

Request for Qualifications
City of East Liverpool
MS4 Stormwater Permit Compliance Services

The City of East Liverpool is seeking proposals from qualified engineering and environmental consulting firms to provide services required for MS4 Stormwater Permit No. 3GQ00142*AG compliance.

It is the purpose of this selection process to develop a multi-year MS4 permit management contract with the selected firm.

Date of Advertising: Monday, June 14, 2021

Deadline for RFQ Submittal: Monday, July 12, 2021, 4:00 pm, Eastern Standard Time

Scope of Services will include, but may not be limited to, the following:

1. Develop a five-year stormwater management program with interim milestones, target dates for completion and measurable goals.
2. A comprehensive storm sewer map in compliance with the MS4 mapping requirements and shall also include, but not be limited to, the following items:
 - Flow direction of open and closed systems.
 - Pipe size, type, and material.
 - Outfalls and direct or indirect receiving waters with receiving waters name, ID, and surface water quality classification.
 - Open channel conveyances, swales, ditches, etc.
 - Catch basins.
 - Manholes.
 - Interconnections with other MS4 storm sewer systems, i.e., St. Clair or Liverpool Township systems, with estimated volumes received.
 - Municipally owned stormwater structures
 - Contributing water shed names including subregional drainage basin number, if applicable.
 - Catchment delineations for each MS4 outfall.
 - Properties known or suspected to be served by septic systems in the sewered area.
 - Areas with potential to receive flow from septic system discharges.
 - Locations of suspected, confirmed, or corrected illicit discharges.
3. Formulation of an annual operating budget.
4. Recommend a fee structure and means of billing.
5. Develop and implement programs for each of the six-minimum control measures required by the MS4 permit.

6. Provide quarterly reports to City Council.
7. Submit annual report for the City of East Liverpool.

The City of East Liverpool reserves the right to modify the services listed above after a qualified firm is selected.

Instructions for completing and submitting your RFQ.

1. RFQ shall be prepared in 8 ½" x 11" format.
2. RFQ document must be stapled in upper left-hand corner. No bindings will be accepted.
3. RFQ shall not exceed 15 pages in length.
4. Five copies of the RFQ shall be submitted.
5. RFQ shall contain the following:

Section 1 – General Company Information

- Proposed organization chart identifying key professionals and sub-consultants who will be assigned to work on this project along with their area(s) of expertise and responsibility. Include resumes for the same.
- Type of firm, corporation, LLC, etc.

Section 2 – Project Understanding and Approach

- Discuss your firm's understanding of the project and expected interaction with City staff.
- Provide a summary of the approach to be taken for the project.
- Include a schedule for completion of scope of work items and discuss the firm's ability to perform the work in a timely manner.

Section 3 – Qualifications

- Provide MS4 permit management experience.
- Provide references of prior experience.
- Discuss mapping capabilities.
- Discuss ongoing projects you are involved with.
- Discuss MS4 required program development.

Section 4 – Representative List of Projects

- In order of importance, list a minimum of three projects in which your team members have completed which show directly related project experience. This may include community experience in complying with the 6 minimal control measures required of the MS4 permit.
- Discuss MS4 related training experience and experience in modifying or assisting in the creation of ordinances in compliance with the MS4 permit.

- Discuss audit programs implemented; include project names, locations, dates and the team of members and their assignments and a brief discussion of how they relate to this project.

Section 5 – Submittals

- Submit your qualification packet to:
William Cowan, Director of Planning
126 West Sixth Street
East Liverpool, Ohio 43920
- RFQ's shall be in a sealed envelope with the words MS4 Permit in large printed or typed letters on the outside lower left-hand corner.

Deadline for RFQ Submittal: Monday, July 12, 2021, 4:00 pm, Eastern Standard Time
Submittals received after the deadline will not be considered.

Evaluation Procedure

A review team will independently evaluate each submitted RFQ and render a total score for each.

Total scores for each evaluator will be combined and averaged from which the top three firms may be selected for in person interviews.

Scores will be tabulated based upon the following criteria:

- Experience and Technical Competence (Max 25 points)
- Capacity and Capability (Max 25 points)
- Past Record of Performance (Max 25 points)
- Checked References (Max 25 points)

The City of East Liverpool reserves the right to evaluate the RFQ submitted; to waive any irregularities therein; or to reject all firms that submitted, should it be deemed in the City's best interest. Further, this RFQ is not to be construed as a contract or a commitment of any kind; nor does it commit the City of East Liverpool to pay for any cost incurred in the submission of a qualification-based selection document.