



## City of Yreka

701 Fourth Street • Yreka, CA 96097  
(530) 841-2386 • FAX (530) 842-4836



# REQUEST FOR PROPOSALS

## **For assistance with Stormwater Management plans to comply the National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer Systems (MS4) and Total Maximum Daily Loads (TMDL)**

April 5, 2017

### **INTRODUCTION**

The City of Yreka is included in the State Water Resources Control Board Order No. 2013-001-DWQ, NPDES General Permit and Waste Discharge Requirements for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (Phase II MS4). The City of Yreka is a disadvantaged community of approximately 7200 people. Yreka Creek is a tributary to the Shasta and Klamath Rivers, is our primary drainage, and is within the habitat range of the Southern Oregon-Northern California Coho Salmon Recovery Plan. The purpose of the Phase II Small MS4 General Permit is to reduce adverse water quality and aquatic habitat conditions by instituting control over the conveyance of storm water run-off into streams, rivers, and creeks.

The City is seeking an experienced Storm Water consulting firm to provide a wide range of specialized assistance to augment staff resources towards compliance with the Phase II MS4 permit during the remainder of the permit term.

Consultant proposals will be evaluated and ranked based on the criteria noted in this proposal. The selected consultant must meet City of Yreka standard requirements for consultant services, including insurance coverage and a City Business License. The City's boilerplate Agreement for Professional Services can be provided for review upon request.

### **BACKGROUND**

The City has used limited staff resources and varied sources to develop significant parts of the Stormwater Program and needs assistance to assure that all the elements of the permit are adequately addressed, the program is cohesive and appropriately documented, and, where deficiencies are noted, assist the City to achieve compliance.

The anticipated scope of services may include: an audit of current Stormwater Program activities, preparing a Performance Effectiveness Assessment and Improvement Report, recommendations for improvement, organizing and/or developing policies, procedures, and forms, assisting with implementation tasks, recommending adjustments in procedures to facilitate implementation, training and inspection services, assisting with development of implementation budgets, prepare annual reports with appropriate documentation, and providing related strategic assistance.

The Shasta River TMDL and the MS4 General Permit requires that the City of Yreka create a plan to "minimize, control, and preferably prevent discharges of fine sediment, nutrients and other oxygen-consuming materials, and elevated water temperature waste discharge from affecting waters of the Shasta River and its tributaries". The Shasta River is a primary tributary of the Klamath River and is impaired for Temperature and Dissolved Oxygen. The Klamath River is additionally impaired by Nutrients and Microcystins.

Since 2005, the City of Yreka has engaged in a comprehensive program of citizen-driven watershed restoration and, in February 2017, approved an updated Yreka Creek Master Plan and a related Programmatic Environmental Impact Report which provides a framework for multiple-purpose floodplain improvement which should be considered and incorporated to every feasible extent. The City adopted a Stormwater Ordinance which became effective in December 2016. The City also has a 2005 Master Plan of Drainage, an Ecological Stormwater Mitigation Plan, and uses the Humboldt County Stormwater Manual to provide guidance and assist residents and developers in complying with MS4 implementation measures.

## **SCOPE OF WORK**

The scope of services may include, but is not necessarily limited to, services grouped into the following tasks:

### **Potential Task List**

1. **Legal/Regulatory/Administrative Services Tasks.** 1) Provide on-call expert regulatory guidance on permit implementation; 2) Track status of NPDES municipal stormwater permit regulatory, legal and funding issues of interest (i.e. unfunded mandate claims, local elections to raise fees, stormwater permit enforcement, legislation, relevant State Water Board Plan Amendments, etc.); and 3) Provide guidance on and interpretation of the new requirements (prohibitions, limitations and provisions) in the 2013 Phase II Permit (guidance and interpretation may include technical, economic and regulatory analysis and communication of complex technical or regulatory information.).
2. **Program Management Tasks (E.6).** 1) Review, edit, update, and/or develop relevant ordinances or other regulatory mechanisms to obtain adequate legal authority to meet the requirements of the 2013 Phase II Permit; and 2) Develop recommendations, policies and procedures to achieve compliance with the Shasta and Klamath Rivers Total Maximum Daily Loads (TMDL).
3. **Education and Outreach and Public Involvement and Participation Programs (Provisions E.7 and E.8).** 1) Provide recommendations for public education strategy based on requirements of Provision E.7; and 2) review, edit, recommend and/or develop elements of the required staff training and operator outreach programs.
4. **Illicit Discharge Detection and Elimination (IDDE) Program (Provision E.9).** Assist/provide support in implementing requirements such as identifying and assessing priority areas, GIS mapping, identifying and inspecting specific types of businesses and stormwater pollution sources, conducting illicit discharge detection and elimination source investigations and corrective actions, and, preparing, reviewing and updating the spill response plan.
5. **Construction Site Stormwater Runoff Control Program (Provision E.10).** Assist/provide support in implementing requirements such as maintaining construction site inventory, reviewing and approving construction plans, and inspecting and enforcing local ordinance and permit requirements at sites during construction.
6. **Pollution Prevention/Good Housekeeping (Provision E.11).** Assist/provide support in implementing requirements such as assessing facilities, identifying facility BMPs, preparing/reviewing site specific Stormwater Pollution Prevention Plans, inspecting facilities, assessing and prioritizing storm drain system maintenance, implementing

BMPs associated with permittee operations and maintenance activities, and implementing landscape design and maintenance BMPs.

7. **Post-Construction Stormwater Management Program** (Provision E.12). Assist/provide support in implementing requirements such as conducting planning and development review process, conducting post-construction BMP condition assessment, and developing and/or modifying enforceable mechanisms or other Provision E.12 requirements.
8. **Water Quality Monitoring** (Provision E.13). Provide assistance in identifying and assisting with implementation of a water quality monitoring compliance option, if it becomes required.
9. **Program Effectiveness Assessment and Improvement** (Provision E.14): 1) conduct a program audit; 2) Develop or review a Program Effectiveness and Improvement Plan that can be used to track annual and long-term effectiveness of the storm water program.
10. **Total Maximum Daily Loads (TMDLs)** (Provision E.15). 1) Review Provision E.15 and Basin Plan wasteload allocation requirements; 2) Make recommendations for implementation; 3) Develop a description of the regulatory and implementation implications of Section E.15.e; and 4) make other recommendations, as appropriate.
11. **Watershed Strategies** This task potentially includes: 1) development of sample language for regulatory implementation such as grading, Low Impact Development, stream setbacks, site detention, and watershed improvement activities, permitting, and similar issues; 2) review of existing data and recommending additional activities that will help the City effectively implement and compete for future funding opportunities; 3) developing a Stormwater Resource Plan, Watershed Management Plan, Development Impact Fee Capital Project Plan, and/or Stormwater Utility Plan; 4) supporting the City in preparing for and implementing trash control requirements that will be based on Amendments to Statewide Water Quality Control Plans for trash (Trash Amendments).

Proposals are expected to consider all anticipated project components. However, the scope of services and schedule of work outlined in any contract will be dependent on the consultant selected, funding approvals, and needs of the City at that time. The City reserves the right to utilize more than one consultant for the tasks, modify the contracted services prior to final contract approval, and issue separate notices to proceed for various phases of the professional services work.

### **SCHEDULE FOR SUBMITTING PROPOSALS**

Two (2) original hard-copy proposals or a complete electronic proposal delivered to the following address will be accepted **until 5:00 PM on May 5, 2017.**

### **CONTACT PERSON**

Questions should be directed to:

Jeannette Hook, Administrative Assistant  
City of Yreka  
701 Fourth Street  
Yreka, CA 96097

Phone: (530) 841-2336  
E-mail: [hook@ci.yreka.ca.us](mailto:hook@ci.yreka.ca.us)

Written proposals may be directed to:  
Matthew K. Bray, Director of Public Works  
City of Yreka  
701 Fourth Street  
Yreka, CA 96097

## **PROPOSAL FORMAT**

Proposals should be **limited to 20 pages or less**, not including resumes or proposal appendices. The proposal should include the following information:

### **a) Letter of Introduction**

- i) Provide a letter of introduction signed by a Principal or Senior Officer of the organization.
- ii) If submitting as a team, please note which team and/or which individual is the prime consultant or lead joint venture partner (if applicable).
- iii) Location of principal office.
- iv) Signed Statement of Consultant (contained herein).

### **b) Proposed Work Program Scope**

- i) Provide a detailed description of tasks anticipated to provide the services outlined in the Scope of Services section of the RFP and meet the project objective. Description shall include:
  - (1) Identification of major tasks, or range of possible tasks, anticipated to complete project.
  - (2) Clear identification of the implementation areas (listed in the Scope of Services section) that the consultant is including in the Proposal.
- ii) Anticipated deliverable items and the key personnel to be assigned to each item in the work plan. Resumes shall be provided for the key team members.

### **c) Firm Information and Qualifications**

- i) Number of years the firm(s) has been in business.
- ii) Identify the name of the individual leading the team and primary personnel that will be responsible for the implementation of this contract.
- iii) Provide resumes of the individual team members demonstrating their experience in providing similar services, including special qualifications, training, experience, state registrations, or other relevant certifications.
- iv) Provide a list of at least 3 references; name of organization, job title, addresses, and phone numbers or email address.
- v) Identify any proposed subconsultants and any other relevant disciplines for this service. Include resumes and related experiences for appropriate members of these firms.

### **d) Firm Resources**

- i) Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner to meet the needs of the City.

### **e) Professional Services Fees/Cost Proposal**

- i) A current rate schedule for the firm.
- ii) An estimate of total hours by position anticipated for each item in the work plan.

## **EVALUATION OF PROPOSALS**

### **Administrative Information**

At the option of the City, interviews may be used as part of the selection process. A consultant selection panel will make the selection. The City intends to enter negotiations with the firm receiving the highest rating following the selection process. If such negotiations are not successful, negotiations with the firm receiving the next highest rating will then be initiated.

The City reserves the right to reject any or all proposals. This request for proposals and specific statements of qualifications does not obligate the City of Yreka to award a contract nor does it commit the City to pay any costs associated with preparing and submitting of a proposal or participating in an interview. Requests for additional information should be directed to the contact person listed below. All proposals and accompanying materials shall become the property of the City upon submittal.

### **Criteria for Evaluation of Written Proposals:**

The following evaluation criteria and weight of importance will be used in evaluating and selecting a consultant.

	<b><u>Criteria</u></b>	<b><u>Weight</u></b>
1.	Understanding of the work to be done	20%
2.	Experience with similar kinds of work	20%
3.	Familiarity with State procedures and NCRWQCB issues	20%
4.	Capability to incorporate innovative thinking and techniques	15%
5.	Quality of staff for work to be done	15%
6.	Cost	10%