Capitol Region Watershed District
595 Aldine Street
Saint Paul, MN 55104
(651) 644-8888 • capitolregionwd.org

Professional Services Request for Qualifications Q&A

Q1: Which category would native plant supply, installation, and maintenance of ecological restoration projects fall under?

- This professional services RFQ is aimed more at the feasibility and planning elements of projects that come before the actual implementation. For implementation/construction projects, we would issue a request for quotes for that specific project and use a different agreement type for that work than we would for professional services. We don't have a pool for that type of work.
- Service Area 2 could include work like management plan/maintenance plan development for an ecological restoration area. Service Area 4 could include work like design and development of planting plans.

Q2: The RFQ describes Service Area 1 as "Watershed-Scale Planning & Implementation", but the description speaks only to planning services. Would this task entail any "implementation" services, such as site preparation/management, construction, oversight, etc…tasks that occur during actual implementation of projects/plans.

- Implementation could include activities by professional service providers such as coordination, oversight, project management etc. It would not include construction services.

Q3: In Section 3 it states that other relevant services or specialties should be listed here. Does that mean that for each additional service or specialty, we would get one additional page per each? Also, when submitting our proposal, there isn't a box to check under the services areas for Other or Additional, will this be added to the list so proposers can identify whether or not they are submitting additional services/specialties?

- The service areas listed in the RFQ are the only ones for which we're asking for detailed information and examples. If there are other service areas you'd like us to be aware of, they can be briefly mentioned in the service areas section, but no additional pages will be accepted.

Q4: Will cultural resources be part of the anticipated services needed for this Professional Services Pool?

- We don't anticipate a need for cultural resources services in the 2025-2026 professional services pool, but if you are applying for one of the other service areas listed, we would welcome you to include this as an additional relevant service in Section 3.

Q5: For Section 1, does the fee schedule count towards to page count, or can the fee schedule be included as an attachment?

- Yes, the fee schedule should be included as one of the three pages in section 1.

Q6: How many consultants will be selected for each category of work?

- We don't have a limit on number of consultants accepted for each category, any firm who is qualified is 'accepted' into the pool.

Q7: Will you be posting the virtual meeting presentation on the RFQ web page?

- The meeting recording and a PDF of the slides is available online now at this link: https://www.capitolregionwd.org/event/rfq-information-session/

Q8: Is it accurate that we could attach resumes in an appendix that would not count toward the page count?

- Section 1 should include a list of key personnel and their qualifications. If you would like to also attach resumes (not required) you can include them as an appendix item and those would not count toward the page count.

Q9: Is there any flexibility in the insurance requirements for smaller companies?

- We are not able to make exceptions to the insurance requirements listed in our contract documents.