



Capitol Region Watershed District

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Request for Qualifications

DATE: February 24, 2025
TO: Interested Consulting Firms
FROM: Rachel Funke, Water Resource Project Manager
RE: CRWD Request for Qualifications for 2025 – 2026 Professional Services

This letter serves as a request for qualifications for consultants to be included in CRWD's 2025-2026 Professional Services consultant pool. Statements of Qualifications shall be submitted no later than 4:30PM on March 24, 2025.

Note to consultants who have submitted SOQs previously: Please review RFQ carefully as submission requirements, submission method, and page limits have changed to ease preparation of SOQs.

Description

Capitol Region Watershed District (CRWD) is a special unit of local government that manages and protects water resources within its 40 square mile boundaries that eventually drains to the Mississippi River. The watershed is highly urbanized with 50% imperviousness that includes portions of Saint Paul, Roseville, Falcon Heights, Lauderdale and Maplewood. CRWD serves a highly diverse population of 225,000 residents that has grown more racially and ethnically diverse over time. [CRWD's current Watershed Management Plan](#) guides its work and activities in a coordinated, thoughtful, and effective manner over a ten-year period from 2021-2030. Since its inception over 25 years ago, CRWD has completed over 1,700 clean water projects resulting in 296 million gallons of runoff treated annually.

CRWD regularly uses outside consultants to provide professional services for its technical, scientific and other professional work that is defined in its 10-year plan. CRWD is requesting Statements of Qualifications (SOQs) from any firm interested in providing professional services to CRWD. Qualified firms will be placed in a pool of professional service consultants for calendar years 2025-2026.

Requirements

The Statement of Qualifications must have the following sections:

Section 1 - General Firm Information and Qualifications

The first section should include 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. Section 1 may not exceed three pages. A cover page, cover letter, table of contents, and section dividers may be included in the SOQ and do not count towards the page count.

Section 2 – Diversity, Equity and Inclusion

In 2020, CRWD adopted a [Diversity, Equity and Inclusion Plan](#) that outlines priorities, goals, and implementation tasks over a five-year period. Please provide a brief description of how your firm aligns

with CRWD’s diversity, equity and inclusion goals. This may be specific to your firm’s operations, selection of subcontractors, hiring or other efforts being made to achieve diversity, equity and inclusion in the water resources field. Please indicate if your firm is a State of Minnesota certified disadvantaged business enterprise (DBE) that is women-owned (WBE) or minority-owned (MBE) or a targeted group/economically disadvantaged/veteran-owned small business. Section 2 may not exceed one page.

Section 3 - Service Area Qualifications & Recent Examples

Please provide a brief summary of your firm’s qualifications and unique expertise (in-house or subcontracted) in each of the service areas you wish to be considered for future work (see below). In this section of the SOQ, other relevant services or specialties should also be listed.

Please share examples of recent work related to each of the service areas relevant to your organization. Each service area that you wish to be considered for should be highlighted by at least one example. Note if one example applies to multiple service areas.

Section 3 may not exceed one page per service area.

Service Areas

Service Area	Examples of Work in This Category
1) Watershed-Scale Planning & Implementation	Watershed Management Plan development & review, climate resilience planning
2) Water Resource and Natural Resource Management Planning	Wetland delineations, natural resource inventories, lake management plans, stream restoration plans
3) Hydrologic, Hydraulic and Water Quality Modeling and Analysis	XPSWMM modeling, P8 modeling, flood inundation mapping
4) Stormwater BMP Design, Construction Management, Inspection, and/or Maintenance Support	BMP feasibility studies, design for stormwater retrofit projects/ modifications to existing BMPs, construction management, maintenance recommendations, landscape architecture and design
5) Water Resource Permitting	Assistance with implementation of District regulatory program, ESC inspections at permitted sites
6) Storm Sewer Inspection, Maintenance, and Repair Coordination	Inspection, plan design, and construction management of storm sewer infrastructure.
7) Land Surveying	Topographic surveys, easements, drone services
8) Soil and Geotechnical Surveying	Soil borings and environmental screening
9) Geographic Information Systems	Use of ArcGIS Pro and ArcGIS Online to create maps, run analyses, design web maps, and develop field inspection forms
10) Brownfields, Environmental Assessments, and Environmental Impact Studies	Contamination assessments of polluted sites
11) Hydrogeology	Seep and spring inventories/evaluations, Groundwater studies

Review and Selection Process

CRWD will review all submittals and determine which firms are qualified in each of the areas listed above. Those firms qualified in each area will be placed in a pool of professional service consultants for calendar years 2025-2026. From this pool, CRWD may request proposals for new projects. The District's inclusion of a provider in a pool, by means of a request for qualifications or otherwise, is not a District commitment that it will select that provider for contracted work. In any given year, CRWD has a limited number of new projects where we seek proposals from two or more qualified firms. CRWD's projects typically are multi-phase and span over a two-to-three-year period.

Questions

CRWD staff will host an optional, virtual meeting on March 6 at 9:00AM to share more information about the work of the District and our potential projects planned for 2025-2026. Firms are not required to attend this meeting. The meeting will be held on Microsoft Teams and can be accessed on CRWD's [RFQ web page](#) or using [this link](#). Questions regarding this request for qualifications must be submitted in writing by March 13 to Rachel Funke at rfunke@capitolregionwd.org. CRWD will post responses to questions on the RFQ web page by March 18.

Submittal Instructions

An electronic (PDF) copy of your Statement of Qualifications must be uploaded to CRWD's [RFQ web page](#) by 4:30PM on March 24, 2025. Consultants will be notified after approval by CRWD's Board in mid-April. Thank you for your interest in providing a statement of qualifications for potential future work with CRWD.

Contact

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