

FRIENDS OF DECKERS CREEK

PO Box 877 | Dellslow, WV 26531 | www.DeckersCreek.org

REQUEST FOR PROPOSALS

Deckers Creek Stormwater Implementation Plan

Monongalia and Preston Counties, West Virginia
April 9, 2020

Contents

Project Summary	2
Location	3
Background Information.....	5
Project Description and Related Information	9
Deliverables	9
Procurement Overview.....	10
Estimated Contract Value	10
Procurement schedule and project milestones	10
Friends of Deckers Creek Point of Contact and Project Reference	11
RFP Documents	11
Contents of Proposals.....	12
Evaluation process for proposals	15
Price Proposal	16
Proposal Submittal Requirements	16
Questions and Clarifications	17
Award of Contract, proposal validity and contract evaluation	17
No Assumption of Liability.....	18
PRICE PROPOSAL FORM.....	19
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA.....	20
PROPOSAL CHECKLIST.....	21

Project Summary

Friends of Deckers Creek (FODC), a nonprofit watershed association, is seeking competitive proposals from environmental and/or engineering firms to update the Stormwater Implementation Plan for the Deckers Creek Watershed. Friends of Deckers Creek has been awarded a grant for the development of this plan, including data acquisition, which has already been completed. The project area spans the 64 square miles of the Deckers Creek Watershed, though emphasis will be placed on the area that is serviced by the Morgantown Utility Board, which begins in Morgantown's center, and extends to Interstate 68.

The successful proposal will (1) review and cultivate an understanding of the work that has already been completed by Friends of Deckers Creek and the Morgantown Utility Board, (2) develop a Stormwater Implementation Plan with separate sections detailing program management, a capital improvement program, projected operations and maintenance, construction site management plan program, and steps/priorities for the proposed Stormwater Implementation Plan, (3) identify, define, and prepare a list of projects to implement in the Capital Improvement Projects section of the Stormwater Implementation Plan, (4) prepare reports updating the Executive Director of the plan's progress and final completion and (5) make use of *green infrastructure* whenever possible and applicable.

This request for proposals is being sent to engineers already recognized as qualified. Evaluation of the proposals will be based on the engineer's clear communication and ability to prioritize a number of candidate BMPs to create the most effective and durable mitigation plan.

The point of contact will be Brian Hurley

Brian Hurley, Executive Director
Friends of Deckers Creek
PO Box 877
Dellslow, WV 26531

brian@deckerscreek.org
tel. (304) 292-3970
Courier: 205 Parsons Street
Morgantown, WV 26505

Location

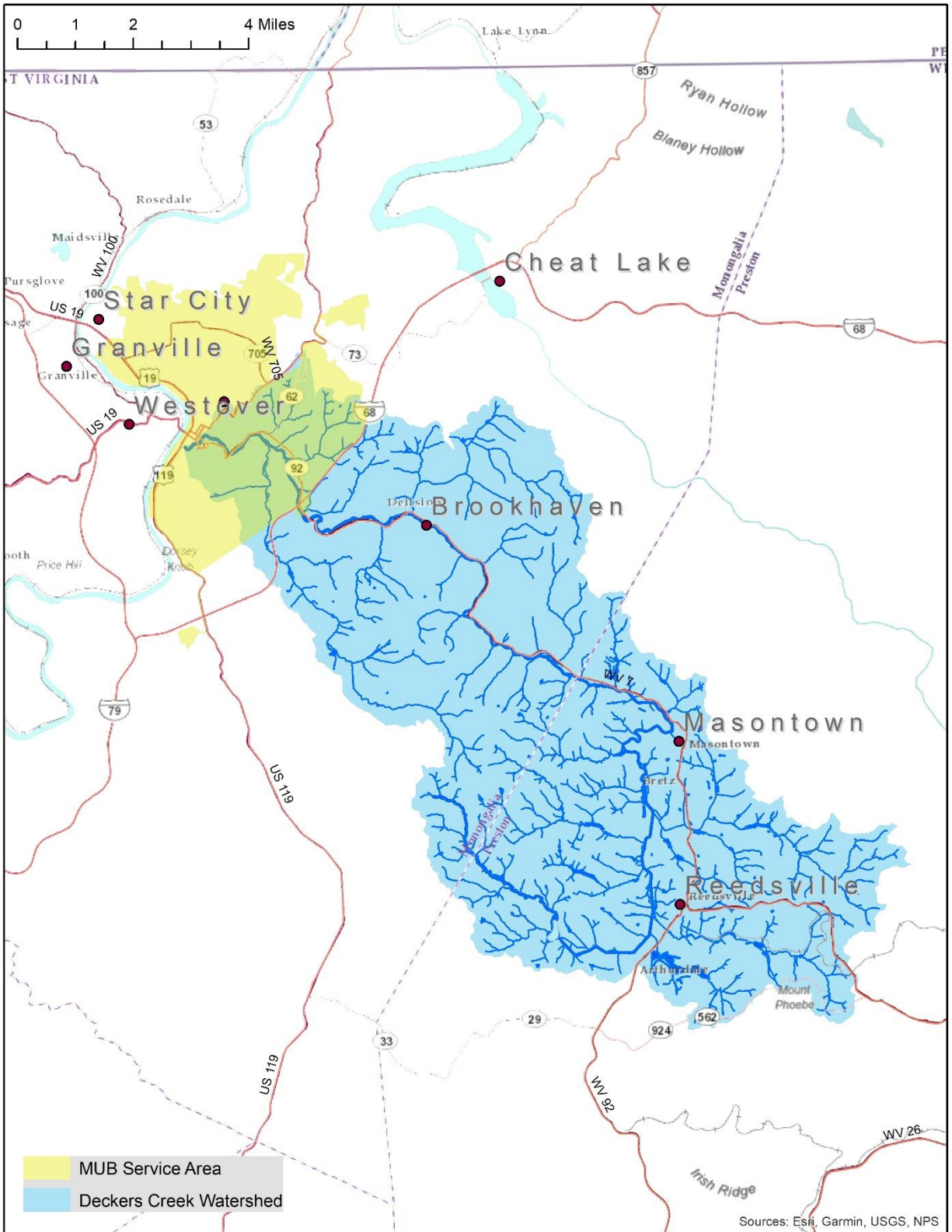


Figure 1

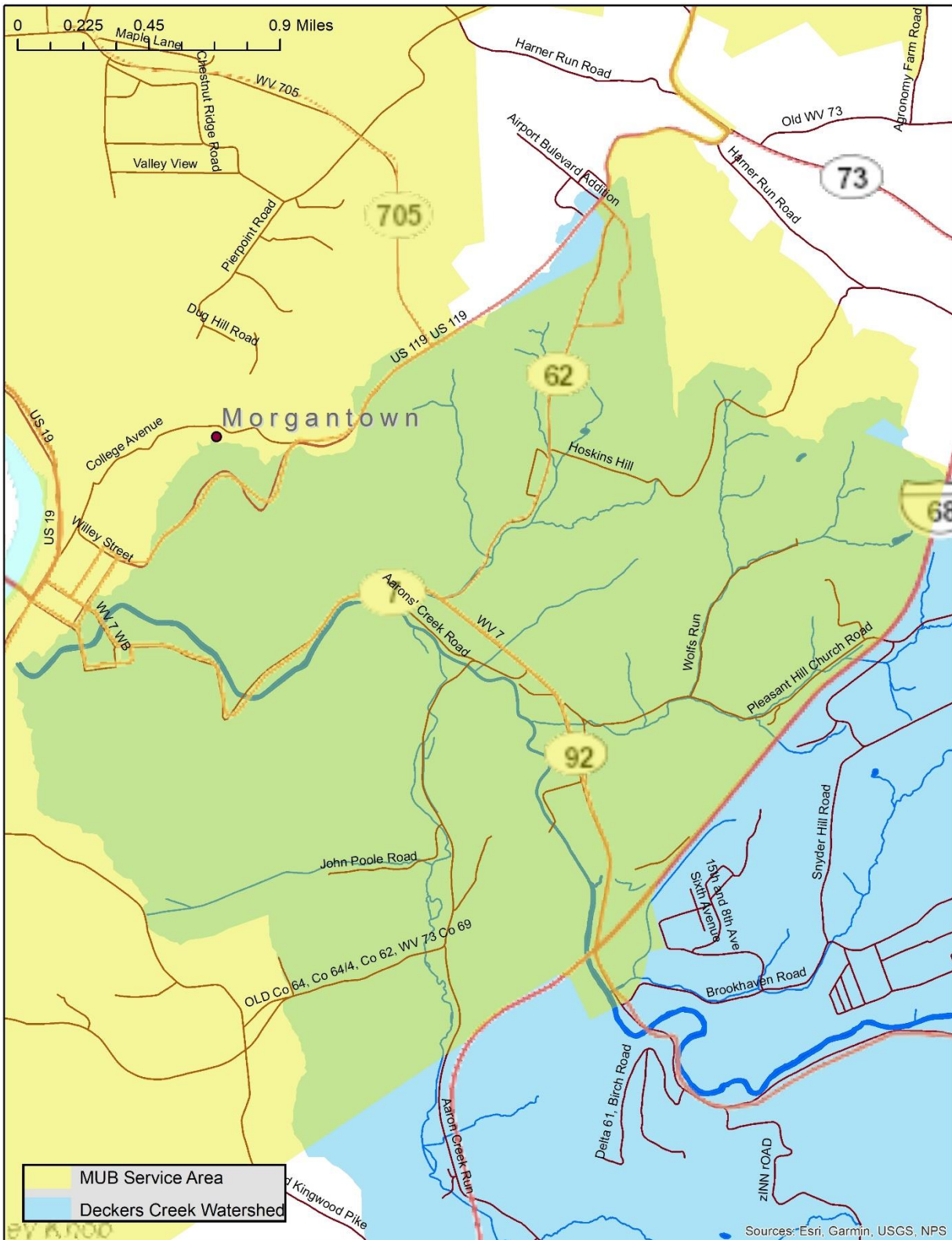


Figure 2

The project location spans the entire 64 square miles of the Deckers Creek Watershed. The Deckers Creek Watershed is located in Monongalia and Preston Counties in North Central West Virginia. The Morgantown Utility Board's wastewater service area spans the boundaries of Morgantown and Star City and terminates approximately at Interstate 68. Due to the availability of data, and the potential to affect greater improvements, the firm awarded this contract will place the bulk of their attention on the coinciding areas of MUB's wastewater service area and the Deckers Creek Watershed, as shown in *figure 2*.

Figure 1 illustrates both the Deckers Creek Watershed (blue fill), and the MUB wastewater service area (yellow fill).

Figure 2 shows in greater detail the coinciding area of the Deckers Creek Watershed, and MUB's wastewater service district. It is here that FODC expects the majority of the Stormwater Implementation Plan to be concerned with.

The firm that is awarded this contract must use their own digression to determine the ideal locations for all proposed stormwater redirection implements and other proposed features, however do to the higher potential benefits of implements and modifications constructed in the coinciding areas of the Deckers Creek Watershed and MUB stormwater management area, proposals that focus on this area will be preferred.

Background Information

Much of the sewage and wastewater infrastructure within the Deckers Creek Watershed was built when the area supported a much smaller population. As expansion occurred, new lines were patched into the old system, causing it to be susceptible to flooding and overflow during times of heavy rain, and culminate with sewage discharging into local streams, creeks, and waterways. As a result, the levels of fecal coliform bacteria present at testing sites regularly exceeds the 400 MPN level that the WV Department of Environmental Protection place at the upper bound of their "Water Recreation" standard. Thus, the overarching goal in the execution of this project is to reduce the incursion of untreated sewage into the surface waters contained within the project area.

Data has been gathered by Friends of Deckers Creek and the Morgantown Utility Board that describes the distribution of fecal coliform hot spots through our sampling area (the Deckers Creek Watershed).

Issues that have been identified include:

- Imprudently developed infrastructure that allows for little to no redirection of stormwater runoff before it reaches municipal sewers
- Sections of municipal sewer that do not have provisions for the demands that the growing town has placed on them
- Unprotected drainage culvert inlets

These areas were identified through field work undertaken by Friends of Deckers Creek. Confirmation and evaluation of the above identified problems will be the responsibility of the firm that is chosen for this project.

The Figures below show the scope of E. Coli presence in the Deckers Creek Watershed as understood by Friends of Deckers Creek following 10 months of testing between January 2019, and November 2019. *Figure 3* represents this data using the average level of E. Coli (MPN) following between 1 and 10 grab samples taken from each individual location. *Figure 4* represents this data by showing the highest level of E. Coli present (MPN) at each testing site.

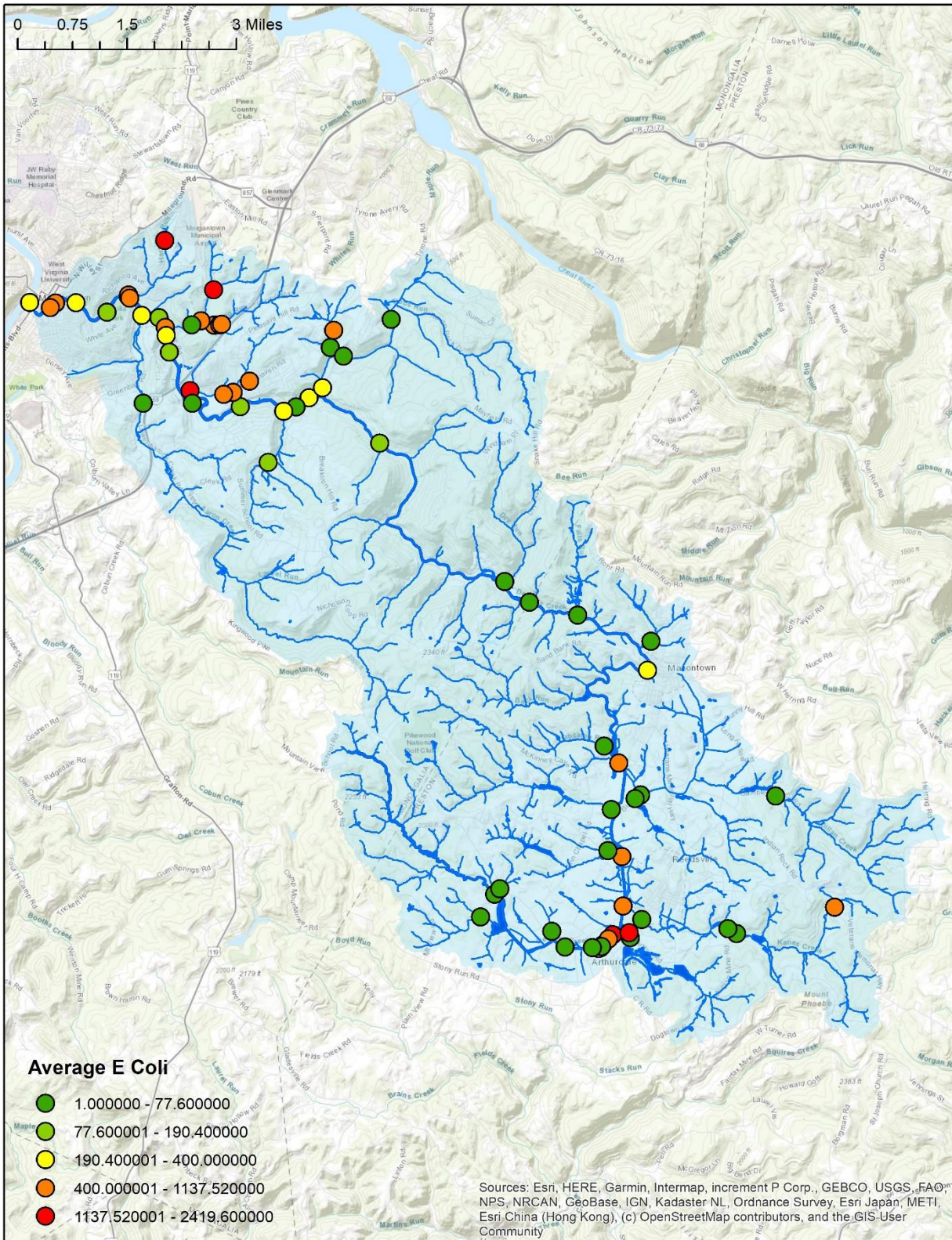


Figure 3

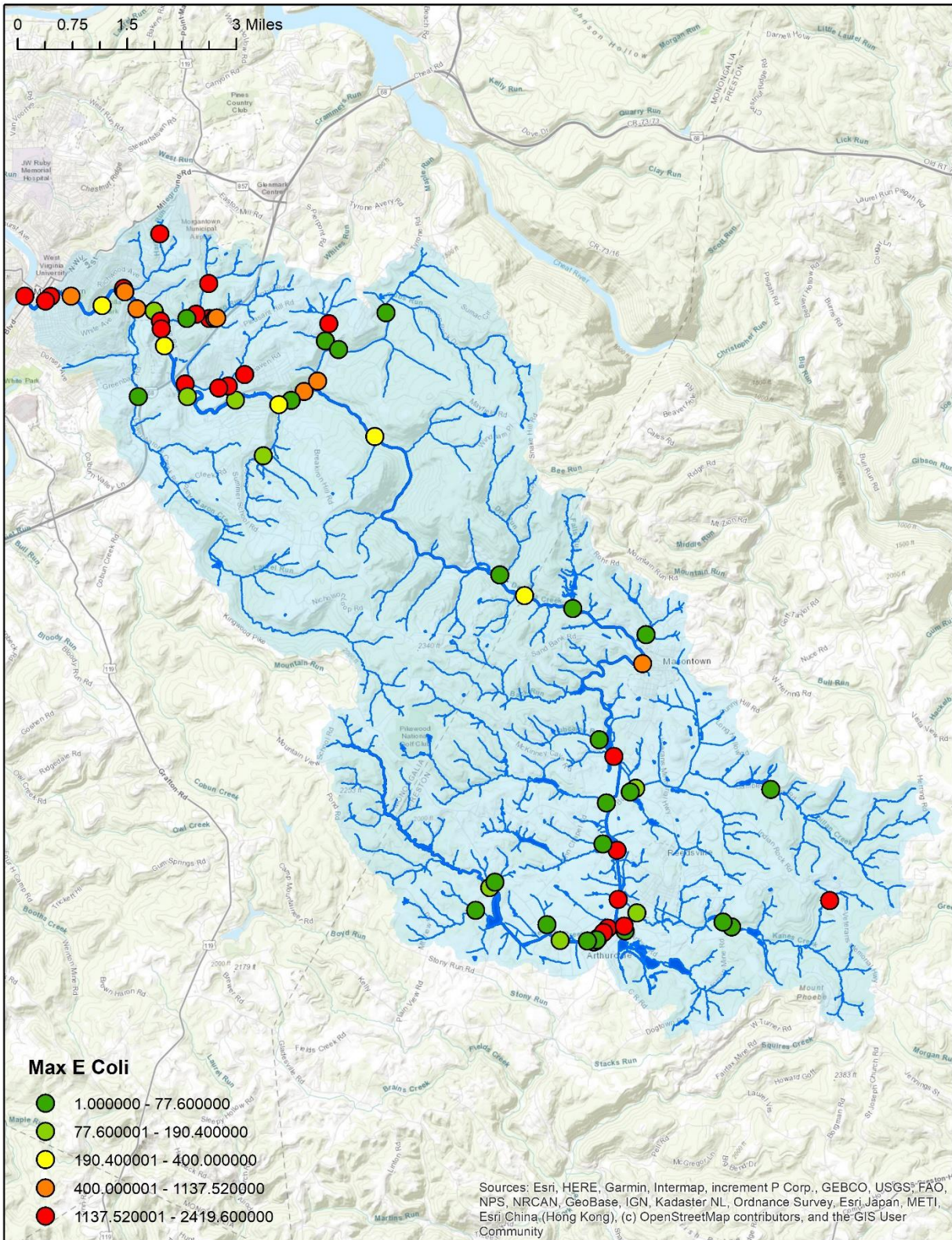


Figure 4

Project Description and Related Information

The proposed project and scope of work will involve the following:

- Meet and coordinate with Friends of Deckers Creek, the Morgantown Utility Board, and other stakeholders in the project area
- Review data collected by Friends of Deckers Creek and the Morgantown Utility Board
- Cultivate a cursory familiarity of the wastewater systems within the Deckers Creek Watershed
- Develop a Deckers Creek Stormwater Implementation Plan that includes provisions for the following: (The specific requirements of each section are elaborated on under the “Deliverables” subheading below)
 - Program management
 - Capital improvement program
 - Operations and maintenance of proposed implements
 - Steps/priorities for the proposed Stormwater Implementation Plan
 - Suggest a schedule for the implementation of the Stormwater Management Plan
 - Provide a document that outlines the permitting that will be necessary to obtain before construction of each implement outlined in the Stormwater Implementation Plan

Deliverables

The following is a list of deliverables that will be available to Friends of Deckers Creek following the completion of the Stormwater Implementation Plan:

- Final draft of a Stormwater Implementation Plan with the following sections:
 - Program management
 - This section will provide a summary of the changes suggested to the existing stormwater system, and the responsibilities that will fall on Friends of Deckers Creek, the Morgantown Utility Board, and impacted private and public property owners.
 - Capital improvement program
 - This section will identify and prioritize the construction of each new piece of infrastructure that is being suggested. Scope of work, cost breakdown, and life cycle will be included.
 - Operations and maintenance of proposed implements
 - This section will develop a plan of the maintenance commitment that each implement outlined in the capital improvement program will demand.
 - Steps/priorities for the proposed Stormwater Implementation Plan
 - This section will include a set of criteria to address each identified trouble spot with a numerical score that describes the level of impairment evident. Then, using that score along with the estimated cost of each implement, a

prioritization schedule will be drawn that ranks the order in which the proposed implements should be constructed.

- Included in this section will be information regarding the permitting that must be obtained before each step may be engaged in.
- The chosen firm will present the final Stormwater Implementation Plan to Friends of Deckers Creek and field any relevant questions

Procurement Overview

Friends of Deckers Creek will use a two-phase selection process on the Project. Qualified Offerors will submit a Proposal.

Offeror's Proposals will be evaluated and scored by FODC based on the evaluation criteria established in this RFP. An Offeror's Proposal must meet all requirements established by this RFP. Failure to meet RFP requirements may render an Offeror's Proposal non-responsive. The extent to which an Offeror's Proposal meets or exceeds evaluation criteria will be evaluated by the FODC Evaluation Team and reflected in the FODC Evaluation Team's scoring (in their sole discretion) of the Offeror's Proposal.

Upon completion of the evaluation and scoring of the Proposals, the highest scored Offeror whose Proposal is responsive, and whose price is within FODC's budget for design and construction services will be recommended for an award of a lump sum Design Contract.

Estimated Contract Value

FODC's current estimated contract value for the design of this project ranges from \$20 to \$25,000.

Procurement schedule and project milestones

June 2020	Mandatory pre-proposal meeting
July 2020	Proposals due
July 2020	FODC announces final selection
August 2020	Target date to execute engineering contract
September 2020	Present conceptual design to FODC
September 2020	FODC returns comments and concerns
December 2020	Submission of final product

Friends of Deckers Creek currently anticipates conducting the procurement of the project in accordance with the list of milestones above, leading to the award of the Design Contract. This schedule is subject to revision and FODC reserves the right to modify this schedule if it finds necessary, in its sole discretion. All times are listed as prevailing local time.

Friends of Deckers Creek Point of Contact and Project Reference

Friends of Deckers Creek's sole point of contact (POC) for matters related to the RFP shall be Brian Hurley. FODC's POC is the only individual authorized to discuss this RFP with any interested parties, including Offerors. All communication with FODC's POC about the Project or this RFP shall be in writing, as required by applicable provisions of this RFP.

Brian Hurley, Executive Director
Friends of Deckers Creek
PO Box 877
Dellslow, WV 26531

brian@deckerscreek.org
tel. (304) 292-3970
Courier: 205 Parsons Street
Morgantown, WV 26505

FODC disclaims the accuracy of information derived from any source other than FODC's POC, and the use of any such information is at the sole risk of the Offeror.

All written communication to FODC from Offerors shall specifically reference the correspondence as being associated with "Marilla Streambank Restoration".

RFP Documents

Each Offeror shall review the proposed RFP documents and provide questions or requests for clarification, including but not limited to terms that it considers to be ambiguous or to which it takes exception. Such questions or requests for clarification will be submitted to FODC's POC. FODC will review all questions and/ or requests for clarification received and, if it deems appropriate, in its sole discretion, may modify the RFP documents through an Addendum. Offerors shall base their Proposals on the terms and conditions of the RFP documents included in the latest issued Addendum. Offeror's POC shall be notified via email and provided an electronic copy of any Addenda to the RFP Documents. Hard copies of the Addenda will be available upon request. If there is any conflict between the electronic format and hard copy of any RFP Documents or Addenda, the hard copy on file shall control.

Offeror's Pre-Submittal Responsibilities and Representations

Each Offeror shall be solely responsible for examining the RFP documents, including any Addenda issued to such documents, and any and all conditions which may in any way affect its Proposal or the performance of the work on the Project, including but not limited to:

Examining and carefully studying the RFP documents, including any Addenda and other information or data identified in the RFP documents;

Visiting the Project Site and becoming familiar with and satisfying itself as to the general, local, and Site conditions that may affect the cost, progress, or performance of its work on the Project;

Becoming familiar with and satisfying itself as to all federal, state, and local laws and regulations that may affect the cost, progress, or performance of its work on the Project;

Determining that the RFP documents are sufficient to indicate and convey understanding of all terms and conditions for the performance of Offeror's work on the Project; and

Notifying FODC in writing of all conflicts, errors, ambiguities, or discrepancies that the Offeror discovers in the RFP Documents.

Any failure to fulfill these responsibilities is at the Offeror's sole risk, and no relief will be provided by FODC.

Pre-Proposal Meeting

FODC will hold a mandatory Pre-Proposal meeting of potential Offerors on **June 2, 2020, at 10:00AM** on site.

Contents of Proposals

The Proposal will consist of all information required and will be submitted in a sealed package by **July 2, 2020, at 4:00PM**. Offerors shall complete the Proposal Checklist, and include it with their Proposal. It shall also include a signed copy of Acknowledgments of Receipt of Addenda.

Proposal Checklist

The following Proposal Components must be included in the Proposal and referenced on the Proposal Checklist:

Letter of Submittal

The Letter of Submittal shall:

Be on the Offeror's letterhead and identify the full legal name and address of the Offeror. The Offeror is defined as the legal entity who will execute the Contract with FODC. The Letter of Submittal shall be signed by an authorized representative of the Offeror's organization. All signatures shall be by original and signed in ink.

Declare that the offer represented by the Proposal will remain in full force and effect for one hundred twenty (120) days after the date the Proposal is actually submitted to FODC.

Identify the name, title, address, phone and fax numbers, and email address of an individual who will serve as the Point of Contact for the Offeror.

Identify the name, address and telephone number of the individual who will serve as the Principle Officer for the Offeror. (e.g., President, Treasurer, Chairperson of the Board of Directors, etc.).

Provide a Final Engineering Completion Date. The proposed dates herein shall be no later than the date(s) set in the Procurement Schedule (08/01/2019).

Offeror's Qualifications

Offeror shall confirm in its Proposal that the information contained in their SOQ remains true and accurate. If any changes have been made to the Offeror's organizational structure, Lead Designer, Key Personnel or other individuals identified in the Offeror's SOQ, then those changes require written notification.

Acknowledgment of Receipt of RFP, Revisions and/or Addenda

Offerors shall provide FODC the Acknowledgement of Receipt of Addenda, set forth in the Attachments, signed by the Offeror's Point of Contact or Principle Officer, with submission of the Proposal, which will serve as acknowledgement that Offeror has received this RFP.

Disadvantaged Business Enterprises (DBE)

Provide a written statement that Offeror is committed to following DBE principles when selecting vendors and subcontractors.

Proposal Schedule

Provide a Proposal Schedule for the entire Project outlining the Offeror's proposed plan to accomplish the Work. The Proposal Schedule submission should include the Offeror's proposed overall sequence of work, and times during each work task and deliverable required to complete the Project will be accomplished. The Proposal Schedule should be broken down into major phases of the Project (i.e., project milestones, project management, design, etc.).

The Offeror's Proposal Schedule must take into account: internal plan reviews, FODC plan reviews and approvals, environmental permitting and constraints, construction activities and QA/QC inspection and testing. The Final Engineering Completion Date must occur by or precede **12/10/2020**.

Proposal Evaluation Criteria

The score of each Proposal evaluation criterion is based on a rating scale of 1-10 as listed below. Scores can be recorded to the nearest half-point. Each evaluation criterion may require an Offeror to respond to multiple subcomponents.

Excellent (9-10): The Offeror has significantly exceeded the stated criteria in a way that is beneficial to FODC. This rating indicates a consistently outstanding level of quality for the stated criteria, with very little or no risk that the Offeror would fail to meet the requirements of the solicitation.

Good (6-8): The Offeror has exceeded the stated criteria. This rating indicates a generally better-than-acceptable quality for the stated criteria, with little or no risk that the Offeror would fail to meet the requirements of the solicitation.

Fair (4-5): The Offeror has met the stated criteria. This rating indicates a minimally acceptable level of quality for the stated criteria, and the Offeror demonstrates a reasonable probability of success.

Poor (1-3): The Offeror has failed to meet the stated criteria and/or lacks essential information and is conflicting and/or unproductive. This rating demonstrates significant weakness and/or unacceptable quality. There is no reasonable likelihood of success.

FODC reserves the right to conduct an independent investigation of any information, including prior experience, identified in a Proposal by contacting project references, accessing public information, contacting independent parties, or any other means. FODC also reserves the right to request additional information from an Offeror during the evaluation of that Offeror's Proposal.

Review of Water Quality Data (10 points maximum)

Offerors shall provide sufficient review and analysis of water quality data from the project site to enable FODC to understand and evaluate the Offeror's understanding of the importance of acid mine drainage water quality parameters for the evaluation of project success.

Evaluation Criteria: 1-10 points – Extent to which Offeror's review and analysis meets or exceeds the Project's intended scope of work.

Design Concept (30 points maximum)

Proposals must include and will be evaluated based on:

Conceptual design: The extent to which the Proposal meets or exceeds the Project's intended scope of work to benefit the end user. Offeror shall provide sufficient information to enable FODC to understand and evaluate the Offeror's approach to designing Best Management Practices (BMPs) for the Project.

Justification for selection of BMPs: The extent to which the Offeror has considered the types of materials and technologies used to maximize the probability for Project success.

Feasibility and Operations and Maintenance (O&M): the extent to which the Offeror has considered the methods and feasibility of BMPs used to reduce the need for future inspection and maintenance, providing FODC full confidence in the Project's long-term performance and durability.

Evaluation: 1-10 points each - Extent to which the Proposal meets or exceeds the Project's intended scope of work will benefit end users. Additionally, the extent to which the Offeror has considered the types of materials, methods, and functionally used to reduce the need for future inspection and maintenance, thus providing FODC full confidence in the Project's long-term asset performance and durability.

Evaluation process for proposals

FODC will evaluate each Proposal from each Offeror. In its sole discretion, FODC may hold interviews, ask written questions of the Offerors, seek written clarifications, and conduct discussions on the Proposals.

Proposal Evaluation Factors

The Proposal will be evaluated based upon the following factors.

Factor	Maximum Points Possible
Review of Water Quality Data	10
Conceptual design	10
Justification for selection of BMPs	10
Feasibility and O&M	10
TOTAL	40

Each evaluation criterion has an assigned maximum number of points that demonstrates its relative importance. If FODC determines that a Proposal does not comply with or satisfy requirements of the RFP Documents, FODC may find such Proposal to be non-responsive.

Price Proposal

The Offeror shall specify a Price Proposal, in both numbers and words. The Proposal Price shall be based upon the Proposal Schedule submitted. Offerors are advised that the prices set forth above shall be considered full compensation to Offeror for design and construction oversight of this Project, to include: labor, material, equipment, permits, taxes, overhead, profit and any other expenses of any kind applicable to the work to be undertaken by Offeror associated with such work, including but not limited to any escalation, extended site overhead, acceleration of schedule, and/or shift of construction sequencing.

Quality control costs should not exceed 3% of the total job.

Due to reimbursement from funders for the Project is required, payments from FODC to the Designer shall be **net 60**.

Proposal Submittal Requirements

Failure of any Offeror to submit its Proposal in accordance with this RFP may result in rejection of its Proposal.

Due Date, Time and Location

Proposals must be received by the due date and time set forth in the Proposal Schedule (**07/02/2020, 4:00PM**). All submissions, including hand-delivered packages, US Post Service regular mail, US Postal Service express mail, or private delivery service (FEDEX, UPS, courier, etc.) must be delivered to the following individual at the following address:

Request for Proposals
April 9, 2020

Deckers Creek Stormwater Implementation Plan
Monongalia County, West Virginia

In person/shipping address:
Friends of the Deckers Creek
205 Parsons Street
Morgantown, WV 26501
Attn: Brian Hurley

Mailing address:
Friends of Deckers Creek
P.O. Box 877
Dellslow, WV 26531
Attn: Brian Hurley

Neither fax nor email submissions will be accepted. Offerors are responsible for effecting delivery by the deadline above, and late submissions will be rejected without opening, considering, or evaluation, and will be returned unopened to sender. FODC accepts no responsibility for misdirected or lost Proposals.

Format

Each Offeror shall deliver three (3) identical paper copies of the Proposal, one (1) of which must bear original signatures on the Letter of Submittal. Each copy of the Proposal shall be securely bound.

Questions and Clarifications

All questions and requests for clarification regarding this RFP shall be submitted to FODC's POC in writing (submission by email is acceptable). No requests for additional information, clarification, or any other information should be directed to any other individual. No oral requests for information will be accepted.

FODC's responses to questions or requests for clarification shall be in writing, and may be accomplished by an Addendum to this RFP. FODC will not be bound by any oral communications, or written interpretations or clarifications that are not set forth in an Addendum.

FODC, in its sole discretion, shall have the right to seek clarification from any Offeror to fully understand information contained in the Proposal and to help evaluate and rank the Offerors.

Award of Contract, proposal validity and contract evaluation

FODC has determined that Negotiation and Award of Contract will be made in the following manner:

Negotiations and Award of Contract

FODC will review the Proposal submitted by the highest-scored Offeror. If the Proposal is responsive and the price proposal is within FODC's budget for design services, then FODC will issue a Notice of Intent to Award the Successful Offeror.

FODC may conduct limited negotiations with the Successful Offeror to clarify any remaining issues regarding scope, schedule, financing, or any other information provided by the Successful Offeror.

If the price proposal submitted by the highest-scored Offeror is not within FODC's budget for design, the price may be negotiated to provide fair and reasonable compensation and maximize Contract value with price and other factors considered.

In the event an acceptable price cannot be negotiated, FODC will begin negotiations with the next highest-scored Offeror. The Final Award will be made to the qualified, responsible Offeror whose proposal is most advantageous with price, prior experience and other factors considered.

Proposal Validity

The offer represented by the Price Proposal will remain in full force and effect for one hundred twenty (120) days after the Proposal Submission Date. If Award of Contract has not been made by FODC within one hundred twenty (120) days after the Proposal Submission Date, each Offeror that has not been previously agreed to an extension of such a deadline shall have the right to withdraw its Proposal.

Contract Execution

Upon Award of Contract, the Successful Offeror shall deliver an executed copy of the Design Contract to FODC, who shall execute and deliver such copy to the Successful Offeror within seven (7) days of receipt. If the Successful Offeror cannot supply a Design Contract, FODC will be responsible for delivering an executed copy of the Design Contract to the Successful Offeror, who shall execute and deliver such copy to FODC within seven (7) days of receipt.

No Assumption of Liability

FODC assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have incurred by parties considering a response to and/or responding to this RFP. All such costs shall be borne solely by each Offeror and its team members.

PRICE PROPOSAL FORM
FRIENDS OF DECKERS CREEK
Morgantown Stormwater Implementation Plan

Bid Submitted to:

In person:
Friends of Deckers Creek
205 Parsons St
Morgantown, WV 26505
Attn: Brian Hurley

Mailing Address:
Friends of Deckers Creek
P.O. Box 877
Dellslow, WV 26531
Attn: Brian Hurley

Design Services (Lump Sum): \$ _____

All Other Costs (Lump Sum): \$ _____

Total Proposal Price: \$ _____

(Equal to total sum of items listed above)

Total Proposal Price (words): _____

Bid Submitted by:

Name of Company

Address

City, State, Zip

Phone Number

Email

Signature Title

Print Name

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

FRIENDS OF DECKERS CREEK
Deckers Creek Stormwater Implementation Plan

The undersigned Offeror hereby acknowledges receipt of the following Addenda:

Addendum Number Dated Acknowledge Receipt (initial)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

No Addenda were received

Acknowledgement for: _____
Name of Bidder

By: _____
Signature of Authorized Representative

Name: _____
Print or Type

Title: _____

Date: _____

PROPOSAL CHECKLIST

FRIENDS OF DECKERS CREEK
 Deckers Creek Stormwater Implementation Plan

Offerors shall furnish a copy of this Proposal Checklist with the Proposal.

Proposal Component	Proposal Page Reference	Included (Y/N)
Proposal Checklist		
Letter of Submittal		
Offeror’s Qualifications		
Acknowledgment of Receipt of RFP, Previsions and/or Addends		
Disadvantaged Business Enterprises (DBE)		
Proposal Schedule		
Proposal of Evaluation Criteria		
Review of Water Quality Data Design Concept		
Conceptual Design Justifications for selection of BMPs Feasibility and O&M		
Price Proposal		
Price Proposal Form		