



Request for Statement of Qualifications to provide
Professional Stormwater Consulting Services

Response to Questions

Minnesota Cities Stormwater Coalition (MCSC)

September 12, 2025

1. *In the list of potential tasks, what tasks are most common? The survey indicates permitting and stakeholder engagement and/or representation are most important tasks, but the survey is 4 years old, and opinions might have changed over time.*
 - **Response:** The primary responsibilities of this role involve consistent and effective communication with both the Steering Committee and MCSC membership. Key responsibilities include coordinating and facilitating monthly Steering Committee meetings, preparing and disseminating regular newsletters to members, and ensuring that the MCSC website remains current and accurate. Additionally, the position requires ongoing monitoring of developments in stormwater management, including regulatory updates, rulemaking activities, permit decisions, stormwater research and relevant press releases. These developments must be analyzed for their potential impact on permitted cities and communicated appropriately to the Steering Committee and membership. The role also encompasses direct communication with individual member cities, particularly in response to inquiries or requests for guidance on stormwater-related regulatory matters where supporting the MCSC member may be required.
2. *The typical hours associated with this SOQ are listed in Appendix A. What proportions are expected from senior and junior staff?*
 - **Response:** The Steering Committee has the expectation that there will be one primary administrator for MCSC business, a senior staff person. This staff person will be expected to have a full understanding of the regulatory environment around MS4 cities. Administrative tasks can be managed by junior staff.
3. *Will there be any in-person work required, or will this work all be virtual?*
 - **Response:** Monthly Steering Committee meetings are held virtually. Most, but not all, communication with regulatory agencies and other stakeholders can be managed virtually but there may be some infrequent meetings that will need to be in-person. There is one day-long, in-person annual meeting, generally held in the spring in a central location.
4. *Page 6, Attend meetings, build relationships, and coordinate with various entities involved with stormwater management: Should all of the consultant staff that participate in the various professional organizations be listed in the proposal or only those that would be actively working in official MCSC capacity?*
 - **Response:** MCSC is looking for one primary administrator. They can be supported by a team but developing institutional knowledge, building relationships with member cities, the LMC, and regulators is best handled by a single individual. Additional consultant staff with specific knowledge, relationships, and skills can be utilized for MCSC business but the Steering

Committee is interested in working with one primary individual as a staff contact. The proposal should highlight this primary staff contact but can include the names and primary focus areas of others expected to be a part of the team.

5. *Page 7, References Section: Would MS4 related services that are provided to non-MS4 regulated cities be acceptable for one of the three required references? Please clarify if you would accept a reference for related services such as GIS stormwater mapping, site plan reviews, CSW compliance inspections, and stormwater staff training provided to non-MS4 cities or to MS4 cities that are not clients.*
 - **Response:** MS4 related services provided to non-MS4 cities could be used for the required references. The MCSC is primarily looking for a firm that has stormwater regulatory experience related to the MS4 permit. Other stormwater work such as GIS mapping, site plan reviews, and CSW compliance may be part of a firm's experience but the main consideration will be regulatory based work around MS4 permit understanding and compliance.
6. *The MCSC Steering Committee has some consultants on it. Are they allowed to propose on this RFP? Is there any sort of conflict of interest with those firms going after this RFP?*
 - **Response:** The MCSC does have consultants that represent MS4 cities on the Steering Committee. None of the Steering Committee members or firms that intend to submit on this RFP have had any part in the RFP process and have no additional information or access. No consultant on the Steering Committee will participate in the final selection of the proposal.
7. *Are you expecting just one person or a team of experts? And is the primary person expected to be senior or could be a junior person who's experienced in permitting and just advised by some other more technical people? What is the structure you're expecting?*
 - **Response:** MCSC seeks a single, primary administrator to lead its operations, supported by a broader team, as needed. While additional consultant staff with specialized knowledge, established relationships, and relevant skills may be engaged to support MCSC's activities, MCSC prefers to work through one primary individual who will serve as the main MCSC staff contact. This approach ensures continuity, development of institutional knowledge, and cultivation of strong relationships with member cities, the LMC, and regulatory agencies.
8. *Regarding conflict of interest on Page 10 of the RFQ: Could you provide additional clarification or maybe examples of what that might look like from MCSC's perspective? Providing services to MCSC member cities, other MS4s, regulatory agencies, or other entities?*
 - **Response:** The stormwater world is a small one, there is no expectation that the consulting firm selected by MCSC will not have other stormwater clients. Disclosing possible conflicts of interest will be expected. Just working for a regulatory agency is not necessarily a conflict of interest. However, working for a

regulatory agency directly on an issue that impacts regulated cities, such as permit writing assistance, would be conflict. If there are specific concerns, we can discuss in detail with the Steering Committee and LMC staff.

9. *Stantec has been providing this service to MCSC for several years. What's the best thing that you see about this relationship?*

- **Response:** Stantec for many years provided a consistent staff person who was on top of all MS4 related news as well as keeping members informed of other work that could positively or negatively impact MS4s. Stantec also created a website for members which allows members to be better informed of the work that the MCSC Steering Committee is doing and be an opportunity for open data collection.

10. *Is there an estimated time frame when you plan to provide the response to comments? And what is the process after that?*

- **Response:** We will aim to provide the materials as soon as possible, with the goal of posting them on the MCSC website by end of day Monday, September 16th. SOQs are due by September 22nd. Consultant interviews will be held in-person at the LMC offices in early October. We anticipate selecting a consultant in October, proceed with drafting the contract, and present it to the LMC Board for approval, with the objective of having a contract ready for January 1, 2026.

11. *On anticipated hours: There was a monthly and annual estimated contract amount. What is the basis of this amount and where are these estimates coming from? We are looking to gauge the effort that you're looking for.*

- **Response:** The estimated hours are based on the past billing by the MCSC's current consultant, the scope of work that we anticipate in the near future, and the amount of funding the organization has available from member dues. The Steering Committee understands that there will be additional time spent during certain times, such as during permit writing, TMDL development, significant national rulemaking, etc.

12. *Regarding the 10-page limit, does that include the title page and cover letter?*

- **Response:** The 10-page limit does not include the title page and a 1-page cover letter.