

Request for Proposals

MUNICIPAL SEPARATE STORM SEWER SYSTEM PHASE I STORMWATER MANAGEMENT PLAN

The City of Powder Springs is soliciting proposals from firms, or teams of firms, to revise and update the City's Storm Water Management Plan (SWMP) pursuant to the terms of the National Pollutant Discharge Elimination System (NPDES) permit. The SWMP will be a guideline document that the City will use to meet current NPDES Phase I MS4 permit requirements. The SWMP constitutes Phase One of the project, which shall be completed by November 15, 2019. Phase Two of the project will include the preparation of draft ordinances, comprehensive plan amendments or other documents needed to facilitate implementation of the plan, which shall be completed by March 30, 2020.

To receive consideration your proposal should be responsive to the project described in the attached Scope of Services. Please provide a description of the proposed approach your firm, whether individually or in cooperation with other firms, would take to accomplish the tasks outlined in the Scope of Services. In addition, your proposal should also provide a description of qualifications.

Responses to this request should be the form of a written proposal not to exceed thirty pages in the following form:

1. Description of firm's size, history, qualifications and achievements.
2. A narrative of the proposer's understanding of the project scope, location, context, technical needs, budget, schedule issues and project approach.
3. A complete list of names and the roles of key professionals (including sub-consultant work) proposed to carry out work under this contract, including resumes, relevant experiences, hourly billing rates and longevity in those functions, with an organizational chart showing team structure.
4. Description of relevant recently completed projects by the proposing firm (along with sub-consultants work, as appropriate). Provide current client contact information. Indicate functions performed by key participants.
5. Fee proposal itemized by each sub-consultant for each phase of the project
6. A projected bar chart scheduling indicating the start and end of each phase of the project. Also indicate specific milestones in the RFP or projected by the Proposer.

The Contract will be awarded to the firm determined to be the most qualified to perform the work based on the following evaluation criteria. The relative weight of the criteria are shown in parentheses:

1. Understanding of, and recommended approach to, the project (30%);
2. Schedule for accomplishing the project (10%);
3. Specific knowledge, expertise, and experience of staff members assigned to the project in the following areas (35%):

- a. Local storm water management programs
 - b. NPDES MS4 Phase I storm water regulations
 - c. Experience in providing technical assistance to local governments in meeting state and Federal regulatory requirements for storm water quality and quantity.
4. Presentation and communication skills (10%); and
 5. Ability to work with local government staff and elected officials (10%);
 6. Cost (5%)

It is the City's intent to award to the firm most qualified and best meeting the interests of the City.

Proposals shall be submitted in the format that matches the evaluation criteria and must be accompanied by a cover letter signed by the principal. Conditional proposals will not be accepted. Interviews may be required, however the City reserves the right to award a contract based upon evaluation of the written proposals only. All proposals must be in writing and must be received at the following address no later than 4:00 PM Thursday, June 21, 2019. All questions regarding this request shall be submitted in writing not later than June 14, 2019. All questions and answers will be issued as addenda and all addenda must include a signed acknowledgement of receipt included with your submittal. All proposals, delivered by hand or other methods, must clearly indicate on the outside of the sealed package or envelope the following information.

City of Powder Springs Storm Water Management Plan
City of Powder Springs
4484 Marietta Street
Powder Springs, GA 30127

Provide 6 copies of the complete proposal and one pdf version with a USB Drive or CD. The RFP is not binding on the City. The City reserves the right to amend, modify or cancel the RFP at any time and to reject the response of a firm that, in the City's sole judgment, is not a responsible proposal. The City reserves the right to waive minor technicalities or solicit new proposals on the same project or on a modified project, which may include portions of the originally proposed project as the City may deem necessary in its interest. Proposals may be rejected for any alteration of form, additions or alternatives or irregularities of any kind. The city is not liable for any costs associated with the preparation of any submittal.

The City point of contact for this project is Tina Garver who may be reached at TGarver@cityofpowdersprings.org. Members of the review committee will be the Public Works Director, Storm Water Coordinator, Streets Supervisor, Zoning Coordinator and Community Development Director. City staff anticipates presenting a recommendation to the Mayor and Council on July 15, 2019.

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Exhibit A – Scope of Services

I. OVERVIEW:

This project involves the development of a revised and updated SWMP that will meet the requirements of the City's Phase I Large Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) permit. The SWMP will address responsibilities and programs, provide a description of all City responsibilities for maintenance of the citywide drainage system, and detail elements that are required by EPD for all community specific Phase I stormwater management plans. To complete this project, the Consultant must first develop a thorough understanding of stormwater issues specific to the City of Powder Springs, and the strengths and weaknesses of existing stormwater management programs.

II. BACKGROUND:

The City is required to update and submit to EPD a Stormwater Management Plan (SWP) that complies with its Phase I Large MS4 NPDES permit and Georgia Environmental Protection Division requirements, which are a part of this RFP and any submittal, and each of the items must be addressed in the SWMP (component and measurable goals)

SWMP Components*

(*Each of these items must be addressed in the SWMP)

1. Structural and Source Control Measures
2. Illicit Discharge and Elimination Program
3. Industrial Facility Storm Water Discharge Control
4. Construction Site Management
5. Highly Visible Pollutant Sources
6. Enforcement Response Plan
7. Monitoring for Discharges to Impaired Water Body
8. Public Education
9. Public Involvement
10. Post Construction
11. Green Infrastructure/Low Impact Development

III. PROJECT OBJECTIVES:

- A. The Consultant will seek a thorough understanding of stormwater issues specific to the City of Powder Springs, as well as the strengths and weaknesses of the current stormwater management program.
- B. The Consultant will develop a Stormwater Management Plan that will be used to meet NPDES Phase I MS4 permit requirements for the City. The SWMP will address responsibilities and programs, provide a description of all City responsibilities for maintenance of the citywide drainage system, and detail

elements that are required by EPD for all Phase I stormwater management plans.

- C. The Consultant will prepare for City review and acceptance draft ordinances, comprehensive plan amendments or other documents necessary to facilitate implementation of the updated plan.

IV. PROJECT MANAGEMENT

The project objectives described above and deliverables outlined below shall be completed by the Consultant. City staff shall be responsible for timely reviews and feedback of draft work as well as the logistics of any presentation to the elected officials and the public. The scope of services includes full research, technical documentation, coordination and guidance of program development. The firm should allow for meetings with essential public agencies and should assume regular meetings with the project committee to be held no less than once a month during the duration of the project.

V. DELIVERABLES

The Consultant shall produce the Stormwater Management Plan by November 15, 2019 that will meet NPDES Phase I MS4 permit requirements in accordance with the City's permit. The project shall be delivered as both a hardcopy report and as a visual presentation (CD) in electronic format. Any specifications or drawings shall be submitted in AutoCAD format and maps in ARCGIS. Electronic information shall use Microsoft Word for text, and all drawings and maps shall be in AutoCAD and ARCGIS as well as in .pdf or .jpg.