August 31, 2026

Metropolitan North Georgia Water Planning District
REQUEST FOR PROPOSALS
Consultant Support for the Post-Construction Stormwater Technology Assessment Protocol

The Metropolitan North Georgia Water Planning District (District) is soliciting qualifications to provide consulting support for the Post-Construction Stormwater Technology Assessment Protocol (PCSTAP).

The District intends to enter into an agreement with the selected firm for 12 months with an option to extend two additional 12-month terms provided that each party has fully complied with its obligations under the agreement and has maintained a performance standard acceptable to the other party during the prior term and the agreement has not been terminated. Extensions shall be offered in the District's sole discretion.

The District is requesting proposals from consulting firms that will review proprietary stormwater technologies against vendor performance claims using the PCSTAP. Work will be performed on a lump sum, per review basis. The District reserves the right to negotiate scope and fee prior to contract award. The District reserves the right to award all or part of the available funds for this project. No specific number of proprietary device reviews are guaranteed, as it is based on vendor requests.

The PCSTAP can be found here: https://northgeorgiawater.org/utilities-board-committees/technical-assistance-program/proprietary-technology-assessment-protocol-ptap/ The vendor is required to submit a Technology Engineering Report (TER) and Performance Testing Report (PTR) for their proprietary stormwater technology. The current form is provided in Exhibit C. A typical submittal exceeds 100 pages and includes a combination of text and diagrams.

RFP RESPONSE

Consulting firms submitting proposals should provide their qualifications and approach to accomplish the tasks outlined in the Scope of Work provided in Exhibit A. This should include a timeframe for each review as discussed in the Scope of Work.

The proposal should also provide project cost estimates in the format provided in Exhibit B. The consulting firm shall determine the level of effort for the PCSTAP Review which must be clearly provided in the proposal and should include the total staff hours.

The District will convene an evaluation committee to review all proposals. The District reserves the right to award this contract based on initial written proposals received without formal interviews. However, the District reserves the right to interview firms that propose. The evaluation committee will make a consulting firm selection recommendation to the Chair of the District Board for final approval.

The District anticipates that a contract will be awarded in October 2026.

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

1. Qualifications and experience related to the Scope of Work of the consulting firm, and especially the individuals directly assigned to the project (50%)
2. Proposed approach to address the attached Scope of Work (35%)
3. Cost estimate versus work provided. The cost estimate shall follow the format outlined in Exhibit B. (15%)

Disadvantaged Business Enterprises (DBE) shall have equal opportunity to participate in the performance of the District's contracts. Such DBEs are encouraged to compete and should be identified in responses to this RFP.

Brooks Act procedures will not apply to this solicitation, because the professional services identified in Exhibit A are not required to be performed or approved by a person licensed, registered, or certified to provide architectural or engineering services.

Proposals should be limited to a total of no more than 10 pages (not including cover, resumes, and cost proposal) with a font size that is a minimum of 11 point. Proposals should include the following information:

1. Name of the consulting firm;
2. Point of contact (name, title, email address, and phone number);
3. Project Manager (name, title, and phone number);
4. Documentation of DBE/Small Business status of the proposer, or documentation of DBE/Small Business participation (if applicable);
5. Qualifications and technical competence;
6. Description of similar experience on projects related to the Scope of Work;
7. Provide three references (at least one from metropolitan Atlanta) with current contact information (name, title, email address, and phone number);
8. Identification of specific personnel committed to work on the project, the office location(s) 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 up to four key staff as an appendix to the proposal;
9. A proposed work plan including:

a. approach to accomplishing the work described in Exhibit A;
b. schedule for each review (full review and response must be complete in 60 days).

10. A proposed project cost proposal in the format of Exhibit B to this RFP (not included in the page limit);
11. Any other pertinent information.

PROPOSAL SUBMISSION

All proposals must be submitted electronically in PDF format via email to Maya Goldman (MGoldman@atlantaregional.org) **no later than October 2, 2026, at 5:00 P.M. EST**. The District will respond via email to confirm that the proposal was received. Proposals delivered by hand will not be accepted. No responses received after this date and time will be considered.

QUESTION & ANSWER PROCESS REGARDING SOLICITATION

All questions concerning this RFP must be submitted in writing via email to Maya Goldman (MGoldman@atlantaregional.org) by **September 14, 2026 at 5:00 P.M. EST**. Questions submitted after this deadline or through any other means will not be considered.

Official responses to all timely submitted questions will be posted on the District's website under Request for Proposals and Qualifications (https://northgeorgiawater.org/about/request-for-proposals-and-qualifications/) as a written addendum by **September 18, 2026, at 12:00 P.M. EST.**

It is the responsibility of each respondent to regularly check the procurement website for addenda, clarifications, and updates. Failure to review addenda shall not relieve a respondent from compliance with any requirements of the RFP.

RESTRICTION OF COMMUNICATION

From the date of the advertisement of the solicitation through contract award and selection is announced, respondents are not allowed to communicate about this solicitation or scope with any staff of ARC or the District, Board members, or PCSTAP Review Committee members except for submission of questions as instructed in the RFP or as provided by any existing work agreement(s). In the case of violation of this provision, ARC reserves to right to reject the submittal of the offending respondent.

CONFIDENTIALITY AND CONFLICT OF INTEREST

The District is subject to the Georgia Open Records Act. All proposals submitted will become public records to be provided upon request. Any information containing trade secrets or proprietary information, as defined by state law, must be marked as confidential to prevent disclosure. Confidential markings must be limited to the protected information. Entire proposals marked confidential will not be honored. Respondents must disclose any potential conflicts of interest that may arise from the provision of services described herein. Such disclosure should include the name of individual(s) with whom there is a conflict, any relevant facts to the potential conflict, and a

description of the internal controls proposed to mitigate any such conflict. The District Director will determine whether such disclosure presents a potential organizational conflict of interest that should preclude award to the respondent. Appeals may be made to the District's Executive Committee.

EXHIBIT A

SCOPE OF WORK

Consultant Support for the Post-Construction Stormwater Technology Assessment Protocol

OVERVIEW

To manage post-construction stormwater, engineers and designers can use stormwater best management practices found in the Georgia Stormwater Management Manual (GSMM) or they may choose an "out of the box" solution from a vendor that uses proprietary technology. To ensure a level of quality and consistency across the District, the Post-Construction Stormwater Technology Assessment Protocol (PCSTAP) was developed. The PCSTAP characterizes a proprietary technology's effectiveness in removing Total Suspended Solids (TSS) from stormwater runoff and compares test results with vendor performance claims. It is specific to the soil conditions within the District.

The purpose of this scope of work is to engage a qualified consulting firm to review proprietary stormwater technologies against vendor performance claims using the PCSTAP. The consultant will be responsible for making a recommendation on each device as to whether the District should concur with the vendor's performance claims. While managed by the District, the review of vendor data and subsequent concurrence and public dissemination using the PCSTAP guideline is not an approval process or an endorsement of any product by the District. Ultimately, local jurisdictions and other entities may use this information as part of their process to evaluate the suitability of these technologies or products for their jurisdiction. Use of the list of PCSTAP concurrences is not required of local jurisdictions.

Task 1: Perform PCSTAP Reviews

The consultant will execute individual PCSTAP reviews assigned by the District. The following subtasks are required to successfully complete a PCSTAP Review.

Subtask 1: Read and evaluate the vendor submission.

Subtask 2: Complete the PCSTAP review form within ten business days and submit draft form with recommended next steps to the District Program Administrator.

Subtask 3: If needed and in coordination with the District Program Administrator, contact the vendor representative up to three times to receive clarification or resolve any questions raised in the application.

Subtask 4: Submit completed form recommending concurrence or denial to the District Program Administrator for final review and acceptance. Revise as required by the District Program Administrator. It should be noted that if the form is filled out correctly by the consultant, revisions should not be necessary.

Subtask 5: For proprietary stormwater technologies that receive concurrence, complete a 1-2 page technical memorandum summarizing the design or implementation considerations to achieve the manufacturer's claimed performance results within the District geography.

Task 2: Perform On-call services

If the need arises, the consultant shall conduct additional tasks related to the GSMM and PCSTAP. This will not be used for lump sum reviews outlined in Task 1. Please provide the hourly rates for key personnel for the execution of assignments under Task 2 on an as-needed basis.

SCHEDULE

Year	**2026**		**2027**									
Month	**11**	**12**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**
Task 1	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**
Task 2	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**	**X**

X = Consultant staff available for PCSTAP review and tasks as requested by the District Project Manager

EXHIBIT B

Format for Consultant Cost Proposal - Tasks 1 and 2

The following format shall be used to develop the project cost proposal for Tasks 1. The labor rates, overhead, and profit identified in Exhibit B will be used for the cost basis when developing task order proposals for Task 2. The District has included a budget for Task 2 which will be reserved for the execution of task orders on an as-needed basis.

Cost Proposal for Task 1

1.	Direct Labor	Estimated Hours	Rate/Hour	Total Estimated Cost
	(List by billing category.)	(List for each)	(List for each)	(List for each)
			TOTAL DIRECT LABOR:	$_____
2.	Overhead Cost			
	(overhead percentage rate) x (total direct labor)			
			TOTAL OVERHEAD:	$_____
3.	Profit			
	(percentage rate) x (total contract price excluding profit)			
			TOTAL PROFIT:	$_____
			TOTAL TASK 1:	$_____

BUDGET BY TASK

Task Item	**Budget ($)**
Task 1 – Perform PCSTAP Review [Lump sum price for one review. The amount should match the Total Task 1 entered above]	$_____
Task 2 – Perform On-call Services [Task Order(s) - Total Not to Exceed]	$ **10,000**
TOTAL PROJECT COST:	$_____

EXHIBIT C

PCSTAP Checklist

METRO NORTH GEORGIA PCSTAP CHECKLIST

Company: _____
Device: _____
Model: _____
Date: _____

In the "Location" column, indicate where in the document this particular information can be found. This will help expedite the review by indicating where our reviewers should look for that information. Use the "Comments" column to provide any additional information for our reviewers.

5.0 TECHNOLOGY ENGINEERING REPORT REQUIREMENTS		
5.1 Technology / Product Specifications		
	Location	**Comments**
1. General description of the technology, incl. all components and processes		
2. Underlying scientific and engineering principles for the technology: Describe how the technology functions in treating stormwater runoff including the following information as applicable: Physical, chemical, and biological treatment processes such as filtration, adsorption/absorption, settling, or inertial separation		
3. Describe the minimum siting and design specifications to achieve stated performance, including but not limited to:		
a. Pollutants that should and could be addressed		
b. Minimum and maximum influent concentrations		

c. Pollutants that will not be addressed or that may be increased		
4. Description of the advantages of the advantages of the technology when compared to conventional stormwater systems providing comparable stormwater control		
5. Standard drawings, including a schematic of the technology and a process flow diagram		
6. Description of technology hydraulics and system sizing to meet performance standards and goals, (e.g. to handle the following):		
a. Water quality volume		
b. Rate of runoff		
c. Type of storm		
d. Recharge requirements		
7. Description of the sizing process, including appropriate flow rates if applicable		
8. Description of the full range of operating conditions for the technology, including minimal, maximal, and optimal conditions to achieve performance goals and standards, and for the reliability of the technology		
9. Maintenance requirements to sustain performance and safe operation		
10. Description of technology limitations, such as performance limits for control of certain water quality parameters, and predicted impacts from construction, operation, and maintenance of the technology		
11. Identified secondary impacts		

12. Discussion of the generation, handling, removal, and disposal of discharges, emissions, and waste byproducts in terms of mass balance, maintenance requirements, and cost		
13. Description of pretreatment and preconditioning of stormwater, if applicable, to achieve stated performance		
14. Identification of any special licensing or hauling requirements, safety issues, and access requirements associated with the operation or maintenance of the technology		
15. Capital and projected annual costs, incl. O&M costs		
16. Executive summary		

5.2 Specific Performance Claims		
Performance claim identifies the technology's intended use and predicts the technology's capabilities to remove contaminants and/or control the quantity of stormwater runoff. Performance claims should be objective, quantifiable, replicable, and defensible. Example: *"The Model T system can capture and treat the WQ volume for up to 1-acre runoff area that is up to 100% impervious. Under these conditions, a total suspended solid (TSS) removal X% ± Y% (at a 95% confidence level) can be achieved with inflow TSS concentrations greater than 100 mg/l for flow rates of Z cfs."*		

6.0 PERFORMANCE TESTING REPORTING		
6.1 Reporting Requirements, must include the following:		
1. General description of the technology, incl. all components and processes		
2. Performance testing project plan includes the following:		
a. Describe and provide a scaled plan view of the demonstration site, indicating all buildings, land uses, storm drain inlets, and other control devices		
b. Include a description of the following:		
i. Site drainage		
ii. Percent impervious area		
iii. Percent area directly connected to the test facility		
iv. Description of the path of stormwater flow to the test facility		
v. Type of activities conducted		
vi. Pollutant sources		
vii. Soil type		
viii. Geological and hydrological conditions		
ix. Existing control structures		

x. Site drainage plan		
c. Estimate the impervious area within the drainage area and show sample inflow and outflow points		
d. Describe how the treatment technology was selected, designed, and appropriately sized for the specific test site		
e. Specify the location of flow devices and samplers in relationship to the inlets and outlets of the stormwater technology		
f. Demonstrate that flow devices and samplers are installed and positioned properly to ensure that samples are representative of influent runoff and effluent runoff		
3. Standardized test methods and procedures used		
4. QA/QC objectives and procedures		
5. Date and time when samples were collected		
6. Rainfall data including the following:		
a. Antecedent dry period		
b. Total rainfall during the sampling event		
c. Rainfall intensity		
d. Rainfall duration		
7. Comparison of rainfall data to rainfall criteria		

8. Comparison of collected aliquots to sampling criteria		
9. Comparison of influent to effluent pollutant concentrations		
10. Particle size distribution (PSD) analysis		
11. Demonstration of scour prevention (if applicable)		
12. An estimation of annual average total suspended solids (TSS) removal		
13. Statistical data evaluation		
14. Discussion of whether QA/QC objectives were met		
15. Discussion on deviations from any sampling points		
16. Data quality assurance summary (field and laboratory QA/QC results)		
17. Maintenance performed during the study period, including activities and frequency		
18. Total amount (estimated dry weight) of sediment and floatables removed and sediment		
19. Media replacement and/or cleaning, if applicable		
20. Evaluation of results		
21. Executive summary		

6.2 Use of Other Testing Data

Field testing and the resulting data and verifiable technology claims which will and/or have occurred outside the state of Georgia may be accepted for performance claim verification by the TRC with the following conditions:

1. Adherence to the protocol's performance testing reporting requirements under 6.1 (above)		
2. Hydrological differences between the actual field test location(s) versus a representative location within Georgia must be accounted for with proper engineering design using rainfall data analyses and appropriate water quality volume treatment criteria. Only field test data from other regions within North America which have a Type II rainfall pattern will be considered.		
3. Appropriate particle size distribution that is applicable to the soil conditions for a representative location within Georgia (for consideration of potential applications where the site conditions are less than 90% impervious cover)		
7.0 SAMPLING DESIGN CRITERIA		
7.1 Test Site Selection Considerations		
1. Select field test sites that are consistent with the technology's intended applications (land uses) and geographical location in Georgia (e.g. Piedmont region, coastal areas, etc.)		
2. Field test site drainage area, tributary impervious cover and land uses (roadway, commercial, high use site, residential, industrial, etc.)		
3. Potential pollutant sources in the drainage area (e.g. parking lots, roofs, landscaped areas, sediment sources, exterior storage or process areas)		

4. Availability of baseline stormwater quality information to characterize conditions at the site. For sites that have already been developed, it is recommended that baseline data be collected to provide a sizing basis for the device, and to determine whether the site conditions and runoff are conducive to performance testing		
5. Drainage area flow rates (i.e., water quality design flow, 2 year, 10 year, and 100 year peak flow rates) at 15 minute and 1 hour time steps as provided by an approved continuous runoff model		
6. Bypass requirements with flow rates and/or flow splitter designs necessary to accommodate the treatment technology		
7. Site adequacy for sampling, flow measurement access, and telephone/AC power, if needed		
8. Any potential adverse site conditions such as climate, tidal influence, high ground water, rainfall pattern, erosion, high spill potential, illicit connections,		
7.1.1 Sampling Locations		
1. Influent flows should be sampled as close as possible to the treatment device inlet.		
2. Influent flows should represent the total runoff from the drainage area and should not include debris and large particles.		

3. Design the test site so influent samples can be collected from a pipe that conveys the total influent to the unit		
4. Sample the influent at a location unaffected by accumulated or stored pollutants in, or adjacent to, the treatment device to avoid skewing the influent pollutant concentrations		
7.2 Storm Event Criteria for Sampling		
1. A minimum of 15 storm or discrete flow rate sampling events are required per site		
2. The storms should represent the entire annual hydrologic range of storm events and constitute at least 20% of the annual rainfall		
3. It is recommended that sampling events be evenly distributed over the testing period to capture seasonal influences on storm conditions and system performance		
4. Each storm event for sampling must meet the following criteria:		
a. At least 0.15 inch of total rainfall		
b. A minimum inter-event period of 6 hours, where cessation of flow from the system begins the inter-event period		
c. A minimum storm duration of one hour		
d. Flow weighted composite samples covering a minimum of 70% of the total storm flow, incl. as much of the first 20% as possible		

e. A minimum of 10 water quality samples per storm event (10 influent + 10 effluent samples) per storm event. For composite samples, a minimum of 5 subsamples is acceptable (i.e., 2 composites with 5 subsamples = 10 water quality sample minimum or 1 composite sample with 10 subsamples = water quality sample minimum). If a storm is too small for 10 samples, an average of 10 samples per storm may be substituted.		
f. Flow measurements must be taken to predict or calculate pollutant loads. The mass of pollutants in the discharge should be based on flow rates and pollutant concentrations or another reasonable approach		
g. At least two storm events should be greater than 75% of the design storm used to size the test facility		
7.3 Stormwater Sampling Methods		
1. Programmable automatic flow samplers with continuous flow measurements should be used		
2. Alternate methods that are superior to programmable automatic flow samplers may be used when automatic sampling is not feasible		
3. Grab samples should only be used for the following constituents unless alternate methods are demonstrated superior:		
a. pH		
b. Temperature		
c. Cyanide		

d. Total phenols		
e. Residual chlorine		
f. Oil and Grease		
g. Total petroleum hydrocarbons (TPH)		
h. Escherichia coli		
i. Total coliform		
j. Fecal coliform		
k. Fecal streptococci		
l. Enterococci		
7.4 Sampling for Total Suspended Solids (TSS)		
7.4.1 Sampling Considerations		
Samples must represent the vertical cross section (be a homogeneous or well mixed sample) at the influent and effluent points of the device		
7.4.2 Particle Size Distribution (PSD)		
1. Treatment technologies must remove TSS across the size fraction range typically found in urban runoff		
2. Analysis of the inflow particle size distribution (PSD) is required		

3. All TSS analysis should include particles that are smaller than 500 microns		
4. Particles greater than 250 microns must be removed with a sieve prior to PSD analysis		
5. Laser diffraction methods may be used for particles smaller than 250 microns		
6. For sites in the Piedmont region of Georgia with less than 90% impervious cover, the assumed PSD is 20-60-20 or a lab surrogate Sil-Co-Sil 106		
7.4.3 Accumulated Sediment Sampling Procedures		
1. The following sediment constituents should be analyzed:		
a. Percent total solids		
b. Total volatile solids		
c. Particle size distribution (PSD)		
2. Sediment sample should be a composite from at least four grab samples collected from various locations within the system		
8.0 DATA QUALITY ASSURANCE AND QUALITY CONTROL		
8.1 Equipment Decontamination		
Description of how sampling equipment will be decontaminated between sampling events		

8.2 Quality Control Samples		
1. Equipment rinsate blanks should be collected to verify that equipment is not a source of contamination		
a. Two separate rinsate blanks should be collected during initial equipment setup and testing		
b. Describe the rinsate blank collection procedure including the following		
i. Location & number of samples		
ii. Sample collection & processing procedures		
iii. Sample documentation (e.g., length of time sampler was in place prior to collecting the blank, how much stormwater passes through the sample prior to collecting the blank)		
c. At a minimum, rinsate blanks should be collected after at least one storm event has been sampled and equipment has been decontaminated		
d. Rinsate blank at a "not detected" level		
2. Describe techniques to collect duplicate samples and include the following:		
a. Specify collection frequency		
b. Collect a minimum of 10 field duplicate samples		
8.3 Sample Preservation and Handling		

1. Preserve samples IAW EPA approved methods (EPA 1983) or Standard Methods (APHA, AWWA, WEF 1999)		
2. Describe how cooling the automatic samplers will be conducted		
3. Provide a table in the QA/QC plan that lists the sample container material, sample preservation, and holding time limits for analyzed pollutants		
4. Describe procedures to label and track samples from collection to lab delivery		
5. Provide sample chain of custody form		
6. For manually composited samples, describe compositing procedures to prevent cross-contamination		
7. Describe how grab samples will be collected and at what intervals they will be collected in a storm event		
8.4 Equipment Calibration		
Describe the field equipment calibration schedule and methods, including automatic samplers, flow monitors, and rainfall monitors		
8.5 Recordkeeping		
1. Maintain a field logbook and include the following information:		
a. Date & time		

b. Field staff names		
c. Weather conditions		
d. Number of samples collected		
e. Sample description and label information		
f. Field measurements		
g. Field QC sample identification		
h. Sampling equipment condition		
i. Measurements tracking sediment accumulation		
j. Include notes about activities or issues that could affect the sample quality such as sample integrity, test site alterations, maintenance activities, improperly functioning equipment, conditions in the tributary basin such as construction activities, reported spills, other pollutant sources		

8.6 Health and Safety Plan		
Provide a health & safety plan including the following:		
a. Installation, operation, and maintenance of the technology		
b. Hazard identification and mitigation		
c. Engineered controls and procedures		
d. Personal protective equipment/training		

e. The collection of stormwater sample in confined spaces		
f. The collection of high flow stormwater samples from culverts, drainage channels, and sedimentation basins during storms		
g. Chemical, biological, and physical hazards associated with the technology		
9.0 STATISTICAL TESTING OF DATA AND DATA REDUCTION		
1. Coefficient of variation (CV) should be within ±10% for efficiency data (A larger range of CV may be allowed when justified)		
2. Demonstrate the date set is normally distributed before using normal parametric statistical analysis		
3. For data sets that are not normally distributed, use nonparametric statistical analysis. Further analysis and review may be required.		