



#### **4. Qualification Statement Content**

Firms are requested to include in their qualification statement, the following information in the order listed:

- a. A brief summary of the firm's qualifications.
- b. Name and phone number of the person designated to answer questions about the qualification statement.
- c. A specific list of the individuals who would be assigned to work and manage BCWD projects, their proposed responsibilities, background, years of experience, and their previous experience in servicing watersheds.
- d. Hourly fee schedules by labor category and an estimated monthly blended retainer fee based upon 7 hours of typical services per month.
- e. BCWD encourages participation by minority, women, and veteran-owned businesses as prime consultants, and encourages all prime consultants to make a significant commitment to use minority, women, veteran owned and other disadvantaged business entities as subcontractors and suppliers. If applicable, please list any information regarding how these categories of disadvantaged business entities are included in your submission.
- f. Submittals may not exceed 10 pages in length. Submittals that exceed 10 pages in length may not be considered.

#### **5. Selection Process**

Because the BCWD is charged with managing a DNR Designated Trout Stream and many other unique resources, selection will emphasize criteria that indicate a firm's experience and knowledge of integrated resource management approaches to watershed management.

Qualification statements will be evaluated by the Board of Managers and ranked based on the following criteria:

1. Experience with watershed management organization law.
2. Ability to work with the public, regulatory agencies (including DNR) and other stakeholders and the ability to communicate effectively with the BCWD Board of Managers, Watershed District Engineer and SWCD staff.
3. Permitting, plan review and environmental assessment experience.
4. Locally based firm with the ability to respond to emergency situations in the watershed or situations that would require immediate attention.
5. Experience with watershed management organizations within the metropolitan area.

6. The BCWD Board of Managers anticipates making a decision, within 30 days, based upon the submittals. However, at their discretion, they may choose to conduct interviews after reviewing the proposals.