

REQUEST FOR QUALIFICATIONS (RFQ)

City of Mobile Storm Water Management

1.0 Introduction

Consultant services are needed to assist the City on key requirements under the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit. It is important that the Respondents have significant experience and knowledge with the following, including but not limited to, maintaining compliance with NPDES MS4 general permits in Alabama; ADEM Administrative Code; Alabama Handbook for Erosion Control, Sediment Control, on Construction Sites and Urban Areas; Best Management Practices (BMPs); Illicit Discharge Detection and Elimination; Construction Site Storm Water Runoff; Pollution Prevention/Storm Drain Assessment; Preparation of Facilities Management Plan; Field Screenings; Industrial Activity Facility Inspections; and Total Maximum Daily Loads (TMDLs).

Additionally, consultant services are needed to: (1) assist the City to meet the requirements of its NPDES MS4 Permit; (2) assist in maintenance/establishment of priorities on compliance; (3) provide support on implementation of City-approved programs; (4) train City staff when called upon; (5) perform inspections; (6) test waterways; (7) prepare policies, plans and programs, (8) prepare the Annual Report as required by the City's NPDES MS4 Permit and (9) provide technical assistance for negotiations with ADEM on the City's NPDES MS4 Permit renewal.

1.1 Background

The City's current Phase I NPDES permit number ALS000007 was issued by the Alabama Department of Environmental Management (ADEM) on September 30, 2014 and became effective on October 1, 2014 and expires on September 30, 2019.

The City's Storm Water Management Program Plan (SWMPP) was revised in conjunction with the new NPDES permit in 2014, as well as the Storm Water and Flood Control Ordinance (Ordinance) which was revised to reflect the changes in the NPDES permit and the SWMPP in July 8, 2014 and has been updated annually in accordance with the City's NPDES Permit.

The 2017-2018 SWMP Plan, current NPDES MS4 Permit, and current Stormwater Management and Flood Control Ordinance can be found at the following links:

<http://www.stormwatermobile.org/uploads/images/2017-09-19%20FINAL%20Mobile%20SWMP%20Plan.pdf>

http://www.stormwatermobile.org/uploads/images/2015-05-08_8271d.pdf

https://library.municode.com/al/mobile/codes/code_of_ordinances?nodeId=CICO_CH17STMAFLCO_ARTISTMAFLCO

The City's Annual Report is due to ADEM per annum on January 31st. The City is required to update the SWMPP as needed to assure compliance with its' MS4 permit; each of the following items must be addressed in the SWMPP (component and measurable goals).

SWMPP Components:

1. Stormwater Collection Systems Operations
2. Public Education and Public Involvement
3. Illicit Discharge Detection and Elimination
4. Construction Site Storm Water Runoff Control
5. Post-Construction Storm Water Management in New Development and Re-Development
6. Spill Prevention and Response
7. Pollution Prevention/Good Housekeeping
8. Pesticides, Herbicides and Fertilizers
9. Oil, Toxics and Household Hazardous Wastes
10. Industrial Storm Water Runoff
11. Wet-Weather Monitoring

2.0 Scope of Work

- A. The Consultant should have a thorough understanding of storm water issues specific to the City of Mobile, as well as the strengths and weaknesses of the current storm water management program.
- B. Evaluate the SWMPP relative to the City's NPDES Permit requirements and potential to increase efficiencies in City services.
- C. The services provided by the Consultant shall include activities that directly support any of the required permit or SWMPP work performed by City staff. These activities are broadly defined and, may be revised based on future needs. Work to be completed under this contract shall include, but is not limited to, the following list of assignments.
 1. Prepare Annual Report
 2. Recommend and implement changes to SWMPP, as needed
 3. Attend routine meetings with each City department/staff and report on progress and advise responsible City staff
 4. Attend, prepare for, and assist at meetings and/or conferences on MS4 program
 5. Provide technical/clerical support as needed with City departments needing assistance
 6. Perform industrial activity facility inspections
 7. Conduct in-stream monitoring and analysis for the parameters outlined in SWMPP
 8. Conduct dry weather screening for illicit discharge detection and elimination in

- accordance with SWMPP requirements
9. Perform grab sampling and laboratory testing when called upon by City personnel when possible illicit discharges are identified
 10. Prepare maps of inspections, activities performed, locations of facilities, etc. in conjunction with City GIS department
 11. Have the capability to provide technical training to City staff at a level and on topics to be determined later, if needed
 12. Advise on City ordinance revisions, if needed
 13. Provide continued litter prevention technical assistance, as needed
 14. Conduct a minimum of two (2) internal audit(s) of City departments for compliance
 15. Provide technical assistance to City inspection staff for source tracing of IDDEs, as needed
 16. Maintain and update master tracking spreadsheets, inspection reporting forms, etc. for City staff
 17. Provide technical assistance to the City for NPDES MS4 Permit negotiations with ADEM

D. It is possible that the selected firm may be called upon to provide Additional Services outside the Scope of Work. The services would be requested in writing by the City and hourly rates and an estimate of hours to complete the task(s) would be requested from the selected firm.

E. Potential Responsibilities and Desired Qualities

The selected firm must:

1. Develop trust and confidence among the various participants and the City departments. Attention to detail, organization and time management skills are fundamental requirements in serving in the role of the City's Storm Water Management Consultant.
2. Demonstrate thorough knowledge of storm water issues, including environmental engineering as well as NPDES MS4 general permit practices, and the applicable codes, standards and regulations (federal, state, and local).
3. Exhibit excellent written and oral communication skills.

3.0 Statements of Qualification (SOQ) Submittal Requirements

The Respondent shall prepare its proposal in the form described below and shall ensure that each page of its proposal is identified with the project name, Respondent's name, and page number.

Eight (8) hard copies of the proposals must be received by the City of Mobile Engineering Department no later than 3:00 p.m., Friday, November 9, 2018.

Mail to:

City of Mobile
Attn: Mr. Nick Amberger, PE City Engineer
P. O. Box 1827
Mobile, AL 36633-1827

Or Deliver to:

City of Mobile
Attn: Mr. Nick Amberger, PE, City Engineer
205 Government Street
Government Plaza, 3rd Floor, South Tower
Mobile, AL 36644

FORMAT:

- Proposal shall be bound by semi-permanent binding method.
- Proposals shall be prepared on 8 1/2" x 11" paper, bound on the long side.
- Proposals shall use the font type and size of ARIAL 10 point.
- Proposals shall be in a format and sequencing commensurate with the RFQ (in the order the requirements are listed).
- Proposals shall include a table of contents.
- Proposal sections shall be tabbed.
- All text shall be clear of binding.

The SOQ shall not exceed 10 pages of text (one-sided and double-spaced). The page limitation does not include cover, resumes, index sheets, general promotion data, disclosure of legal and administrative proceedings and financial condition, a brief transmittal letter, or required attachments, such as disadvantaged business enterprise (DBE) certification forms. A limited number of 11" x 17" fold-out sheets may be included. The 10 text pages must be printed on colored paper (any non-white color suitable for print) to distinguish them from other material.

Any questions on the RFQ should be submitted in writing via email to the City Engineer at nick.amberger@cityofmobile.org AND stormwater@cityofmobile.org including a return email address. Copies of questions and answers will be shared with all Respondents who request to be copied and provide a return email address to the City Engineer.

NARRATIVE CONTENT:

Submittals must address the following topics in the 10 text pages:

3.1 Cover Letter

The Respondent shall prepare a cover letter, not exceeding two pages in length, which summarizes the key points in the proposal. It should include the full name of the firm or joint venture members and all proposed subconsultants. If the Respondent is made up of more than one firm, the legal relationship between those firms must be described. The cover letter must include a statement committing the availability of the key personnel identified in Section 3.10 below to perform the work. The cover letter must be signed by a person who is also authorized to sign a Contract with the City.

If the Respondent believes any information, data, process or other material in its proposal should be considered by the City to be confidential or proprietary, the Respondent shall identify that material with specificity as to the page and paragraph and on what basis the material is believed to be proprietary or confidential.

3.2 Understanding the Project

Prepare a statement that describes the Respondent's approach to performing the Scope of Work, which is described in Section 2.0. Specifically address the following:

- Proposed Scope of Work
- The complexity, challenges and problems involved in performing that work
- Approaches and philosophy for dealing with problems
- Sensitivity and experience dealing with key issues
- Any additional issues or matters relating to the Scope of Work which the Respondent believes should be addressed

3.3 Proposed Work Plan

Prepare a description of the Respondent's management and organizational approach and methods for performing the Scope of Work. This should include the proposed process by which the requested individuals would complete the work along with the methods the Respondent would use to coordinate the work with City staff.

3.4 Project Schedule

Describe your approach to scheduling tasks to successfully implement a storm water management program, either for this program or other programs on which you have worked.

3.5 Organization and Management

Provide graphic and narrative descriptions that identify the Respondent's and subconsultants' key personnel who would perform work for storm water management

services, specifically outlining major capabilities and areas of expertise. Identify the overall project manager and key staff members and provide brief resumes. In addition, include the title and a description of the work each person is capable of performing. Resumes of firm principals are not requested except for those persons that are proposed as active, integral members of the team. Principals should, however, be listed on the organizational diagram in relation to the team. Address a method by which the Respondent and the City would mutually agree upon a change in personnel should a change become necessary.

3.6 Description of Firm

Provide a general description of the firm including, but not limited to, services offered, number of employees, office locations, and years in business.

Each Respondent, or at least one firm of a joint venture team, must either (i) have an office in Mobile, Alabama, or (ii) be able to demonstrate that the Respondent has full capabilities to substantially undertake production of the work without a Mobile office. As a rule, travel related expenses to and from Mobile will not be reimbursable.

3.7 Firm Project Experience

Provide a summary of past projects that demonstrate experience and ability to provide storm water management services.

All projects listed in this section must have been completed by the firm using current employees. List the names of key employees for each project. **Do not include projects for which key project personnel are no longer employed by the firm.** Projects for which experience was gained by individuals during previous employment should be indicated in the next section.

For each qualifying project, include the following information in tabular form:

- Project name
- Location
- Client, address, telephone number
- Total contract gross amount (and firm amount, if different)
- Proposed schedule vs. actual
- Proposed budget vs. actual
- Principal-in-charge
- Day-to-day technical project manager
- Key design staff
- Date completed
- Client reference (name, position and phone number)

The tabular summary and narrative of each project description shall not exceed one- half

of an 8 1/2" x 11" page.

3.8 Individual Project Experience

This section must follow the same general format as for the firm project experience, but is intended to include projects for which experience was obtained while individuals were employed elsewhere.

For each qualifying project, include a brief narrative and the following information in tabular form: project name, location, client, current employees who had key management or staff roles, employer during the project, and a client reference.

3.9 Subconsultants

Describe the qualifications of each subconsultant which the Respondent plans to retain to perform work or who will provide individuals which specific expertise. Describe the type of work which will be assigned to each subconsultant and the estimated percentage of the total Agreement value that each subconsultant will perform.

3.10 Key Personnel

Submit detailed resumes for the proposed project manager and key staff personnel including key personnel of subconsultants. Key personnel are those likely to be assigned to various tasks as described in the potential scope of services. Include a description of their qualifications and experience and a description of their position and length of employment with the Respondent or subconsultant. Key personnel identified in this proposal will be expected to remain assigned to this project for the term of the Agreement, and to be replaced only with the mutual consent of the Respondent and the City.

3.11 Ability to Respond

Describe the Respondent's current ability to effectively and conveniently perform the Scope of Work and to coordinate its efforts with the City and its other consultants. For the Respondent and each subconsultant on a team, list office addresses and total number of employees, and the number of both professional and support employees located at those offices. Respondents shall identify the location where work on this project would be performed.

3.12 Computer Aided Design and Drafting (CADD) / Geographic Information System (GIS) Requirements

All project record drawings submitted by the Consultant to the City shall be provided in a format in accordance with the City of Mobile CADD and GIS standards, and shall be

submitted on appropriate electronic media as specified by the City.

The Respondent shall describe and demonstrate the firm's existing CADD and GIS methods and experience using CADD and ESRI systems.

3.13 Other City ordinances, policies and executive orders

Respondents should familiarize themselves with pertinent ordinances, policies and executive orders which relate to contracting with the City as well storm water management. The following is a partial listing of relevant City ordinances, policies and executive orders:

- Conflict of Interest Questionnaires
- Affidavit of Ownership or Control
- City of Mobile Code – including Storm Water Management and Flood Control Ordinance, Flood Plain Management Plan, Building Codes, Right of Way Ordinance, Litter Ordinance and participation by socially and economically disadvantaged contractors

3.14 Additional Information

The Respondent is invited to describe any particular aspects of its organization or proposal which, by way of background, experience, unique qualifications, or other basis, sets it apart from the competition in its ability to accomplish this particular Scope of Work.

3.15 Fee Structure

Respondent should describe its fee structure and supply a schedule of hourly rates for staff by position and reimbursable costs. The material presented in the SOQ to address the above topics is expected to clearly reflect qualifications that demonstrate the consultant's knowledge, experience and ability to provide storm water management services.

4.0 Selection Process and Schedule

The City's storm water management services will require a consulting firm that is capable of performing a wide variety of tasks and managing specialized sub-consultant firms where necessary to properly complete the tasks assigned. The procedure to be used in the selection process is described in the following steps.

- Step 1. SOQ from firms responding to the Request for Qualifications will be reviewed and evaluated. This review will be performed by a committee of City of Mobile employees appointed by the Executive Director of Planning & Development. The selection committee will identify a shortlist of consultant

candidates based on the criteria listed in Section 5.0.

- Step 2. At the discretion of the City, short-listed consultant candidates may be required to participate in an interview with the project selection committee or other City senior staff. If this step is used, the Respondent's representative presentation and interview must be the staff member who will be assigned to this Contract. Candidate firms will be limited to four participants in the interview and permitted to present a maximum five-page handout to the selection committee.
- Step 3. The project selection committee will rank the firms separately based on the results of any interview conducted and the selection criteria in Section 5.0. The Committee may negotiate with more than one Respondent.
- Step 4. The selected consultant will enter into negotiations with the City to develop a detailed scope of work, cost schedule, and the contract terms and conditions.

Following is a tentative schedule. The schedule is subject to change.

October 12, 2018	Request for Qualifications advertised
November 9, 2018 by 3pm	Statements of Qualifications submitted by candidate firms
November 19-20, 2018	Interviews conducted (if required)
December 3, 2018	Selection
January 8, 2018	Contract on City Council agenda for approval

NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.

5.0 Selection Criteria

The Project Selection Committee will review each Statement of Qualification using the following general objective criteria. They are listed in no order of importance.

- Conformance with the format and content requirements stated in this RFQ.
- Readability of the SOQ.
- Thoroughness of the SOQ.
- The firm's demonstrated understanding of scope of work.
- The firm's experience with similar projects.
- Individual experience with similar projects.
- The firm's approach to organization and management of the project.

6.0 Evaluation

Each element of the SOQ will be evaluated by each member of the selection committee on the following criteria:

- Experience
 - Include any examples of municipalities or similarly situated entities that your firm has served as the Storm Water Management Consultant for the MS4 program, specifically:
 - Experience representing Phase 1 entities working with ADEM and EPA
 - Experience negotiating NPDES MS4 Permits with ADEM (or Permit renewals) for Phase 1 entities
- Project management approach
 - For the Scope of Work, personnel assigned and how they will interface with City's senior staff
- Staffing
 - Intended contract staffing including identification of project manager, key personnel, and availability of key additional resources
- Plan for MWBE for Scope of Work
- Demonstration of responsiveness
 - Give examples
- Ability of meeting schedules
 - Give examples
- Quality assurance approach
- Demonstration of past client satisfaction
 - Give examples or letters of reference (if available)
- Demonstration of past performance in meeting budgets
 - Give examples

7.0 Use of Subconsultants

It is expected that the prime consultant may assemble a team of subconsultants that provide an adequate range of resources to undertake the variety of assignments described in the Scope of Work. The resources and capabilities of each member of the subconsultant team must be described in the SOQ. The proposed team of subconsultants will be

reviewed by the City during the selection process.

ONCE A CONSULTANT TEAM HAS BEEN SELECTED TO BEGIN CONTRACT NEGOTIATIONS, THE PRIME CONSULTANT WILL BE REQUIRED TO OBTAIN WRITTEN APPROVAL FROM THE CITY FOR EACH OF THE SUB CONSULTANTS ON THE TEAM BEFORE NEGOTIATIONS CAN BE COMPLETED. NO FUNDS WILL BE COMMITTED NOR ANY SERVICES RENDERED UNTIL THE CITY APPROVES THE SUBCONSULTANTS. THE CITY RESERVES THE RIGHT TO REJECT ANY PROPOSED SUBCONSULTANT AND TO REQUEST THAT THE SELECTED PRIME CONSULTANT REVIEW OTHER CANDIDATE FIRMS FOR A PARTICULAR AREA OF RESPONSIBILITY.

8.0 Miscellaneous

1. A cost proposal is intentionally excluded from this submittal.
2. RFQ is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Mobile to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
3. In the event that a mutually agreeable contract cannot be negotiated between the consultant and the City, the City reserves the right to select an alternate consultant.
4. The City of Mobile reserves the sole right to; (1) evaluate submittals; (2) waive any irregularities therein; (3) select candidates for selection interviews; (4) request supplemental or additional information as deemed necessary; (5) contact others to verify information provided in the submittal; or (6) reject any and all submittal(s), should it be deemed in the best interest of the City of Mobile.
5. No debriefings by City staff to unsuccessful submitters will occur until after the award of a contract by City Council to the recommended team.
6. The successful firm will have to complete an Affidavit of Ownership or Control prior to completion of contract negotiations. The affidavit certifies that the firm is not delinquent in any debt owed to the City of Mobile (taxes, fines, fees, etc.).

9.0 Insurance

Each selected consultant shall deposit with the City at the time of execution of the contract certificates of insurance evidencing to the satisfaction of the Director that the following coverages and minimum amounts have been obtained by the selected consultant. Upon the request of the Director, the originals of all policies referred to above, or copies certified by the agent or attorney-in-fact issuing them, shall be submitted to the Director. Each policy shall contain an endorsement by the issuer waiving rights of subrogation against the City of Mobile. All policies must also name the City as an additional insured.

Each selected consultant using subcontractors shall require each subcontractor to meet the same minimal insurance requirements and provide evidence thereof. All policies of insurance required herein shall be in a form and with a company or companies approved

by the City and authorized to do business in the State of Alabama.

At all times at which each selected consultant or its contractors are working on City property, each selected consultant or its contractors shall maintain in full force and effect the following liability and comprehensive insurance issued by a company licensed and qualified to do business in the State of Alabama, *which such insurance shall name the City of Mobile as an additional insured*:

A. Workers' Compensation/Employer's Liability:

1. Workers' Compensation insurance in the amounts required by all applicable laws, rules or regulations of the state of Alabama.
2. Employer's Liability with limits of not less than:
 - Bodily Injury by Accident \$1,000,000 each accident
 - Bodily Injury by Disease \$1,000,000 policy limit
 - Bodily Injury by Disease \$1,000,000 each employee
 - Borrowed Servant/Alternate Employer endorsement in favor of City of Mobile.

B. Comprehensive General Liability Insurance:

1. Comprehensive General Liability (occurrence form) including coverage for products/completed operations, independent contractors, blanket contractual liability specifically covering the obligations assumed by Contractor.
2. Limit of Liability: \$1,000,000 combined single limit of liability each occurrence bodily injury or property damage.
3. General Aggregate Limit shall apply on a "Per Project" basis.

C. Automobile Liability Insurance:

Automobile Liability Insurance to cover all owned, non-owned, and hired vehicles, with a \$1,000,000 combined single limit of liability each accident for bodily injury and/or property damage.

D. Excess/Umbrella Liability Insurance

Providing following form coverage for Employer's Liability, Comprehensive General Liability, and Automobile Liability.

- Limit of Liability: \$2,000,000 combined single limit of liability each "occurrence" for bodily injury and/or property damage.

E. Professional Liability Insurance

1. "Per Project" limit - \$1,000,000.

Waiver of Subrogation - All policies of insurance shall be endorsed to waive rights of subrogation in favor of City of Mobile.

Additional Insured - All policies of insurance, except those referenced under paragraph A, shall be endorsed to name City of Mobile as an Additional Insured.

Primary Insurance - All policies of insurance, except those referenced under paragraph A, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by City of Mobile.

Certificates of Insurance - Prior to commencement of the Work, Contractor shall deliver to the City of Mobile certificates of insurance certifying the existence and limits of the insurance coverages, noting applicable endorsements, described above and shall deliver same and renewals thereof to the City of Mobile. The certificates shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.