

# Request for Proposals

## MUNICIPAL SEPARATE STORM SEWER SYSTEM PHASE I MODEL STORMWATER MANAGEMENT PLAN FOR LOCAL GOVERNMENTS

The Chatham County - Savannah Metropolitan Planning Commission (MPC) is soliciting proposals from firms, or teams of firms, to provide a model Storm Water Management Plan (the Model SWMP). The Model SWMP will be a guideline document that local governments will use to create community-specific stormwater management plans that will meet NPDES Phase I MS4 permit requirements. The local communities to be covered under this Model SWMP include Chatham County, Savannah, Bloomingdale, Garden City, Pooler, Port Wentworth, Thunderbolt, and Tybee Island. The Model SWMP constitutes Phase One of the project. The work is to be completed prior to April 1, 2004 in order to allow local governments sufficient time to incorporate the Model SWMP into their community specific stormwater management plans. The community specific stormwater management plans for the Phase I communities listed below are due to the Georgia Department of Natural Resources, Environmental Protection Division (EPD) by October 15, 2004.

Upon completion of the Model SWMP, completion of individual community specific stormwater management plans will be provided at additional cost to any or all of the covered local communities upon the written request of the MPC. For the purpose of clarity, completion means approval received from EPD. The permit application for any or all of the covered local communities, excepting therefrom the City of Savannah, constitutes Phase Two of the project.

To receive consideration your proposal should be responsive to the project described in the enclosed Scope of Services (Exhibit A). Please provide a description of the proposed approach your firm, wither 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.

The available funding for Phase One of this project is \$30,000. Availability of funding for Phase Two of this project will depend upon the negotiated cost for this work.

Responses to this request should be the form of a written proposal not to exceed ten pages. 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. (25%)
- (2) Schedule for accomplishing the project; (10%)
- (3) Specific knowledge, expertise, and experience of staff members assigned to the project in the following areas: (40%)
  - 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

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state and Federal regulatory requirements for storm water quantity and quality.

(4) Presentation and communication skills (10%)

(5) Ability to work with local government staff and elected officials; (15%)

(6) No cost proposal is expected or desired in the proposal response.

Interviews may be required, however the MPC 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 **5:00 PM Tuesday, December 23, 2003. (All proposals, delivered by hand or other methods, must clearly indicate on the outside of the sealed package or envelope the following information.) Provide 6 copies of the complete proposal.**

Model SWMP Proposal  
Metropolitan Planning Commission  
110 E. State Street  
Savannah, GA 31401  
Attn: Clyde Wester

A pre-proposal meeting will be held at the MPC at 9:30 AM on **Wednesday, December 10, 2003**, at the MPC 110 E. State Street, Savannah, Georgia.

The MPC point of contact for this project is Mr. Clyde Wester, who may be reached at (912) 651-1447.

Members of the selection committee will be a representative each from MPC, Chatham County, City of Savannah, Pooler, and Port Wentworth.

## Exhibit A – Scope of Services

### I. OVERVIEW:

This project involves the development of a model SWMP that will be used to create community-specific stormwater management plans that will meet NPDES Phase I MS4 permit requirements for Chatham County, Savannah, Bloomingdale, Garden City, Pooler, Port Wentworth, Thunderbolt, and Tybee Island. The model SWMP will address shared responsibilities and programs, provide a description of all local government responsibilities for maintenance of the countywide 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 this area, and the strengths and weaknesses of existing stormwater management programs. Additionally, the MPC may expand the scope of services to include preparing the individual plans for some or all of the communities listed above.

### II. BACKGROUND:

The Georgia EPD sent a letter dated September 4, 2003 to all NPDES MS4 Phase I communities in Chatham County. In the letter, the EPD outlined the requirements for renewing the current stormwater permit, which will expire in April of 2005. One requirement is that each Phase I community submit a revised Stormwater Management Plan for an expanded stormwater management program by October 15, 2004. GA EPD requirements for NPDES MS4 Phase I stormwater management plans are as follows:

#### **SWMP Components\***

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

1. A description of structural and source control measures from commercial and residential areas, including an estimate of the expected reduction in pollutant loads and a schedule for implementing the controls. The description must include:
  - A description of maintenance activities and a maintenance schedule for structural controls;
  - A description of planning procedures for developing, implementing and enforcing post-construction controls from areas of new development and significant redevelopment;
  - A description of practices for operating and maintaining streets;
  - A description of procedures to ensure flood management projects are assessed for water quality impacts and that existing structural flood control

devices are evaluated to determine if retrofitting the device for additional pollutant removal is feasible;

- A description of a program for monitoring runoff from open and closed municipal landfills, including prioritizing inspection of the sites and establishing control measures; and
  - A description of a program to reduce pollutants from the application of pesticides, herbicides and fertilizers by both commercial applicators, distributors, and at municipal facilities and right-of-ways. The program can include such things as educational activities, permits, certifications or other measures.
2. A description of a program, including a schedule, for detecting and eliminating illicit discharges. The program shall include:
- A description of a program, including inspections, to implement and enforce an ordinance to prevent illicit discharges;
  - A description of procedures to conduct on-going field screening activities, including locations that will be evaluated by field screens;
  - A description of procedures to investigate portions of the storm sewer system that field screening indicates may be a source of illicit discharges, including sampling or inspections procedures;
  - A description of procedures to prevent, contain, and respond to spills that may discharge to the storm sewer system;
  - A description of a program to promote, publicize and facilitate public reporting of illicit discharges;
  - A description of activities to facilitate the proper management and disposal of used oil and toxic materials; and
  - A description of controls to limit infiltration to the storm sewer system from sanitary sewers.
3. A description of a program to monitor and control pollutants in runoff from municipal landfills, hazardous waste treatment, disposal and recovery facilities, and industrial facilities that contribute a substantial pollutant load to the storm sewer system. The program shall:
- Include priorities and procedures for inspection and implementing control measures; and
  - Describe a monitoring program for stormwater associated with the industrial facilities (pollutants in effluent guidelines, oil & grease, COD, pH, BOD, total suspended solids, total phosphorus, TKN, nitrate plus nitrite nitrogen).

4. A description of a program to implement and maintain structural or non-structural best management practices for construction sites, including:
  - A description of procedures for site planning;
  - A description of requirements for nonstructural and structural best management practices;
  - A description of procedures for identifying priorities for inspecting sites and enforcing control measures; and
  - A description of educational and training measures for construction site operators.
5. A description of staff and equipment available to implement the SWMP.
6. The 1999 proposed modifications to the SWMP:
  - Increase the focus and implementation of SWMP activities within drainage basins of waters listed on the active 303(d) list;
  - Enhanced education and enforcement efforts addressing highly visible pollutant sources and illicit discharges;
  - Increase public education efforts; and
  - Increase industrial storm water control efforts, pollution prevention and good housekeeping activities during municipal operations.

### III. PROJECT OBJECTIVES:

- A. The Consultant will seek a thorough understanding of stormwater issues specific to the Phase I communities involved in this project, as well as the strengths and weaknesses of the current stormwater management program.
- B. The Consultant will develop a model Stormwater Management Plan that will be used to create community-specific stormwater management plans that will meet NPDES Phase I MS4 permit requirements for Chatham County, Savannah, Bloomingdale, Garden City, Pooler, Port Wentworth, Thunderbolt, and Tybee Island. The model SWMP will address shared responsibilities and programs, provide a description of all local government responsibilities for maintenance of the countywide drainage system, and detail elements that are required by EPD for all community specific Phase I stormwater management plans.

- C. The Consultant will present the Model SWMP to Chatham County, Savannah, Bloomingdale, Garden City, Pooler, Port Wentworth, Thunderbolt, and Tybee Island at a one-day seminar.

#### IV. PROJECT MANAGEMENT

The project objectives described above and deliverables outlined below shall be completed by the Consultant. Metropolitan Planning Commission staff shall be responsible for the logistics of the presentation seminar including room reservation, technical and A.V. support for the Consultant, and minor catering.

#### V. DELIVERABLES

The Consultant shall produce the model Stormwater Management Plan by April 1, 2004 that will be used to create community-specific stormwater management plans that will meet NPDES Phase I MS4 permit requirements for Chatham County, Savannah, Bloomingdale, Garden City, Pooler, Port Wentworth, Thunderbolt, and Tybee Island.

*\* The following project fee structure schedule is for informational purposes only. **Do not** complete or submit.*

PROJECT FEE STRUCTURE  
Model SWMP for Local Governments

Phase I – Model SWMP	\$ _____
Phase II – Alternate I: Chatham County SWMP	\$ _____
Phase II – Alternate II: Other <sup>1</sup> community specific SWMP (per each)	\$ _____
Phase II – Alternate III: Other <sup>1</sup> community specific SWMP (total for 6)	\$ _____
<b>Total Project Cost</b>	<b>\$ _____</b>

<sup>1</sup> Other community specific stormwater management plans refers to the stormwater management plans to be developed for Bloomingdale, Garden City, Pooler, Port Wentworth, Thunderbolt, and Tybee Island.