

TOWN OF PERRYVILLE - REQUEST FOR PROPOSALS

Implementation of MS4 Permit

Revised July 12, 2018 (revisions shown in red)

BACKGROUND

On April 28, 2018 the Town of Perryville received formal notice from Maryland Department of the Environment that it must comply with the National Pollutant Discharge Elimination System (NPDES) General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) (General Discharge Permit No. 13-IM-5500, General NPDES No. MDR055500) ("MS4"). The MS4 General Permit becomes effective on October 31, 2018 and the Town of Perryville must submit a Notice of Intent (NOI) to the Department by that effective date.

A copy of the permit is attached for the reader's convenience. **(Attachment A)**

CONTRACT PERIOD

This contract will run from the date of the award (approximately August 1, 2018) through June 30, 2019. The contract may be extended through mutual agreement on a fiscal year basis.

WORK COVERED BY CONTRACT

1. Notice of Intent

Complete the NOI and submit to MDE by the October 31, 2018 deadline.

2. Minimum Control Measures

Part IV. of the permit requires permittees to comply with six Minimum Control Measures (MCMs). Those MCMs are as follows:

- a. Public Education and Outreach
- b. Public Involvement and Participation
- c. Illicit Discharge Detection and Elimination (IDDE)
- d. Construction Site Stormwater Runoff Control
- e. Post Construction Stormwater Management
- f. Pollution Prevention and Good Housekeeping

Of the six MCMs listed above, the Town of Perryville Staff will implement a and b. d is handled through mandatory review of construction plans by Cecil Soil Conservation District before the Cecil County Department of Land Use and Development Services will issue a permit and follow up inspections are handled by the MDE. e is administered and enforced by Cecil County by a contract between the Town of Perryville and Cecil County recorded April 11, 2003.

Perryville seeks a consulting to implement MCMs c and f for the ultimate submittal to MDE for approval in one year's time.

More specifically as follows:

Illicit Discharge Detection and Elimination (IDDE)

1. Develop and maintain an updated map of the MS4 that identifies all stormwater conveyances, outfalls, stormwater best management practices (BMPs), and waters of the U.S. receiving stormwater discharges for submittal to MDE for approval; (The Town of Perryville must have ownership of the MS4 map)
2. Provide technical assistance to Perryville for preparing an ordinance or other regulatory means that prohibits illicit discharges into the MS4 for submittal to MDE for approval;
3. Develop and implement written standard operating procedures (SOPs) to be submitted to MDE that specify the following:
 - a. An inspection checklist describing how outfalls are screened for dry weather flows
 - b. Screening of 20% of total outfalls per year, up to 100 outfalls;
 - c. Procedures for identifying the source, and eliminating spills, illegal dumping, and other suspected illicit discharges;
 - d. Identification of priority areas for illicit discharge screening based on pollution potential;
 - e. Enforcement and penalty procedures;
 - f. Procedures to inform employees, businesses, and the general public of the issues relating to illegal discharges and improper waste disposal; and
 - g. Coordination with adjacent/interconnected MS4 operator(s).
4. Document results of illicit discharge screening efforts, including a description of how screening locations were prioritized and any necessary follow-up investigations, enforcement, and remediation measures implemented to address any suspected discharge. Submit to MDE in accordance with reporting requirements; and
5. Maintain complete records of IDDE program investigations and make available to MDE during field reviews of the permittee's MS4 program.

Pollution Prevention and Good Housekeeping

1. Develop, implement, and maintain a good housekeeping plan for permittee owned or operated properties where any of the following activities is performed to be submitted to MDE:

Maintenance of vehicles or heavy equipment, and handling of any of the following materials: deicers, anti-icers, fertilizers, pesticides, road maintenance materials such as gravel and sand, or hazardous materials. A standard plan may be created to address multiple properties where similar activities are conducted, provided the below items are addressed. The plan must include:

 - a. A description of site activities;
 - b. A list of potential pollutants including their sources and locations on the site. The plan must consider conveyance of stormwater entering, flowing across, and leaving the site;
 - c. Written good housekeeping procedures designed to prevent discharge of pollutants off site that include regular visual inspections to detect potential discharges;

- d. Written procedures for corrective actions to address any release, spill, or leak on site; and
 - e. Documentation of any discharge, release, leak, or spill, including date, findings, and response actions.
- 2. Quantify and report pollution prevention efforts related to the following activities to be submitted to MDE:
 - a. Number of miles swept and pounds of material collected from street sweeping and inlet cleaning programs, as applicable;
 - b. Good housekeeping methods for pesticide application such as integrated pest management plans or alternative techniques;
 - c. Good housekeeping methods for fertilizer application such as chemical storage, landscaping with low maintenance/native species, and application procedures;
 - d. Good housekeeping methods for snow and ice control such as use of pretreatment, truck calibration and storage, and salt dome storage and containment; and
 - e. Other good housekeeping methods performed by the permittee not listed above.
- 3. Submit in the NOI a list of properties owned or operated by the permittee where the activities listed in this MCM are performed and indicate which are covered under the Maryland General Permit for Stormwater Discharges Associated with Industrial Activity. Provide an update in annual reports if the status of industrial activity permit coverage changes for any property.
- 4. Database and Reporting
- 5. Create digital reports from Permit
- 6. Create databases as required (The Town of Perryville must have ownership of the databases)

3. Chesapeake Bay Restoration and Meeting Total Maximum Daily Loads

Part V. of the permit: Chesapeake Bay Restoration and Meeting Total Maximum Daily Loads

- a. This contract will include implementation of Year 1 “Management Strategies and Goals” of this Part V. of the Permit for submission to MDE and includes:
 - i. Develop impervious area baseline assessment (The Town of Perryville must have ownership of any baseline assessment map)
 - ii. Develop restoration work plan for MDE review and approval
 - iii. Assess opportunities and timelines for implementing water quality BMPs
 - iv. Assess opportunities to develop partnerships with other NPDES permittees
 - v. Determine funding needs and develop long term budget

MANDATORY PRE-PROPOSAL MEETING

A meeting will be held on ~~Tuesday~~ **Monday, July 17, 2018 at 10:00 a.m.** in the Perryville Town Hall Meeting Room. The Meeting Room is located at 515 Broad Street, Perryville, MD 21903. Park behind the building and enter through the ADA ramp door.

INQUIRIES

Questions pertaining to the RFP and selection process should be submitted in writing to Denise Breder, Town Administrator at e-mail address dbreder@perryvillemd.org no later than ~~Thursday~~ **Wednesday, July 19, 2018 at 10:00 a.m.**

PROPOSAL REQUIREMENTS

ALL PROPOSALS SHALL CONSIST OF:

1. **Information Page** – Include project name, name of firm submitting proposal, contract information for the person that will act as project leader, including name, title, address, permits needed, telephone and fax numbers and e-mail address.
2. **Scope of Work** – Detail with specific task descriptions that demonstrate the proposing firm understands the work to be done and that the firm is qualified to do the work.
3. **Qualifications** –
 - Provide a relevant project history of three (3) similar projects and include the related references for the projects. Include the contact name, address, phone number and email address for all references.
 - Provide information about your firm's key personnel to be assigned to this job including their qualifications, relevant work history and their proposed function on this job.
4. **Subcontractor / Subconsultant Or Other Information** - Any subcontractor / subconsultant that may be used shall be included in the submitted proposal. Following the award, no additional subcontracting will be allowed without the express prior written consent of the Town of Perryville.
5. **Insurance** - Proof of liability insurance certificate, automobile insurance, professional liability insurance and workers' compensation insurance certificate meeting Maryland statutory limits will be required of successful proposing firm per the attached requirements. **(Attachment B)**
6. **Price Proposal Form** – completed and signed
7. **Non-Collusion Statement** – completed and signed
8. **Standard Contract** – Provide a copy of your firm's contract for this work
9. **Timetable** – Establishment of a timetable with critical milestones and dates.
10. **Rates** – Include your firm's hourly rates for work that may go outside of the scope of work.

CONTENTS

Include one (1) original, and ~~four~~ **three** (4) sealed copies of proposal, clearly marked as **"PROPOSAL FOR IMPLEMENTATION OF MS4 PERMIT"** to the above address with the proposer's name and address on the outside.

SUBMISSION INFORMATION

Proposals shall be delivered to:

Town of Perryville
Attn: Denise Breder, Town Administrator
515 Broad Street
P.O. Box 773
Perryville, MD 21903

SUBMITTAL DATE

Proposals are due at Perryville Town Hall, 515 Broad Street, P.O. Box 773, Perryville, MD 21903 no later than **2:00 p.m. local time, on July 31, 2018** and must be received by that time and date. Proposal postmark dates and times will not be considered as meeting that deadline. Late proposals will not be considered.

EVALUATION OF PROPOSALS

- The review committee for all submitted proposals will be Everette “Pete” Reich, Elizabeth Charleton, Denise Breder and Ralph Ryan, P.E.
- Scoring for proposals will be on the following basis:
 - 30 - Qualifications
 - 30 - Price
 - 25 - Ability to complete work in the required time frame
 - 10 - Submission of a Complete Proposal
 - 5 - Conditions of Standard Contract

ATTACHMENTS

- A. MDE General Permit
- B. Insurance Requirements
- C. Price Proposal Form
- D. Non-Collusion Statement

GENERAL

The Town of Perryville reserve the right to reject any or all proposals, and to accept any or all proposals which in their judgment are in the best interest of the Town, or to re-advertise for new proposals. The Mayor and Commissioners support local purchasing by selecting a local firm if their proposal price does not exceed 6 % over and above the amount of proposal or quoted by a non-local vendor.

There shall be no discrimination against any employee who is employed in the work covered under this RFP, or against any applicant for such employment because of race, color, religion, creed, age, marital status, sex, sexual orientation, national origin, ancestry, or physical or mental disability unrelated in nature and extent so as reasonably to preclude the performance of such employment.

Consultant cannot use Town's tax-exempt certificate

The Town of Perryville reserves the right to seek clarification on any and all proposals submitted from any and all firms that provide proposals.

Qualified firms must be licensed to do business in the state of Maryland