



REQUEST FOR QUALIFICATIONS (RFQ) PROFESSIONAL SERVICES

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 Phase I 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 and Storm Water Management Program Plan (SWMPP) as required by the City's NPDES MS4 Permit and (9) provide technical assistance and preparations for ADEM and EPA program audits on the City's NPDES MS4 Permit.

1.1 BACKGROUND

The City's current Phase I NPDES permit number ALS000007 was issued by the Alabama Department of Environmental Management (ADEM) on July 7, 2021 and became effective on July 7, 2021 and expires on July 6, 2026.

The Storm Water Management and Flood Control Ordinance (Ordinance) reflects the requirements in the City's NPDES permit. The City's SWMPP is updated annually in accordance with the City's NPDES Permit and was last revised in January 2021.

The January 2021 SWMPP, current NPDES MS4 Permit, and current Storm Water Management and Flood Control Ordinance can be found at the following links:

<https://www.stormwatermobile.org/uploads/images/2021-01-28%20FINAL%20Mobile%20SWMP%20Plan.pdf>

https://www.stormwatermobile.org/uploads/images/2021-09-23_dfb7b.pdf

https://library.municode.com/al/mobile/codes/code_of_ordinances?nodeld=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 facility regulatory review annually (cross-check NPDES Permits and EPCRA Title III)
 7. Conduct in-stream monitoring and analysis for the parameters outlined in the City's NPDES Permit
 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 audits of City departments for compliance
 15. Provide technical assistance to City inspection staff for source tracing of IDDEs and/or general storm water inspections, as needed
 16. Maintain and update master tracking spreadsheets, inspection reporting forms, etc. for City staff
 17. Provide technical assistance and preparations to the City for NPDES MS4 Permit audit from ADEM and the EPA.
- 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 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.
4. Possess experience working with Phase I Storm Water Management Programs along with experience working with ADEM and EPA on these programs.

3.0 PROPOSAL REQUIREMENTS

Firms interested in performing the work will be considered based on a written response to the Request for Qualifications (RFQ). Please limit this section to no more than 10 pages. All proposals should be organized in the following manner:

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 size of 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 Proposal 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.

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.

NARRATIVE CONTENT:

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

3.1 COVER LETTER

The Statement of Interest must include a cover letter, not exceeding two (2) pages, accompanying the Statement, and acknowledging receipt of any issued addendums to the RFQ. For delivery, the letter should be addressed to:

MR. NICK AMBERGER, PE, CITY ENGINEER
CITY OF MOBILE ENGINEERING DEPARTMENT
205 Government Street, 3rd Floor, Mobile, AL 36644

Or mailed to:

MR. NICK AMBERGER, PE, CITY ENGINEER
CITY OF MOBILE ENGINEERING DEPARTMENT
P O Box 1827, Mobile, AL 36633-1827

- A. The letter should indicate a primary contact for the Statement and that person's title, address, phone number, and email address. The letter must be signed by a person who is also authorized to sign a Contract with the City.
- B. The letter should introduce the Respondent's Project team; the legal relationship between these firms must be described. The Project team is defined as the lead plus any key team members who are critical for consideration by the evaluation team and include relevant professional certifications for each.
- C. The cover letter should include a general statement of prior relevant experience and proposed approach for this project.
- D. The cover letter must include a statement committing the availability of the key personnel identified in Section 3.4 below to perform the work.

3.2 PROJECT APPROACH AND METHODOLOGY

Prepare a description of the Respondent's technical approach to completing the items identified in the Scope of Work, in Section 2.0. Specifically address the following:

- A. Methods the Respondent would use to coordinate the work with City staff
- B. The complexity, challenges and problems involved in performing that work
- C. Approaches and philosophy for dealing with problems
- D. Sensitivity and experience dealing with key issues
- E. Any additional issues or matters relating to the Scope of Work which the Respondent believes should be addressed
- F. Project Schedule for Scope of Work

3.3 EXPERIENCE AND BACKGROUND

Firms interested in performing the work will be considered based on a written response to the RFQ. All applicants must submit their qualifications and list any prior experience with projects similar in nature. The following must be submitted in written form:

- A. Statement of registration of the firm, including a general description of the firm, including but not limited to, services offered, number of employees, office locations and years in business.
- B. Statement of the names, and duties of the individuals that will be involved in this project (when performing professional services) and their applicable experience.
- C. Statements of qualifications of individuals who will perform professional work.
- D. Statement as to professional standing including any pending controversies. If none exists, such a statement should be made.
- E. Provide past projects that demonstrate experience and ability to provide storm water management services for which the proposed project key personnel were key personnel,

including:

1. Project Name and Description of the work, the client for whom the work was performed, the location of the work, and dates of performance
2. Provide Client Reference with Name, Position, Address and Telephone Number.
3. Total Contract Gross Amount (and firm amount, if different)
4. Key Design staff (principal, day-to-day project manager, key technical staff, etc.)
5. Describe Proposed vs. Actual Schedule and Budget
6. Date Completed
7. Include any examples of municipalities or similarly situated entities, located in Alabama, that your firm has served as the Storm Water Management Consultant for the MS4 program, specifically:
 - a. Experience representing Phase I MS4 entities working with ADEM and EPA
 - b. Experience assisting Phase I entities with successfully completing ADEM and EPA MS4 audits
 - c. Experience assisting Phase I entities with managing NPDES MS4 Permit regulator exposure
 - d. Experience negotiating NPDES MS4 Permits with ADEM (or Permit renewals) for Phase I entities
 - e. **Do not include projects for which key project personnel are no longer employed with the firm. Projects in this section should only be listed if proposed key personnel for this project performed the work.**
- F. Statement of experience within the local jurisdiction and knowledge of local standards and specifications.
- G. Statement of adequacy and availability, in both number and quality of remaining staff, to perform all other functions needed for the proposed services.
- H. List of qualified personnel in other disciplines required for proposed services, both in-house and those to be acquired from outside sources and their experience.
- I. Statement as to whether or not the firm is operating on a sound fiscal basis.
- J. Statement of where the work will actually be accomplished. Each Respondent, or at least one firm of a 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.
- K. Describe method by which the Respondent and the City would mutually agree upon a change in personnel should a change become necessary.

3.4 PROJECT TEAM/LEVEL OF PARTICIPATION

The Statement of interest shall provide the following information so that it can be clearly understood by the Evaluation team and City personnel.

- A. Identify Key Project Team Members with responsibility for leading main project tasks, including subconsultants.
- B. Include the percentage of time that each member is expected to commit to the project.
- C. Identify Key Project Team Members that qualify as Disadvantaged Business Enterprise (DBE), including the percentage of time that each member is expected to commit to the project.
- D. Include an organizational chart of the Project Team showing lines of communication, clearly defined roles, availability and decision-making hierarchy.
- E. Submit detailed resumes for the proposed project manager and key staff personnel including key personnel of subconsultants.
 1. Include a description of their qualifications and experience and a description of their position and length of employment with the Respondent or subconsultant.
- F. 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.

3.5 CADD/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.

3.6 OTHER CITY ORDINANCES AND POLICIES

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

- Affidavit of Ownership or Control
- City of Mobile Code – Storm Water Management and Flood Control Ordinance, Flood Plain Management Plan, proposed Unified Development Code, Building Code, Chapter 57 – Streets and Sidewalks, Article VIII, Right of Way Construction and Administration Ordinance, Garbage, Litter and Lot Maintenance Ordinance, and Ordinances and policies regarding participation by socially and economically disadvantaged contractors.

3.7 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.

3.8 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 Proposal 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 SUBMITTAL OF PROPOSALS:

Questions concerning this Request for Qualifications (RFQ) should be submitted 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 as an Addendum on the City website and with all Respondents who request to be copied and provide a return email address to the City Engineer.

Questions will be received until **5pm CST on October 29, 2021**.

Please limit proposal to ten (10) pages. Please submit three (3) hard copies and an electronic copy of the proposal to:

**MR. NICK AMBERGER, PE, CITY ENGINEER
CITY OF MOBILE ENGINEERING DEPARTMENT
205 Government Street, 3rd Floor, Mobile, AL 36644**

NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.

Any items submitted as part of this response to this RFQ become property of the City of Mobile. After written proposals have been reviewed, discussions with prospective firms may be required to clarify any portions of the proposal.

The following is a tentative schedule for the selection process. The schedule is subject to change.

October 6, 2021	Request for Qualifications advertised
October 29, 2021	Questions must be submitted via email by 5pm CST
November 2, 2021 noon	Addendum (if any) with responses to questions
November 5, 2021 by 3pm	Proposals submitted by candidate firms
November 15, 2021	Short list selected, and interview requests sent, if the City deems appropriate. Those not selected will be notified.
November 29-30, 2021	Short List Interviews conducted (if required)
December 6, 2021	Selection
January 11, 2022	Contract on City Council agenda for approval

PLEASE NOTE: Presentations may be required and conducted in conjunction with this Request for Qualifications (RFQ).

5.0 OTHER CONDITIONS

The firm or individual practitioner must:

A. Furnish proof of insurance as follows:

1. General Liability Insurance each in the minimum amount of:
 - a) Bodily Injury - \$1,000,000 each person/\$1,000,000 each occurrence, and
 - b) Property Damage - \$1,000,000 per occurrence, or
 - c) Combined single limit - \$1,000,000
2. Automobile Liability Insurance each in the minimum amount of:

Automobile Liability Insurance to cover all owned, non-owned, and hired vehicles, with

 - a) Bodily injury - \$1,000,000 each person/\$1,000,000 each occurrence, and
 - b) Property Damage - \$1,000,000 per occurrence, or
 - c) Combined single limit - \$1,000,000
3. Excess/Umbrella and Employer's Liability Insurance in the minimum amount of:
 - a) Combined single limit - \$1,000,000 each "occurrence" for bodily injury and/or property damage.
 - b) Workman's Compensation Insurance: Statutory-Amount and coverage required by the State of Alabama
 - c) Professional Liability Insurance in the minimum amount of - "Per Project" - \$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 C.2, shall be endorsed to name City of Mobile as an Additional Insured.

Primary Insurance- All policies of insurance, except those referenced under paragraph C.2, 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.

- B. Have a current City of Mobile Business License.
- C. The licensed professional must be accessible by telephone and/or email and available for consultation between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
- D. Affirm, for the duration of the contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien in the State of Alabama. Evidence of the firm's or individual's enrollment in the federal E-Verify program shall be submitted as a condition of the contract approval.
- E. All respondents will be required to certify that they are not on the Federal list of debarred, suspended, or voluntarily excluded consultants and are not in default on any obligations due to the State of Alabama including, but not limited to, payment of taxes, fines, penalties, or other monies due. Selected consultant will have to provide evidence of required insurance, a City of Mobile business license, and enrollment in the E-Verify program.
- F. Bid awardee (or "consultant") shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, inter alia, that all consultants performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subconsultants they engage do the same, and make every reasonable effort to assure that fifteen percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.

6.0 MISCELLANEOUS

- A. 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.
- B. In the event that a mutually agreeable contract cannot be negotiated between the selected consultant and the City, the City reserves the right to select an alternate consultant.
- C. 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.
- D. 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.).
- E. 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 Proposal. The proposed team of subconsultants will be reviewed by the City during the selection process.
- F. 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 SUBCONSULTANTS 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.

7.0 EVALUATION

Submittals received will be fully reviewed by an evaluation team and responses will be considered in the following categories:

- A. Cover Letter/Comprehensive Team (5%)**
 - 1. Completeness of information on proposed project team.

2. Conciseness and ingenuity of the statement of approach.
 3. Timeliness of approach.
- B. Project Approach & Methodology (20%)**
1. Strategy for working with Phase I MS4 program in Alabama.
 2. Demonstration of methods for effective communication in public education and public outreach in Phase I MS4 programs in Alabama during project development.
 3. Strategy for completing the work in a timely manner.
- C. Experience and Background (65%)**
1. Years of experience in undertaking similar role for municipalities or similarly situated entities, located in Alabama, for Phase I MS4 programs working with ADEM and EPA, by key team members.
 2. Years of experience in assisting a similar role for municipalities or similarly situated entities, located in Alabama, for Phase I MS4 programs successfully completing ADEM and EPA MS4 audits by key team members.
 3. Years of experience assisting Phase I entities with managing NPDES MS4 Permit regulator exposure in Alabama, with ADEM, by key team members.
 4. Demonstrated team experience in completing projects of the scale and complexity, from project beginning to completion and assessment, on budget and on schedule.
 5. Diversity of expertise of key team members.
- D. Project Team/Level of Participation (10%)**
1. Roles, availability, and time allocation of key Project Team members are clearly defined and reasonable, including DBE's.
 2. Provided organizational chart of key Project Team members clearly delineates roles/responsibilities, lines of communication and decision-making hierarchy.