

Philadelphia Water Department Notice of Contracting Opportunity

Department Mission

The Philadelphia Water Department (PWD) serves the Greater Philadelphia Region by providing integrated water, wastewater, and storm water services. The utility's primary mission is to plan for, operate, and maintain both the infrastructure and the organization necessary to purvey high quality drinking water, to provide an adequate and reliable water supply for all household, commercial, and community needs, and to sustain and enhance the region's watersheds and quality of life by managing wastewater and storm water effectively.

Description of Contracting Opportunity: Stormwater Management Consultant

The Water Department is currently seeking proposals, through this Notice of Contracting Opportunity, from qualified water resource consultants with a particular expertise in stormwater management and floodplain mapping experience to assist the Water Department in the development of a state approved Act 167 Stormwater Management Plan in the Pennypack Creek Watershed. This plan will be unique as it will be developed upon the floodplain work recently completed in the Montgomery County portion of the watershed. This project also involves the development of scenarios for stormwater volume control in detention basins and stormwater management facilities previously identified as a component of the Montgomery County floodplain work.

Background

Pennsylvania Act 167 Stormwater Management Plans require a minimum number of study elements, including

1. A survey of runoff characteristics
2. A survey of existing water obstructions and their capacities
3. An assessment of land development patterns and their potential impact on runoff
4. An analysis of development in floodplain, the vulnerability of the development to damage by drainage problems, and proposed solutions
5. A survey of drainage problems and proposed solution
6. A review of storm collection systems and their impacts
7. An assessment of alternative runoff control techniques
8. An identification of existing and proposed flood control techniques
9. A ten-year plan for stormwater collection and control facilities
10. An identification of the floodplain within the watershed
11. Standards for the control of runoff from existing and new development
12. Provisions for periodic review and updating (at least every 5 years)

Recent changes to the State's program require consideration of water quality, groundwater recharge and retention, streambank protection, in addition to volume control. Water Quality: standards and criteria will be developed for managing the water quality impacts of frequently occurring storms. These storms make up 90% of the total annual rainfall volume, and typically are designated as 1 and 2 year storms or smaller. Standards and guidance for using stormwater

Best Management Practices (BMPs) to treat runoff generated from the water quality design storm. Groundwater recharge and retention: requirements based on a water budget and the soils for the watershed will be established. The goal is to require infiltration where feasible at volumes that approximate predevelopment levels. Streambank Protection: Based on the erodibility of soils, a requirement to detain and release a certain sized storm over a 24 hour period.

As a large body of work has been completed on floodplain mapping and stormwater management opportunities analysis in the Montgomery County portion of the watershed, PWD plans to build upon this work to produce an Act 167 Plan that results in the prioritization of opportunities to retrofit and/or install new facilities that significantly control stormwater volumes and improve water quality to receiving streams. This product will rely significantly on the use of this recently completed floodplain mapping study.

Minimum Qualifications

Applicants shall be required to submit evidence that they have relevant past experience and have previously delivered services similar to the ones required. No Applicant will be considered unless that applicant: 1) has a complete understanding of the tasks required to complete a state approved Act 167 Plan ; 2) an understanding of the floodplain mapping study recently completed in Montgomery County portion of the watershed; 3) access to all required data to incorporate this study; and 4) knowledge of PWD's integrated watershed management planning goals.

Evaluation/Selection Criteria

The Water Department, notwithstanding the reservation of its right not to award any contract pursuant to this Notice of Contracting Opportunity, intends to award a contract to the Applicant who best demonstrates the level of experience, skill and competence required to perform the services in the most efficient, cost-effective and professional manner. The Applicant must be willing to work pursuant to the City's contract terms and conditions which include, without limitation, nondiscrimination requirements, indemnification of the City, insurance requirements and cost principles.

The Water Department will be guided by the following criteria in making a selection for award. These criteria are listed in no particular order of priority. Individual criteria are not accorded points or a weighted measurement; all criteria will be comprehensively analyzed in a balanced and responsible manner. In all instances the Water Department will use its professional judgment in determining which Applicant best serves the interest of the City:

- Expertise related to all tasks required for the execution of a state approved, watershed-wide Act 167 Stormwater Management Plan
- Expertise related to all tasks required for the execution of a FEMA approved, floodplain management plan in the Montgomery County portion of the Pennypack Watershed
- Shared commitment, with the Water Department, to achieving the objectives of Executive Order 02-05 which strives for the inclusion of

Minority, Woman, and Disabled Business in all phases of City contracting

- Proposed plan of action/strategy/solution
- Caliber of staffing (e.g. staff prior experience, education, licenses, professional achievements, etc.) and staff members dedicated to City matter(s)
- Flexibility of approach
- Ability to meet time deadlines
- Base and strength of practice within Philadelphia
- Compliance with City standards for contracting (e.g. indemnification, nondiscrimination, etc.)

Contract Proposal

Although the project is anticipated to be a multi-year project, the cost proposal for this work should only cover the cost of the implementation of anticipated tasks during PWD's Fiscal Year 2009 (July 1, 2008 to June 30, 2009).

Application

eContract Philly Mandatory Online Application Process

The City of Philadelphia utilizes an open and public process for the solicitation of Non-Competitively Bid Contracts, as defined in Chapter 17-1400 of the Philadelphia Code. You must apply online in order to be eligible for award of the posted non-competitively bid contract opportunity; proposals or any other response to a Notice of Contracting Opportunity will not be considered unless you have filed, within the prescribed time period, an application through eContract Philly for the posted opportunity. All applications must be submitted electronically through the eContract Philly online application process at www.phila.gov/contracts, choose eContract Philly.

All Applicants are required to disclose their campaign contributions, any sub-consultants to be used and contributions the sub-consultants have made, prospective subcontractors, and whether they have received any requests or advice on satisfying minority owned business participation goals from City employees. This information, as well as a proposal or any other response document required, are part of the online application. For more information, please consult the reference materials found on the website, e-mail econtractphilly@phila.gov or call 215-686-4914.

Applicants who have failed to file complete applications through the eContract Philly online application process prior to the closing date and time will not be considered for the contract.

eContract Philly encourages applicants to start and complete their online applications as early as possible. Please be aware that internet connection speed depends on a variety of factors including: configuration of your computer, configuration of your business or home network, the condition of the wiring at your location, network or internet congestion (available bandwidth). Please prepare and plan accordingly to ensure a timely submission.

You can begin uploading (or attaching) your application materials at any time. It is especially prudent for you to start uploading your attachments earlier if you have a large number of attachments (e.g. over five documents) or larger-sized attachments (e.g. above 5 MB). Until you sign and submit your application, your materials are not accessible to any staff with the City of Philadelphia. Once you have signed and submitted your application, your application is accessible only to appropriate contract staff within the City of Philadelphia.

Reservation of Rights General Statement

The City reserves the right to reject any and all proposals and re-issue the notice of contract opportunity at any time prior to execution of a final contract, issue a new notice of contract opportunity with terms and conditions substantially different from those set forth in this notice of contract opportunity, extend the time period for responding to this notice of contract opportunity, or cancel this notice of contract opportunity with or without issuing another notice of contract opportunity.

This notice of contract opportunity is subject to the reservation of rights as outlined in the Reservation of Rights on the eContract Philly website. The Applicant agrees to the Reservation of Rights by virtue of submitting its application to the City.

Any requests for additional information can be made to

Joanne Dahme, Watersheds Programs Manager

Phone: 215-685-4944

Email: joanne.dahme@phila.gov

Address: Philadelphia Water Department, 4th Floor, 1101 Market Street,
Philadelphia, PA 19107