



## REQUEST FOR PROPOSAL

### ALLIANCE OF DOWNRIVER WATERSHEDS

### WATERSHED MANAGEMENT FACILITATION SERVICES

Allen Park  
Berlin Township  
Brownstown Township  
Dearborn Heights  
Ecorse  
Flat Rock  
Gibraltar  
Grosse Ile Township  
Lincoln Park  
Melvindale  
Riverview  
Romulus  
Southgate  
South Rockwood  
Sumpter Township  
Taylor  
Wayne County  
Wayne County Airport  
Authority  
Woodhaven-Brownstown  
School District  
Westland  
Woodhaven  
Wyandotte

ISSUED: JUNE 26, 2007

## SECTION I

### GENERAL INFORMATION

#### OBJECTIVE

The purpose of this request for proposal (RFP) is to select a consultant (or consultant team) to provide professional services to the Alliance of Downriver Watersheds (hereafter referred to as “ADW”) for watershed management planning and reporting facilitation services consistent with requirements of the State of Michigan, Watershed Based Storm Water Permit (MIG619000).

The ADW is a voluntary public watershed entity currently comprised of 19 municipal governments (i.e., cities, townships, and villages), Wayne County, the Woodhaven-Brownstown School District and the Wayne County Airport Authority as authorized by Part 312 (Watershed Alliances) of the Michigan Natural Resources and Environmental Protection Act (MCL 324.101 to 324.90106) as amended by Act No. 517, Public Acts of 2004.

The ADW is comprised of the following watersheds: Ecorse Creek, Combined Downriver and the Lower Huron River. A map of the ADW watershed area is attached to this RFP. The Ecorse Creek, Combined Downriver, and Lower Huron River watersheds are located in southeast Michigan and consist of some of the most urban land area in the state. The Ecorse Creek watershed encompasses 27,791 acres or 43.4 square miles within Wayne County and includes 11 communities as well as the Wayne County Airport Authority (located within Romulus). In 2000, there were 161,067 people living within its boundaries, or 3,711 people per square mile. The Combined Downriver Watershed drains an area within Wayne County approximately 85.9 square miles in size. The Combined Downriver Watershed includes 11 communities as well as the Woodhaven-Brownstown School District, Wayne County, and the Wayne County Airport Authority. In 2000, there were 244,259 people living within its boundaries, or 2,844 people per square mile. The Lower Huron River Watershed covers 74-square miles of the 908-square-mile Huron River basin. The lower Huron River begins downstream of the French Landing Dam that creates Belleville Lake in Van Buren Charter Township, and flows into Lake Erie. The vast majority of the lower Huron River Watershed lies within Wayne County and comprises all or portions of 14 municipalities, with 48,110 individuals living in the watershed during the 2000 U.S. Census. The Ecorse Creek and Combined Downriver, watersheds discharge to the Detroit River.

For additional information about each watershed, including copies of the individual watershed management plans, go to the following websites: [www.ecorsecreek.com](http://www.ecorsecreek.com), [www.combineddownriver.com](http://www.combineddownriver.com) and [www.lowerhuronriver.net](http://www.lowerhuronriver.net) .

## ISSUING OFFICE

The RFP is issued by the ADW. All questions, additional information and correspondence regarding this RFP must be addressed to:

Mr. Craig Lyon, P. E.  
Chair, Alliance of Downriver Watersheds  
City Engineer - City of Taylor  
25605 Northline Road  
Taylor, MI 48180

Phone: (734) 374-1473  
Fax: (734) 946-0010  
E-mail: [clyon@ci.taylor.mi.us](mailto:clyon@ci.taylor.mi.us)

## PROPOSAL

Interested consultants (individual, organization, firm or team combination) shall submit a proposal for the ADW Watershed Management Facilitation Services as described in the "Scope of Services Section" (Section II) of this RFP. Five (5) copies of the proposal shall be submitted on 8-1/2" x 11" size paper along with an electronic copy on CD-Rom. The submitted information shall be concise and related to the items requested in this RFP. Marketing information and other embellishments that are not related to the information requested in this RFP should not be submitted, and may detract from the proponent's score.

To be considered, each Proponent must submit a complete response to this RFP using the format provided in Section III of this RFP. Further distribution of this proposal by the Proponent is prohibited. The proposal shall be signed, in ink, by an official of the Proponent authorized to bind the Proponent to the provisions of the proposal.

Each proposal shall remain valid for ninety (90) days from the due date of this RFP.

## PROPOSAL QUESTIONS, MODIFICATIONS AND REJECTIONS

Should any prospective Proponent be in doubt as the true meaning of any portion of this RFP, or should the Proponent find any patent ambiguity, inconsistency, or omission therein, the Proponent shall make a written request for an official interpretation or correction. Such requests shall be submitted to Mr. Noel Mullett Jr., Wayne County Department of Environment, Watershed Management Division, 3600 Commerce Court, Building E, Wayne, Michigan 48184, not less than seven (7) days prior to the final date of submittal of the proposals. The person making the request shall be responsible for its prompt delivery.

Such interpretation or correction, as well as any additional RFP provisions that the ADW may decide to include, will be made only as a Bulletin, which will be mailed or delivered to each Proponent recorded as having received a copy of the RFP. Any Bulletin issued by the ADW shall become a part

of the RFP and shall be taken into account by each Proponent in preparing their proposal. Only Bulletins duly issued by the ADW shall be binding.

Clarifications, modifications or amendments may be made to this RFP at the discretion of the ADW. The ADW reserves the right to reject any or all proposals when deemed in the best interest of the ADW.

#### SEALED PROPOSAL RECIEPT

The Proposal must be received by Craig Lyon, Chair, Alliance of Downriver Watersheds, City of Taylor, 25605 Northline Road, Taylor, MI 48180 **on or before 2:00 p.m. on Friday, August 10, 2007**. Prospective Proponents are responsible for the timely receipt of their proposal. Proposals shall be titled "Request of Proposal, Alliance of Downriver Watersheds, Watershed Management Facilitation Services". Late proposals will not be accepted and will be returned unopened.

Proposals sent by telegraph, facsimile, or other electronic means will not be considered.

Fee proposals, accompanying the proposal, shall be submitted in a separate sealed envelope and titled "Fee Proposal for Alliance of Downriver Watersheds, Watershed Management Facilitation Services".

#### DISCLOSURES

All information in a Proponent's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto.

#### SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system, as shown in Section III. The evaluation will be completed by a subcommittee of the ADW.

#### ADDITIONAL INFORMATION/PRESENTATIONS

Proponents who submit proposals and are selected for short list consideration may be required to provide additional information and/or make a presentation to the selection subcommittee. The presentation will provide the opportunity for the Proponent to clarify their proposals through exhibition and discussion. The selection subcommittee will notify each Proponent on the short list if such a presentation is required.

#### WITHDRAWAL OF PROPOSALS

Proposals may only be withdrawn by written notice received by the selection subcommittee prior to the date and time set for the opening of proposals. Notice shall be sent to Mr. Craig Lyon at the addressed provided under "Issuing Office"

#### COST LIABILITY

The Alliance of Downriver Watersheds, its members and/or agents shall not be responsible for any costs incurred by any (prospective) Proponent in preparation of his/her/its proposal(s), making any presentation(s), and/or any other matter involving this process, prior to the execution of a Professional Services Contract.

## SECTION II

### SCOPE OF SERVICES

#### INTRODUCTION

The purpose of the contract is to provide watershed facilitation support services to the full ADW, ADW standing and Ad-Hoc committees for an 18 month time period. The successful Proponent will also provide website support services, annual report support, grant application and administrative support, and watershed management progress evaluation strategy planning.

#### WORK PLAN SUMMARY

##### Task 1 – ADW Facilitation, Staff Support and Administration

Purpose: The purpose of this task is to provide staff and administrative support services for conducting ADW meetings and associated business.

Expected Outcome: Meeting announcements, logistical coordination and facilitation, meeting agendas and notes, handouts or other documents. Support shall include the maintenance and electronic storage of all records of ADW meetings. Staff support will include coordination and facilitation of ADW meetings, and related tasks, as itemized below. Staff support services to be provided for the ADW will include the following *estimated* number of meetings and activities. Meetings may be combined as necessary and feasible.

- a. Full ADW Meetings: Staff support for meetings including preparation of the agenda (under the direction of the Full ADW Chair), distribution of materials prior to the four (4) full ADW meetings, facilitation of the meetings (including note-taking and tallying of votes at the meeting), and preparation/distribution of meeting summaries to members and other interested parties.
- b. Ecorse Creek Watershed Advisory Group (WAG) Meetings: Staff support for meetings including preparation of the agenda (under the direction of the WAG Chair), distribution of materials prior to maximum of four (4) Ecorse Creek WAG meetings, facilitation of the meetings (including note-taking and tallying of votes at the meeting), and preparation/distribution of meeting summaries to members and other interested parties.
- c. Combined Downriver Watershed Advisory Group (WAG) Meetings: Staff support for meetings including preparation of the agenda (under the direction of the WAG Chair), distribution of materials prior to maximum of four (4) Combined Downriver WAG meetings, facilitation of the meetings (including note-taking and tallying of votes at the meeting), and preparation/distribution of meeting summaries to members and other interested parties.
- d. Lower Huron River Watershed Advisory Group (WAG) Meetings: Staff support for meetings including preparation of the agenda (under the direction of the WAG Chair), distribution of materials prior to maximum of four (4) Lower Huron WAG meetings, facilitation of the meetings (including note-taking and tallying of votes at the meeting), and preparation/distribution of meeting summaries to members and other interested parties.

- e. ADW Finance Committee Meetings: Staff support for meetings including preparation of the agenda (under the direction of the ADW Treasurer), distribution of materials prior to maximum of four (4) ADW Finance Committee meetings, facilitation of the meetings (including note-taking and tallying of votes at the meeting), and preparation/distribution of meeting summaries to members and other interested parties.
- f. Public Education Ad Hoc Committee Meetings: Staff support for meetings including preparation of the agenda (under the direction of the PE Committee Chair), distribution of materials prior to maximum of three (3) Public Education Committee meetings, facilitation of the meetings (including note-taking and tallying of votes at the meeting), and preparation/distribution of meeting summaries to members and other interested parties.
- g. Technical Ad Hoc Committee Meetings: Staff support for meetings including preparation of the agenda (under the direction of the Technical Committee Chair), distribution of materials prior to maximum of three (3) Technical Committee meetings, facilitation of the meetings (including note-taking and tallying of votes at the meeting), and preparation/distribution of meeting summaries to members and other interested parties.
- h. Freedom of Information Act (FOIA) and Open Meetings Act - State Law Requirements: Respond to FOIA requests and meet the Open Meetings Act requirements consistent with the policies developed and adopted by the ADW.
- i. Routine Distribution of Materials to ADW Members: General information (e.g. public education events announcements, staff training opportunities, etc.) will be distributed via email to the ADW membership independent of meeting announcements and materials as requested by the ADW membership.

### Task 2 – Website Consolidation and Maintenance

Purpose: To serve as the primary tool for disseminating information to ADW members and other interested parties. The pages have information regarding the ADW including the bylaws, meeting announcements and summaries, written materials produced by the ADW, and other information. The website will need to be updated as relevant material is available for posting.

Expected Outcome: Each of the three watersheds currently has an independent website address. As a result of this task a central website address will be established for ADW materials, the posting of new ADW information will begin and written recommendations for the future development and ongoing maintenance of a consolidated ADW website will be generated.

### Task 3 – Annual Report Sections

Purpose: To provide ADW members with an annual summary of the activities and accomplishments of the ADW for inclusion in their individual storm water permit annual reports.

Expected Outcome: Development and distribution of the first ADW annual report to members. This first report will be developed as a template, or prototype document, identifying future annual reporting needs and offering recommendations to the ADW for future reporting opportunities. The report is due to ADW members (via electronic distribution) on or before October 15, 2008.

#### Task 4 – Grant Applications and Management

Purpose: To pursue and prepare grant applications under the direction of the ADW in support of ADW activities or projects.

Expected Outcome: Written grant proposals and/or staff support to establish grant contract documents for a minimum of four (4) grant proposals or contracts.

#### Task 5 – Progress Evaluation Strategy Planning

Purpose: A monitoring strategy for progress evaluation has been developed for the ADW that currently includes water quality sampling, and macroinvertebrate and flow monitoring. Other parameters and techniques may be identified for future assessment, and additional information will be collected from external sources to add to the watershed assessments. The purpose of this task is to facilitate and contribute to ongoing strategic planning for progress evaluation monitoring and analysis. Field data collection is NOT included as part of this task.

Expected Outcome: There are two expected outcomes for this task. First, the awardee will coordinate and facilitate meetings of the Technical Committee (see Task 1.g.) to continue to refine and implement the monitoring strategy. Second, the awardee will consolidate all relevant monitoring reports into a comprehensive monitoring report to be distributed to the ADW prior to the annual reporting deadline under Task 3.

## SECTION III

### PROPOSAL FORMAT AND EVALUATION CRITERIA

#### A. PROFESSIONAL QUALIFICATIONS- 20 POINTS

1. State the full name and address of your organization and, if applicable, the branch office that will perform the work. Indicate whether it operates as an individual, partnership, or corporation. If it operates as a corporation, include the state in which it is incorporated and indicate whether it is licensed to operate in the State of Michigan.
2. Identify all of those, if any, who will be subcontracted to assist you with this project, and the extent of work for which they will be responsible. Proposals that include a partnership with organizations with a past history with ADW watersheds will be scored higher.
3. Briefly state the history of the firm, in terms of length of existence, types of services provided and other pertinent information. Identify the technical expertise which qualifies the firm for this work. Provide similar information for each sub-proponent.
4. Include the names of executive and professional personnel that will be employed on this project. Define each of their roles and provide resumes for each of these individuals showing qualifications and past experience pertinent to this project. Show where these personnel will be physically located during the time they are engaged in the project. Provide similar information for each sub-proponent.

#### B. PAST INVOLVEMENT WITH SIMILAR PROJECTS – 25 POINTS

Highlight specific experience in the development of storm water management plans and indicate a proven ability to provide the highest quality professional services for compliance with the aforementioned requirements. This information should be provided in the form of project profiles which include a reference name and contact phone number. Provide similar information for each sub-proponent. Direct experience by the proponent or sub-proponent within ADW watersheds will receive a more favorable score.

#### C. PROPOSED WORK PLAN – 30 POINTS

1. Include your proposed approach to achieving the objectives defined in Section II of this RFP.
2. Include a schedule, including milestone dates, depicting the sequence and duration of tasks showing how the work will be organized and executed.

3. Include any other information that you believe to be pertinent but not specifically requested elsewhere.

D. FEE PROPOSAL – 25 POINTS

1. Include the fee proposal as a separate part of the proposal. The fee proposal shall include the names, titles, hourly rates, projected hours, overhead factors, fees and any other details by which the project costs have been derived. The fee quotation shall show the personnel, hourly rate and projected hours for each major task defined in the scope of work.
2. The fee proposed must include the total estimated cost for the project when it is 100 percent complete. This total may be adjusted after negotiations with the ADW and prior to signing a formal contract, if justified.

INSERT WATERSHED MAP