



**DATE:** March 9, 2023  
**TO:** All Offerors  
**FROM:** City of Brookhaven Purchasing Department  
**RE:** **ADDENDUM NO. 1**  
**RFP 23-106, MS4 Inspection and Assessment Services**



1. The following changes have been made to the above-referenced solicitation:
  - a. The last date for submitting questions has been moved to March 22, 2023.
  - b. The PROPOSAL DUE DATE has been moved to April 5, 2023.
  - c. REPLACE Contract Documents Section A, Item III. "REQUEST FOR PROPOSAL" in its entirety.
  
2. All other terms and conditions remain the same.

**ADDENDUM #1  
REQUEST FOR PROPOSAL**

**I. REQUEST FOR PROPOSAL PROCESS**

The Request for Proposal (RFP) must contain information outlined below.

Please include a title on each page of your proposal and number pages to ensure proper identification.

1. Cover Letter
2. Executive Summary
3. Evaluation and Selection Criteria
4. References
5. Previous Experience – Project References
6. Cost Proposal

**1. Cover/Transmittal Letter**

Each proposal must have a Cover/Transmittal Letter briefly summarizing the qualifications and experience relevant to the scope. Please include in the letter the following:

- i. Company's information including name of company (include any dba names); headquarters and parent company locations; and brief history of the company.
- ii. Company's mailing address, contact person, telephone number for primary contact person, and email address.
- iii. A principal or officer of the company authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

**1. Executive Summary**

An executive summary letter should include the key elements of the respondent's proposal and an overview of the proposed team. Indicate the address and telephone number of the respondent's office located nearest to Brookhaven, Georgia, and the office from which projects will be managed.

Complete submissions to this Request for Proposals will contain sufficient information to provide the City of Brookhaven with a thorough description of the Offeror's qualifications to accomplish the work described in this solicitation. If the Offeror does not possess the in-house capabilities to perform a particular component of the project, the response should demonstrate the Offeror's ability to prepare and administer a subcontractor to work jointly with another firm having the requisite expertise to accomplish that component of the project in a timely manner. Any work performed under a subcontract, joint venture, partnership or other joint undertakings with another firm must comply with the State of Georgia's Procurement Code, and must receive the City's prior written approval concerning the intent to subcontract a component of the services. In addition, prime Consultants will ensure that

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for any subcontracted work, all sub consultants will encourage participation from and take steps to select small, minority, and women-owned businesses (DBEs) when these firms are the most responsive and responsible bidders for providing goods and services associated with the prime contract. As with the City, prime consultants may accept State of Georgia DBE certification as evidence of a firm's qualification.

**2. Evaluation and Selection Criteria**

The City, at its discretion, may award the Contract to the most responsible and responsive consultants submitting proposals which are deemed to be the most advantageous to the city. The following is the evaluation criteria the city will consider in determining which proposals are most advantageous to the City:

**A. Project Team - Please provide relevant work experience (33 POINTS)**

- A.1. Provide concise 1-page resumes for Project Manager, Lead Field Technician, and Key GIS Staff member dedicated to the project. (**up to 21 points**, up to 7 points each)
- A.2. Point of Contacts: provide full contact information in cover letter (*pass/fail*):
  - A.2.1. Designate who has authority to bind the firm and sign Contracts
  - A.2.2. Project Manager
  - A.2.3. Key GIS Staff member (at least 1 who will be lead and heavily involved)
- A.3. Longevity with the firm (**up to 9 points**, up to 3 points each). For the PM, Lead Field Technician, and Key GIS Staff member. (> 4years = 3 points, 2-3 years up to 2 points, < 1 year as low as 0 points)
- A.4. Up to two pages (single sided) may be used to highlight (**up to 3 points**) other key staff

**B. Similar project experience, 4 projects (28 POINTS)**

- B.1. Scope of work. (**up to 16 points**) Compared to previous Scope of Work
  - B.1.1. Significantly exceeds the Scope of Work specified here (up to 4 points)
  - B.1.2. Generally, matches Scope of Work specified here (up to 3 points)
  - B.1.3. Significantly lower level of Scope than specified here (0-1 points)
- B.2. Verified references (**up to 12 points**, up to 3 points per reference):
  - B.2.1. Excellent reference, at least two of the three proposed project leads played a significant role on this project, would recommend, and would hire to do project again (up to 3 points)
  - B.2.2. Strong reference, proposed project team members did not play a significant role on this project (up to 2 points)
  - B.2.3. Verified work was performed but cannot provide details (0 points)

**C. Project Approach (20 points):**

- C.1. Project approach meets the Scope of Work and appears to use innovative approaches to make project exceed expectations / addresses handling of unforeseen circumstance (*up to 20 points*), or
- C.2. Project approach meets the Scope of Work (*up to 18 points*), or

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C.3. Project approach does not meet the Scope of Work (0-10 points)

**D. Firm Information (4 POINTS):** Up to two pages may contain general firm information, in Cover Letter (financial or proprietary information should be sealed and submitted separately). In addition to other information relevant to the RFP, the envelope should be labeled, “**Contains Confidential and Proprietary Information**”

**E.** Extraneous / irrelevant information shall be kept to a minimum.

**F. Proposed Fees (15 POINTS, weighted and grouped.)**

F.1. Unit rates shall be provided as directed in the table,

F.2. Unit rates will be multiplied by the estimated annual number of assets for each asset category and summed

F.3. All fees shall be unit rates and include all labor, material, equipment, direct and indirect expenses.

F.4. The total Year 5 fee, which includes the four annual cost escalators, will be used to evaluate this section of the fees.

F.5. Provide a total hourly rate to conduct Source Tracing to include all labor, equipment, mileage, copying, deliverables etc.

F.6. Laboratory fees for samples taken as part of the IDDE program will be reimbursed.

F.7. Provide a labor category billing rate table for other approved additional services.

**G.** No allowances will be made for In-Scope reimbursable expenses, such as mileage, printing, copying, deliveries etc., without prior written approval.

Request for Proposal submitted in response to this RFP will be evaluated and scored, in accordance with the criteria outlined below, by an evaluation committee established by the City.

Criteria – See Attached Scoring Rubric for Additional Detail	Points
Project Team	33
Similar Project Experience	28
Project Approach	20
General Firm Information (cover letter)	4
Proposed Fees	15
Highest Possible Score	100

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**4. COST PROPOSAL**

- A. Provide a proposed first year fee based on the stated Scope of Work meeting the criteria above. Also provide an annual escalator to be applied across each element of the project each of the proceeding four years. Once the successful Vendor has been selected, the actual number of stormwater assets to be assessed each year will be finalized.

**Table 4A: Assumed Number of Stormwater Assets for Proposal Purposes<sup>1</sup>**

Asset	Fee (\$)	Cost per asset (\$)	# of Assets /yr	Number of assets
Outfalls			94	470
Structures			2,600	13,000
Conveyances			1,600	8,000
SMFs			86	430
GI/LID Structures			2	10
Year 1 Fee				

**Table 4B: Annual Fee Escalation<sup>1</sup>**

	Fee (\$)	Escalator	Prior Year Fee
Year 1		--	--
Year 2			
Year 3			
Year 4			
Year 5			
Total Fee			

**Table 4C: Total Hourly Cost to Perform Source Tracing for Illicit/Illegal Discharges<sup>1</sup>**

Hourly rate including all costs, overhead, and profit <sup>2</sup>	\$
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<sup>1</sup>These tables and the Certification below may be reproduced and included in a separate sealed envelope marked Cost Proposal Data

<sup>2</sup>This rate should aggregate all costs into a single hourly rate. Actual costs for laboratory analyses will be billed and paid separately.

- B. Please provide in **Table 4D: Hourly Rate Table**, organized by labor category.

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**5. PROPOSAL SELECTION**

- A.** All Corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the proposal.
- B.** The City is concerned about proposers' financial capability to perform. Therefore, please provide enough data to lead evaluators to the conclusion that your firm has the financial capability to perform. As detailed financial data is generally proprietary, and proposers do not wish such information to be part of the public record under the Georgia Open Records Act (G.O.R.A.), the City reserves the right to perform additional due diligence in this area, at the sole discretion of the City, prior to award of any contract.
- C.** The proposals will be the basis from which interested firms will be selected for interviews if deemed necessary. Following the City staff evaluation of the proposals received, selected firms may be invited to make oral presentations before the City's Evaluation Panel. The City's Project Manager will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon completion of the evaluations, the City's Evaluation Panel will determine the most qualified firms based on all materials and information presented.
- D.** Any firm failing to submit information in accordance with the procedures set forth in the RFP may be subject to disqualification. The City reserves the right to change the solicitation schedule or issue amendments to the solicitation at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the solicitation. The City reserves the right to reject any and all proposals at any time, without penalty. The City reserves the right to request "best and final" offers; and to issue a new RFP. Firms eliminated from further consideration will be notified by mail by the City as soon as practical.

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**II. SUBMISSION OF RFP**

The packages shall be in sealed envelopes and identified as follows:

**RFP Number: 23-106 MS4 Inspection and Assessment Services**

**Pre-bid Conference: Thursday, March 2, 2023, at 11:00 a.m. EST**

**Questions Due: Wednesday, March 22, 2023, at 4:00 p.m. EST**

**Proposal Due Date: Thursday, April 5, 2023, at 4:00 p.m. EST**

**Proposals shall only be accepted online through the Bonfire Portal**  
<https://brookhavenga.bonfirehub.com/projects/58749/details>

All submission are due at the location specified no later than the date and time specified herein. The RFP package must include detailed information relative to Request for Proposal Process and Selection Criteria, as required. The Statement of Proposal Letter included as page two (2) of this RFP, and Exhibit A-E must be attached and must be signed by a person authorized to legally bind the company.

**III. EVALUATION CRITERIA AND PROCESS**

- a. All proposals received will be reviewed by the Purchasing Manager to ensure that all administrative requirements of the RFP package have been met by the Offerors. Each proposal will be reviewed to ensure that the Offeror submitted all information required in the RFP and that all documents requiring a signature have been signed. Failure to meet these requirements may be cause for rejection. All proposals that meet the administrative requirements will then be turned over to the evaluation committee for further evaluation.
  
- b. The Evaluation Committee will review all submittals received and rank Offerors based on submittal information required in the Evaluation and Selection Criteria. Discussions may be conducted by the City of Brookhaven with responsible Offerors who submit proposal's determined to be reasonably susceptible of being selected for award for clarification to assure full understanding of and responsiveness to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of statements; and such revisions may be permitted after submissions and prior to award. In conducting any such discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors. Cost will not be the deciding factor in this RFP.

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- c. The City of Brookhaven reserves the right to addend the RFP prior to the date of proposal submission. Addenda will be posted to the Brookhaven website at [www.brookhavenga.gov](http://www.brookhavenga.gov).
- d. Awards of contract shall be made to the responsible Offerors who have successfully submitted a proposal and been ranked by the Evaluation Committee considering all the evaluation factors set forth in this RFP. No other factors or criteria shall be used in the evaluation. The City of Brookhaven reserves the right to reject all proposal's submitted in response to this RFP.

**IV. OTHER CONSIDERATIONS**

- a. Vendors responding to this RFP need to become a registered Vendor to sell products or services to the City of Brookhaven. Please note that the vendor file is a good source for vendor information but not the only source. Registration does not guarantee that your firm will be solicited for any or all requirements. The vendor file will also be used to support financial transactions with vendors including invoice payments. A Vendor Application is available at [www.brookhavenga.gov](http://www.brookhavenga.gov).

If you have any question or concerns, please feel free to email:

City of Brookhaven

Purchasing Office

[purchasing@brookhavenga.gov](mailto:purchasing@brookhavenga.gov)

- b. Prior to the due date, a submitted proposal may be withdrawn by the Offeror by submitting a written request to the Buyer named herein. A person authorized to sign for the Offeror must sign all such requests.

The City reserves the right to add provisions to the contract to be consistent with the successful Offeror's offer and to negotiate with the successful Offeror other additions to, deletions from, and/or changes in the language in the Contract, provided that no such addition, deletion or change in Contract language would, in the sole discretion of the City affect the evaluation criteria set forth herein, or give the successful Offeror a competitive advantage.

Any exceptions to the agreement must be clearly identified, accompany the Offeror's proposal and be attached to the agreement. Offerors are cautioned that any exception submitted that will give the Offeror a competitive advantage over another Offeror or that will cause a failure to meet a mandatory requirement of the RFP will not be accepted.

Prior to award, the apparent winning Offeror(s) may be required to enter discussions with the City to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of

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notification, if not, this could lead to rejection of the Offeror's proposal. Offeror will not retype the enclosed contract.

**V. CERTIFICATION**

By my signature below, it is certified that my firm can meet all terms of the Proposal and will perform the services specified; and for the privilege of doing so on the City of Brookhaven premises. I understand that, upon proper acceptance of this offer by the City of Brookhaven, a contract will thereby be created.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Email address

Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires on the above date.

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The Inventory, Mapping, Assessment, Dry Weather Screening, and Source Tracing are listed below under the Common Requirements and the Task Specific Requirements.

1. COMMON REQUIREMENTS

The following COMMON REQUIREMENTS apply to each category of mapping, inventory, and assessment:

- A. Conduct all inventory, mapping, assessment, screening, and source tracing in accordance with the then-current approved SWMP and SWMP-adopted programs. Copies of each are posted for review on the City’s procurement web page under this ITB solicitation number.  
<https://www.brookhavenga.gov/finance/page/purchasing>
- B. Verify that previously mapped assets in the GIS database are mapped correctly and will remove or modify assets that are mapped incorrectly, not mapped, or duplicated.
- C. The City will provide available databases, maps, and/or information to the selected Vendor. Most of these data are available with this solicitation.
- D. Update GPS and map data as required:
  - D.1. In instances where asset data was not successfully obtained through past surveys,
  - D.2. A new system has been constructed since the last update, or
  - D.3. If the drainage system was modified by a recent maintenance project.
  - D.4. In these instances, assets will be located and mapped through GPS (horizontal projection: NAD 83 Georgia State Plane coordinates, West Zone and vertical elevations: NAVD88) to one-half foot accuracy.
  - D.5. Collected data will include physical descriptions, structural, and assessment data (ex. structure type, size, dimensions, invert, and crown).
- E. Submit data in electronic format compatible with the City GIS and Asset Management tool, CityWorks.
- F. Provide inspection forms in City-approved electronic format and upload to the GIS database so that formatted data forms can be viewed by City staff.
- G. Create and maintain a GIS Inventory Progress Dashboard that displays inspection progress as well as structures requiring maintenance. An example dashboard is available for inspection upon request.
- H. Append new data to existing records.
- I. Record elevation data at the top of each structure and at the pipe invert for headwalls. Record dropdown depths inside structures for each invert from the top of each structure. Where dropdown depths are provided, the corrected elevation will be provided.

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- J. Provide weekly reports summarizing progress. The report shall be submitted no later than each Tuesday for the previous week’s work. Reports will be simple and concise but will include the following: assets that require immediate maintenance including details and pictures, a list of structures inaccessible with explanations, a list of structures that are mapped incorrectly, and dry weather flow observed and source tracing details. Most weeks, a simple table appended to an email will be sufficient to meet this requirement.
- K. Provide a monthly updated schedule.
- L. In a timely manner, notify DPW of any assets that are inaccessible. The City will make reasonable efforts to assist with any access issues.
- M. Update and amend the GIS database with information on assets’ current conditions allowing the City to prioritize asset management tasks.
- N. Visually assess and provide photo documentation of structural inspections.
- O. Utilize the scoring matrix to assess each asset. The scoring matrix is based on criteria such as sediment/debris obstruction, stability (ex. erosion, sinkholes, undermining), vegetative growth, and/or structural integrity (ex. invert failure, cracks, and collapse). See the Appendices for additional information.
- P. Pole Camera
  - P.1. **Pole cameras for the project shall be Envirosight Quickview airHD.**
    - P.1.1. Submissions for an equivalent product or better will be considered, but must have advance DPW approval.
  - P.2. A complete Envirosight pole camera package, as sold by an Envirosight authorized dealer, plus the optional range finder accessory, are required.
    - P.2.1. Quickview airHD camera head,
    - P.2.2. Bipod capable of 25’ extension with 30’ optional extender,
    - P.2.3. Batteries and charger,
    - P.2.4. Apple iPad or Android tablet,
    - P.2.5. WinCan SewerLink for Quickview,
    - P.2.6. Camera body pressurization system, and
    - P.2.7. Laser rangefinder accessory.
    - P.2.8. The EnviroSight package includes capabilities for on-image user-specified annotations and location details. At a minimum, the date of the image, the vendor name / Broohaven DPW, asset ID, and location information (nearest address) should be displayed in all images. For this reason, it is preferred that the pole camera is



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used for exterior images to provide consistency.

Q. Images:

- Q.1. Images will be used by City staff to confirm asset assessments, illustrate issues to the public and elected officials, prioritize maintenance and rehabilitation work, compare asset condition from different points in time, and for other reasons. Thorough documentation of asset assessment through appropriate imagery is required.
- Q.2. Representative and relevant digital images at each asset will be provided.
- Q.3. At a minimum, digital images shall be no less than 3 and not more than 8 megapixels.
- Q.4. Appropriate lighting should be used to record images of the inside of structures.
- Q.5. All still images will be provided in JPEG or PNG format.
- Q.6. **Required Images.**
  - Q.6.1. Asset Exterior (2 images min),
    - Q.6.1.1. At least one image far enough away to provide context and surrounding conditions
    - Q.6.1.2. At least one image which shows the representative condition of the asset, and
    - Q.6.1.3. Additional images as required to indicate acute issues unique to that asset
  - Q.6.2. Asset Interior (3 images min), at least one image depicting the representative condition of the asset, at least one image for each feature (inlet/discharge, control feature, connected asset, etc.), at least one image of the asset's bottom/foundation/invert, and images as required to indicate acute conditions unique to that asset
  - Q.6.3. Conveyances Interior (3 images min), at least one image at the conveyance's inlet / discharge side at the structure, at least one representative image zoomed to depict representative conditions inside the conveyance (focus of the image to represent pipe walls / joints or swale's sidewall), at least one image zoomed to the far end of the conveyance where it discharges or intersects a structure to illustrate the representative alignment of the conveyance, and representative images of abnormal conditions observed.
  - Q.6.4. Anomalies
    - Q.6.4.1. Where an asset is homogenous no additional images are generally required
    - Q.6.4.2. Where anomalies exist, additional images and/or video will be expected and required
- Q.7. Insufficient documentation may result in rework at no additional cost to the City.

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- Q.8. Video. In some cases, it may be beneficial to illustrate conditions with video. Quality should be at least 720p in a standard video format commonly used for viewing in the Windows operating system, e.g. MP4.
- Q.9. Image quality:
- Q.9.1. Images must meet or exceed the required resolution and must be in-focus and centered on central subject of the image.
- Q.9.2. If additional images are required to convey illustrate the issue, then additional images are expected to be provided
- Q.10. Vendor shall create, and submit for approval, standardized image nomenclature conventions that quickly allow the viewer to determine asset location (e.g., Object ID, Facility ID), asset type (conveyance, structure, outfall, other), type of image (i.e. structure representative interior, structure bottom, structure exterior contextual, etc.), and inspection year
- Q.11. Images must be uploaded to the GIS / CityWorks portal, linked to the asset, and accessible in the GIS viewer by clicking on the asset. These details will be determined at the Kick-off meeting and may be updated from time to time
- R. Asset Ownership:
- R.1. The vendor shall generally accept the previously determined “Ownership” of all assets that conform to the general rules below:
- R.2. Assets in the “apparent right-of-way” are Public
- R.3. Assets on City-owned property are Public
- R.4. Assets that predominantly convey water from public streets and property are generally Public
- R.5. Assets that predominantly convey water from non-City owned property are generally owned by the adjoining property Owner and are Private.
- R.6. Assets in gated communities are generally Private
- R.7. Assets downstream from a non-City-owned stormwater facility are generally Private until they predominantly convey water from public streets
- R.8. Inaccessible assets on non-City-owned property are generally not Public.
- R.9. Newer assets may not be mapped. Consultation with City staff is required.
- R.10. In almost every case, Ownership should be determined. Only in rare cases will an Ownership category be labeled, ”Unknown.”
- R.11. It is part of the vendor’s performance metric to accurately identify asset Ownership in the GIS. The City will support Ownership identification and will make the final determination on specific assets.

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- R.12. Upon request with a specific address, the City will attempt to provide a pdf or image file format of applicable recorded plats.
- S. Defects. Vendor shall
- S.1. Notify the City of any structural issues requiring immediate maintenance (i.e. health or safety hazard).
- S.2. Provide a summary of these high-priority assets along with the weekly report.
- T. Virtual Assets: The GIS database is setup to provide connectivity between branches of the drainage system. To accomplish this, Virtual Assets were created. A brief description of the types of virtual assets is below.
- T.1. Intersection: An Intersection type is essentially used to create LINK-NODE connectivity between systems that have “daylighted.” Where a conveyance outfalls to a ditch, creek, stream, or other conveyance type, an Intersection structure type is generally used to connect the various conveyances. It is anticipated that some structures will be located but not be able to be accessed due to physical obstructions/limitations or may be buried or otherwise inaccessible for internal inspection. Structures meeting these requirements shall be classified as Virtual Structures. Virtual Structures shall be located with GPS coordinates, related to connecting features and attributed to the maximum extent possible.
- T.2. Greyed out Assets: Assets that are grey in color indicate either:
- T.2.1. An asset was assumed to be present at the time of mapping based on supporting documentation (e.g. Record Drawings/ As-Builts, approved LDP drawings, Recorded Plats, or other sources) but has not been field located,
- T.2.2. The asset has been known to exist in the past but cannot be located or has become inaccessible, or
- T.2.3. Other field indicators exist that make the presence of an asset probable, but it cannot be seen from the surface.
- T.2.4. The vendor should contact DPW to discuss required action.
- U. Access.
- U.1. Provide due diligence to access all assets.
- U.2. DPW will provide a letter of introduction requesting access to assets over private property and will provide status updates through its website and community email blast.
- U.3. DPW can provide assistance if structures are buried, welded shut, covered without manhole ring/covers or grates.
- V. Electronically convey data to the system of record via tablets running an ESRI Field Operations

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application (e.g. Survey 123), a CityWorks mobile app, or a customized electronic data form, formatted to append seamlessly to the system. Details to be finalized at the Project Kick-off Meeting. Samples of current forms are attached.

**W. Schedule:**

W.1. At the beginning of each inspection cycle, the Vendor will submit a work schedule that illustrates staffing levels, equipment inventories dedicated to the project, and an asset assessment schedule for each stormwater asset category for the year and quarter looking forward.

W.2. Each quarter, the Vendor will update the annual and quarter forward schedule.

**X. Meetings:**

X.1. DPW prefers on-site meetings

X.2. In addition to the Project Kick-Off Meeting, annually anticipate (and include in unit pricing) the following meetings:

X.2.1. Annual kick-off meetings,

X.2.2. Quarterly meetings with DPW staff,

X.2.3. Quarterly meetings with City GIS Manager, and

X.2.4. Monthly email collaboration with GIS Manager to tweak data delivery / data updates into the GIS and CityWorks.

X.3. Anticipate two to three additional on-site meetings per year to address unanticipated issues that may arise.

Y. Redundancy Plan. Develop and submit prior to the Project Kick-Off Meeting a Redundancy Plan which is built into the pricing so that at any time when work is scheduled to be underway, there will be at least one fully operational system, including staff, support equipment and vehicle(s), in service. The Vendor may anticipate down-time in the schedule submission.

Z. Training. At least annually, DPW will hold a brief in-field training session to review expectations and “tweak” the assessment and documentation approach to ensure the needs of the City are being met, to introduce workarounds for lessons-learned, and to go over other information that is more suitable for in-field and hand-on discussions. The Vendor may anticipate this training to occur as part of the annual kick-off meeting. All field-side project personnel should attend the training event.

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**2. MS4 OUTFALL DRY WEATHER SCREENING (DWS) AND ASSESSMENT REQUIREMENTS**

The REQUIREMENTS for assessing the City’s stormwater outfalls comply with Section 4.2.3 (Illicit Discharge Detection & Elimination) of the MS4 General Permit. The number of outfalls per geographical area is provided below. These numbers are believed to be accurate approximate, and over the course of the contract, DPW expects the vendor to verify the accuracy of the database.

<b>STORMWATER OUTFALLS</b>	
<b>2018-2022 inventory</b>	
<b>Area</b>	<b>Number</b>
Area 1	83
Area 2	109
Area 3	85
Area 4	87
Area 5	102
<b>Total</b>	<b>466</b>

- A. Main references:
  - A.1. BMP C-2 Update Outfall Map and Inventory
  - A.2. BMP C-3 IDDE Plan (Dry Weather Screening)
- B. Identify unmapped or incorrectly mapped and assess all outfalls meeting the permit’s definition of an outfall:
  - B.1. “the most downstream point (i.e. final discharge point) on an MS4 where it discharges to receiving waters of the State”.
- C. When dry weather flow is observed, immediately conduct source tracing as specified in the IDDE Plan.
- D. Notify DPW staff within 24 hours of dry weather flow observed. Include source tracing activities completed and documentation including photographs, field observations, field measurements (temperature, pH, conductivity) and field test kit results for surfactants, fluoride, and fecal coliform (once results received).
- E. Provide a preliminary Report of Findings
- F. Complete follow-up investigations if the source cannot be identified and notify DPW staff of results.
- G. Provide a Final Report
- H. Reporting
  - H.1. Dry Weather Screening
    - H.1.1. Prepare a single page report similar to the example provided in the Appendices

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- H.1.2. The same report format is used when flow is present and when flow is not present.
- H.2. When source tracing is necessary:
  - H.2.1. Provide an immediate (within 24-hours) preliminary report of findings in e-mail format describing the actions taken to conduct source tracing and in taking laboratory samples
    - H.2.1.1. When an acceptable discharge or flow source is determined to cause the dry weather flow (e.g., groundwater), explain the rationale for that determination. For example, if no surfactants, no fluorides, or no other possible sources (sanitary sewers, water mains, buildings, etc.) of inflow were detected, and the surface features do not promote the likelihood of other sources were found, state such and specifically indicate “SOURCE IDENTIFIED: *[INSERT SOURCE]*. NO FURTHER ACTION NECESSARY.” A Final Report is not necessary.
    - H.2.2. When an illicit discharge is discovered, provide a detailed report in accordance with the reporting requirements of the IDDE plan.
    - H.2.3. Investigations must continue until the source of the illegal or illicit discharge is identified.

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**3. MS4 STRUCTURES AND CONVEYANCES INVENTORY AND INSPECTION REQUIREMENTS**

The REQUIREMENTS for assessing the City’s stormwater structures and conveyances comply with Sections 4.2.5 (Post-Construction Stormwater Management) and 4.2.6 (Pollution Prevention/Good Housekeeping for Municipal Operations) of the MS4 General Permit.

During the 2014-2018 and 2019-2022 reporting periods, stormwater structures and conveyances were surveyed, inventoried and assessed for structural integrity and other issues with the stormwater infrastructure. For the 2023-2027 period, stormwater structures and conveyances within the City will be re-assessed. Based on current GIS data, this includes 13,000 structures and 8,000 conveyances (closed conveyances (pipe) and City-owned ditches/swales). These numbers should be within 5% of the actual number. A detailed structural inventory map and table is available to the selected Vendor.

In addition to the COMMON REQUIREMENTS, the following list of tasks is provided to express the intent of the Scope of Service and is not provided to be all inclusive.

- A. Main reference documents:
  - A.1. BMP F-1 MS4 Control Structure Inventory and Map
  - A.2. BMP F-2 MS4 Inspection Program)
  - A.3. BMP F-3 MS4 Maintenance Program CoB MS4 Operation and Maintenance Program
- B. RESERVED. Should there be ADDENDA items for Structures and Conveyances, those requirements will be inserted here and following.

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3.1. SMF AND GI/LID STRUCTURE INVENTORY AND INSPECTIONS

The REQUIREMENTS for assessing the City’s Stormwater Management Facilities (SMFs) and Green Infrastructure/Low Impact Development (GI/LID) structures complies with Section 4.2.5 (Post-Construction Stormwater Management) and 4.2.6 (Pollution Prevention/ Good Housekeeping for Municipal Operations) of THE MS4 General Permit.

During the 2014-2018 and 2019-2022 reporting periods, public & privately-owned SMFs and GI/LID structures were surveyed, inventoried and assessed for structural integrity and other issues with the stormwater infrastructure. For the 2023-2027 period, SMF and GI/LID within the City will be re-assessed. Based on current GIS data, this includes 428 SMF and 31 GI/LID structures. DPW expects these numbers to be within 10% of the total number of facilities.

The table below is based on current GIS data.

<b>Ownership</b>	<b>SMFs</b>	<b>GI/LID Structures</b>
Public	43	1
Private	374	10
DeKalb County	4	0
MARTA	3	0
Other	4	0
Total	428	11

A detailed stormwater management facility inventory map and table is included in the Appendix.

In addition to the COMMON REQUIREMENTS, the following list of tasks is provided to express the intent of the Scope of Service and is not intended to be all inclusive

A. Main reference documents:

- A.1. BMP E-2 Post-Construction Inventory
- A.2. BMP E-3 Post Construction Inspection Program
- A.3. BMP E-4 Post Construction Maintenance Program
- A.4. BMP E-6 GI/LID Program
- A.5. BMP E-5 GI/LID Structure Inventory
- A.6. BMP E-7 GI/LID Structure Inspection and Maintenance Program
- A.7. BMP F-1 MS4 Control Structure Inventory and Map



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- A.8. BMP F-2 MS4 Inspection Program
- A.9. BMP F-3 MS4 Maintenance Program
- A.10. CoB MS4 Operation and Maintenance Program.
- B. Inspection and Data Collection forms: Forms will be electronic and use the Sample Inspection Forms found in the Georgia Stormwater Management Manual (Blue Book) as the basis. In the past, these forms have been customized to the types of facilities generally found in the City. A sample of the current form is attached.
- C. Extent of SMF in Scope of Work
  - C.1. The City maintains inventories, maps, and assessments on all SMFs in the City, regardless of Ownership. All will be inspected.
  - C.2. The SWMP requires the City to report MS4 SMFs each year. MS4 SMFs are only those which were constructed a year after the Date of Designation as an MS4, or after December 2014. Therefore, the MS4 SMFs are segregated from the overall list of SMFs in the City.
- D. The extent of GI/LID in the Scope of Work is similar to that for SMFs.

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SCORING RUBRIC  
MS4 INSPECTIONS AND ASSESSMENTS RFP  
RFP # 23-106  
BID OPENING: 4/5/23

Vendor Name: \_\_\_\_\_ Points: **0** Maximum Points: **100**

A. Project Team			B. Similar Project Experience			C. Project Approach			D. Firm Information			F. Cost		
	Max points	Awarded Points		Max points	Awarded Points		Max Points	Awarded Points		Max Points	Awarded Points		Max Points	Awarded Points
<b>A. Project Team</b>	<b>33</b>	<b>0</b>	<b>B. Similar Project Experience</b>	<b>28</b>	<b>0</b>	<b>C. Project Approach</b>	<b>20</b>	<b>0</b>	<b>D. Firm Information</b>	<b>4</b>	<b>0</b>	<b>F. Cost</b>	<b>15</b>	<b>0</b>
<b>A.1. Project Team</b>	<b>21</b>	<b>0</b>	<b>B.1. Scope of Work</b>	<b>16</b>					Years in Business	1		Annual Fee Year 5	9	
Project Manager	7		Key:			Key:			Experience of Founding Partners	0.5		Hourly Cost for Source Tracing	3	
Lead Field Technician	7		Project Significantly Exceeds,	4		Meets Scope of Work and Requirements, and Proposes Project Enhancements / Innovations	20		Established local office > 3 yrs	0.5		From Rate Sheet: Cost for Project Manager, Key GIS Staff Member, EIT, and Mid-level Inspector for 160 hours	3	
Key GIS Staff Member	7		Project Meets / Matches, or	2		Meets Scope of Work and Requirements	18		Key:					
			Project Does not Match	0-1		Does not meet Scope and Requirements in more than 2 areas	10		Bankruptcies			Key:		
<b>A.2. Point of Contact</b>	Pass/Fail	<b>Fail</b>	Score:		<b>0</b>				None	2				
Principle in Charge			Project 1						Last 5 years	0		Lower 1/3 of Respondants	Item Max points	
Project Manager			Project 2						Last 7 years	1		Middle 1/3 of Respondants	2/3 Item Max points	
Key GIS Staff Member			Project 3									Upper 1/3 of Respondants	1/3 Item Max points	
			Project 4						Score:					
<b>A.3. Longevity with Firm</b>	<b>9</b>	<b>0</b>	<b>B.2. References</b>	<b>12</b>					Bankruptcies					
Key:			Key:											
> 4 yrs	3													
> 2 yrs < 4 yrs	2		Excellent reference, 2/3 Key staff played significant role in project. Would use again	3										
> 1 yr < 2 yrs	1		Strong reference, but proposed project team did not play a significant role. Would use again	2										
< 1 yr	0		Verified work was performed, but referenced did not play a significant Owner role	0										
Project Manager	3		Score:		<b>0</b>									
Lead Field Technician	3		Project 1											
Key GIS Staff Manager	3		Project 2											
			Project 3											
<b>A.4. Other Key Staff</b>	<b>3</b>		Project 4											

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*END OF REQUEST FOR PROPOSAL*