



# Southeast Metro Stormwater Authority

## **RFQ No. 2023-1: Request for Statements of Qualifications** **Engineering and Related Services**

**Date: August 14, 2023**

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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 (listed below).

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.

Please note that the *On-Call Shortlist* of qualified firms for the **Stormwater Infrastructure Design** Service category, Section I, will also serve as a pre-qualified *Invite List* of firms to solicit proposals for the design of larger SEMSWA Projects. In addition, the **Stormwater Infrastructure Design** Service category will be used to solicit proposals for SEMSWA's Best Value Procurement capital construction project approach that pairs design firms and contractors during the design process to optimize design, schedule, cost, constructability, sustainability, and resiliency components. SEMSWA may also utilize Mile High Flood District's (MHFD) Pre-Qualified Consultant list for these larger Project proposal requests.

Although a rare occurrence, SEMSWA additionally reserves the right to use other unsolicited SOQs in addition to the approved *On-Call Shortlist* identified above for Project proposals at its discretion.

The stormwater management on-call professional services that SEMSWA may need cover a wide variety of engineering and related services Tasks are listed below, and a detailed description of capabilities that are required under these Service categories have been provided in *Paragraph I.B*. SEMSWA reserves the right to add specific provisions or activities within each Service category as may be required to fulfill a Task.

### **Section I Stormwater Infrastructure Design Services**

### **Section II Surveying Services**

### **Section III Floodplain Management Services**

### **Section IV Geotechnical Engineering Services**

### **Section V Environmental Services**

#### **NEW for 2023:**

Consulting firms may submit an SOQ for one or more engineering and related Service sections listed above. Depending on the number of SOQs submitted and the particular Service type, it is anticipated that a list of five (5) to ten (10) consulting firms will be compiled as SEMSWA's *On-Call*

*Shortlist.* The type and number of Tasks that may be performed as on-call professional services are unknown. 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. **SEMSWA will no longer accept changes to its contract Agreement Regarding On-Call Consultant 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 proposal being considered incomplete. SEMSWA may request additional information as deemed necessary.

**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. Proprietary information submitted in response to this RFQ will be respected in accordance with applicable SEMSWA policies. SEMSWA reserves the right to disqualify firms not meeting the SOQ response requirements.**

SEMSWA encourages the submittal of SOQs from those firms new to SEMSWA's RFQ process and welcomes back the firms presently on the Consultant 2020 RFQ *On-Call Shortlist* for one or more Service categories.

- For new firms, SEMSWA will require a complete SOQ submittal package content as described in [Paragraph II.J.A.](#)
- Firms that are presently on the *On-Call Shortlist* for one or more Service categories are provided instructions for an abbreviated SOQ submittal process for the 2020 RFQ process in [Paragraph II.J.B.](#)
  - If these firms wish to be considered for pre-qualification for Service categories other than those where they have previously been shortlisted as On-Call, they will follow the [Paragraph II.J.A](#) instructions. Please refer to the **General Instructions** document for a complete description of the requirements that must be met for an eligible SOQ.

## I. GENERAL RFQ SPECIFICATIONS

### A. Required Qualifications

Firms submitting an SOQ must 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 a resident of Colorado and licensed as a professional engineer or land surveyor by the State of Colorado, as applicable. The exception to this would be those firms providing qualifications for the Environmental Services category where 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 scopes and shorter time frames and for Projects requiring larger scoped work products.

### B. Description of Services:

## Section I- Stormwater Infrastructure Design Services

General Description of Services: This Service category 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 category of Service must demonstrate experience and expertise in all, or a majority of, the activities listed below. If particular expertise is to be subcontracted, please identify that within the SOQ submittal.

- a. Design of facilities using design standards contained in the Arapahoe County and SEMSWA Stormwater Management manuals, Reports/Drainage Letters, and the MHFD Drainage Criteria manuals Volumes I-III, as applicable.
- b. Design of Grading, Erosion, and Sediment Control (GESC) plan and report, 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.
- c. Documented successful coordination with MHFD or other drainage regulating agencies.
- d. Design data collection, analysis, documentation, reporting, and due diligence, including field survey, geotechnical investigation, subsurface utility research/coordination, and environmental permitting.
- e. Identifying and evaluating private property impacts, conflicts, issues, and resolutions.
- f. Hydrologic and hydraulic analyses, channel stability analyses, and erosion control design.
- g. Understanding water rights as they pertain to the implementation of stormwater management facilities or strategies.
- h. Geomorphology evaluation and sediment transport analysis.
- i. Preparation of preliminary and final design and construction documents, including plans; drainage reports; variance requests; Project Specifications, including Supplemental Conditions and MHFD Division One Specifications Payment Procedures; cost estimates; and contracts.
- j. Assistance with preparation of Best Value Procurement Contractor request for proposal and participation in proposal review and Contractor selection.
- k. Assistance with project bidding services.
- l. Preparation, coordination, and oversight of stakeholder meetings, as appropriate.
- m. Preparation of project plan exhibits as necessary for public meetings.
- n. Preparation of As-Built Record Drawings, including volume certification, as necessary.
- o. Coordination of project components as applicable to MHFD Maintenance Eligibility Program.
- p. Master planning evaluations, including alternatives for flood control and water quality considerations, sub-area and neighborhood-level analysis, land acquisition potential, and damage analysis.
- q. Preparation of detailed cost estimates using MHFD, CDOT, or local cost data and cost-benefit analysis.
- r. Preparation of No Impact Floodplain certification letters.
- s. Preparation of floodplain modification studies and CLOMRs and LOMRs for submittal to FEMA, including property owner notification letters/maps.
- t. Preparation and revision of Manuals/Standard Operating Procedures

(SOPs)/Policies.

- u. Ability to perform construction management, including construction observation and inspection services.
- v. Preparation of Operation and Maintenance Plans.
- w. Asset management analysis and reporting.
- x. 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.
- y. Preparation of exhibits and AutoCAD line work, identifying land acquisition areas that will assist a surveyor with preparing legal descriptions.
- z. Modification and revisions to standards and criteria, including the SEMSWA and Arapahoe County Stormwater Management Manuals and the SEMSWA and Arapahoe County Grading, Erosion, and Sediment Control Manuals.

## **Section II- Surveying Services**

General Description of Services: The work in this Service category 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 NAVD88 vertical control datum on all surveys. Delivery must include the original coordinate system version and a copy converted to 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 Letter of Map Amendments (LOMA), 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.

- a. Topographical surveys.
- b. GPS control surveys.
- c. Cross-section surveys.
- d. LiDAR surveys.
- e. Geospatial Data/Aerial Photogrammetry.
- f. Drone surveys.
- g. Preparation of record plan sets of monumentation; this may include land survey plats prepared by a licensed Land Surveyor.
- h. Preparation of survey control plans and construction survey staking sheets.
- 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.
- o. Preparation of Pond Volume Certification submittals.
- p. Preparation and certification of Record Drawing, including As-builts.
- q. Preparation of FEMA Elevation Certificate submittals.
- r. FEMA eLOMA certified.
- s. Successful FEMA LOMA submittals.
- t. Research and tracing of mystery utilities that have penetrated storm sewers.

### **Section III- Floodplain Management Services**

General Description of Services: The work in this Service category will require familiarity with the City of Centennial and Arapahoe County floodplain regulations, specific floodplain modeling understanding and expertise, and may include all or parts of the activities listed below. Firms interested in qualifying for this category of Service must demonstrate experience and expertise in all or a majority of the activities listed below.

- a. The understanding of and experience with NOAA Rainfall data (including Atlas 14), hydrologic modeling using CUHP and SWMM (latest versions), and hydraulic modeling using both 1D and 2D models, including detailed model review.
- b. Understanding of and experience with preparing floodplain modification studies, including CLOMRs/LOMRs
- c. Preparation of special flood hazard studies or tasks that supplement existing floodplain delineation studies.
- d. Documented successful coordination with the Federal Emergency Management Agency (FEMA), Colorado Water Conservation Board (CWCB), Mile High Flood District (MHFD), and other federal, state, and local agencies.
- e. Technical guidance on National Flood Insurance Program (NFIP) activities, including Community Rating System (CRS), floodplain regulations, flood-proofing, Physical Map Revisions (PMR), Letters of Map Change (LOMCs), community publications, and policies.
- f. Specialized expertise and guidance for public education and outreach materials regarding flood risk, including graphics for publication, renderings and presentation boards for public meetings, and effective social media outreach.
- g. Preparation of drainage master plans, floodplain studies, or other projects for MHFD.
- h. Understanding of and experience with the Colorado Water Conservation Board's Fluvial Hazard Zone (FHZ) protocol and FHZ studies and mapping.

### **Section IV- Geotechnical Engineering Services**

General Description of Services: The work in this Service category 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 category of Service must be able to demonstrate experience and expertise in all or a majority of the activities listed below:

- a. Subsurface soil investigation, foundation analysis/design, pavement design, concrete mix design, construction quality control services, compaction testing, material testing, and coring (all per Arapahoe County, City of Centennial, and Mile High Flood Control District criteria). Firms shall be familiar with Superpave technology and MGPEC design procedures and specifications.
- b. 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).
- c. 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.
- d. Technical design of sub-surface conditions, foundations, and pavements that support drainage, storm sewer, and floodplain improvement projects.
- e. Preparation of geotechnical reports summarizing field investigations, laboratory testing, and recommendations.
- f. Specialized expertise and guidance for groundwater and seepage investigations.
- g. Specialized expertise and guidance for construction inspection, management, and observation services.

#### **Section V- Environmental Services**

General Description of Services: The work in this Service category 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 category of Service must demonstrate experience in activities relevant to their expertise from the list below.

- a. Understanding of 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. Understanding of and experience with Regulation No. 72 – Cherry Creek Reservoir Control Regulation (5 CCR 1002-72) and the stormwater quality objectives of a regulated entity.
- c. Knowledge of environmental permitting for floodplain, riparian, and wetlands natural areas, including planning, construction, and restoration/reclamation/retrofit activities.
- d. Documented successful coordination with the U.S. Army Corp of Engineers, Department of Fish and Wildlife, and other resource agencies regarding the Clean Water Act, Endangered Species, Habitat Assessments, Baseline Assessments, Cultural Resources, Colorado Stream Quantification Tool (CSQT), and other environmental permitting processes, including wetlands identification/delineations.
- e. Technical guidance on assessing Low Impact Development (LID) or sustainability strategies to encourage the use of green infrastructure in the SEMSWA Service Area.
- f. Development of re-vegetation options, seeding specifications, and plant selection for urban and open areas, as well as riparian and upland strategies, including weed control

strategies for disturbed areas. Ability to evaluate vegetation options for areas susceptible to drought and to encourage water conservation.

- g. Experience with groundwater, sediment, and soil investigations related to water resource studies, recharge areas, source water protection, and environmentally sensitive areas, including sampling and analysis plans, sample collection, and lab services.
- h. Specialized expertise and guidance for public outreach and public relations, including graphics for publication, renderings, presentation boards for public meetings, and effective social media outreach.
- i. Preparation of special studies or plans that supplement existing drainage master plans with the inclusion of and emphasis on stormwater quality, innovative stream enhancement approaches, and natural area restoration.
- j. Design of pilot projects to enhance natural resources, including utilizing an innovative approach to design and construction to achieve water quality objectives, including the retrofit of existing water quality facilities.
- k. Design of urban and natural area restoration/reclamation/retrofit projects.

## II. STATEMENT OF QUALIFICATIONS (SOQ) PROCEDURES

### A. RFQ Schedule

Documents available on SEMSWA website	5:00 pm Monday, August 14, 2023
Consultant Written Questions Due	5:00 pm Wednesday, August 23, 2023
Final Response to Questions	5:00 pm Wednesday, September 6, 2023
SOQ Submittals due	5:00 pm Wednesday, September 27, 2023
On-call Shortlist posted on SEMSWA website	5:00 pm Monday, October 30, 2023
On-call Shortlist Contracts completed	5:00 pm Friday, December 22, 2023

### B. Inquiries regarding RFQ Process

All questions about Consultant SOQ submittals or questions not addressed in the **RFQ 2023-1 FAQ** or **General Instructions** documents shall be submitted in written form and sent to [rfg@semswa.org](mailto:rfg@semswa.org) with **RFQ 2023-1** in the email's subject line. Consultant Written Questions are due by the RFQ Schedule deadline listed above. Please do not contact any other SEMSWA staff regarding this RFQ. SEMSWA's response to inquiries will be published on the SEMSWA website after the Final Response to Questions deadline listed above.

### C. Frequently Asked Questions

A Frequently Asked Question (FAQ) document has been prepared to address anticipated questions and is included with the **RFQ 2023-1** documents available on the SEMSWA website [RFQ page](#).

### D. Method of Submittal

SOQs will only be accepted electronically through the SEMSWA website. Other SOQ delivery methods will not be accepted, such as hand-delivered or mailed DVDs, CD, or USB Flash drives.

The SEMSWA website has a dedicated page for the 2023 RFQ process, containing all the RFQ documents necessary to complete the process, including this document, a **General Instructions**

document for completing the SOQ submittal, the RFQ-2023-1 **Frequently Asked Questions (FAQ)** document, and a sample **Contract, Agreement Regarding On-Call Consultant Services**. These documents, the SOQ Submittal Form, and instructions are on the "[Request for Qualifications 2024-2025](#)" page. Questions and requests for additional information can be emailed to [rfq@semswa.org](mailto:rfq@semswa.org) until the RFQ Schedule deadline, with **RFQ 2023-1** in the subject line.

Each SOQ that is submitted must be saved as a separate .pdf file, labeled as 'Firm name Section number Service category.pdf '(e.g., ACME Consulting Section II Surveying Services.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). See RFQ 2023-1 **General Instructions** for more information. An authorized representative of the firm shall sign SOQ submittals. 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.

**E. Evaluation and Selection Process**

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

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

The Evaluation Committee will evaluate all SOQs received for completeness and the firm's ability to meet all specifications outlined in this RFQ. The names of the SEMSWA staff comprising the Evaluation Committee are unavailable to firms. Firms should not contact SEMSWA staff regarding this RFQ. Only written questions will be accepted, as explained above in *Paragraph II.B*. Contacting individual SEMSWA staff may be considered a conflict of interest.

**F. Contract Negotiations**

SEMSWA no longer accepts modifications, deletions, or additions to its *Agreement Regarding On-Call Consultant Services*. SEMSWA reserves the right to reject SOQs if the Contract terms and conditions are not accepted. Firms will be notified of such rejection.

**G. Selection Criteria**

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

Category	Criteria	Points
Completeness	Response meets Section II.J, 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 category 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	15
Past Performance	Project execution; references, including SEMSWA experience with the firm; and any potential conflicts of interest	20

#### H. Insurance Requirements

If selected, the firm will be asked to submit copies of Certificates of Insurance for general liability, and Workers' Compensation and Professional Liability (if applicable). The firm must provide original certificates at its own expense before commencing services. An RFQ 2023-1 **General Instructions** document and a sample Contract, *Agreement Regarding On-Call Consultant Services*, describing the required insurance limits have been provided as two of the four **RFQ 2023-1** documents on the SEMSWA website, located on the [RFQ page](#) that more specifically describes the required insurance limits.

#### I. Term of Pre-qualification

The On-Call Shortlist's term length will be two years through December 31, 2025. Please note that a Contract amendment will be required for the second year of services (2025), which allows the firm to attach any new Fee Rate Schedule, if applicable and agreed to by SEMSWA. After the second year, services may be renewed for one (1) additional year (2026) at the discretion of SEMSWA, based on satisfactory performance by the firm, and upon approval and adoption of the Program budgets. This 1-year renewal period will be from January 1, 2026, through December 31, 2026.

Issuance of this RFQ and receipt of SOQs does 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.

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

#### J. 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. Complete instructions are described below in the RFQ 2023-1 **General Instructions** document found on the SEMSWA website.

For **RFQ 2023-1**, there will be two options for submittals:

- For all firms NOT currently on the SEMSWA 2020 *On Call Shortlist* for a Service category, SEMSWA requests that each SOQ be limited to eleven (11) pages in total, including bios and resumes. The submitted photos do not count towards this total nor the Fee Schedule that is submitted separately. Complete instructions are contained in *Paragraph II.J.A* below.
- For those firms that are presently on the SEMSWA 2020 *On Call Shortlist* for a specific engineering and related Service category, SEMSWA requests that the SOQ submittal for that Service category be abbreviated and limited to no more than five (5) pages in total, as explained below in *Paragraph II.J.B*.

**A. Firms unknown to SEMSWA and Firms not currently on the RFQ 2020 *On Call Shortlist* for the Service category of interest**

The following information must accompany the SOQ submittal, saved as a .pdf file labeled with 'Firm name Section number Service category' (e.g., ACME Consulting Section II Surveying Services), 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, other), staff size, statement regarding acceptance of SEMSWA's standard Contract (sample Contract, *Agreement Regarding On-Call Consultant Services*, available on the SEMSWA website, located on the RFQ page, found via the *Contracts, bids and Proposals* tab, under the **Our Work** menu) and state any reservations, conditions or constraints related to this SOQ. Please include your contact info, including your email address and website address. Maximum of 2 pages
2. **Key Personnel:** Identify key staff working on a typical SEMSWA Task, including sub-contractors. Describe staff and sub-contractor roles and include a brief resume with qualifications of the primary individuals who may provide services to SEMSWA. Maximum of 4 pages
3. **Project Understanding and Approach:** For each On-Call Service category your firm proposes, provide a statement of understanding and general approach indicating expertise on the types of Tasks listed in *Paragraph I.B., Description of Services*. Maximum of 1 page
4. **Relevant Experience:** For each On-Call Service category 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 name of the project, client name, and point of contact, including telephone number, total billing (round number is acceptable) on the project by your firm, identification of

key staff involved and project role, and a brief and concise project description.  
Maximum of 4 pages

5. 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.
6. **Form W-9** (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

**B. Firms currently on RFQ 2020 On Call Shortlist for a particular Service category and submitting for that same Service category**

The following information must accompany your submittal(s), saved as a .pdf file labeled with 'Firm name Section number Service category.pdf' (e.g., ACME Consulting Section II Surveying Services.pdf) in the order listed. The submittal should not exceed five (5) pages, as described below.

1. **Cover Letter:** Highlight any changes to the firm name, business type, operations, location, and in particular, key personnel that was identified in the previous RFQ 2020-1 SOQ submittal as working on SEMSWA tasks. Maximum 1 page.
2. **Any updates to Project Understanding and Approach:** Include a brief discussion regarding what additional skills, expertise, and experience has been gained since the previous SOQ submittal; what process, project, and technical lessons were learned, if any, from working with SEMSWA for the past three years that will assist your firm in meeting SEMSWA objectives for this pre-qualification process, as well as alert SEMSWA to areas that may benefit from a revised or alternate approach. Also, what technical advances since the last RFQ might be applicable to the different Service category Tasks. Maximum 2 pages.
3. **Any new Relevant Experience:** include any new projects completed since the previous 2020 RFQ-1 SOQ submittal, including the name of the project, client name, and point of contact, including telephone number, total billing on the project by your firm (a round number is acceptable), identification of key staff involved in the project and their roles, and a brief project description. 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. Maximum of 2 pages.
4. The **Fee Schedule** should be organized by labor category/rates with non-labor expenses listed at cost (no loading on non-labor) and will be submitted separately.
5. Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

### III. OTHER DOCUMENTS OF INTEREST

A Sample **AGREEMENT REGARDING ENGINEERING SERVICES** is available on the SEMSWA RFQ page.