



REQUEST FOR PROPOSAL

2009 STORMWATER BEST MANAGEMENT PRACTICES PARTNERSHIP

CONTRACT NO. P-2499

The Milwaukee Metropolitan Sewerage District (DISTRICT) is inviting units of government, organizations, and businesses (herein defined as PARTNER) within its service area to participate in the 2009 Stormwater Best Management Practices (BMP) Partnership.

The Stormwater BMP Partnership project will provide information related to BMP implementation, effectiveness, costs, and maintenance for the Post-2020 Implementation Plan. The Post-2020 Implementation Plan is the DISTRICT's long-range planning and implementation effort to improve water quality, which focuses on protecting the health of our watersheds and ensuring the sewerage system will meet future growth needs.

The DISTRICT has proposed funding in the fiscal year 2009 capital budget to implement BMP demonstration projects within our service area.

A successful proposal will highlight the PARTNER's willingness to:

- Provide a benefit for the Post-2020 Implementation Plan.
- Provide a cost-share component of the project.
- Provide long-term maintenance of the project.

If a project is accepted in this partnership program, the proposed PARTNER will be required to enter into either an interagency agreement or contractual arrangement with the DISTRICT. Interagency contracts will extend for one year from the date the contract is signed while all other contractual agreements will have a maximum two-year term. The agreement will contain provisions relative to responsibilities as outlined in this Request for Proposal (RFP).

PROJECT BACKGROUND AND PROPOSAL EVALUATION CRITERIA

This is a project or series of projects to demonstrate the importance of stormwater best management practices in managing the volume, rate and quality of stormwater runoff. The information from these projects will be incorporated into the Post-2020 Implementation Plan.

The project proposed must improve the quality of or reduce the rate or volume of stormwater. It must seek to gain community acceptance and knowledge of stormwater BMPs. The evaluation process will favor projects that are located in facilities with high visitor traffic, innovative, significant in scale, in proximity to rivers or Lake Michigan, improve habitat or minimize the percentage match requested from the DISTRICT, with the exception of multi-year projects that previously received DISTRICT SBMP grants. All successful respondents must be willing to 1) erect permanent signage designed and provided by the DISTRICT that explains the BMP and its role in improving water quality or the management of stormwater and 2) explain how they will include the preceding information in tours, if applicable. PARTNERS that have previously received SBMP grants but have not substantially completed the project for which they received funding may not receive consideration for present year requests.

The following information must be included in each Proposal and will form the basis of the evaluation. The point number is the weight of each criterion.

1. VALUE OF THE PROJECT AS A DEMONSTRATION (35 points)

Proposals that involve innovative BMPs or new methods to promote public awareness of BMPs will be given special consideration.

2. VISIBILITY OF THE PROJECT (35 points)

Projects that attract large numbers of visitors and simultaneously include sample projects that citizens may do are favored. Multi-year applications to create SBMP projects in proximity to each other are welcome. Future year funding is subject to the DISTRICT's Commission approval of continued SBMP grant funds.

3. COMPENSATION REQUIREMENT (20 points)

The proposal should document the cost information, including the proposed cost-share breakdown. Cost-share by the DISTRICT is a maximum of dollar-for-dollar, and strong preference will be given to lesser percentage cost-share requests in both monetary terms and in-kind contributions by the PARTNER.

4. MANAGEMENT OF PROJECT (10 points)

The DISTRICT will consider the ability of the proposed PARTNER to successfully manage all phases of the project.

GENERAL

PARTNERS wishing to be considered in the selection process must submit six (6) copies of their proposal no later than **10:00 a.m., local Milwaukee time, February 4, 2009 to:**

**Mr. James P. Morgan
Senior Contract Administrator
Milwaukee Metropolitan Sewerage District
260 West Seeboth Street
Milwaukee, WI 53204-1446**

**Project Name: 2009 Stormwater Best Management Practices Partnership
District RFP No: P-2499
Partner Name: _____**

The proposal transmittal letter shall be on organization or company letterhead signed by a person authorized to submit and sign a proposal, the PARTNER name, address, telephone number, the name of the person authorized to submit/sign the proposal, and his/her title, telephone number and e-mail address.

Proposals received after the designated time will not be considered in the selection process and will be retained unopened until after award. The DISTRICT reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process.

If it becomes necessary to revise any part of the RFP or otherwise provide additional information, all addenda will be posted on the DISTRICT's Web site in the Procurement section.

The DISTRICT will not be liable for any costs incurred by the respondents in replying to this RFP. The DISTRICT is not liable for any costs for work or services performed by the selected PARTNER prior to a written Notice to Proceed.

Requests for further information or questions regarding this Request for Proposal should be addressed only to the individual listed below. UNAUTHORIZED CONTACT REGARDING THIS REQUEST FOR PROPOSAL WITH ANY DISTRICT EMPLOYEE MAY RESULT IN DISQUALIFICATION. Any oral communication will be considered unofficial and non-binding. Proposers shall rely only on written addenda issued by the individual listed below.

**Mr. James P. Morgan
Senior Contract Administrator
260 West Seeboth Street
Milwaukee, WI 53204-1446
Telephone: (414) 225-2132
Fax: (414) 271-0829
E-mail: jmorgan@mmsd.com**

This RFP is located in the Procurement section of the DISTRICT's Web site at www.mmsd.com.

To the extent permitted under Wisconsin law, all proposals will be kept confidential. In the event any proposed PARTNER believes that any information submitted with its proposal is confidential, classified or proprietary business information, such information should be explicitly identified and marked. The reason for such designation should also be stated.

SELECTION PROCESS

The DISTRICT reserves the right to request additional information from proposed PARTNERS including interviews as necessary.

PAYMENT

Interagency agreements with governmental entities will be paid on a lump sum basis upon full completion of the project. All other contracts will be paid percentages for start-up material costs and labor, upon proof of substantial completion, and upon final completion of all deliverables. Payment terms for non-governmental entities may be negotiated with the DISTRICT as necessary.

GENERAL FORMAT

All proposals shall use 8-1/2" by 11" format not exceeding 3 pages, but may be supplemented using 8-1/2" by 11" landscape or 11" by 17" illustrations. Twelve point font shall be used.

DELIVERABLES

The PARTNERS shall be responsible for providing the following information to the DISTRICT:

DELIVERABLES OF THE PARTNERS TO THE DISTRICT

Description	No. of Copies
Project Schedule.....	1
Quarterly Project Progress Status Report Including Schedule Updates	2
Design Development Drawings of Proposed Project (If applicable).....	2
Monitoring Plan and Results of Monitoring Program or Calculation of Stormwater Volume Reduction	2
Evidence of Education Program or Brochures (If applicable) A permanent sign approved by MMSD must be installed in a visible location	2
Photos of Completed Project and a Final Report to accommodate final invoice (required for payment)	2

NOTE: All Deliverables are to be provided in accordance with the Project Schedule noted.