



Green Mountain
Water Environment
Association

REQUEST FOR PROPOSALS (RFP)

**GREEN MOUNTAIN WATER
ENVIRONMENT ASSOCIATION
STORMWATER TRAINING
PROGRAM**

Issued3/22/2019

Deadline for Submissions4/19/2019

Prepared by:

**Green Mountain Water Environment Association
Stormwater Ad-Hoc Committee
89 Main Street, Suite 4, Montpelier, VT 05602**

I. Introduction

The Green Mountain Water Environment Association (GMWEA) is issuing this Request for Proposals (RFP) for consultant services to develop a technical training program (Program) on the 2017 Vermont Stormwater Management Manual Rule and Design Guidance (Manual)¹. GMWEA seeks to create a technical training program to assist stormwater professionals in navigating the evolving technical and permitting processes required for the successful implementation of permitted stormwater projects.

The selected consultant will be responsible for the creation and presentation of a one day (6-8 hour) training program to take place no later than July, 31st 2019. The training program shall cover all relevant sections of the Manual, provide opportunity for hands-on and group tasks, and include example projects.

II. Scope of Work

Proposals shall include a scope of work that includes the following minimum items:

1 Coordination Meeting

1.1 Meet with GMWEA Stormwater Ad-Hoc Committee (1-2 hours) - Meet with the Stormwater Ad-Hoc Committee (Committee) to refine the presentation's content and project schedule prior to starting work. Agenda items to include the following.

1.1.1 Content in the Manual to be Covered

1.1.2 Use of Existing DEC Training Resources

1.1.3 Structure and Duration of Training Workshop

1.1.4 Possible Example Projects

2 Syllabus Development

2.1 Prepare a Syllabus - Create a 1-2 page syllabus that outlines the topics that will be covered, the order in which they will be covered, the duration, and "hands-on" or group tasks.

2.2 Committee Review (1 Week) - Committee will review the syllabus and comment as needed.

2.3 Respond to Committee Comments - Finalize the syllabus so that it can be handed out to training program attendees. Provide a final version in both MS Word and PDF format.

3 Prepare Technical Powerpoint (or Equivalent) Presentation for Manual Chapters 2 - 6

3.1 Prepare Presentation - Prepare a presentation that follows the syllabus.

3.2 Review with Committee (2-4 hours) - Review draft presentation with the committee and make revisions as necessary. Provide a final version in both an MS Powerpoint (or approved equal) and PDF format.

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https://dec.vermont.gov/sites/dec/files/wsm/stormwater/docs/Permitinformation/2017%20VSMM_Rule_and_Design_Guidance_04172017.pdf

4 Compendium of State Resources

4.1 Prepare a Document Summarizing Resources - Prepare a 1-2 page document that summarizes and provides hyperlinks to State and other resources that are necessary to effectively utilize the Manual. This document will be part of the handout to be provided to trainees.

5 Provide Training

5.1 Conduct Training - Provide the Manual training at a mutually agreed upon location (likely in Chittenden County or the Montpelier area). It is anticipated that this initial training will be given to 20-30 individuals. GMWEA will be responsible for finding and reserving an appropriate location, course registration, coordination of food/drink, collection of any fees, and distribution and collection of a course evaluation sheet. The selected consultant will provide the training, including copies of any materials needed for training.

6 Debriefing

6.1 Conduct Debriefing (1-2 hours) - Hold a phone meeting within two weeks of the training session to review feedback and discuss any revisions that should be made to the program for future trainings.

All electronic files, supporting data, and documents generated by the retained consultant in the performance of this contract shall become the property of GMWEA. The consultant may retain copies of the files and documents as well. Any subsequent trainings using materials developed must be performed in partnership with and at the express approval of GMWEA.

III. Proposal Requirements

Any questions regarding this RFP must be submitted by 3 p.m. on Tuesday, April 9th 2019 via email to Thomas DiPietro, GMWEA President, at tom.dipietro@gmwea.org .

All consultants will be required to prepare a proposal containing technical and cost information as part of their submission. In order to be considered responsive to this RFP, each proposal must conform to the following requirements:

- Submit one (1) digital PDF of the proposal. Digital submissions can be provided via email (if less than 5 mb in size, or via a dropbox link (tom.dipietro@gmwea.org) . No paper proposals are required. Number all pages in the proposal consecutively.
- Clearly indicate the following on the submissions: Project name (GMWEA Stormwater Training Program), Attention: Thomas J. DiPietro Jr., GMWEA President, the name and address of the prime consultant along with the name and telephone number of the appropriate contact person.

Submissions must be received by 3:00 p.m. on April 19th, 2019:

Proposals received after the deadline will not be accepted.

A. Required Technical Information

The Proposal should include the following:

1. Cover Letter. [1 page maximum]
2. Qualifications of the Consultant Firm(s) - Describe experience in areas needed to fulfill the project scope and any related experience that illustrates the firm's ability to carry out this project.
3. Scope of Work - A scope of work for the project detailing the consultant's proposed approach to the work tasks described in the RFP, and any recommended adjustments to the scope or individual tasks.
4. Proposed Schedule – The schedule should include completion of work tasks and deliverables as well as any key meetings.
5. Project Organization - Discuss project management structure and relate the job categories listed in the Cost Proposal to generalized project tasks.
6. Resumes of key staff (not exceeding 2 pages for each person), a brief description of their role in the project, and a brief description of their work on related or similar projects.
7. References (please provide a minimum of two, including the name and telephone number of the contact person).
8. The proposal, encompassing items 1 through 7 above, shall not exceed 20 pages.

B. Required Cost Information (not to exceed two pages)

Cost information must be included with the proposal. The following information shall be submitted:

1. A schedule of staff to be assigned to the project, their hourly rates, and estimated hours per person by task. Staff indicated on the proposal will be expected to work on the project and future invoices will be cross checked to ensure consistency.

IV. Consultant Selection Procedures

A. Review of Written Proposals

All proposals will be evaluated using the criteria listed below by a selection committee made up of GMWEA Stormwater Ad-Hoc Committee members. Proposals will be ranked based on the following criteria:

- Qualifications of the firm and the personnel to be assigned to the project (20 pts)
- Demonstration of overall project understanding, insights into project goals, insights into potential issues, and demonstrated understanding of the project deliverables (20 pts)
- Demonstrated ability to successfully conduct public meetings and training programs (30 pts)
- Clarity of the proposal and creativity/thoughtfulness in addressing the scope of work (25 pts)
- Submission of a complete proposal with all elements required by the RFP (5 pts)

Once the proposal is discussed and ranked, the cost proposal will be reviewed for consistency with, and in light of, the evaluation of the proposal. GMWEA reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote GMWEA's goals.

All proposals become the property of GMWEA upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. GMWEA reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of GMWEA. This solicitation of proposals in no way obligates GMWEA to award a contract.

If any proposer is aggrieved by the proposed award of the contract, they may appeal in writing to GMWEA. The appeal must be postmarked within fourteen (14) calendar days following the date of the written notice to award the contract.

For further information on this RFP, please contact: Thomas DiPietro, GMWEA President, at tom.dipietro@gmwea.org, (802) 658-7961 x6108.