

Request for Proposals and Labor / Equipment Rates

Port of Stockton Phase I MS4 NPDES Program Support 2022

Introduction:

The Port of Stockton (Port) is seeking a qualified and experienced environmental consultant to provide support for the implementation of its Phase I MS4 Storm Water Management Program. Please refer to **Exhibit 1** for a copy of the Port's MS4 NPDES Permit, **Exhibit 2** for a copy of the draft Storm Water Management Plan, and **Exhibit 3** for a summary of anticipated program support needs.

Scope of Work:

The Port will require the selected environmental consultant to provide services on an as-needed basis as assigned tasks from the Environmental and Regulatory Affairs Manager. The following are the categories and types of services to be provided during the contract term.

NPDES Permit Compliance and General Program Oversight:

- Storm Water Management Plan (SWMP) revisions;
- Interface with regulatory agencies;
- Annual Performance and Effectiveness Evaluation;
- Annual Report Preparation;
- Annual Work Plan Preparation;
- Presentations to Port staff, tenants, and the general public related to storm water;
- Database maintenance, populating, and management;
- Timely complete the Report of Waste Discharge (ROWD) when necessary;
- Provide an administrative assistant (approximately 40 hours/ week) to the Port's Environmental Department for document management; and
- Project management and oversight.

Construction Program Element:

- Review of all Storm Water Pollution Prevention Plans (SWPPPs) and construction activity notification forms for construction activity occurring at the Port;
- Perform MS4 permit-required inspections of construction activities in accordance with State and USEPA guidelines; and
- Provide educational materials and resources to contractors and tenants performing construction at the Port.

Industrial/Commercial Program Element:

- Review of tenant industrial SWPPPs, Industrial General Permit annual reports, and analytical results of their storm water monitoring as compared to applicable benchmarks and water quality objectives;
- Perform MS4 permit-required inspections of tenants and industrial facilities in accordance with State and USEPA guidelines;
- Perform an annual evaluation of the tenants requiring an Industrial General Permit as well as those covered by the Port's MS4 permit, as needed; and
- Provide educational materials and resources to commercial/industrial tenants at the Port.

Municipal Operations Program Element:

- Perform daily “drive-by” inspections (Monday – Friday, with an occasional weekend) of all areas of the Port, including tenant lease areas, roadways, docks, Port maintenance areas, manholes, pump stations, and storm water conveyance structures;
- Assist with the implementation, training, and document maintenance of the Port’s Herbicide, Pesticide, and Fertilizer Management Plan;
- Provide storm water and spill prevention educational training to Port Police, Maintenance, and Operations personnel;
- Perform cleaning and maintenance of the Port’s storm water conveyance system following the Port’s preventative maintenance program, which includes routine cleaning of drain inlets, servicing drain insert devices, cleaning of storm drainage piping and culverts, and the installation of storm drain labels;
- Perform maintenance and repair and analyze performance of the Port’s Best Management Practices (BMPs); includes servicing culvert check dams, protecting drain inlets, and operating and maintaining the Port’s storm water treatment trailer;
- Prepare Sanitary Sewer Management Plan (SSMP) and provide assistance with compliance with and reporting under the Sanitary Sewer Overflow Waste Discharge Requirements;
- Review and document up-keep of the Facility Pollution Prevention Plan for Port owned and operated areas; and
- Field testing of impounded storm water in the fertilizer warehouse area for conductivity and nitrates. If water tests above acceptable limits, water is transferred to a wastewater tank. If water tests at or below acceptable limits, water is released to the storm water drainage system.

Illicit Discharge Detection and Elimination Program Element:

- Perform field screenings of the Port’s storm water inlets, culverts and underground piping;
- Respond to illicit discharges and spills (24/7) to assure they are properly identified, stopped, and cleaned-up; and
- Provide educational training to Port Police, Maintenance, and Operations personnel and tenants.

Storm Water Development Standards Program Element:

- Assist the Port in identifying and tracking construction projects that must meet the Port’s Development Standards Plan (DSP) requirements;
- Perform routine post-construction inspections of installed control measures to assure that the tenant’s maintenance agreement is being implemented; and
- Provide educational training to Port staff and tenants on the DSP requirements.

Outreach Program Element:

- Prepare educational materials;
- Coordinate with other outreach programs; and
- Assist the Port with other outreach events and programs.

Municipal Monitoring Program Element:

- Prepare for and perform storm water sampling at the Port’s direct discharge outfalls and the receiving water locations in qualifying storm events;
- Prepare for and perform any required toxicity testing sampling and interpret results;
- Prepare for and perform storm water sampling and visual observations of the Port’s industrial areas related to storm water and non-storm water flows;
- Prepare for and perform sampling as-needed for spills and illicit discharges;
- Prepare for and perform source identification sampling;
- Compile, tabulate, verify, and evaluate all analytical data; and
- Provide an executive summary to the Environmental and Regulatory Affairs Manager after each monitoring event with recommendations for any necessary follow-up actions.

Submittal Requirement:

Please include the following sections in your submittal. Please comply with the page limitations. It is acceptable to separate sections with a title page.

1. Cover Letter – One page maximum
Include the name and address of the organization providing the submittal; the name, address, telephone and fax numbers, and email address of the contact person who will be authorized to represent the organization.
2. Organization Description – Three pages maximum
Provide information about the company and any partnering companies included in the proposal, as well as, the company’s location(s); identification of partnering companies; services offered; types of disciplines employed; corporation/organization type; safety program and record including the Cal/OSHA Form 300 annual summary reports for 2022-2023 (forms not included in page count); and website address.
3. Project Team Description – One page maximum
Describe the proposed project team organization and lines of communication between the Port staff and the consultant staff.
4. Consultant Qualifications – Eight pages maximum
Provide project experience for the following areas as described under the Scope-of-Work:
 - **NPDES Permit Compliance and General Program Oversight** (one page maximum)
 - **Construction Program Element** (one page maximum)
 - **Industrial/Commercial Program Element** (one page maximum)
 - **Municipal Operations Program Element** (one page maximum)
 - **Illicit Discharge Detection and Elimination Program Element** (one page maximum)
 - **Storm Water Development Standards Plan Program Element** (one page maximum)
 - **Outreach Program Element** (one page maximum)
 - **Municipal Storm Water Monitoring Program** (one page maximum)

5. Project Team Resumes – One page maximum per resume
Provide resumes for personnel to occupy the following positions:
 - Principal/Senior Project Manager (one resume)
 - Project Level Staff (maximum of six resumes)
 - Daily Rounds Inspector (one resume)
 - Storm Water Construction Inspector (one resume)
 - Field Technicians/Samplers (maximum of ten resumes)
 - Administrative Assistant (one resume)

6. Proposed Labor and Equipment Schedule of Rates and Availability – Use the forms provided by the Port in **Exhibit 3**.

7. Assumptions and Exclusions – One page maximum
Please provide a summary of any assumptions or exclusions that your firm has concerning the submittal of the Request for Proposal and the Labor and Equipment Schedule.

Submittal Evaluation:

Qualifying submittals will be evaluated and judged upon on the following point system. Points for each category, up to the maximum amount, will be allocated for each submission based on how the submitter ranks for that category in comparison to the other submitters. Assigned points will be added for all categories and used to evaluate the submissions.

- Company Experience (10 pts.)
- Degree of Experience and Qualifications of Proposed Team Members (20 pts.)
- Physical Response Time to the Port (20 pts.)
- Safety Record (10 pts.)
- Labor and Non-Labor Rates (30 pts.)
- Conformance to the submission requirements in this RFP (10 pts.)

Schedule of Events:

1. Questions will be accepted via email only to Jason Cashman (jcashman@stocktonport.com) until 12:00 PM on Friday, July 22, 2022.
2. Submissions are due by 3:00 PM, Friday, August 5, 2022.