



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104

T: 651-644-8888 • F: 651-644-8894 • capitolregionwd.org

April 19, 2019

RE: 2019 – 2020 CRWD Request for Qualifications for Professional Services

Dear Professional Services Provider:

Capitol Region Watershed District (CRWD) regularly uses outside consultants to provide professional services for watershed and water resource engineering/professional/technical services. CRWD's Board is requesting any firm interested in providing professional services to CRWD submit a Statement of Qualifications (SOQ). The Statement of Qualifications must have two sections as follows.

Statement of Qualifications

Section 1 - General Firm Information and Qualifications

The first section should include a letter of interest, general information about the firm including a description of the firm's overall qualifications, a list of key personnel and their qualifications, and a current fee schedule. In this section of the SOQ other services or specialties should also be included. Section 1 may not exceed 5 pages. If your firm is listed on the State of Minnesota Unified Certification Program directory of Certified Disadvantaged Business Enterprises (DBEs) or other DBE certification program, please note that on your statement of qualifications.

Section 2) Service Area Qualifications.

Provide a summary of your qualifications, unique expertise, and related work and projects in each of the following areas you wish to be considered for future work. Each Service Area Qualification may not exceed four (4) pages.

- 1) Watershed, Subwatershed and Water Resource Management and Planning
- 2) Lake, Wetland and Stream Restoration and Management
- 3) Hydrologic, Hydraulic and Water Quality Modeling and Analysis
- 4) Urban Stormwater BMP Design and Construction Management
- 5) Water Resource Permitting
- 6) Land Surveying
- 7) Geographic Information Systems
- 8) Landscape Architecture
- 9) Storm Sewer Inspection, Maintenance, and Repair
- 10) Brownfields, Environmental Assessments, and Environmental Impact Studies

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Review Process

The District will review all submittals and determine which firms are qualified in each of the eight areas listed above. Those firms qualified in each area will be placed in a pool of professional service consultants for calendar years 2019-2020. The District will request proposals (work orders) for projects from the pool within a respective service area as needed.

Point of Contact

Questions regarding this request for qualifications must be directed to Belinda Gardner at 651-644-8888 or belinda@capitolregionwd.org.

Submittal

One electronic (pdf) copy of your Statement of Qualifications must be submitted no later than **1:00 p.m. on Friday, May 17, 2019** to Belinda Gardner at belinda@capitolregionwd.org. Questions regarding this RFQ must be made in writing by May 3, 2019 and will be answered and provided to all interested parties by May 10, 2019. Thank you for providing a statement of qualifications for this work.

Sincerely,

Mark Doneux

Mark Doneux
Administrator