

**SOUTHERN CALIFORNIA COASTAL WATER RESEARCH PROJECT
(SCCWRP)
REQUEST FOR PROPOSAL**

DEVELOPMENT OF A MODEL STORMWATER MONITORING PROGRAM

I. INSTRUCTIONS TO BIDDERS

The Bidder's complete Proposal to provide the services detailed are to be enclosed in a sealed envelope marked "Development Of A Model Stormwater Monitoring Program" and addressed to:

Bryan Nece
Administrative Officer
7171 Fenwick Lane
Westminster, CA 92683-5218

All supplemental materials requested within this Proposal must be attached to the Proposal. Any unauthorized conditions, limitations, or provisions attached to this Proposal may be cause for rejection.

If a Bidder wishes to withdraw its Proposal, the Bidder may do so without prejudice by delivering a written notice of withdrawal to the Administrative Officer at any time before the time fixed for the opening of bids.

Sealed bids will be received at SCCWRP's offices, 7171 Fenwick Lane, Westminster, CA, up to the hour of **11:00 am on December 5, 2002**, at which time; the Administrative Officer will open the bids. Bids received by facsimile or E-mail will not be accepted.

All Bidders should inform SCCWRP in writing of their intention to submit a bid by **November 22, 2002** via email (bryann@sccwrp.org), FAX (714.894.9699) or letter mail. Although this notification is not mandatory, it is necessary to ensure receipt of future updates to the bid notification. SCCWRP will hold a non-mandatory bidders meeting at **10:00 a.m. on November 22, 2002**, at SCCWRP's office in Westminster. This meeting is intended to provide Bidders the opportunity to ask questions and request clarifications about this document. SCCWRP's responses will be sent to the Bidders by E-mail and posted on the SCCWRP web site (www.sccwrp.org).

This solicitation for proposals shall not be construed as obligating SCCWRP to award a contract or pay any compensation for the information solicited.

II. BACKGROUND

Large municipalities in southern California are required, under the Clean Water Act and National Pollutant Elimination System (NPDES) permits from their respective Regional Water Quality Control Boards (RWQCBs), to monitor urban stormwater discharges and their impacts on receiving waters. However, monitoring programs throughout southern California often focus on different monitoring questions, approach the same question in different ways, sample different sets of parameters, and use a range of field and laboratory methods to collect and analyze samples. This inconsistency makes it difficult, if not impossible, to address questions on a broader spatial scale, to compare monitoring results across programs, and to improve efficiency by taking advantage of opportunities for exchanging data and coordinating monitoring responsibilities across regions.

The Southern California Stormwater Monitoring Coalition (SMC) is a partnership among all of the lead municipal stormwater permittees, RWQCBs in southern California, and the Southern California Coastal Water Research Project (SCCWRP). The SMC has developed a clear vision of regional cooperation by collaboratively agreeing to fund research activities that will improve the value of monitoring in making informed and effective decisions on how best to manage stormwater discharges. The SMC has created a research agenda that outlines the primary technical issues they need to address. They fall into three categories including building a regional stormwater monitoring infrastructure, understanding stormwater mechanisms and processes, and identifying stormwater impacts in receiving waters. A description of the SMC, including its partnership vision and research agenda, can be found at ftp://ftp.sccwrp.org/pub/download/PDFs/358_stormwater_workplan.pdf

One of the SMC's initial studies will be a project to develop regionally consistent monitoring. The goal of the study is to produce a "model" monitoring program that will provide a blueprint or foundation for each of the stormwater monitoring programs in southern California to build on for their respective agency's needs. The development of the model monitoring program will focus on developing regionally consistent monitoring questions, efficient monitoring designs to answer those questions, create standardized sampling and analysis protocols, and coordinate necessary quality assurance activities to ensure comparability among programs. SCCWRP has been designated as the facilitator to spearhead this project.

This Request for Proposals is in response to the SMC's request to conduct this study to develop regionally consistent stormwater monitoring. This project is partially funded by the State Water Resources Control Board in support of Senate Bill 72, which mandates that the SWRCB develop standardized sampling, analysis, and reporting requirements for stormwater monitoring. SCCWRP, on behalf of the SMC, will be coordinating the RFP process and serving as contract manager for this project.

III. SCOPE OF WORK

The Scope of Work (SOW) to develop a regionally consistent monitoring program is comprised of six tasks. They include: 1) developing a monitoring approach; 2) define the

monitoring questions of interest; 3) review existing monitoring programs, 4) develop the model monitoring design; 5) identify and standardize priority methods; and 6) information management.

Task 1. Obtain agreement on approach and goal(s)

Description

The contractor will facilitate a workgroup consisting of representatives of stormwater programs, regulatory agencies and at least one environmental organization. The contractor will be responsible for organizing and facilitating meetings of the workgroup to identify and agree on the approach for conducting the project.

Product

The product of this task will be a consensus among the workgroup about the decision-making and problem-solving approach to be used. This agreement should be captured in the meeting minutes.

Task 2. Define monitoring questions

Description

The contractor will use accepted approaches to define the detailed management and scientific/technical questions that will guide subsequent design steps. Each question should have four properties including information need (why do we need to know this?), decision criteria (how will we determine the answer?), expected products (example graphic or table that defines the answer), and management decision (what are you going to do different now that you know the answer?). Since the regionally consistent monitoring will be question driven, these questions should be framed to reflect different levels of technical detail, such as core monitoring, regional monitoring, and special studies categories. This task should build directly on previous work to define monitoring questions, such as analogous recent efforts managed by SCCWRP to develop a model POTW monitoring program, and on past efforts by the Santa Monica Bay Restoration Project to define regional monitoring objectives.

Product

The product of this task will be a short document fully detailing the management questions of interest from the workgroup and each of their respective properties.

Task 3. Review Existing Monitoring Programs

Description

The contractor shall create an inventory of existing monitoring efforts by the SMC member agencies. This inventory shall include the most up to date monitoring program as of the current year monitoring design as written in their NPDES permit. This inventory shall be used by the contractor to make an assessment as to how well each of the current designs are at answering the monitoring questions as defined in Task 2.

Product

The product of this task shall be a database of current monitoring activity including georeferenced sampling locations, sampling frequency, sampling methodology, and analytical methodology. This database shall be used to prepare a report that defines the effectiveness and efficiency of each of the existing designs at answering the monitoring questions of interest.

Task 4. Develop monitoring designs

Description

The contractor will develop a model sample design to effectively and efficiently answer each of the monitoring questions developed in Task 2. The contractor may use the review of existing monitoring programs and /or analysis of existing data to develop rationale for the recommended designs. Each recommended monitoring design should focus on the essential sampling design elements such as numbers and locations of sample sites, frequency of sampling, length of time monitoring should continue to achieve desired results, indicators to measure, and preferred field collection and laboratory analytical methods. The model monitoring design shall define how each of these designs will be used for answering the monitoring questions of interest including the decision criteria and expected products defined in Task 2. The contractor should use the inventory of existing monitoring methods to illustrate where cost-effective improvements in design can/will occur. In addition, illustrative examples based either on historical or simulated data sets will provide the SMC with the rationale for making larger alterations to existing programs. Ideally, the contractor will develop sampling design tools, such as power analysis, that can be used by each of the SMC member agencies to develop their site-specific monitoring programs.

Product

The product for this task will be a document that describes the model monitoring program including necessary design elements such as the recommended spatial and temporal scales for sampling, sampling and analysis protocols, and data analysis techniques.

Task 5. Identify and standardize priority methods

Description

The contractor will use the results of Task 4 to identify sampling and laboratory analysis methods that are high priorities for regional standardization. The contractor will facilitate coordination of the laboratory intercalibration exercise being conducted by the SMC. A general workplan for this intercalibration study can be found at http://www.sccwrp.org/whatsnew/stormwater_lab_intercal.html.

Product

The product of this study will be a methods manual for core stormwater monitoring parameters that includes both field and laboratory methods. It will include quality control procedures as well as performance-based objectives for issues such as detection limits and levels of precision.

Task 6. Information management

Description

The contractor will work with SCCWRP staff to identify and develop a set of standardized file transfer protocols for core stormwater monitoring parameters. This development does not focus on specific software formats, rather its focus is on defining the minimum amounts of information that will be used when transferring data from one agency to another. An example of file transfer protocols can be found for the Bight 98 regional marine monitoring program at <http://www.sccwrp.org/regional/98bight/infomgt/infoman2.htm>. This task will help lay the groundwork for future development of a regional stormwater information management system.

Product

The product of this task will be a brief information management plan that defines the standardized file transfer protocols for stormwater monitoring parameters.

VI. SCHEDULE

The contractor shall use the following timeline for completion of each task:

Task 1.	Obtain agreement on approach and goal(s)	March 2003
Task 2.	Define monitoring questions	April 2003
Task 3.	Review Existing Monitoring Programs	June 2003
Task 4.	Develop monitoring designs	October 2003
Task 5.	Identify and standardize priority methods	October 2003
Task 6.	Information management	October 2003

V. GENERAL REQUIREMENTS

Preparation of Proposals

Each Bidder shall prepare a written proposal of no more than 7 pages, single-spaced, 12 point font, excluding resumes. Any additional materials will not be considered. Proposals not meeting these criteria may be disqualified.

Proposals should be composed of four sections. The first section should consist of qualifications of the organization and key personnel who will be involved in this project. The second section should consist of the technical approach that will be used for accomplishing the proposed tasks as stated in this RFP. Additional technical approaches or design elements may be added as optional components to this study. The third section should consist of the cost schedule as given below. The fourth section should consist of resumes for the key personnel that will be involved in this project.

Cost Schedule

This contract will be a lump sum contract. Each bidder shall fill-in the cost to complete each task and the total cost for all tasks combined.

	Cost (\$)
Task 1. Obtain agreement on approach and goal(s)	_____
Task 2. Define monitoring questions	_____
Task 3. Review Existing Monitoring Programs	_____
Task 4. Develop monitoring designs	_____
Task 5. Identify and standardize priority methods	_____
Task 6. Information management	_____
Total Cost Tasks 1-6	_____

VI. BID EVALUATION PROCESS AND CRITERIA

The winning bidder will be selected by a sub-committee of the SMC. Each bidder will be awarded points on each of the following two criteria:

Qualifications and Experience (75 points):

The winning bidder should have direct experience with: 1) facilitating the development of research and monitoring programs (particularly regional ones), 2) the technical and management issues involved in stormwater monitoring and management in southern California, 3) the application of conceptual and statistical study design methods, and 4) managing the efforts of workgroups comprised of diverse and varied stakeholder interests. The bidder with the most qualifications and experience will be awarded the full amount of 75 points.

Cost (25 points):

The bidder with the lowest cost will be awarded the full amount of 25 points. Bidders will be scored proportionately relative to the lowest cost proposal.

VII. SPECIAL REQUIREMENTS AND INSTRUCTIONS

The contractor will be required to comply with the following special requirements and instructions during the performance of services rendered under this project.

General

The Contractor is required to comply with all general terms and conditions, certifications, assurances, provisions, laws, and regulations of the State Water Resources Control Board.

Insurance

The Contractor shall, at their sole expense, maintain in effect the following insurance coverage and include SCCWRP as an additional insured on their policy:

Workers' Compensation insurance shall be held and maintained by the Bidders as required by applicable laws of the State of California with a minimum amount and limit of One Million Dollars (\$1,000,000) for each accident.

General Liability insurance shall be held and maintained by the Bidders covering all operations by or on behalf of the Bidders providing insurance for bodily injury liability and property damage liability. The combined single limits of liability for bodily injury or property damage shall be One Million Dollars (\$1,000,000) for each occurrence, and One Million Dollars (\$1,000,000) aggregate.

Automobile Liability (Bodily Injury and Property Damage Liability) insurance shall be held by the Bidders, including coverage for all owned, hired, and non-owned automobiles. The combined single limit of liability shall be Two Hundred Fifty Thousand Dollars (\$250,000) for any one accident or loss.

Determination of Satisfactory Progress

Satisfactory progress will be determined through quarterly reports. These reports may be in written form, or at the request of SCCWRP, in the form of a presentation.

Billing and Retention

The Contractor shall provide invoices for work completed on a quarterly basis. SCCWRP shall have the right to retain from the Contractor's earnings the last ten percent (10%) of the contract amount pending satisfactory completion of the agreement.

Ownership

All interim, draft, and final documents, studies, graphics, maps, photographs, computer models, data sets, and reports prepared by the Contractor will be developed using public funds and are intended for public use. Public documents/products lose their status as privileged and proprietary and may not be used for proprietary development or profit.