

CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION

REQUEST FOR PROPOSALS

IMPLEMENTATION OF A FIVE-YEAR CHITTENDEN COUNTY STORMWATER PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM

DEADLINE: 4 p.m., Friday, April 22, 2011

The Chittenden County Regional Planning Commission (CCRPC) is soliciting responses from qualified Consultants and/or Organizations to implement a five-year program to be known as the Chittenden County Stream Team. The program will support and extend stormwater mitigation efforts in the County's impaired waters.

Stormwater-impaired streams in Chittenden County are located within the municipalities of Milton, Colchester, Winooski, Burlington, Essex Junction, Essex, Williston, South Burlington and Shelburne. The program will engage these eight municipalities and three entities (University of Vermont, Vermont Agency of Transportation and the Burlington International Airport) in Chittenden County who are subject to the Municipal Separate Storm Sewer Systems (MS4) permit under Phase 2 of the Federal Clean Water Act. These impaired streams are Allen Brook, Bartlett Brook, Centennial Brook, Englesby Brook, Indian Brook, Morehouse Brook, Munroe Brook, Potash Brook and Sunderland Brook (see attached map).

The program will engage citizens in eight of these nine municipalities (Colchester has elected not to join this effort at this time) in implementing programs to reduce non-point source pollution and stormwater volume at the local level to enable compliance by these MS4 permittees with required Minimum Control Measure #2 (Public Participation & Involvement) of their permits. The program will utilize social networking tools to form a cadre of concerned citizens and professionals interested in hands-on activities to reduce the harmful effects of stormwater. The program will then organize a series of events and workshops to engage the Stream Team members and citizens at large in discussion and use of key Best Management Practices designed to address the negative effects of stormwater.

The program builds upon a successful pilot project implemented from spring 2010 through spring 2011 as detailed in the attached report, "*Chittenden County Stream Team Final submitted to RSEP – March 17, 2011 Minimum Control Measure Two Regional Stormwater Public Involvement and Participation Program Work Plan (see attached).*"

That project

1. Developed a brand identity with a logo;
2. Hosted a project outreach booth at the Burlington Farmer's Market;
3. Surveyed 100 citizens in the MS4 area, 80 of whom are interested in volunteering and 30 of whom are interested in leading efforts in their neighborhoods;
4. Launched a Facebook site that currently has 38 "likes" (fans);
5. Launched the www.ccstreamteam.org web page to inform interested citizens of workshops and projects;
6. Completed a *"How to survey your neighborhood for opportunities to disconnect stormwater runoff from storm drains"* workshop with six participants;
7. Completed a *"rain barrel fabrication"* project with 20 participants from multiple communities;
8. Completed a *"How to improve your driveway to reduce stormwater runoff"* workshop with 17 participants;
9. Completed a *"How to develop a rain garden"* workshop with 13 participants;
10. Worked with City of Burlington officials to obtain approval for a rain garden in Callahan Park with installation planned for spring 2011; and
11. Began the design for a targeted neighborhood approach to Longmeadow neighborhood in Shelburne on Munroe Brook which will monitor stream flow over the long term as residents implement best management practices on their properties.

Scope of Work

Anticipated tasks for the first year of the program are as follows:

1. Regular Tasks:
 - Maintain Facebook page with regular postings and work to steadily increase its "fans/friends" list
 - Maintain www.ccstream.org website with up to date information on stormwater related workshops and projects sponsored by CCST as well as other partners;
 - Recruit and maintain volunteers from member communities, recruit neighborhood leaders to help spread the word and build esprit de corps by articulating the mission and vision of CCST, staying in touch with volunteers and keeping it fun!
 - Organize quarterly Steering Committee meetings and communicate with members between meetings.
 - Maintain a simple accounting system or spreadsheet to track hours and expenses and activities carried out
 - Communicate regularly with the CCRPC on anticipated tasks, expenditure tracking

- Build relationships with and leverage expertise from other organizations working on water quality issues (i.e. Friends of the Winooski, Winooski Natural Resources Conservation District, Lake Champlain Committee, Green Up Day, Lake Champlain Basin Program) including potential joint sponsorship of workshops and projects.
 - Solicit and secure Associate memberships (\$100 minimum contribution), donations, or in-kind purchases from individuals, the business community and others to add to or replace dues paid by members.
2. Event-driven tasks
- Host a Spring kickoff event to get neighborhood leaders in touch with one another and excited about the upcoming field season;
 - Hold outreach events at spring farmers' markets or other spring/early summer events in three municipalities per year to continue to reach new volunteers;
 - Complete three workshops or projects in each year with at least one event in each of the areas of the full members over the five year permit period; reasonable fees may be charged for workshop participation if attendee receives a tangible asset such as a rain barrel.
 - Provide guidance to volunteers on techniques and materials they can use to host their own projects or workshops.
3. Annual Tasks
- Prepare an annual summary including the number of events, number of participants and other measureable quantities showing how CCST met the MCM-#2 requirements that members can use in their annual reports to Vermont ANR.
 - Recognize volunteers who take the lead in spreading the word to their neighbors or take on other leadership role
4. Potential future Tasks after first year of operation
- Grant writing to fund additional projects and workshops desired by volunteers
 - Exploration of costs and benefits of potential merger of CCST with RSEP effort.

Budget

The minimum total annual budget for this Program is estimated at \$19,800 comprised of dues from 11 members at \$1,800 each. (Additional funds may be raised through workshop fees, donations and associate member dues. Use of any additional funds will be decided by the Steering Committee. Additional funds could be used to reduce members annual dues, expand the

Scope of Work for the Contractor or the Lead Agency and/or uses consistent with the governing MOU and or the Work Plan) There is also a possibility that other MS-4 permittees could join the effort in future years. At this point, \$18,000 is allocated for Contractor costs and \$1,980 for Lead Agency fees.

The eleven MS4s (eight municipalities plus three non-traditional MS-4s) have signed an MOU committing to funding the Program for least 5 years. The initial contract awarded for this Program will be for three years with an option for renewal for two additional years. The performance of the contractor will be assessed on an annual basis and the CCRPC and the contractor will both possess the right to terminate the contract with 60 days notice. CCRPC shall only be liable for reimbursement of contractor expenses authorized by CCRPC prior to any notice of termination being sent or for payment of project-related expenses such as advertising previously authorized by CCRPC.

In the performance of the tasks above, the contractor, at minimum

- a) shall participate in a 2 hour program kickoff meeting in late May or early June with CCRPC staff and others to review the Scope of Work in detail so program and contract deliverables are clear.
- b) work closely with CCRPC staff and representatives of the 11 MS-4 entities noted above.
- c) should be aware that representatives and/or staff of the MS-4 entities noted above can provide guidance on the implementation of the programs and workshops and potentially provide ancillary assistance at the events themselves.
- d) be aware that the Stream Team already has a blue 10' x 10" booth tent[E-Z Up Instant Shelter], a 10 ft x 1 ft. white banner labeled "Chittenden County Stream Team" and a 7-amp cordless drill with various saw hole attachments for rain barrel fabrication.
- e) should be aware that the CCRPC will not reimburse the contractor for mileage expenses.
- f) should utilize pre-existing materials to the maximum extent possible. Some options for pre-existing materials can be seen at:
- g) <http://www.ccstreamteam.org>
<http://www.vacd.org/winooski/index.shtml>
<http://www.sburlstormwater.com/resources/disconnect.pdf>
<http://www.smartwaterways.org/prob.html>
http://www.anr.state.vt.us/dec/waterq/planning/docs/pl_communitystormwatereducationfinal126.pdf
<http://www.lcbp.org/action.htm>

Submission Requirements

In order to be considered responsive to this RFP, each proposal must provide the following information in order as follows

- a. Completion of a bid form [following the model of the attached example]detailing anticipated hours for each task and hourly staff costs per hour and anticipated expenses for advertising and workshop/project expenses for the first thirteen months of the project from June 2011 thru June 2012. Any variation from the model shall be

- explained on one separate sheet. [Note: after June 2012, contract budgets will follow a standard 12 months fiscal year of July 2012-June 2013 and so on.]
- b. Completion of a proposal narrative, not exceeding 4 pages, describing how the Contractor proposes to implement the Scope of Work for the first thirteen months.
 - c. Completion of a one-page document outlining potential additions/deletions to the work program for years two through year five.
 - d. The proposal shall identify personnel who will work on the program and provide a copy of their CV or résumé.
 - e. The proposal shall describe the experience of its personnel in implementing each of the types of tasks above.
 - f. The CCRPC realizes that there are several organizations and individuals in the area who are involved in water quality community action and education. Cooperative proposals may be submitted but are not required. However, the proposal should address how the contractor proposes to work with and cooperate with these entities and individuals.

All statements of qualifications become the property of the CCRPC upon submission. The cost of preparing, submitting and presenting is the sole expense of the firm. The CCRPC reserves the right to reject any and all statement of qualifications received as a result of this solicitation, to waive any formality and any technicalities or to cancel this RFP in part or in its entirety if it is in the best interests of the CCRPC. This request for proposals in no way obligates the CCRPC to award a contract or contracts.

Selection

The CCRPC will work with a Selection Committee comprised of participating MS4's to review and evaluate each proposal. The contract shall be awarded based on qualifications, price and the ability of the entity to provide services that meet the relevant MS-4 Permit Requirements. The CCRPC shall then negotiate with the highest-ranked contractor to finalize the details of the Contract. If the CCRPC and the highest-ranked contractor are unable to agree on final terms, the CCRPC shall then meet with the second-ranking contractor to see if a suitable contract can be agreed upon. Contracts may be up to 5 years in length and shall include, but not be limited to, language specifying the right of the CCRPC to cancel a contract if services are not being adequately provided and language specifying that payments to contractors shall be made only for services rendered.

It is the intent of the CCRPC to award a contract no later than May 13th and specifying a start up date of no earlier than May 23rd. No start up funds will be provided to the contractor. Contractor will be reimbursed for project related expenses and staff costs within 10 days of receipt by CCRPC of a detailed monthly invoice.

The contract shall comply with the Fair Employment Practices and Americans with Disabilities Act: the Steering Committee agree to comply with the requirement of Title 21 V.S.A Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. The CCRPC and the Contractor shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990 that qualified individuals with disabilities receive

equitable access to the services, programs, and activities provided by the Steering Committee under this MOU.

The CCRPC recognizes the important contribution and vital impact which small businesses have on the state's economy. All businesses have equal access and opportunity to compete for this contract. **The CCRPC encourages businesses owned by minorities and women to compete for this contract.**

Program Requirements

The Consultant(s) awarded this/these contract(s) shall, upon notification of award(s), apply for registration with Vermont Secretary of State's office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 109 State St. Montpelier, VT 05609-1104. The fee is \$20.00. The Telephone number is (802) 828-2386. The contract will not be executed until the Consultant is registered with the Secretary of State's office. The successful Consultant will be expected to execute sub-agreements for each subconsultant named in the proposal upon award of this contract.

Prior to beginning any work, the Consultant shall obtain Insurance Coverage in accordance with the State of Vermont Standard Contract Provisions (*may be viewed at www.ccrpcvt.org and then clicking on the RFP/RFQ link*)and take any other necessary actions to comply with these provisions. Note that references in these provisions to "Municipality" should be considered as referring to the CCRPC. The certificate of insurance coverage shall be documented on forms acceptable to the CCRPC.

Submission Schedule

Responses to this Request for Proposals shall be submitted by mail or in person to and must arrive at the CCRPC office no later than **4 p.m., Friday, April 22, 2011. Delivery may also be via e-mail to dalbrecht@ccrpcvt.org**

**RFP RESPONSE: CHITTENDEN COUNTY STREAM TEAM
ATTENTION: Dan Albrecht
Chittenden County Regional Planning Commission
110 West Canal St. Winooski, VT 05404**

Proposals received after the deadline will not be accepted. No phone calls or e-mails please. All information received in response to this Request that is marked Proprietary will be handled accordingly. Responses to the Request will not be returned.

Attachments: Map, Bid Form

Standard State Contract Provisions may be viewed at www.ccrpcvt.org and then clicking on the RFP/RFQ link.