CSO LTCP Model RFP

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Model RFP Purpose

• LTCP Program will result in considerable costs to local and regional government agencies in NJ.
• Model RFP places emphasis on the selection of professionals that will foster innovation and cost effectiveness to minimize costs to ratepayers while achieving water quality improvements.
• Lessons learned in North America reveal that LTCP development costs are marginal compared implementation costs.
• Effective LCTP development efforts, including public involvement, will have a high return on investment.
Model RFP Contents

- Disclaimer
- User Guide
- RFP Notice
- Background
- RFP Schedule
- RFP Submission Requirements
- Scope of Services
- Qualifications
- Rate Schedule
Model RFP Contents, cont’d.

• Cost Proposal
• Selection Process
• Payment Policies
• Conflict of Interest Disclosure
• Entity Rights
• References
• RFP Requirements
• Entity Role
• Entity Statement
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.
User Guide

• Customize RFP according to User’s System
  – Background Information should be specific
  – Identify schedule needed for your permit
  – Describe your submission requirements
  – Prioritize/Emphasize the Best Practices most suitable to your needs
  – Qualification Based Selection (QBS) is suggested; modify selection criteria as appropriate
  – Include your specific procurement terms
Scope of Services

• Project Management
  – Defined Project Management Plan/Work Plan
  – Meetings
  – Public Participation & Communications – Website
  – Presentations
  – Coordination with other Project professionals
  – Project Electronic Communications (e.g. Dropbox, ProjectWise, etc.)
Scope of Services

- Review Previous CSO Reports/Studies
- CSO Permit Compliance Reporting Procedures
- Update NMC submittal requirements
  - GPS Data for Outfalls/Regulators
  - Sewer Mapping
    - Accurate GIS Mapping will be needed for LTCP
  - Outfall Signage
  - Address each NMC
    - O&M and Asset Management Plan
Scope of Services

• Develop LTCP
  – Work Plan & Characterization – 1st Year
  – Evaluate Alternatives – 2nd Year
    • “Knee of the Curve” WQ Improvement
    • Demonstrative or Presumptive
    • Economic Analysis – EPA Financial Capability Guidance
  – Select LTCP – 3rd Year
    • Define Implementation Schedule
    • Submittal/Acceptance by NJDEP
Scope of Services

• Incorporate LTCP Best Practices
  – Benefit-Cost (increase Community Value)
  – Public Engagement
  – Water Conservation
  – Green-Gray Innovation
  – Inter-agency Coordination
  – Extraneous Flow Reduction (include non-CSO systems)
  – Flood and Climate Resiliency
  – Regional Solutions
  – Innovative Financing
Qualifications/Experience

• Limit RFP Qualifications Statement Page Length
• Demonstrate Experience with at least 3 relevant projects
• Project Manager should be a NJ PE
• Consultant Team Staff should include multiple disciplines:
  – Engineers
  – Scientists
  – Planners
  – Finance
  – Public Relations
  – Operations
  – Field Staff
Cost Proposal

• Hourly Rate Schedule
• Cost Proposals for
  – Base Work (Project Management, Review Prior Work, CSO Permit Compliance, NMC Update, LTCP)
  – Individual Budgets for Best Practices
Selection Criteria

• Written Proposals
• Possible Interviews
• Ranking Categories
  – Project Understanding
  – Technical Approach
  – Qualifications
  – Project Team
  – Optional - Cost
Questions