agency-led project. The On-Call Shortlist provides a group of pre-qualified firms to conduct discrete Tasks for SEMSWA.
7. Can a firm pre-qualified for Stormwater Infrastructure Design Services, for example, also be used for Tasks under Floodplain Services even if they have not been shortlisted for that Section?
An assignment for a specific Task will be first and foremost chosen from the pre-qualified consultants within that Services section. However, SEMSWA reserves the right to utilize pre-qualified firms for an on-call Task from any Service Section, as appropriate.
8. Can you tell us which engineering and related services Section has the most Tasks available?
No, the type and number of Tasks are currently unknown. Work Tasks under each services section depend on the available budget within each Program, and SEMSWA makes no guarantee about the number of Tasks.
9. What are the number and cost of projects awarded under prior on-calls?

The number and cost of projects awarded under prior on-call contracts will not necessarily be consistent with the number and cost of projects awarded in association with this RFQ process. Work Tasks under each services section depend on the available budget within each Program, and SEMSWA makes no guarantee about the number of Tasks.

10. What On-Call projects are anticipated?

The type and number of Tasks are currently unknown. Work Tasks under each services section depend on the available budget within each Program, and SEMSWA makes no guarantee about the number of Tasks.

11. Is there a cap on the number of Tasks a pre-qualified Consultant can perform?

No

12. Do you have to compete for Tasks if selected as an On-Call Shortlist for a section?

No. Consultants on the On-Call Shortlist will be selected based on expertise and experience on a Task-by-Task basis. SEMSWA Managers may discuss the scope of Tasks with multiple pre-qualified On-Call Consultants to determine the best fit and to satisfy funding partner requirements.

13. In Geotechnical Engineering Services, you indicate "groundwater and seepage investigations" as part of the anticipated work Tasks. What type of investigations are you anticipating?

Typical on-call geotechnical services are assumed to be related to the location of groundwater (e.g., depth). SEMSWA is focused on stormwater management and requires outside experts for those more detailed groundwater investigations that may be required to identify and solve a ratepayer issue. A groundwater investigation may include several discrete and phased Tasks, including analytical testing and groundwater level monitoring over time. Depending on the investigation scope, a geotechnical firm may do a few of the Tasks or all of them.

14. The Environmental Service Section is wide-ranging. Can you explain more about what you expect as an 'experienced firm'?

This Section is intended to narrow engineering and related services firms to those specializing in stormwater quality, more innovative standards application and treatment technologies, and facility retrofits with an emphasis on natural systems approach, infiltration strategies, and successful small-scale pilot projects. The focus of this Section will be stormwater quality enhancement in furtherance of MS4 Permit compliance and the expansion of available and acceptable stormwater quality options for development sites

over the long term. However, this Service Section also pre-qualifies those firms with a specialized niche, able to provide ancillary services that may be required to assist SEMSWA in meeting MS4 permit requirements as well as optimizing environmental permitting options, providing specialized design-build construction oversight, and designing, implementing, and managing the installation of the new treatment technologies.

15. How should total billing be identified in the Relevant Experience section for projects that are not publicly funded, and the Contract may be confidential?

Confidential billings associated with projects highlighted in the Relevant Experience section can be noted as "private improvements with billing information unavailable due to confidentiality."

16. Are minor edits to the Contract Regarding On-Call Consultant Services allowed?

SEMSWA's Contract is standard, and acceptance of the Contract is mandatory.

17. If selected as a pre-qualified firm for a Service Section, will the Contract automatically be renewed after a year?

The On-Call Contract term for each selected Consultant is through December 31, for a one-year term. However, at the end of the first and subsequent years, Consultants will be asked to submit an updated Fee Rate Schedule and Certificates of Insurance and will receive a Contract Amendment for the following year(s) to include those updates.

18. What updates have been made to the Contract?

The changes include those noted in the NEW for On-Call Shortlist 2027-2030.