



CITY OF DULUTH
REQUEST FOR PROPOSALS FOR
DULUTH STREAMS ASSESSMENT

RFP NUMBER 19-02AA
ISSUED JANUARY 8, 2019

PROPOSALS DUE JANUARY 24, 2019

SUBMIT TO

CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 120
411 WEST 1ST STREET
DULUTH, MN 55802

PART I - GENERAL INFORMATION

I-1. Project Overview. Conduct bacterial source assessments and sampling plans on two select trout streams identified as impaired due to e-coli levels. Additional detail is provided in **Part IV** of this RFP.

I-2. Calendar of Events. The City will make every effort to adhere to the following schedule:

Activity	Date
Deadline to submit Questions via email to purchasing@duluthmn.gov	Tuesday, 1/15/19
Answers to questions will be posted to the City website no later than this date.	Friday, 1/18/19
Proposals must be received in the Purchasing Office by 5:00 PM on this date.	Thursday, 1/24/19

I-3. Rejection of Proposals. The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-4. Pre-proposal Conference. A pre-proposal conference will not be held for this project.

I-5. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at purchasing@duluthmn.gov **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

I-6. Addenda to the RFP. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> . Although an e-mail notification will be sent, it is the Bidder's responsibility to periodically check the website for any new information.

I-7. Proposals. To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals via email or facsimile transmission. The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an authorized official. If the official signs the Proposal Cover Sheet attached as Appendix A, this requirement will be met. Proposals must remain valid for 90 days or until a contract is fully executed.

Please submit three (3) paper copies of the Technical Submittal and three (3) paper copies of the Cost Submittal. **The Cost Submittal should be in a separate sealed envelope.** In addition, Bidders shall submit one copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on flash drive in Microsoft Office-compatible or .pdf format.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

I-8.Small Diverse Business Information. The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/>.

I-9. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by December 31, 2020. The selected Bidder shall not start the performance of any work nor shall the City be liable to pay the selected Bidder for any service or work performed or expenses incurred before the contract is executed.

I-10. Mandatory Disclosures. By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.
- B. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.

- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

I-11. Notification of Selection. Bidders whose proposals are not selected will be notified in writing.

PART II - PROPOSAL REQUIREMENTS

Proposals should be concise and must include a cover letter, an outline of the proposer's qualifications and experience with similar projects, resumes of the staff who will be working on the project, a work plan and a minimum of two (2) references.

Cost proposals must be sealed separately from the technical proposal, and shall include costs and estimates of the hours involved for each task per stream/associated watershed, estimates for any travel or other reimbursable expenses, and a current rate sheet.

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

Understanding of the Project	15%
Qualifications of the Bidder and Personnel	30%
Work Plan	10%
References	20%

Cost – The City has established the weight for the Cost portion for this RFP as 25% of the total points. Cost points are calculated by giving the proposal with the lowest total cost the maximum number of Cost points available.

PART IV – PROJECT DETAIL

The City of Duluth is requesting proposals for conducting bacterial source assessments and sampling plans on two select trout streams identified as impaired due to *Escherichia coli* (*E. coli*) levels. This request is for a proposal to complete the tasks listed in the work plan below. Work is anticipated to start around June 2019 at the earliest and October 2019 at the latest.

The goal of the source assessment and sampling plan is to provide the city and its partner, the Duluth Urban Watershed Advisory Committee, with information on the sources of *E. coli* bacteria exceeding state water quality criteria (or standards) and to use the information gathered from the study to provide recommendations on Best

Management Practices (BMPs) that can be used to achieve the total maximum daily load (TMDL) reduction targets. The following questions were used to design the phases of this work plan:

1. What are the sources of E. coli in Keene Creek and Tischer Creek (e.g., local wildlife, domestic animals, leaking sewer or septic lines, other human sources, natural)?
2. How does bacterial regrowth in the creek contribute to E. coli levels in the surface waters of the creek?
3. How does bacteria survival, propagation, or re-growth contribute to E. coli levels in the storm sewer system (e.g., leaf litter and grass clippings along curb lines or ditches) and discharge to surface waters of the creek?
4. How effective are the contributing local units of government maintenance programs in reducing E. coli concentrations in the receiving waters?
5. Is there a human health and/or aquatic habitat risk associated with the assessed E. coli levels?

Please provide a proposal for the following tasks. The cost proposal must consist of two costs and estimated number of hours for each task -- one for each creek and associated watershed.

Task 1 – Review existing data and design a source assessment and sampling plan to locate and quantify spatial and temporal patterns of bacteria.

- Review existing data - Review the relevant available data for bacterial concentrations and loads in the two watersheds, including data summaries, raw data of bacterial concentrations, pertinent information available on flows in relation to the E.coli TMDL, and other associated information.
 - Information associated with the Keene and Tischer Creek Watersheds can be found at www.lakesuperiorstreams.org/streams/duluthStream_selector.html.
 - Reports associated with the Duluth Urban Streams (WRAPs and TMDLs) can be found at www.pca.state.mn.us/water/duluth-urban-area-streams-watershed.
 - A third report specific to bacteria in the harbor and associated beach designated impairments is available on request from MPCA / City of Duluth staff.
- Conduct a site reconnaissance of each watershed to identify potential sampling locations, bacterial sources, and flow patterns that may lead to elevated bacterial concentrations and loads in the receiving creeks.
- Design the sampling plan for each watershed. Consider areas within the impaired reaches of the creek with the greatest bacterial input including land uses or practices associated with that bacterial input, the host origin (e.g., human, bird, goose, or environmental) of bacteria associated with that bacterial input,

transport mechanism that moves and/or generates bacteria from the source to the receiving water, and bacterial re-growth.

- Describe the source assessment process and methodology (e.g., wet weather/dry weather sampling, synoptic pattern sampling) for the spatial and temporal sampling components needed to identify source areas within the watershed with the greatest bacterial loads and concentrations.
 - Provide the number of sampling locations and samples to be collected at spot check locations as well as longer term monitoring sites. Sampling locations may include surface, sub-surface, in-stream, groundwater, targeted outfalls and/or discharges to outfalls. Some locations may need to include runoff sampling from streets, ditches, and/or other key potential sources.
 - Determine the culture and molecular techniques needed to identify any bacteria's host origin with a focus on those areas of greatest concentration and/or load.
 - Describe the methods that will be used to collect samples for culture and molecular analyses, including field and laboratory methods, quality assurances/quality control (QA/QC) parameters, and data analysis procedures
- Meetings – Prepare for and attend up to two meetings per watershed with partners for review and comment.
 - Finalize the sampling plan(s).

Task 2 – Implement the source assessment and sampling plan. Collect samples in accordance with the QA/QC plan developed for the source assessment and sampling plan. Please include budget assumptions (e.g., number of samples, cost per sample). The objectives for this task may include:

- Spot locations and longer term monitoring locations
- Sanitary and/or subsurface sewage treatment systems (SSTS) sample collection
- Conventional or unconventional source location investigations in the study area (e.g dumpster management at businesses, apartment buildings, etc., potential “hot spots”)
- Biofilm suspensions associated with impervious pavements substrate (e.g., leaf litter, lawns) or other urban sources
- Laboratory analysis (e.g., bacterial, DNA)

Task 3 – Assess the data, summarize the findings, and provide TMDL management recommendations. This task should include, but is not limited to the following:

- Data analysis consisting of the appropriate graphs, tables, and statistical assessments necessary to identify locations in the study area where bacterial concentrations and loads are greatest.
- Host origin of bacteria in the receiving waters.

- Description of transport and delivery of bacteria to streams and an estimated impact to the streams.
- Risk assessment to human health and aquatic habitat. Provide recommendations for next steps to achieve the TMDL targets.
- Recommendations for next steps in addressing the TMDL.
- Recommendations for other special studies to enhance on-going knowledge of the problem.

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 19-02AA**

Proposer Information	
Proposer Name	
Mailing Address	
Website	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Title	