

# Local Limits Development Request for Proposals (RFP)

## BACKGROUND

The purpose of this Request for Proposals (RFP) is to select a consulting firm to complete the evaluation and development of Local Limits in accordance with the U.S. Environmental Protection Agency’s (EPA) 2004 Local Limits Development Guidance document, as required by 40 CFR Section 403.5(c), 40 CFR 122.44(j)(2)(ii) and the City/District’s National Pollutant Discharge Elimination System (NPDES) permit.

The City/District holds NPDES permits for and operates the following Publicly-Owned Treatment Works (POTW):

NAME	LOCATION of POTW	NPDES Number

OPTIONAL: In addition, the City/District has been issued a groundwater protection permit/aquifer protection permit (Permit number) for the POTW.

The latest Pretreatment Annual Report and the NPDES Permit and Statement of Basis for each POTW are provided as supplemental documents to this RFP.

## PROJECT SCHEDULE

The project schedule below illustrates project tasks and timetable:

Issue Requests for Proposals	[DATE]
RFP Proposals due to City/District	[DATE/Time]
Review proposals and possible interviews	[DATE completed]
Selection of firm	[On or about DATE]
Project start	[Date]
Project completion	[Date]

## PROPOSAL LENGTH

In general, proposals should indicate the ability of the consulting firm to fulfill all of the requirements described in the RFP. Proposals should be concise and limited to no more than 10 pages.

## **SCOPE OF WORK**

Local limits shall be developed based on site-specific conditions at the Publicly-Owned Treatment Works (POTW) and shall be consistent with U.S. EPA's 2004 Local Limits Development Guidance document and any applicable State regulation. Local limits shall be developed to protect against Pass Through and Interference, protect sludge disposal options or cause adverse conditions to worker health and safety (see 40 CFR Section 403.2).

### **A. Background and Qualifications**

Proposers shall provide general background information regarding the firm or individual including the following:

1. Name of firm or individual, complete address and telephone number that will primary contact under this contract.
2. Length of time in Clean Water Act related consulting/professional experience and relevant experience directly related to the Industrial Pretreatment Program. Summarize your experience in providing public and/or private agencies with pretreatment related services, especially in the development and implementation of local limits. Summarize professional credentials and licenses. Include any other information that demonstrates the individual's or the firm's capabilities, experience, and qualifications for this project.
3. Provide a description of your experience working with U.S. EPA and authorized states regarding local limit development projects.

### **B. Proposed Project Manager and Key Personnel Qualifications**

Proposers shall provide resumes of the proposed project manager and any key personnel who will participate in the project. Any other information that demonstrates the proposed project manager's and key personnel capabilities, knowledge, experience, and qualifications for this project should also be provided.

### **C. Description of Proposed Services To Be Provided**

Proposers shall provide a description of the services and deliverables to be provided as part of this project. Included within these services shall be a project schedule with estimated timelines for completion of key elements of the project.

Local limits shall be based on the Maximum Allowable Headworks Loading (MAHL) and Maximum Allowable Industrial Loading (MAIL) calculated for each Pollutant of Concern (POC). Developing and implementing local limits includes the following steps and should be discussed in the response to the RFP:

1. Establish a firm project schedule and tasks.
2. Collection of data/information from the City/District and analyze data for further sampling/data needs.
3. Provide a sampling plan and initial Pollutants of Concern list.
4. Receive and analyze the additional sampling data.
5. Developing a final Pollutants of Concern (POC) list.
6. Calculate a MAHL and MAIL for each POC and provide the data in tabular form to the City/District.
7. Provide training to City/District staff and management on the local limits development.
8. Make recommendations regarding POTW specific decisions for setting final local limits.
9. Develop legal authority language to reflect updates to local limits.
10. Develop a submittal package.
11. Provide Management and City Council/Board support.
12. Provide Public Notice support.

The Consultant shall approach the local limits evaluation by utilizing existing data to the greatest extent possible. The development of defensible and technically-based local limits must be based on data that is sufficient to withstand critical review by the EPA and industrial dischargers.

The Consultant shall obtain all relevant available data from the City/District. This task shall include data reduction into a consistent electronic format and auditing against raw lab data. The City/District shall be responsible for collection of all necessary data. Consultant shall coordinate with City/District staff to identify necessary data.

Note: The City/District may request additional support from Consultant to assist in evaluating the potential impact local limits have on the current and future industries. This additional support is not included in this RFP, but consultant shall specify its hourly charges for this potential additional support as part of the response to this RFP. The Consultant may be requested to use this industrial user impact evaluation to provide recommendations to the City/District on the type of local limits to be adopted and options for implementing Best Management Practices, where appropriate.

Throughout the project, The Consultant shall work closely with the City/District and shall provide monthly status reports. The on-site meetings shall be delineated in the response to this RFP and estimated travel costs provided.

#### D. Qualifications/Professional References

Proposers shall provide a list of at least three (3) professional references from municipalities that can provide feedback on the individual or firm's ability to complete technically-based local limits projects on-time and on-budget. Local limits development projects for which references are provided shall not be older

than three (3) years from the date of this RFP. Additional references related to Pretreatment Program legal authority modifications and other pretreatment related support may be provided, in addition to, the references required.

Consultant shall also provide a listing of additional work over the past three (3) years relating to implementation and enforcement of local limits for municipalities.

Consultant shall not have represented an Industrial User within the last five years in a challenge to a Pretreatment Program's local limits or a prohibited discharge Standard. If the consultant has represented any industry and provided enforcement support to industry against a municipality in the last three (3) years, the consultant shall identify the industry and provide an explanation of all such support to allow the City/District to evaluate a real or perceived conflict of interest.

E. Proposed Fees and Costs

Provide a listing of all proposed fees and costs associated with completing this local limits project. Include all anticipated travel related costs, including consultant time charges. The following specific charges shall be specified and included in the total bid for the project turn-key cost:

1. Total cost to complete the local limits project.
2. Number of days and on-site visits during the project.
3. Total estimated travel costs.
4. Per hour rate to support additional activities requested by the City/District.