



July 20, 2017

Metropolitan North Georgia Water Planning District REQUEST FOR PROPOSALS Septic System Impact to Surface Water Quality Study

The Metropolitan North Georgia Water Planning District (the District) is soliciting proposals from qualified consultants to assess the impacts of septic systems on water quality as it pertains to bacterial loading to surface waters in the metropolitan Atlanta region.

The District is soliciting proposals from qualified firms, teams of firms, or academic institutions to determine the project approach, schedule and cost. The District reserves the right to negotiate scope and fee prior to contract award. The District estimates that funding available for this work will be approximately \$220,000.

Please provide a description of the project approach, key personnel, relevant experience, and any additional information that your firm or institution, either individually or in cooperation with others, would take to accomplish the goals outlined in the Project Description provided in Exhibit A. The submittal shall provide a schedule, and include time in the schedule for review of reports and deliverables by District staff and key stakeholders.

The submittal should provide project cost estimates in the format provided in Exhibit B and B1. The consultant shall determine the level of effort for each task of the Scope of Work which must be clearly provided in the proposal. This level of effort is to be presented in a format which includes the cost for each task.

The District will convene an evaluation committee composed of members of the District staff. The evaluation committee will review all proposals and make a consultant selection recommendation to the Chairman of the District Board.

Based on the responses to this request, the District may identify a short list of consultants from the proposals received. Should it be determined that interviews are required, the shortlisted consultants may be invited to participate in an interview process with the evaluation committee. The District reserves the right to award this contract based on submittals received without interviews.

The District intends to award a contract for the project in the fall of 2017, and the work is estimated to be completed in early 2019. This schedule is not fixed, however, and may change based on District needs or consultant suggestion (as agreed to and approved by the District). The consultant shall provide a schedule of major milestones and interim deliverables demonstrating all work to be completed in calendar years 2017 through 2019. The successful consultant or team of consultants should be prepared to begin work immediately. The District reserves the right to award all or part of the available funds for this project.

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The contract will be awarded to the consultant determined to be the most qualified to perform the work based on the following evaluation criteria:

1. Experience and qualifications related to the project description of the firm (or team of firms) and individuals in the firm directly assigned to the project. (30%)
2. Proposed approach to address the goals stated in the Scope of Work. (50%)
3. Consultant's cost estimates versus work provided. The cost estimate shall follow the format outlined in Exhibit B. (20%)

Disadvantaged Business Enterprises (DBE) shall have equal opportunity to participate in the performance of the District's contracts. Such DBEs are encouraged to compete, as prime consultant, consultant team members or sub-consultants and should be so identified in responses to this RFP.

Proposals should be limited to a total of no more than 20 pages (not including cover, table of contents, divider sheets, resumes, and cost proposal) and should include the following information:

1. Name of the lead firm, and other firms or sub-consultants;
2. Point of contact (name, title, email address and phone #) at lead firm;
3. Project Manager (name, title and phone number) at lead firm;
4. Qualifications and technical competence of consultant and sub-consultants;
5. Description of consultant's similar experience on projects related to the Project Description;
6. Provide three references with current contact information (name, title, email address, and phone #);
7. Identification of specific personnel committed to work on the project, the office locations of this personnel, and a description of their education and experience directly related to the Scope of Work. Provide one to two page resumes of key staff as an appendix to the proposal (not included in the page limit);
8. A proposed work plan including:
 - a. approach to accomplishing the work described in Exhibit A;
 - b. schedule, interim deliverables and milestones;
 - c. reasons for proposed task additions, modifications, or expansions;
 - d. list of anticipated data needs from the District.
9. A proposed project cost proposal in the format of Exhibit B and B1 to this RFP (not included in the page limit);
10. Any other pertinent information including potential additional services beyond the scope of work.

The District has developed a regional map depicting septic systems within 13 of the 15 counties. Prospective respondents may request access to this information by contacting Danny Johnson at djohnson@atlantaregional.org.

The 2017 Water Resource Management Plan is available online at:
<http://northgeorgiawater.org/plans-manuals/>

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Questions shall be received no later than **August 14, 2017** and should be submitted in writing to Danny Johnson (djohnson@atlantaregional.org). Pertinent information, including questions and responses, from written questions will be posted on the District website (www.northgeorgiawater.org) by August 17, 2017. No other direct contact related to this Request for Proposals between prospective consultants and the District staff or Board members is permitted.

The District must receive six (6) printed copies of the proposal, as well as an electronic copy in Microsoft Word or PDF format (on CD or thumb drive), **no later than 5:00 p.m. on Thursday, August 24, 2017**. No responses received after this date and time will be considered.

Font size should be a minimum of 11 point.

The delivery package shall be labeled:

Septic System Impact to Surface Water Quality Study RFP

Proposals shall be delivered to the following address:

Metropolitan North Georgia Water Planning District
ATTN: Danny Johnson
229 Peachtree Street, NE
International Tower Suite 100
Atlanta, GA 30303

EXHIBIT A SCOPE OF WORK

Introduction

The Metropolitan North Georgia Water Planning District (the District) was created by the Georgia General Assembly in 2001 as the designated agency for water resource planning in the fifteen county metropolitan Atlanta area. The District represents 15 counties (Bartow, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Hall, Henry, Paulding and Rockdale), 95 cities and includes over 50 water and wastewater providers. In its 15 years of existence, the District has produced three rounds of water resource planning documents with the first release of the Water Supply and Water Conservation Management Plan, the Wastewater Management Plan, and the Watershed Management Plan in 2003 and the most recent update in 2017.

As these water resource management plans were developed, the District Governing Board and its Technical Coordinating Committee and Basin Advisory Councils have discussed management policies surrounding on-site sewage management systems or septic systems. The Water Resource Management Plan addresses many aspects of septic management including land use planning, coordination among multiple jurisdictional departments and the local boards of health, management of septic systems in critical areas, as well as proper planning for septage disposal. Moving forward, the District Governing Board has considered implementing additional required actions to improve surface water quality across the region. In order to assess what, if any, measures would provide benefits to water quality, the District Governing Board has directed the District to execute a septic system impact study to water quality. The study should assess the contribution of septic systems to surface water quality considering fecal coliform as the indicator organism and using modern technology and sampling methods to develop a statistical assessment of multiple watersheds across the region and identify what characteristics in those watersheds, if any, indicate a connection between septic systems and water quality.

Task 1. Identify Priority Watersheds for Study

Working with District staff, the consultant shall identify multiple watersheds to execute the monitoring plan. When choosing watersheds, the consultant should consider existing monitoring data, Georgia Environmental Protection Division's 303(d) Listing of Impaired Waters, septic concentration maps available from the District, available sewer system maps, and available information from the local Boards of Health. The study should also include control watersheds in which septic systems use is minimal or non-existent. Once the priority watersheds are identified, District staff will coordinate with the local jurisdiction(s) to discuss local issues of known water quality concerns and confirm mutual interest in the project.

Deliverable – Monitoring plan documenting number and types of samples, and basis for selection of watershed monitoring locations.

Task 2. Implement Water Quality Monitoring and Lab Testing

The consultant shall implement the scope of monitoring and lab testing as detailed in the monitoring plan developed in Task 1 and report progress on a monthly basis to the District.

Deliverable – The consultant shall provide all monitoring and lab test results in digital form to the District on a monthly basis and provide a complete compilation of results with the draft report.

Task 3. Perform Statistical Assessment and Develop Draft Report

The consultant shall perform a statistical assessment of the water quality data results to determine if there is a correlation to the existence of septic systems and if so, to what extent. The assessment shall include an interpretation of results as well as a discussion on the limits of the study and the applicability of the results to other areas of the region that were not included in the study. The draft report should summarize the project approach, include the statistical assessment and interpretation of results, and include any recommendations for future work.

Deliverable – The consultant shall provide the District with a digital copy of the draft report.

Task 4 – Final Report Preparation and Delivery

Once comments on the draft report have been addressed, the consultant shall prepare and submit to the District a final report in digital form. The consultant shall also prepare and present one presentation to the District Governing Board summarizing the study results.

Deliverables – The consultant shall provide one digital copy of the final report and prepare and present one PowerPoint presentation to the District Governing Board.

Schedule

The following schedule is currently anticipated for this project:

Anticipated Notice to Proceed	September 15, 2017
Completion of Task 1	October 20, 2017
Completion of Tasks 2	November 30, 2018
Completion of Task 3	January 15, 2019
Completion of Task 4	February 27, 2019

EXHIBIT B
PROPOSED PROJECT BUDGET

<u>1. Direct Labor</u>	<u>Estimated Hours</u>	<u>Rate/Hour</u>	<u>Total Est. Cost</u>
(List by billing category)	(List for each)	(List for each)	(List for each)
Total Direct Labor			\$ _____
<u>2. Overhead Cost</u>			
(Overhead percentage rate) X (Total Direct Labor)			
Total Overhead			\$ _____
<u>3. Other Direct Costs</u>			
(List other items (Printing, etc.) and cost for each.			
Total Other Direct Costs			\$ _____
<u>4. Subcontracts</u>			
(For each, list identity, purpose and rate)			
Total Subcontracts			\$ _____
<u>5. Travel</u>			
a. Travel by common carrier from/to the ARC offices. (List number of trips and Economy class airfare, plus taxi and shuttle fares, etc.)			
b. Travel by private automobile within ARC area. (List # of days x rate)			
Total Travel			\$ _____
<u>6. Profit (Percentage rate X basis)</u>			
Total Profit			\$ _____
Total Estimated Cost and Profit			\$ _____

EXHIBIT B-1
BUDGET BY TASK

Cost for each task should be a lump-sum for that task.

Task 1: Identify Priority Watersheds for Study \$ _____

Task 2: Implement Water Quality Monitoring and Lab Testing \$ _____

Task 3: Perform Statistical Assessment and Develop Draft Report \$ _____

Task 4: Final Report Preparation and Delivery \$ _____

TOTAL \$ _____