

**DRAFT FOR MS4 SUBCOMMITTEE APPROVAL @ 2/6/18 MEETING
CHITTENDEN COUNTY REGIONAL PLANNING COMMISSION**

REQUEST FOR PROPOSALS

**IMPLEMENTATION OF A
CHITTENDEN COUNTY STORMWATER
PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM**

DEADLINE: 4 p.m., Wednesday, February 28, 2018

The Chittenden County Regional Planning Commission (CCRPC) is soliciting responses from qualified Contractors and/or Organizations to implement a multi-year program known as the Rethink Runoff Stream Team. The Stream Team, formed in 2010, is the mechanism by which twelve municipalities and organizations in urban and suburban Chittenden County fulfill the Public Involvement and Participation requirements (aka Minimum Measure #2) under their Municipal Separate Storm Sewer Systems (MS4) permits. Rethink Runoff (www.rethinkrunoff.org) is the overall brand name launched in April 2017 that merged the Stream Team effort with a Public Outreach and Education campaign funded by these same twelve MS4s formerly known as the Regional Stormwater Education Program under the Smartwaterways brand.

These municipalities (Milton, Colchester, Winooski, Burlington, Essex Junction, Essex, Williston, South Burlington and Shelburne) and organizations (University of Vermont, Vermont Agency of Transportation and the Burlington International Airport) are required to carry out these requirements along with others to help restore the ecology of several local streams as well as reduce the flow of stormwater and pollutants into these streams and into Lake Champlain.

The program will engage citizens and businesses in these nine municipalities in implementing measures at the homeowner, renter and business level to reduce non-point source pollution and stormwater volume. 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. Past efforts have focused on rain barrels, rain gardens, stream cleanups, public art, etc.

The selected Contractor will continue to implement programming already developed since the program's formal start in 2011 as well as modify the programming as needed based upon direction received from representatives of these twelve MS4 permittees (organized as the MS4 Subcommittee of the CCRPC's Clean Water Advisory Committee) and from CCRPC staff.

The current work of the Stream Team can be viewed at:
<http://rethinkrunoff.org/get-involved/get-involved-stream-team/>
<https://www.facebook.com/rethinkrunoff/>
while examples of past work can be viewed by reading the Stream Team Annual Reports posted at
<https://www.ccrpcvt.org/resources/rfprfggrants/>

Scope of Work:

The following table presents the anticipated scope of work for FY2019 (July 1, 2018 – June 30, 2019). The scope of work will be similar in succeeding fiscal years however some tasks, such as #8, #12, #13 or #14 may change slightly.

#	TASKS	DESCRIPTION	DELIVERABLES & REPORTING MECHANISM
1	Quarterly reports and Annual Summary (see examples at https://www.ccrpcvt.org/resource/rfprfggrants/)	Prepare reports/summaries for review by MS4 Subcommittee	Note dates of reports, summaries and invoices
2	MS4 Subcommittee Meetings (see agendas and minutes at https://www.ccrpcvt.org/about-us/committees/clean-water-advisory-committee/)	Attend meetings (held 1 st Tuesday of each month ~12 noon to 1:30) as directed; anticipate attendance at six per year	n/a
3	Expense Tracking	Track all expenses by maintaining simple accounting system	n/a
4	Communication with CCRPC, MS4 Subcommittee co-chairs and Partners	Keep in regular communication with CCRPC staff and MS4 Subcommittee co-chairs	n/a
5	Increase Revenue <i>Note: MS4 Subcommittee will specify relative hours/effort for this task</i>	Solicit and secure in-kind or cash donations from individuals, businesses, and non-member towns	Noted donations, in-kind or cash secured.
6	Media Coverage	Increase media coverage of Stream Team happenings via local media outlets	Note date, media outlet and topic of independent news piece
7	Promotional Item Development	Develop additional maps and flyers or “swag” / giveaways to be distributed in focus areas to increase interest of residents	Note #, date, type (flyer, map, swag) and topic
8	Partnership Development	Foster partnerships with organizations and groups to increase our reach. (schools, non-profits, garden groups, community orgs, etc.)	Note total # and list (e.g. school, non-profit) organizations partnered with

9	Rethink Runoff webpage maintenance (cf. http://rethinkrunoff.org/get-involved/get-involved-stream-team/)	Keep Website populated with information, photos and ways to get involved	Note website hits/month and running annual total
10	Stream Team Facebook page maintenance (https://www.facebook.com/rethinkrunoff/) Instagram account postings and maintenance	Via regular postings, keep Facebook page populated with information, photos and ways to get involved	Note # of friends and likes
11	Stream Team Mailchimp Updates (quarterly minimum; monthly desired)	Continue to send regular updates of happenings via email mailing list	Note # in mailing list and “open-rate”
12	Outreach Events Provide presence at community events in at least three different municipalities to share RRST information to a broad audience. Focus on populations with low participation numbers from previous years.	Outreach activities should generally occur in the fall/winter in preparation for spring/summer implementation.	List outreach events (date, location, type); e.g. 10/5 Burlington Farmers Market Estimate number of persons engaged via event and number of persons “signing up” for future activity.
13	Stormwater Project /Programming Complete projects in three towns.	Focus on towns that were targeted for outreach in the previous year.	List Project events (date, location, type); e.g. 6/5, Williston tree-planting. # of volunteers
14	Ongoing Volunteer Programming	Match volunteers to “adopt” public rain gardens in need of care	Note # matched with volunteer
		Water quality sampling by volunteers	Note # of volunteers and sites sampled
		Encourage volunteers to take ownership of a task	Note #, town and activity (e.g. event tabling, stream cleanup)
		Recognize outstanding Stream Team volunteers at an appreciation event	Note date, location and total volunteers in attendance

Budget

The overall budget for the selected Contractor to implement Stream Team programming is estimated to be about \$23,000 per year. A typical allocation (~\$19,400 for staff and \$3,600 for expenses) for the selected Contractor is as follows:

Staff Time: Admin	\$3,000
Staff Time: Outreach	\$8,000
Staff Time: Project Development & Implementation	\$8,400
Expenses: Promo Items	\$500
Expenses: Project Supplies	\$500
Expenses: Stream Team Advertising	\$800
Expenses: Mileage	\$500
Expenses: Refreshments	\$300
Expenses: Contractual	\$1,000

The actual allocation for the Contractor will be set for each fiscal year in the preceding spring. The selected Contractor may raise additional funds to expand the budget through workshop fees, donations, etc. The MS4 Subcommittee will provide guidance to the Contractor on the relative number of hours to be invested in any donation solicitation or grant writing. Use of any additional funds will be decided by the Subcommittee.

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 March or April with CCRPC staff and members of the MS4 Subcommittee to review the Scope of Work in detail to ensure program and contract deliverables are clear.
- b) work closely with CCRPC staff, MS4 Subcommittee co-chairs and representatives of the 12 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 may provide ancillary assistance at the events themselves.

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 budget detailing anticipated hours for each task and hourly staff costs per hour and anticipated expenses for advertising and workshop/project expenses for FY19.
- b. Completion of a proposal narrative, not exceeding 4 pages, describing how the Contractor proposes to implement the Scope of Work in FY19
- c. Completion of a 1-2 page document outlining potential additions/deletions to the work program for FY20-FY21
- 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 and clearly specify the lead firm/organization in the proposal.

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 select representatives of the twelve MS4s represented on the CCRPC's MS4 Subcommittee to review and evaluate each proposal. The selection committee may elect to interview Contractors prior to final selection. 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.

If any proposer is aggrieved by the proposed award of the contract, they may appeal in writing, via U.S. Mail or Delivery Service or via email to the CCRPC at:

Chittenden County Regional Planning Commission

Attention: Dan Albrecht, Senior Planner

110 West Canal Street, Suite 202

Winooski, VT 05404

E-mail: dalbrecht@ccrpcvt.org

The appeal must be postmarked or sent within fourteen (14) calendar days following the date of the written notice to award the contract.

It is the intent of the CCRPC to award a contract no later than March 30, 2018 with the formal contract to start on July 1, 2018. No start-up funds will be provided to the Contractor. Contractor will be reimbursed for project related expenses and staff costs within 20 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.**

The Contractor(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 Telephone number is (802) 828-2386. The contract will not be executed until the Contractor is registered with the Secretary of State's office. The successful Contractor will be expected to execute sub-agreements for each sub-Contractor named in the proposal upon award of this contract.

Prior to beginning any work, the Contractor shall obtain Insurance Coverage in accordance with the 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 any 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 via email **to dalbrecht@ccrpcvt.org no later than 4 p.m., Wednesday, February 28, 2018.**

**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.

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