

May 24, 2010

REQUEST FOR STATEMENT OF QUALIFICATIONS

For Specialized NPDES Permit Compliance and On-call Water Quality and Pollutant Control Consulting Services

Dear Consultant:

The Alameda Countywide Clean Water Program (Program) is preparing to contract for specialized consulting services to assist the Program with the implementation of the Phase I municipal storm water discharge permit, called the "Municipal Regional Stormwater Permit" (MRP). The MRP was issued in October 2009 under the National Pollutant Discharge Elimination System (NPDES) by the California Regional Water Quality Control Board of the San Francisco Bay Region (Water Board) to the Program's member agencies and 49 other Bay Area agencies. A copy of the MRP is available on the Program's website (http://www.cleanwaterprogram.org/publications_libraryResources.htm).

The Program seeks assistance with two Categories of Services described in Parts I and II below (NPDES Permit Compliance and On-call Water Quality and Pollutant Control). The term of the contract or contracts in each Category of Services will be five years. The maximum contract amount for each consultant will vary according to the particular services provided, but probably would be in the range of \$50,000 - \$500,000 for each year of the contract period.

Interested firms should submit SOQs for either or both Categories of Service according to the instructions in Part III of this RFQ

I. Specialized NPDES Permit Compliance and Program Support Services

The successful consultant(s) will assist the Program in complying with the provisions of the NPDES permit. Assistance will include providing legal/regulatory guidance, staff training, evaluations of effectiveness, development of stormwater best management practices, industrial inspection database management, reporting, and providing administrative support to Program subcommittees.

II. On-call Water Quality and Pollutant Control and Permit Implementation Services

The Program expects to require consultants to provide specialized on-call services in six Areas of Expertise (AOEs) as described below. Consultants may be asked to work as part of a team with other agencies and consultants for activities coordinated through a regional collaborative program or project. It is not necessary that consultants submitting Statements of Qualifications be able to provide services in all AOEs, or in all aspects of a single AOE. More than one consultant may be invited to submit proposals for each AOE.

- 1) Creek Status Monitoring and General Water Quality Sampling
 - a) Biological community sampling: benthic macroinvertebrates and algae
 - b) General water and sediment chemistry and toxicity testing
 - c) Physical and geomorphological conditions, including land use/land cover.
- 2) Pollutants of Concern Loads Monitoring
 - a) Fixed-station Stormwater sampling Suspended sediment sampling
 - b) Estimation of loadings for pollutants of concern
 - c) Interpretation of chemical, toxicity and water quality

- d) Trace elements (e.g. copper, nickel)
 - e) Persistent bioaccumulative pollutants (e.g. mercury, PCBs, dioxins, PBDEs)
 - f) Pesticides
 - g) Water quality screening parameters (e.g. pH, temperature)
 - h) Health risk screening indicators (e.g. bacterial, pathogens)
- 3) Strategies for Storm Water Management and Pollutant Reduction
 - a) Treatment and Structural Best Management Practices
 - b) Source Control and Operational Best Management Practices
 - c) Local site mitigation, including regulatory aspects
 - d) Trash assessment and control measures
 - 4) Special Studies and Permit Implementation Projects
 - a) Pollutant-specific studies in water, sediment and the urban environment
 - b) Modeling of watersheds or pollutant fate and transport processes
 - c) Sampling design, Standard Operating Procedures and Quality Assurance Plans for monitoring and pollutant studies
 - d) Training sessions, guidance materials or other assistance with implementation of permit requirements
 - e) Peer review of collaborative reports
 - 5) Data integration and presentation
 - a) GIS and mapping
 - b) Database input, maintenance and design consultation
 - c) Program website content and updates

III. Required content and format of Statement of Qualifications

DO NOT SUBMIT A PROPOSAL AT THIS TIME. THIS IS A REQUEST FOR QUALIFICATIONS ONLY.

The Statement of Qualifications should include:

- 1) A cover letter listing the Category or Categories of Services for which qualifications are being submitted and, if submitting for the On-Call Water Quality and Pollutant Control Category, at least one and up to four 4 of the 6 Areas of Expertise listed above. Within each Area of Expertise, a consultant may submit qualifications for any number of the subcategories.
- 2) A description of your firm's experience and capabilities:
 - Permit Compliance: Experience with municipal storm water NPDES permits, and understanding of San Francisco Bay Area stormwater regulatory issues (maximum of 7 pages) On-Call Water Quality and Pollutant Control: Relevant projects and experience in each of the Areas of Expertise identified in the cover letter. (Maximum 4 pages for each Area of Expertise).
- 3) Resumes of key personnel who would be assigned to the contract work, with descriptions of previous projects which significantly relate to their qualifications for the Category or Categories of Services. (Maximum 3 pages per person).
- 4) A list of three former (within the past three years) or present clients for whom these individuals have performed consulting services related to each of the Categories of Services.

- 5) The office location where staff would be available (it is important that you include any office located in Alameda County).
- 6) Any certifications pursuant to Alameda County's Small, Local, and Emerging Businesses policy.
- 7) For On-Call Water Quality and Pollutant Control Category only, the following supplemental information:
 - The firm's ability to meet data quality and reporting standards applicable to the relevant areas of expertise, as detailed in Quality Assurance Project Plans established for the Regional Monitoring Program for Water Quality in the San Francisco Estuary and/or the Surface Water Ambient Monitoring Program. (Maximum 1 page)
 - Relevant experience working collaboratively with other disciplines providing "on-call" services to programs involving multiple stakeholders, preferably in a water quality or regulatory context. (Maximum 2 pages)

The Alameda County Public Works Agency, as administrative agent for the Program, also strongly encourages small local and emerging business (SLEB) participation and if your firm and/or subcontractors have an office in Alameda County, include the addresses and the length of time they have been established.

For additional information on SLEB requirements, please contact:

Lupe Serrano
Alameda County Public Works Agency
399 Elmhurst
Hayward, CA 94544
Phone: 510-670-5993
E-mail: lupe@acpwa.org

Please keep your SOQ reasonably brief and focused on the subject areas. Length guidelines given above are a maximum. Pages should be 8.5" x 11" printed on both sides with a font not less than 11.

IV. Selection Process

A selection committee will evaluate each submission and determine which individuals, firms, corporations, organizations, or teams of any of the aforesaid will be invited to submit formal proposals. A consultant may be invited to propose for more than one Category of Services or Area of Expertise, but not necessarily all Categories or AOE's for which qualifications were submitted. Evaluation criteria for invitations to submit proposals will include:

- Responsiveness to the RFQ
- Experience and qualifications of the firm and of individual personnel
- Information provided by references

The planned timetable for consultant selection is as follows:

May 24, 2010	RFQ released
June 14, 2010	Statement of Qualifications due by 11:00 a.m. PDT
June 21, 2010	RFP released to the selected candidates
June 28, 2010	Pre-proposal Meeting with consultants

ACCWP - Consultants

July 15, 2010	Proposals due by 11:00 a.m. PDT
July 21, 2010	Consultant interviews and selection
July 27, 2010	Management Committee approval
July 28, 2010	Contract negotiation
August 31, 2010	Contract execution
October 1, 2010	Notice to Proceed (subject to Action Plan)

In summary, this is not a Request for Proposals; it is a Request for Qualifications. Please submit eight (8) printed and bound copies of your Statement of Qualifications to:

Alameda County Public Works Agency
Room 113, Reception Desk
399 Elmhurst Street
Hayward CA 94544
ATTN: James Scanlin.

Submissions must be received at the Alameda County Public Works Agency, offices by 11:00 a.m. PDT on Monday June 14. Fax or email submittals will not be accepted. If you have any questions, please call or email James Scanlin at (510) 670-6548 or jims@acpwa.org.

Very truly yours,



James Scanlin
Program Manager
Alameda Countywide Clean Water Program