





**Request for Proposals**

**Combined Sewer Overflow (CSO) Program Consultant**

**Prepared for New Jersey Future by Hatch Mott MacDonald and HDR**

**Disclaimer**

This Model Request for Proposal (RFP) has been prepared for New Jersey Future and is being made available to provide guidance to the New Jersey CSS regulated community.  It is not intended to be an endorsement of any USEPA, NJDEP or other policies or guidance, but is intended to present an overarching framework for the solicitation of professional services that will be required to address the requirements of the final NJPDES CSO permit. This Model RFP has not been endorsed by USEPA or NJDEP and its use does not ensure approval of a long term control plan. All long term control plans will be reviewed by the Department to determine compliance with applicable statutes, regulations and permits.

It is recognized that given the magnitude of infrastructure required to achieve compliance with Federal CSO regulations, this program will result in considerable costs to local and regional government agencies in NJ. Accordingly, the model RFP places emphasis on the selection of professionals that will help a CSO permittee or regional collaboration of permittees to develop innovative approaches to provide an effective program that is as cost effective as it can be to minimize costs to local government, wastewater utilities and ratepayers while achieving the best solutions for each community that also achieve water quality improvements. Due to the complexity of CSO correction programs, it is anticipated that significant financial resources will be necessary for CSO program development; however, lessons learned from other regions in North America have revealed that LTCP development costs are expected to be marginal compared with the costs of implementing CSO facilities construction. Therefore, the clear lesson is that effective LCTP development efforts, including public involvement, is likely to have a high return on investment by identifying the most cost-effective approach(es) possible for each community.

**Model RFP User Guide**

It is recognized that the regulated CSS in New Jersey range from individual municipal systems to large regional wastewater utilities. Accordingly, this Model RFP is intended to be modified by the end user to fit the needs of the community that it serves. There are services identified within the Model RFP that may or may not be applicable to the User’s community, and the User needs to modify the RFP, where appropriate. It is also recommended that the users of this Model RFP review and incorporate procedures based upon their individual professional services procurement policies, as appropriate.

There are minimum requirements that will need to be undertaken by the User to comply with its NJPDES CSO Permit. The Model RFP has been structured so that the Proposals submitted include a budget price for a “Base Scope of Work” for the services needed to meet the anticipated minimum permit requirements. In addition, it is recommended that the User consider implementing one or more Best Practices in their RFP. Best Practices tasks (explained in greater detail in the RFP and white paper) go beyond the minimum permit requirements but are tasks that have the potential for increasing cost effectiveness and achieving greater beneficial community impacts resulting from the overall project. The User should review the list of Best Practices to see if any of these fit into other programs that are being considered. In this case the User may want to require a submission from proposers on one or more of these items. In other cases the User would leave it to the Proposer to identify and describe any specific Best Practices that it recommends as part of its approach. Accordingly, the Model RFP is formatted so that discrete budget prices are provided for the work required to be undertaken for each Best Practice.

The purpose of obtaining a “Base Scope of Work” budget price and separate budget prices for each “Best Practice” is to provide the Model RFP User with a basis evaluating multiple proposals with the same “Base Scope of Work”, while retaining the flexibility to determine the potential value of “Best Practices” in the approach to its CSO Program.

The best practices in this Model RFP are described in greater detail in the white paper, “Water Infrastructure that Works for Cities; Best Practices and Considerations for Preparing Long Term Control Plans to Control Combined Sewer Overflows,” also prepared for New Jersey Future.

Model RFP starts on next page.

**(ENTITY)**

**Combined Sewer Overflow (CSO) Program Consultant**

**Request for Proposal (RFP) Notice**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is requesting Proposals (RFP) from qualified firms (Consultant) to provide professional services to assist with meeting the requirements and address compliance of its individual New Jersey Discharge Elimination System (NJPDES) Combined Sewer System (CSS) Permit, and for the development of a Combined Sewer Overflow (CSO) Long Term Control Plan (LTCP). It is anticipated that one firm may not have all the experience and expertise (specialty skills) needed to comply with all aspects of the project, and that the prime Consultant shall develop a project team of sub-consultants with the required skills and experience needed to complete all required tasks. The selected consultant and/or their sub-consultants shall possess demonstrated expertise in CSO planning, CSO system characterization, flow monitoring, receiving water characterization and sampling, hydrologic and hydraulic modeling, public participation, community planning, redevelopment, green infrastructure opportunities analysis and implementation, economic analysis, cost estimating, financial capability assessments, and incorporation of best practices for CSO compliance, design of operational and structural CSO controls, and USEPA’s integrated planning framework. The \_\_\_\_\_\_\_\_\_\_\_ intends to consider such qualifications and proposals and reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in its best interest.

1. **Background**

The \_\_\_\_\_\_\_\_ (owns a CSS) (is representing a group of multiple agencies that own portions of a CSS POTW that is serviced by \_\_\_\_\_\_), which is regulated by the New Jersey Environmental Protection (NJDEP) under the New Jersey Discharge Elimination System (NJPDES) permit program. The \_\_\_\_\_\_\_’s CSS has the following components and characteristics:

* Service population:
* Service area:
* Percentage of service area with CSS:
* Interceptor Sewers: (x miles, diameter from y – z)
* Collection System Combined Sewers: (x miles, diameter from y – z)
* Collection System Sanitary Sewers: (x miles, diameter from y – z)
* Collection System Storm Sewers: (x miles, diameter from y – z)
* Combined Sewage Pumping Stations: (#)
* Sanitary Sewage Pumping Stations: (#)
* CSO Discharge Points:
* Estimated Annual CSO Discharges: (# Events, Volume, Target Year)
* Receives flow from:
* Conveys flow to:
* Receiving POTW:

**[Note: User should include above the relevant information for its CSS.]**

In 1995, NJDEP issued a General NJPDES Permits for Combined Sewer Systems (CSS) that included four of the Nine Minimum Controls (NMC) as contained in the USEPA CSO Control Policy including:

2. Proper operation and regular maintenance programs for the sewer system and CSOs

4. Prohibition of CSOs during dry weather;

5. Control of solids and floatable materials in CSO discharges

7. Monitoring to effectively characterize CSO impacts.

Under this permit \_\_\_\_\_\_\_\_\_\_\_ established and implemented solids and floatables control of combined sewer overflow and undertook and developed various system studies as required to characterize the CSS

The General Permit for CSS was revoked and re-issued in 2004. Under the 2004 Permit the \_\_\_\_\_\_\_\_\_ continued to address four of the nine minimum elements (Element Nos. 2, 4, 5 & 7) of the CSO LTCP as listed in the National CSO Control Policy, as required under the permit, and was required to initiate a public participation program and assess CSS control alternatives. The \_\_\_\_\_\_\_\_\_\_ submitted the required documents to the NJDEP in April 2007 to address bacteriological water quality improvement, and a review of the means and methods needed to reduce the frequency of CSO discharges.

Studies and reports on the CSS as required under previous permits are available for review as reference material under the Combined Sewer Overflow Pollution Prevention Plan (CSOPPP) maintained at the office of the \_\_\_\_\_\_\_\_\_\_\_\_\_. These reports will be available for review by prospective bidders until \_\_\_\_\_\_\_. To make arrangements to view these documents, contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

In 2013 and 2014, the NJDEP issued draft individual NJPDES permits to owners of CSS throughout the State. It is anticipated that the NJDEP will issue Final individual permits to municipalities and authorities that own and operate segments of CSS in 2015. The Final CSS permits are expected to address overall water quality improvement and will require routine reporting, updates to the previous LTCP.

Pursuant to the National Policy LTCPs for each CSO Point are expected to include the following elements, and continue in the implementation of the Nine Minimum Controls (NMC):

1. Characterization, Monitoring, and Modeling of the Combined Sewer System and the receiving Waterbody;
2. A Public Participation process that actively involves the affected public in the decision-making to select long-term CSO controls;
3. Consideration of Sensitive Areas as the highest priority for controlling overflows;
4. Evaluation of Alternatives that will enable the permittee, in consultation with the National Pollutant Discharge Elimination System (NPDES or NJPDES in New Jersey) permitting authority, Water Quality Standards (WQS) authority, and the public, to select CSO controls that will meet Federal Clean Water Act (CWA) requirements;
5. Cost Performance Considerations to demonstrate the relationships among a comprehensive set of reasonable control alternatives;
6. Operational plan revisions to include agreed-upon long-term CSO controls;
7. Maximization of Treatment at the existing Publicly Owned Treatment Works (POTW) treatment plant for wet weather flows;
8. Implementation Schedule for CSO controls; and
9. Post Construction Compliance Monitoring Program adequate to verify compliance with water quality based federal CWA requirements and ascertain the effectiveness of CSO controls.

Some of the work products developed as a result of the 2004 permit begin to address LTCP requirements 1, 2, 4 and 7. However, as these materials are dated, this RFP requires that they be evaluated and updated as necessary for incorporation into the LTCP.

**II. RFP Schedule**

1. Publish RFP:\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Pre-proposal meeting:\_\_\_\_\_\_\_\_\_\_\_\_
3. Deadline for Questions:\_\_\_\_\_\_\_\_\_
4. Proposal Due Date: \_\_\_\_\_\_\_\_\_\_by close of business at \_\_PM.

**III. RFP Submissions**

Consultant Qualifications Statement and Proposal Packages shall be submitted to the attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Submissions shall include:

1. Original Qualifications Statement and Proposal Package
2. \_\_\_\_ copies of Submission
3. One (1) CD containing a PDF of the Submission

The RFP shall be sealed in an envelope and   
clearly marked "\_\_\_\_\_\_\_\_\_\_\_\_\_ Request for Qualifications/Request for Proposals —Combined Sewer Overflow Program Consultant"

**IV. Scope of Services**

The Consultant will assist the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with compliance with all aspects of its final NJDPES Surface Water Permit in terms of Combined Sewer Management (CSM) and will assume timely compliance with requirements and schedules as included therein. The Consultant shall organize and provide all engineering and specialty services as required to complete this project and shall include and specify sub-consultants or other third party firms that will be utilized as the project team to comply with all aspects of the permit. A copy of the draft or final permit, depending on time of finalization is available on the NJDEP website http://www.nj.gov/dep/dwq/cso.htm.

The Consultant shall provide a written scope of services (maximum of 20, 8-1/2” x 11”, single spaced, 11 point font, typed pages including all charts and graphics) detailing the approach that will be undertaken to complete the project and how they will comply will meeting the requirements of the permit including, but not limited to the performance of the following professional services:

1. **Project Management**
   1. Develop a project management plan for use during the development of the CSO/LTCP Update.
   2. Develop an initial project work plan (scope, budget, and schedule) for the duration of the project. Provide quarterly monitoring and updates to the \_\_\_\_\_\_\_\_ of project budget and schedule. Perform internal quality assurance and quality control (QA/QC) activities for this project to obtain expert guidance on project methodology and criteria, review project deliverables, perform checks of engineering calculations, and provide periodic briefings to the \_\_\_\_\_\_\_\_\_.
   3. Organize and attend a kick-off meeting, monthly Project Team progress meetings, quarterly regulatory agency meetings, special meetings, workshops, and site visits, as needed, during the course of the Project. The number of site visits, workshops, and special meetings shall be determined and specified by the Consultant in its proposal, but shall be sufficient to accomplish the work and involve the \_\_\_\_\_\_\_\_\_ in necessary tasks and decision-making. It is anticipated that at a minimum the consultant shall hold and conduct quarterly meetings over a \_\_\_ year period.
   4. Develop a robust plan for communications and public participation including but not limited to identification of stakeholders, a minimum of quarterly meetings with stakeholders, public officials, and various public agencies (i.e. land use board, environmental commission, council members, etc) to both advise about CSO issues and to solicit feedback about CSO-related problems, CSO control alternatives, Sensitive Areas, recreational access and uses, and other relevant matters. As part of this process, consultant shall provide for a means of electronic communications (website) wherein the public will have automatic access to working and final documents released by the project and individuals may submit comments and suggestions. **[Note: User should identify website requirements it desires.]**
   5. Prepare the necessary formal presentations for the Project and be present at meetings for the purpose of briefing the \_\_\_\_\_\_\_ staff, \_\_\_\_\_\_\_ officials, and regulatory agencies, if requested by the \_\_\_\_\_\_\_\_\_
   6. Provide coordination and management of all efforts by and between the \_\_\_\_\_\_\_ and other third party sub-consultants providing services on this Project, such as, but not limited to, flow monitoring, CSS water quality sampling, sewer system inspections, surveying, GIS data collection, community engagement, and financial capability analysis.
   7. Provide for a means of electronic communications (website) wherein all members of the project team, including but not limited to \_\_\_\_\_\_\_\_\_have automatic access to working and final documents being developed for the project and electronic files of any size can be transferred or accessed by key individuals.
2. **Review and Analysis of Previous CSO Reports/Studies/Projects/Procedures**
   1. Evaluate existing data and technical information underlying the original CSS characterization and the current documents developed in support of a LTCP. Consultant will be responsible for identifying data gaps and where additional analysis is required to prepare the LTCP.
   2. Review and assist in the development of an Operations Plan and Manual in compliance with the final permit, including but not limited to the evaluation of existing Standard Operating Procedures (SOPs) with regard to the CSS. Consultant shall summarize current procedures and identify areas for improvement and where additional SOPs are recommended to incorporate Best Management Practices (BMP) for CSS operations.
   3. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ currently has (no/a limited/a fundamental/ a full and formal) Asset Management Plan (AMP). The Consultant shall evaluate the \_\_\_\_\_\_\_\_\_\_ current Asset Management Program as noted for the CSS and shall summarize the extent and sophistication of existing Asset Management program and shall identify areas for improvement. The Consultant shall assist the \_\_\_\_\_\_\_\_\_\_\_ in assuring that an Asset Management Plan that is fundamentally in compliance with the final permit is in place in accordance with the specified deadline.
3. **Develop and Establish Procedures for CSO Permit Compliance Reporting**
   * Summarize Individual CSS NJPDES Permit CSO reporting and submission requirements. Develop schedule and responsibilities for \_\_\_\_\_\_\_\_ staff to satisfy regulatory reporting deadlines for the duration of the permit.
   * Develop the format and template for the submission of CSO quarterly progress reports required by the Individual CSS NJPDES Permit and compile from all parties data as needed for quarterly report. Consultant shall prepare and compile all CSO quarterly progress reports to NJDEP, for submission by the \_\_\_\_\_\_\_\_\_\_\_.
4. **Update Nine Minimum Controls Submittal Requirements**

It is anticipated that the Final Individual NJPDES CSS Permit Compliance Schedule includes the following milestones based upon months (+) from the Effective Date of the Permit (EDP). The Consultant shall comply with the schedule as provided within the final permit for all tasks, including but not limited to:

* + GPS data for all CSO regulators and discharge outfalls (EDP+4)

The \_\_\_\_\_\_\_\_\_\_\_\_\_ has (no/limited/complete) GPS data as required. The Consultant shall (obtain/verify the accuracy of GPS coordinates of the \_\_\_\_\_\_\_\_\_’s CSO regulators and discharge outfalls according to NJDEP requirements, and prepare the necessary documentation for the \_\_\_\_\_\_\_\_\_\_\_\_’s submission to NJDEP to comply with Final Permit conditions.

* + PDF sewer map with flow direction and Inverts (EDP+4)

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (has/does not have) PDF sewer maps that (has/does not have) information on flow direction and manhole inverts. The Consultant shall verify the accuracy of the \_\_\_\_\_\_\_\_\_’s sewer mapping, confirm size/shape, and obtain rim and invert elevations based upon the 1988 NAVD datum as needed to comply this this requirement. The Consultant shall ( prepare/update) the information as required under the permit using current ESRI GIS software, and shall prepare the necessary documentation for the \_\_\_\_\_\_\_\_\_’s submission to NJDEP to comply with Final Permit conditions. **[Note: While not specified as a permit condition, accurate GIS mapping will be required to be developed to complete the sewer system numerical modeling and evaluation of alternatives in order to develop a viable and cost effective LTCP.]**

* + Proof of updated CSO outfall signage (EDP+6) (NMC 8)

The Consultant shall assist the \_\_\_\_\_\_\_\_\_\_ with development and installation of CSO outfall signage that meets current NJDEP requirements, and shall prepare and submit the necessary documentation to the NJDEP. Consultant shall provide the owner with a paper sample of the signage and shall make recommendations for fabrication and size so that the new signs are in place within EDP+4 months, and verify proper installation. Upon installation of compliant signage by (Entity)\_\_\_\_\_\_\_\_\_\_\_, Consultant shall prepare the necessary documentation for the \_\_\_\_\_\_\_\_\_’s submission to NJDEP to comply with Final Permit conditions.

In addition to the above Permit Compliance Schedule Milestones, the Consultant shall evaluate existing programs and to assist the \_\_\_\_\_\_\_\_\_\_\_\_\_ with the development of final documents as needed for addressing the NMC requirements during preparation of the LTCP Update as outlined below.

* 1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has an Operation and Maintenance manual that was last updated in \_\_\_\_\_\_\_\_\_\_ and (is/is not) in compliance with the final permit. The Consultant shall provide engineering services as needed to develop an Operation Maintenance Plan and Manual that provides for the proper operation and regular maintenance program requirements as outlined below: (NMC 1)
     1. Individual responsibilities and budgets
     2. FOG program
     3. Updated characterization of the entire collection system
     4. Characterization spreadsheet
     5. GIS mapping
     6. Review of rules, ordinances, sewer use agreements (EDP+4)
     7. Establishment of SOPs (electronic O&M manuals)
     8. I/I control
     9. Review of residential complaint program
     10. SIU controls
     11. Visuals inspections to assure compliance.
     12. Sewer and catch basin cleaning schedule.
     13. Asset management plan (CSO-related system elements)
     14. Emergency plan
     15. Others as noted in permit
  2. Maximization of collection system for storage (NMC 2)
  3. Pre-treatment Program Audit (NMC 3)
  4. Maximization of flows to the WWTP (NMC 4)
  5. Dry-weather overflow track down program (NMC 5)
  6. Floatables control program (NMC 6)
  7. Pollution prevention program (NMC 7)
  8. Public Notification (NMC 8)
     1. Signage at CSO outfalls
     2. CSO material/notification at public facilities along waterway
     3. CSO discharge website/phone system (+12)
  9. Monitoring Program (NMC 9)

1. **Develop and Update LTCP**

* Long Term Control Plan (LTCP) submittal requirements:
  + Develop a System Characterization Work Plan (EDP+3) that takes into consideration, and supplements system monitoring and modeling work previously completed to bring it into compliance with the final permit.
  + Prepare a System Characterization Report (EDP+12) that complies with the final permit, including but not limited to:
    - Rainfall records and climate change precipitation sensitivity analysis for model year(s) rainfall
    - Combined sewer characterization
    - CSS/CSO monitoring (flow, volume and pollutant quality)
    - CSS/CSO modeling
  + Develop and implement a public participation process (EDP+12) in compliance with the final permit, including, but not limited to:
    - Focus on goals (recreational uses of water, community co-benefits) and identification of Sensitive Areas
    - Identify and seek involvement of key public boards/agencies/departments as may be required to integrate and maximize the benefits from the program.
  + Consideration of Sensitive Areas shall be documented in a technical memorandum (EDP+12) (EPA CSO Control Policy Section II.C.3)
  + Development and evaluation of alternatives for LTCP (EDP+24)
    - Consultant shall develop and evaluate innovative approaches to prepare the LTCP. At a minimum, alternatives shall include a range of options from reducing wet weather flows in the system (rainfall induced I/I controls for separately sewered portions of the collection system, green infrastructure, sewer separation, water conservation), maximizing system storage through operational controls and minor upgrades (system cleaning, interceptor repairs, tide gate repair, modifying static weirs and/or installation of bending weirs), and major capital improvements (WWTP upgrades, sewer/interceptor upgrades, additional wet weather pumping and force mains, wet weather storage, remote treatment/outfall disinfection)
    - Cost/Performance considerations -- Knee-of-the-curve cost versus CSO volume/pathogen load reduction analysis/# of CSO activations/WQA days
    - Demonstrative or Presumptive approach, Evaluation of the benefits and constraints in using these approaches. See white paper. (EPA CSO Control Policy Section II.C.4)
    - Economic analyses – should at a minimum compare costs for CSO controls to EPA median household income indicators but could include more extensive metrics such as examination of costs to household income quartiles or quintiles, bond ratings, net debt as a percent of full market property value, unemployment rate, tax revenues as a percent of full market property values, property tax collection rate, or others described in USEPA’s Financial Capability Assessment Framework document and November 24, 2014 guidance memorandum.
  + Selection and implementation of the LTCP (EDP+36)
    - Schedule for implementation of LTCP
    - Acceptance by NJDEP
  + Compliance monitoring work plan (EDP+3)
  + Compliance monitoring plan (EDP+12)

1. **Incorporate LTCP Best Practices Alternatives**

Consultants shall submit proposals, including estimated budgets, for incorporation of one or more innovative Best Practices that a) they feel should be evaluated as part of the LTCP development; and/or b) which is specifically requested below. Consultant shall describe their approach and discuss the benefit(s) that may result from the additional analysis required. For a discussion of LTCP best practices, see the white paper, “Best Practices and Considerations for Preparation Long Term Control Plans for the Control of Combined Sewer Overflows,” also prepared for New Jersey Future.

Best Practices may include one or more of the following:

1. Benefit-Cost, Asset Planning, Adaptive Management, Integrated Planning

This Best Practice should go beyond the minimum NJPDES CSO Permit requirements and take into consideration other on-going regulatory and non-regulatory water quality programs to achieve benefits to the community. Examples include management of assets to maintain a state of good repair, storm water quality or quantity management, or achieve/maintain water quality standards. Consultant shall describe how it will identify additional opportunities to optimize the value obtained through expenditure of public funds.

1. Public Engagement & Communications

Implementation of the CSO Control Plan will occur over decades. This Best Practice will establish a long term public participation program with community organizations and elected officials to achieve the mutual benefits of water quality improvement and improved quality of life to the community. Consultant shall describe how it will establish a robust public participation program to educate and engage the public and elected officials in this process, and identify opportunities for improved development practices, zoning standards, green construction/maintenance jobs, and volunteer programs that will enhance and build support for the selected CSO Control LTCP. Consultant shall also describe the type of communications program that is being proposed to communicate with stakeholders including municipal officials. If the consultant is proposing to establish a LTCP Website, the consultant shall describe the types of materials that will be posted to it, the frequency of posting of such materials and provide example materials from such a web site they have implemented.

1. Water Conservation

Reducing water use can lower base flows in the CSS and to the receiving POTW allowing additional combined sewage to reach the receiving POTW, thus reducing overall costs of the facilities identified by the LTCP to be required to address CSO’s. For this Best Practice, consultant shall describe its approach to identify and implement water conservation programs, and potential opportunities that will benefit the public.

1. Innovative Green-Gray Infrastructure

While it is recognized that a significant investment in traditional “gray” infrastructure will be required to implement the LTCP, new CSO control infrastructure can be optimized with the implementation of a robust green infrastructure program. Recent EPA guidance suggests that a GI plan should be developed first and then gray infrastructure CSO alternatives developed subsequently. A key element to green infrastructure is the identification of the long benefits of such programs and implementation of green infrastructure maintenance programs. Consultant shall describe its approach for developing a green infrastructure plan for \_\_\_\_\_\_\_\_\_\_within the LTCP, along with its approach for implementing institutional controls to achieve a sustainable program. Consultant shall also describe its method of calculating CSO reduction benefits of GI.

1. Inter-agency Coordination

Although EPA’s goal for the LTCP is improvement in water quality, projects resulting from the development of LTCP will provide opportunities for collaboration with other public agencies within the CSS community. Consultant shall identify where interagency collaboration may be possible to achieve programmatic benefits resulting in lower investments/costs to the ratepayer or more visible tangible benefits to the community and how it proposes to identify such opportunities for collaboration. Examples include coordination between the Sewer Department, Department of Public Works, Road Department, Parks Department, Planning Department, Zoning Department, Building Inspectors, Construction Code Officials, Counties, NJ Department of Transportation (NJDOT), NJ Transit, etc. Consultant shall describe its approach to coordinate and foster inter-agency collaboration.

1. Extraneous Flow Reduction

Removal of extraneous flows from the CSS will maximize the use of existing infrastructure for CSO control. Cost effective removal of infiltration and inflow beyond that required by the Nine Minimum Controls shall be considered as part of this Best Practice. Removal of infiltration/inflow from non-CSO systems that are hydraulically connected to the CSS especially rainfall induced inflow, including identification of incentives for separate sanitary sewer system communities to invest in Infiltration/Inflow (I/I) reductions, shall be considered as part of the consultant’s approach. Consultant shall describe its approach to evaluation of extraneous flows, types of extraneous flows that likely can be removed successfully and concepts on incentives for removal.

1. Flooding and Climate Resiliency

The LTCP for CSOs will result in selected approaches for CSO storage and treatment to achieve water quality improvement. This Best Practice will include consideration of current and projected climatological factors to protect new infrastructure against extreme events to improve facility resiliency, address energy efficiency, operability and ease of maintenance, and possible future climate scenarios. In addition, many CSS are located in coastal areas and thus will need to plan for anticipated flooding and sea level rise. Consultant shall describe its approach toward projected risk and future uncertainties.

1. Regional Solutions

Regional solutions to the LTCP will have the advantage of achieving additional economies of scale during the system characterization and implementation phases. Consultant shall describe its approach for incorporating regional solutions to improve consistency for the hydraulically connected (combined and/or separate) system(s), economies of scale and distribution of user costs, successful implementation and coordination with local governments. This includes a means of cooperating with the affected POTW(s).

1. Procurement, Financing and Implementation

Consultant shall identify opportunities for innovative financing to implement LTCP recommendations. Opportunities may include alternative project delivery methodologies, which are permissible under NJ State Law and retain eligibility for financing under the NJ Environmental Infrastructure Financing Program. Alternative financing mechanism shall also be identified along with the advantages to the community.

1. **Qualifications/Experience**

The Consultant shallprovide a narrative of its corporate qualifications and achievements, along with an in-depth statement regarding its professional capabilities to successfully administer and timely complete complex LTCP and CSO related projects (per Scope of Work), while remaining fiscally responsible to project and work task budgetary controls and limitations. The narrative shall document the consultant and/or their sub-consultants expertise in CSO planning, CSO system characterization, flow monitoring, receiving water characterization and sampling, hydrologic and hydraulic modeling, public participation, community planning, redevelopment, green infrastructure opportunities analysis and implementation, economic analysis, cost estimating, financial capability assessments, incorporation of best practices for CSO compliance, design of operational and structural CSO controls, and if applicable USEPA’s integrated planning framework The Consultant shall additionally provide a chart identifying the proposed organizational structure for performance of the work scope including any sub-consultants proposed for the project.

The Consultant shall demonstrate sufficient experience and staffing of licensed professionals (where relevant) and specialty professionals in the performance of all of the referenced Scope of Work tasks under this RFP. In addition the Consultant should detail any additional experience with wastewater collection, conveyance, treatment and operations management, green infrastructure, water conservation, land use planning, etc., as well as the performance of design, bid phase, construction oversight and resident engineering and inspection services as it may related to control and/or treatment of CSO discharges.

The Consultant shall provide a summary of its relevant project related CSO LTCP engineering consulting experience, public participation experience specifying and detailing comparable work scopes along with their respective outcomes. The Consultant shall indicate whether such work was performed in conjunction with the efforts of another firm, and the relative percentage of shared responsibilities for such shared work. Also, the Consultant shall provide a statement as to its in-house capabilities and staff location with regard to the various specialty disciplines required by the project. Should the Consultant anticipate the need for contracted sub-consultant services for the performance of consulting services of any of the above disciplines, then each relevant discipline should be noted as such, along with a listing of sub-consultant(s). The Consultant shall discuss its knowledge, experience, and interaction regarding NJDEP CSO permits (past and present), and other rules and regulations. The Consultant should further demonstrate its knowledge and experience relative to project financing alternatives, including bonding, NJEIFP and USEPA loan and grant programs.

A Project organization chart and the resumes of key staff shall be provided to demonstrate experience, qualifications and capability relative to the work scope. The Consultant shall provide with its proposal the names and qualifications of all key personnel who will work on this project and their percentage of time to spent working on this project. The listing shall include the proposed key staff with their role and experience on the type of work required for this project.

The Consultant shall obtain approval from \_\_\_\_\_\_\_\_\_\_\_\_ prior to making any changes to the proposed project staff during the performance of the work.

The Consultant shall designate and identify an overall Project Manager responsible to oversee the proposed work scope and supervise personnel accordingly. The designated Project Manager shall be a New Jersey Licensed Professional Engineer. The Project Manager shall be the primary point of contact for the \_\_\_\_\_\_\_\_\_\_, and serve as the Consultant representative who will attend \_\_\_\_\_\_\_\_\_ Meetings as needed and/or directed.

This section of the proposal shall include a minimum of 3 relevant projects and shall be limited to a maximum of 10 pages including all charts and graphics. Resumes shall be provided for key individuals conducting key roles in the project in an attached appendix, which does not count against the 10 page limit. Individual resumes shall be limited to a maximum of 2 pages.

1. **Rate Schedule**

The Consultant shall submit a binding copy of its proposed rate schedule for performance of the scope of work. Any escalation rates applicable for work that extends beyond one year shall be noted and summarized.

1. **Cost Proposal**

Consultants cost proposal shall be provided in a separate sealed envelope. RFP submissions will be reviewed and ranked by the \_\_\_\_\_\_\_\_\_\_. Upon determination of the highest ranked RFP submission, the cost proposals shall be reviewed and a cost for providing services shall be negotiated with the highest ranked Consultant. If an acceptable fee is unable to be negotiated, \_\_\_\_\_\_ shall enter negotiations with the second highest ranked Consultant.

Cost Proposals shall provide a cost breakdown of hourly rates by title/position and anticipated hours by task include the following:

Base Proposal

1. Scope Items A through E

A not-to-exceed budget estimate for completion of all tasks shall also be provided. Qualifications and licensure requirements pertaining to each title/position shall also be indicated.

Alternative Best Practices Proposals – Consultant shall provide costs for one or more Best Practices as provided for in their proposal.

1. Scope Item F.1.
2. Scope Item F.2.
3. Scope Item F.3.
4. Scope Item F.4.
5. Scope Item F.5.
6. Scope Item F.6.
7. Scope Item F.7.
8. Scope Item F.8.
9. Scope Item F.9.
10. **RFP Selection Process**

The \_\_\_\_\_\_\_\_\_\_\_ shall evaluate and rank the Proposals to select the most qualified Consultant for its CSO Program Consultant. During the evaluation process, the \_\_\_\_\_\_\_\_\_ may seek additional information concerning Consultant and its proposal.

As part of the evaluation and selection process, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may invite one or more Consultant’s to be interviewed and make a presentation. Consideration for final selection shall be based on the following pertinent criteria:

|  |  |
| --- | --- |
|  | Weight |
| **Project Understanding** |  |
| Knowledge of Client and their System; Experience with NJ General NJPDES Permit for CSS; and Stakeholder Knowledge and Relationships |  |
| **Technical Approach** |  |
| Electronic Project & Data Management System; System Characterization, Hydraulic Modeling; Alternative Evaluation; Condition Assessment; Asset Management; Public Participation; NJDEP Permit Compliance; and Project Management & Controls |  |
| **Qualifications** |  |
| Years of Experience with Similar Projects; Number & Types of Relevant Projects; Grey Infrastructure Planning & Design; Green Infrastructure Planning & Design; System Optimization Planning & Design; Monitoring and Modeling Experience; Asset Management and Integrated Planning; Economic & Financial Capability; Federal & New Jersey Funding/Grant Experience; Intergovernmental and Interdepartmental Collaboration; and Federal and NJ CSO Regulations. |  |
|  |  |
| **Project Team** |  |
| Strength of Project Team including Project Director, Task Leaders, Sub-consultants, Location of Staff and Office, In-House Capabilities; Conflict of Interests; Workload/Availability; References; and Past Performance. |  |
| **Optional – If User Desires to Include Cost in Ranking**  **Not-to-Exceed Cost Proposal**  Points allocated will be based on the following:  Lowest Cost (100%); 2nd (90%); 3rd (80%); 4th (60%); others (50%) |  |
| **Total** | **100%** |

**IX. Consultant Payment Policies and Procedures**

The \_\_\_\_\_\_\_\_ shall consider payments to the Consultant which are submitted monthly on \_\_\_\_\_\_\_\_\_ vouchers, along with a summary of service times by person/title/position and materials. The Consultant vouchers shall be submitted to the \_\_\_\_\_\_\_\_ at least one (1) week prior to the \_\_\_\_\_\_\_\_ meeting for which it is to be considered for payment.

1. **Conflict of Interest/Disclosure Statement**

The Consultant shall fully disclose any such potential conflicts of interest as part of its proposal, on its behalf and any proposed sub-consultants.

**XI. (Entity) Rights**

The \_\_\_\_\_\_\_\_\_\_\_ reserves the right, at its sole discretion, to pursue any or all of the following actions related to this RFP, and may:

1. Issue addenda or extend dates of RFP.
2. Request additional information or clarification from any of the Consultant.
3. Negotiate a contract either on basis of original proposal and/or additional information.
4. Reject all proposals with or without cause and re-issue RFP.
5. To make such investigations as it deems necessary as to the qualifications of the Consultant.

It is noted that this RFP is not a solicitation and does not obligate the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to accept any proposal, negotiate with any Consultant, award a contract, or proceed with any services or any project proposed under this RFQ/RFP. The awarding of any contract shall be subject to prior \_\_\_\_\_\_\_\_\_\_\_\_\_ approval in conformance with all applicable laws and requirements.

**XII. References**

The Consultant shall provide a minimum of 3 representative project summaries to demonstrate its prior performance for the above scope of work, along with contact information (name, address, telephone number, email address), for reference purposes. The project summaries shall illustrate the Consultant’s prior experience and performance in developing a comprehensive LTCP for the proposed scope of work. References shall be provided for each representative project. The \_\_\_\_\_\_\_\_\_\_\_\_ reserves the right to contact these references and any other person/entity the \_\_\_\_\_\_\_\_\_\_\_ deems appropriate regarding its evaluations in this matter.

**XIII. RFP Requirements**

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.

**XIV. (Entity) Role**

The Consultant will take direction from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Consultant may be further required to coordinate its efforts with the \_\_\_\_\_\_\_\_\_\_\_\_\_‘s other Professionals, including Legal and Special Counsels, Bond Counsels, Auditor, and others as the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ may direct.

**XV. (Entity) Statement**

The Consultant shall include a statement as to the exact business affiliation(s) of the submitting team. Examples of the possibly affiliations are (a) prime contractor is a single firm with a list of subcontractors, (b) Joint Venture organization (c) prime contractor is a Joint Venture with a list of subcontractors.

**XVI. Project Deliverables**

All work products and data generated from this project, including reports, drawings, models (including but not limited to GIS mapping/system information, hydraulic model input/output data files), simulations, and website content and addresses shall become the property of (Entity)\_\_\_\_\_\_\_\_ upon completion of the project and shall be provided in hard copies and electronic form. The Consultant shall provide as part of its proposal a summary of specialized software and licenses required for development and maintenance of work products for the project together with estimated license costs. The costs of these licenses shall only be included in the cost proposal if so requested.

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| **Appendix A** | |
| **Definition of Acronyms** | |
|  |  |
| **Acronym** | **Definition** |
| CSS | Combined Sewer System |
| CSO | Combined Sewer Overflow |
| EDP | Effective Date of Permit |
| FOG | Fats, Oils, and Grease |
| GI | Green Infrastructure |
| GPS | Global Positioning System |
| LTCP | Long Term Control Plan |
| NJDEP | New Jersey Department of Environmental Protection |
| NJEIFP | New Jersey Environmental Infrastructure Finance Program |
| NJPDES | New Jersey Pollutant Discharge Elimination System |
| O&M | Operation and Maintenance |
| POTW | Publically Operated Treatment Works |
| RFP | Request for Proposal |
| SIU | Significant Individual User |
| USEPA or EPA | United States Environmental Protection Agency |
| WWTP | Wastewater Treatment Plant |