

**CAPITOL REGION COUNCIL OF GOVERNMENTS**



**REQUEST FOR INFORMATION (RFI)  
FOR STORMWATER MANAGEMENT PLANNING SERVICES**

**Issue Date:** Wednesday, August 3, 2016

**Response Date/Time:** Wednesday August 31, 2016 2:00 p.m.  
2:00 p.m.

**Response Location:** Capitol Region Council of Governments  
241 Main Street, 4<sup>th</sup> Floor  
Hartford, CT 06106

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**I. Introduction**

**Background**

The Capitol Regional Council of Governments (“CRCOG”) is a regional planning organization in the Connecticut Capitol Region consisting of 38 cities and towns. CRCOG is guided by the chief elected officials the Capitol Region municipalities, and performs the following functions:

- Helping members improve governmental efficiency and save tax dollars through shared services and other direct service initiatives;
- Promoting efficient transportation systems, responsible land use and preservation of land and natural resources and effective economic development;
- Strengthening the Capitol City of Hartford as the core of a strong region, and as our economic, social and cultural center;
- Advocating for the region and its towns with the State and Federal governments;
- strengthening our regional community by helping coordinate regional agencies and programs; and
- Assisting local governments and citizens in articulating, advocating and implementing the vision, needs and values of their regional community.

In addition to its 38 COG members, CRCOG is currently soliciting RFI responses for potentially an additional 75 municipalities which are members of the Capitol Region Purchasing Council. The total number of participants is not yet confirmed, and not guaranteed.

**Goal of this RFI**

CRCOG is seeking information and expressions of interest from qualified and experienced firms regarding their ability to develop Stormwater Management Planning Services as required by the Connecticut Department of Energy and Environmental Protection’s General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems (MS4) Reissuance with Modifications. The number of towns participating is not yet determined, and the level of services required by each town may vary.

Participating towns are interested in solutions that offer cost containment and expertise in meeting the requirements of the MS4 permit.

It is anticipated that the information collected pursuant to this RFI will be used to develop a more detailed Request for Proposals. Therefore, this RFI does not attempt to identify the specific needs and existing arrangements of each of the participating municipalities. Instead, the RFI is intended to produce useful information in a format that organizes the responses for analysis. While respondents have a wide degree of flexibility in describing their proposed conceptual or business plan options, they should bear in mind that CRCOG is looking for specific capacities that vendors currently offer or have the capability of offering in response to the Stormwater Management Planning Services requirements outlined in Section II. CRCOG may

request additional information or request demonstrations or presentations to further discuss the viability of proposals.

### **Additional Information**

Additional information on CRCOG can be found on our website at [www.crcog.org](http://www.crcog.org).

## **II. Stormwater Management Plan Information**

The General Permit for the Discharge of Stormwater from Small Municipal Separate Storm Sewer Systems was first issued in 2004 under the EPA's Phase II, to address runoff from small MS4s with populations of less than 100,000. It has been reissued without modifications until now, and the modifications made mean that there are new towns subject to the permit, as well as changes to the six Minimum Control Measures, and significant changes in the areas listed below:

### **General Permit Coverage**

- Eight new towns are subject to the general permit
- New permit includes state and federal prisons, colleges, hospitals, military facilities
- Compliance timelines have been extended for new permittees

### **Public Education and Outreach**

- Targeted at pet waste, application of fertilizers, herbicides and pesticides
- Education on illicit discharges and improper disposal of waste

### **Public Participation**

- Requirement to publish public notice of the Stormwater Management Plan and Annual Report to get public review
- Minimum 45 day commentary period
- Encouragement to enlist local organizations with implementation of the Stormwater Management Plan

### **Illicit Discharge Detection and Elimination (IDDE)**

- More detail regarding legal authorities that are required to implement IDDE program
- Protocols for perform field work for IDDE detection
- Mapping requirements
- Provisions for citizen reporting of illicit discharge
- New record keeping requirements
- Changes to the timeframe for completion

### **Construction Site Stormwater Runoff Control**

- More detail on legal authorities the MS4 must develop to manage construction site runoff
- Regulations and policies consistent with the Connecticut Stormwater Quality Manual and the 2002 Guidelines for Soil Erosion and Sedimentation Control for land-use commissions

- More detail for construction review and inspection
- Notification of requirements of the DEEP construction general permit
- Public involvement
- Long-term maintenance of Stormwater treatment ponds
- New language requiring the MS4 to develop a plan for coordinating functions between MS4 departments and boards with jurisdiction over land disturbance and development projects.

#### **Post-Construction Stormwater Management**

- Update land-use regulations to include Low Impact Development (LID) measures
- Post-Construction Stormwater retention
- Other elements addressing applications for new development and redevelopment from the General Permit for the Discharge of Stormwater and De-Watering Wastewaters from Construction Activities
- Develop program to ensure inspection and long-term maintenance of existing Stormwater facilities through land-use regulations
- Requirements for long-term maintenance of Stormwater managements measures in new applications for development
- Requirements for MS4 to map its Directly Connected Impervious Areas (DCIA)
- Targeted efforts, i.e. prioritizing use of retrofits, to address water quality impairments

#### **Pollution Prevention and Good Housekeeping**

- Provides additional details on maintenance of MS4's property and operations
  - Includes parks, open space, employee training, management of pet waste and waterfowl, buildings and facilities, vehicles and equipment, parking lots, snow management practices, street sweeping, leaf management, catch basin cleaning
- Retrofit program requiring reduction of DCIA within MS4 using retrofits and Stormwater retention practices for redevelopment projects
- Allows and encourages MS4 to coordinate with other interconnected MS4s
- Targeted efforts to address water quality impairments

#### **State and Federal Institutions**

- Now covered under the general permit
- In some cases, the Best Management Practices may not apply, so exemptions or alternates are provided

#### **Impaired Waters**

- Significantly expands requirements of current permit for MS4 to address impaired waters
- Includes specific monitoring requirements
- Measures to be implemented to address new or increased discharges to impaired waters

#### **Monitoring**

- New permit transitions from monitoring six (6) representative Stormwater outfalls once a year during a rain storm to outfall screening for discharges to impaired waters only
- Follow-up with representative outfall sampling for last two years of permit

- Outfall screening will only include screening for nitrogen, phosphorus, bacteria or turbidity
- If outfalls exceed thresholds, targeted investigation and increased or alternate Best Management Practices will be applied

### III. Municipal Stormwater Management Planning Needs

Anticipated municipal Stormwater Management Planning needs may include:

Per-hour consulting services  
 Templates for registration, tracking, planning, calculating costs, reports  
 Model Ordinances and Code Review  
 Creation of educational materials  
 Mapping and data management  
 Identifying priority areas  
 Construction site and post-construction site templates, calculations and tracking  
 Retrofit identification and prioritization  
 Inspection forms  
 Standard Operating Procedures  
 Data management and recording  
 Administrative services  
 Printing of educational materials  
 Training materials for municipal employees  
 On-site, in person employee training  
 On-site pollution prevention training  
 Pollution prevention materials  
 Signage and materials for pet waste  
 Enforcement assistance

#### **All Solutions to Be Entertained**

CRCOG will entertain any and all solutions to the Stormwater Management Planning needs of the Towns. The ultimate solution may involve one or more providers. For purposes of this RFI, no preference is given to any provider.

### IV. Preparing a Response

By submitting a response, proposers represent that they have thoroughly examined and become familiar with requirements of the new general permit, and particularly the potential municipal needs to fulfill those requirements.

Respondents should deliver **six (6) complete copies** of their proposal. Respondents are asked to organize their responses in the order requested, in accordance with the following format:

1. **Letter of Interest.** Provide a letter of introduction with a brief description of your company, indicating the type of company, areas of specialization and the primary office

location for the performance of this project. Include company name, address, contact name, title, phone number, fax number, email and website address.

2. **Related Project Experience.** Submit a list of at least three (3) current projects and their contact information. Government projects are preferred. Furnish the following information for projects in which the company has furnished work and services of a similar nature to those required under this RFI. Include the following information:
  1. Name of client.
  2. Name and title of client's primary contact.
  3. Telephone number, fax number, and mailing address of the client's primary contact. Please include email address if available.
  4. A brief description (not to exceed one (1) page) of the types of services provided, the overall scope of the project, duration of the project, the volume and type of wastes under management, the annual contract value, and the current status of the project.
3. **Statement of Services Offered.** Provide a detailed description of the services your company (or team) offers that would support the described needs of the Municipalities.
4. **Experience of Key Personnel.** List the key in-house management and technical personnel who would be assigned to this project, and their roles, experience and expertise in supplying the services requested in this RFI.
5. **Additional Information Needs.** Provide a list of questions and information your company (or team) would need to better understand the required solution, and to improve your ability to develop a viable, cost-effective, environmentally responsible solution. If there are specific terms that you would require to make this project worthwhile, please state clearly and provide justification.
6. **Response Page.** See Attachment A.

Responses must be sealed and be received no later than **2:00 p.m. on August 31, 2016.** Responses should be delivered to the Capitol Region Council of Governments, located at 241 Main Street, 4<sup>th</sup> Floor, Hartford, CT 06106. **Any responses received after this date and time will not be considered.**

All submissions should be clearly marked "***Stormwater Management Planning RFI***". Please include six (6) copies of your proposal along with your original. One CD-ROM or flash drive with all materials included electronically (Microsoft Office or PDF files) should also be provided.

## IV. Terms and Conditions

### Questions

General questions should be directed to Maureen Goulet, Purchasing Program Manager, at:  
Capitol Region Council of Governments  
241 Main Street, 4<sup>th</sup> Floor  
Hartford, CT 06106  
Tel: (860) 522-2217 x 239  
Fax: (860) 724-1274  
E-mail address: [mgoulet@crcog.org](mailto:mgoulet@crcog.org)

However, **no oral interpretations** of any part of this RFI will be made to any respondent. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **faxed to (860) 724-1274 or emailed to [mgoulet@crcog.org](mailto:mgoulet@crcog.org)**. To receive consideration, such questions must be received **at least seven (7) calendar days** before the established date for receipt of responses (August 24, 2016).

CRCOG staff will prepare addenda with a listing of all questions received and the decisions regarding each. At least three (3) days prior to the receipt of responses, staff will post a copy of any addenda to CRCOG's website, located at <http://crcog.web.ccat.us/rfprfq/>. **It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency's website.**

### Freedom of Information

Respondents are advised that any and all materials submitted in response to this RFI shall become CRCOG's sole property and shall be subject to the provisions of the Connecticut Freedom of Information provisions found in Section 1-210 of the Connecticut General Statutes. Please indicate any proprietary information with either clear markings at the top or bottom of each page or by using a different color of paper.

### Incurred Costs

This RFI does not commit CRCOG or the Municipalities to award a contract, and there will be no reimbursement of costs incurred in the preparation of a response to this RFI. Neither CRCOG nor any Municipality will not be liable in any way for any costs incurred by respondents in replying to this RFI.

### Right to Cancel

CRCOG reserves the right to cancel this RFI at any time and to decide not to consider any or all of the respondents submitting information in response to this RFI.

### Severability

If any terms or provisions of this RFI shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this RFI shall remain in full force and effect.

### Collusion

By responding to this RFI, the company implicitly states: that its proposal has not been made in connection with any other competing company submitting a separate response to this RFI; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the

company did not participate in the RFI development process, had no knowledge of the specific contents of the RFI before its issuance, and that no employee of CRCOG or a Municipality either directly or indirectly assisted in the vendor's proposal preparation.

**Oral Presentation**

Respondents who submit information in response to this RFI may be required to make an oral presentation of their proposal to CRCOG at its discretion. If an oral presentation is conducted, this will provide the respondent with an opportunity to clarify or elaborate on the information submitted. **Any such oral presentations will be fact-finding and explanation sessions only and will not include negotiation.** At its option, CRCOG will schedule the time and location of any such oral presentations.

**ATTACHMENT A  
RESPONSE PAGE**

Capitol Region Council of  
Governments on behalf of the Capitol  
Region Purchasing Council  
**REQUEST FOR INFORMATION**

**DATE ADVERTISED:**  
August 3, 2016

**DATE / TIME DUE:**

**August 31, 2016  
By 2:00 p.m.**

**NAME OF SOLICITATION**

**Stormwater Management Planning RFI**

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**Type or Print Name of Individual**

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**Doing Business as (Trade Name)**

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**Signature of Individual**

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**Street Address**

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**Title**

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**City, State, Zip Code**

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**Date**

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**Telephone Number / Fax Number**

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**E-mail Address/Website**

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**SS # or TIN#**