

May 19, 2008

Mr. Matt Tin, P.E.
Stantec
1500 Lake Shore Drive, Suite 100
Columbus, OH 43204

Mr. Paul Freedman
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501 Avis Drive
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Columbus, OH 43221

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755-4800 ext 2224

**Subject: Request for Proposal
Green BMP Operation and Maintenance Study**

The City of Columbus Division of Sewerage and Drainage requests a proposal to perform an investigation and report on BMP (Best Management Practice) maintenance activities required for "green" water quality infrastructure. Specifically we would like to determine the time, resources and monetary commitment needed to effectively operate and maintain green BMPs such as bioswales, vegetated filters, green islands and rain gardens. The City will use the results of this investigation to evaluate the establishment of necessary resources to maintain green stormwater infrastructure in the public domain.

We are aware that other community programs exist for maintenance of green infrastructure in public domain. We expect that the consultant will contact communities of size similar to Columbus having programs that promote and/or utilize green BMPs on public projects and public rights of way. Please note that Columbus is also seeking proposals for another study where contact of other communities relevant to green BMPs is necessary. The City will require that any effort to contact other communities be coordinated through the City's project engineer.

Your proposal should contain a description of the approach to determining the requirements and criteria for a BMP maintenance program. The report should discuss, but is not limited to, aspects such as how maintenance is performed (e.g. municipality forces, contract bid, or other); estimates or recommendation of specific staffing requirements; how much/what frequency of inspection and maintenance required by BMP type and the projected cost (estimated or actual) of inspection and maintenance

by BMP type. We would also be interested in what criteria, means and methods may be utilized to make BMPs more maintenance friendly, e.g. a treatment train that includes separation of trash ahead of a BMP.

Please limit your proposal to less than 20 pages including brief biographies of the project manager and key staff. Please submit your proposal no later than June 17, 2008 to:

**Stormwater and Regulatory Management
Division of Sewerage and Drainage
1250 Fairwood Ave. Room 1051
Columbus, OH 43206
Attn: Tom A. Russell, P.E.**

Cost of the services is not expected to exceed \$50,000; proposals will be evaluated based on the selection criteria as it appears in the Columbus City Code, Title 3, Section 329.11. The evaluation criteria for the project is attached and includes, but is not limited to, knowledge of subject, experience and capability to provide consultant services as requested.

Please direct any questions regarding this request for proposal to Tom Russell at the above address or email tarussell@columbus.gov. The City will not respond to any questions not submitted in writing.

Thank you for considering this request for proposal.

May 19, 2008

Mr. Vinnie Tremante
Williams Creek Consulting, Inc.
247 East Livingston Avenue, Suite B
Columbus, OH 43215

Mr. Mark J. Bonifas, P.E.
Hull & Associates, Inc.
6397 Emerald Parkway, Suite 200
Dublin, OH 43016

Mr. Barton G. Jones, P.E.
Strand Associates, Inc.
4433 Professional Parkway
Groveport, OH 43125

Subject: Request for Proposal
Study of Incentives for Green BMPs

The City of Columbus Division of Sewerage and Drainage requests a proposal to perform an investigation and report on application of incentives for installing water quality BMP (Best Management Practice) for private infrastructure. The City has two specific interests relevant to this investigation.

1. Meeting and/or exceeding stormwater quantity and quality requirements in the downtown urban area is difficult given the competing needs/uses and high land costs.
2. Raising awareness and participation in solutions to improve our environment within our community including single family residential.

Specifically we would like to determine and describe the criteria and program(s) for requiring the use, encouraging the use and providing incentive for the use of green infrastructure. The report should focus on programs or recommendations for making use of green BMPs on private projects more appealing to developers and owners. The report shall also contain discussion and recommendations on designing innovative BMPs, restrictions on using BMPs (e.g. interference with other utilities) and participation/payment utilizing municipal funds for private BMPs. Examples and/or case studies may be included in the investigation.

Columbus is aware that other community programs exist for promoting the use of green infrastructure in public domain. We expect that the consultant will contact communities similar to Columbus in size having programs that promote and/or utilize

green BMPs on private commercial, industrial and residential projects. Please note that Columbus is also seeking proposals for another study where contact of other communities relevant to green BMPs is necessary. The City will require that any effort to contact other communities be coordinated through the City's project engineer.

Please limit your proposal to less than 20 pages including brief biographies of the project manager and key staff. Please submit your proposal no later than June 17, 2008 to:

Stormwater and Regulatory Management
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Please direct any questions regarding this request for proposal to Tom Russell at the above address or at tarussell@columbus.gov. The City will not respond to any questions not submitted in writing.

Thank you for considering this request for proposal.

- 7.0) Facilitate one Focus Group meeting with 6 to 10 representatives of "other governmental units" located in Columbus, but not controlled by the City, to ascertain their perspectives on partnering with DOSD on GI initiatives. We have been extremely successful in constructing such partnerships in other large Midwestern cities (Louisville, Cincinnati, and three counties plus 33 municipalities in northern Kentucky). For instance, in Louisville, the Jefferson County School District has formed a partnership with MSD and is constructing a large GI project at one of its schools. The purpose of this Focus Group is to ascertain which, if any, other governmental units outside the control of Columbus could be incented into a GI partnership with DOSD. The findings of the Focus Group will be summarized in a project memorandum.
- 8.0) Compile and review post-construction stormwater management requirements for both new and re-development projects for eight case study communities. DOSD staff will approve the final selection of the case study communities based on our recommendations. This exercise will focus on the structure of the regulations in each community that promote the use of green infrastructure to achieve post-construction runoff goals. Each community's regulations will be reviewed from the perspective of volume control, water quality control, and peak runoff control and the role that green infrastructure plays in achieving these goals. It is anticipated that the results will reveal a range of approaches.
- A technical memorandum will be prepared that summarizes the above information.
- 9.0) Prepare a DRAFT of the GI incented public/private and public/other governmental unit partnerships research report and submit to DOSD for review and comment.
- 10.0) Based on DOSD review, revise the DRAFT report, as appropriate, and prepare the FINAL research report to DOSD. We will submit 10 hardcopies of the final research report and one version in electronic format.
- 11.0) Prepare a DRAFT Power Point presentation of the research and findings and submit to DOSD staff for review and comment. The Power Point presentation will be based on the FINAL research report.
- 12.0) Based on DOSD review, revise the Power Point presentation, as appropriate. Make a formal Power Point presentation to DOSD staff and selected City officials.

Proposed Project Schedule

Probably the most difficult task to be undertaken will involve identifying the responsible staff with whom we will communicate at cities where successful GI partnerships have been implemented. We propose to mail questionnaires to those individuals and will then follow-up with telephone interviews. Responses are critical to success, so sufficient time must be allowed for all communications to take place and the ensuing data analyzed and summarized. We believe we can successfully conduct this research and submit the FINAL report to DOSD within 150 calendar days after Notice-to-Proceed is received.

Proposed Fee and Staffing

Based on the Scope, we propose to perform this assignment on an hourly-fee-plus-expense basis with a limiting fee of \$48,900.

While this project will be staffed from our Columbus, Ohio, office, it will be managed by John Lyons from our Cincinnati office. At this time, we estimate that Mr. Lyons will be the only Strand team member that does not pay Columbus income tax. We estimate the income earned by Mr. Lyons will not exceed 15 percent of the total earned fees. While Bart Jones resides in Madison, Wisconsin, he spends a considerable amount of time working in our Columbus office. Mr. Jones pays Columbus income tax on the prorated time he works in Columbus. In 2006 and 2007, Mr. Jones spent approximately 35 weeks working from our Columbus, Ohio, office.

Strand Associates, Inc.[®] is a full-service engineering firm founded in 1946 and employs a staff of approximately 380 in 11 offices. We opened an office in Columbus, Ohio, in 2006. Our firm's Contract Compliance Number is 39-1020418 and it is current.

We propose to utilize Dynotec, Inc. as a subconsultant on this project. Dynotec will be responsible for conducting all internet research and for preparing the Summary Report for the Literature Review. We anticipate the fees earned on this assignment by Dynotec will represent about 12 percent of the total contract amount. Dynotec's Contract Compliance Number is 31-1319961 and it is also current.

APPENDIX C - COST SUMMARY

1. CITY: COLUMBUS, OHIO DEPT. OF PUBLIC UTILITIES		2. CIP NO. 610xxx		3. VERSION:	
4. NAME OF CONSULTANT: Tetra Tech, Inc.		PROJECT TITLE: Review of Maintenance Required for Green BMP			
5. ADDRESS: 3366 Riverside Drive, Suite 206/207 Columbus, OH 43221		6. TYPE OF CONTRACT: Cost Plus Fixed Fee			
7. DIRECT LABOR (DL)	LABOR CATEGORY	EST. HRS.	HOURLY RATE	EST. COST	TOTALS
	Principal	4	71.15	284.62	
	Project Manager	20	57.37	1147.38	
	Senior Project Engineer	162	57.37	9293.94	
	Project Engineer	100	33.79	3379.47	
	Design Engineer				
	Engineering Technician				
	Drafter				
	Clerical	80	15.00	1200.00	
	Registered Surveyor Field Person				
DIRECT LABOR (DL) TOTAL:					\$15,305.41
8. INDIRECT COSTS (IDC)		RATE	x DL =	EST. COST	
Administrative & Payroll		160.58%	\$15,305.41	\$24,577.43	
INDIRECT COSTS (IDC) TOTAL:					\$24,577.43
9. OTHER DIRECT COSTS (ODC)				EST. COST	
a. Travel					
Transportation 650 mi @ \$0.505 /mile					
Travel Subtotal:				328.25	
b. Equipment, materials, supplies (provide itemized breakdown of these costs on separate sheet)					
E, M & S Subtotal:				\$328.25	\$328.25
c. Subcontracts					
ms consultants, inc.				\$5,000.00	
Subcontracts Subtotal:				\$5,000.00	\$5,000.00
d. Other (Specify categories)					
Other Subtotal:				\$0.00	\$0.00
OTHER DIRECT COSTS (ODC) TOTAL:					\$5,328.25
10. TOTAL DL + IDC					\$39,882.84
11. FIXED FEE (Profit) (12 %) to be applied to DL+IDC (line 10) only					\$4,785.94
12. TOTAL COST (sum of lines 9, 10 & 11)					\$49,997.03
13.					\$
14.					\$
15. CONTRACT GRAND TOTAL (sum of lines 12 - 14)					\$49,997.03

APPENDIX C - COST SUMMARY
CIP 610xxx - Study of Incentives for Green BMPs

1. CITY: COLUMBUS, OHIO DEPT. OF PUBLIC UTILITIES		2. CIP NO. 610xxx		3. VERSION:	
4. NAME OF CONSULTANT: Williams Creek Consulting, Inc		PROJECT TITLE: Study of Incentives for Green BMPs			
5. ADDRESS: 247 East Livingston Ave, Suite B Columbus, Ohio 43215		6. TYPE OF CONTRACT: Cost Plus Fixed Fee			
7. DIRECT LABOR (DL)	LABOR CATEGORY	EST. HRS.	HOURLY RATE	EST. COST	TOTALS
	Principal	10	\$70.00	\$700.00	
	Project Manager	60	\$30.00	\$1,800.00	
	Senior Project Engineer				
	Project Engineer				
	Design Engineer	240	\$28.00	\$6,720.00	
	Engineering Technician	40	\$27.00	\$1,080.00	
	Drafter				
	Clerical	10	\$25.00	\$250.00	
	Registered Surveyor				
Field Person					
DIRECT LABOR (DL) TOTAL:					\$10,550.00
8. INDIRECT COSTS (IDC)		RATE	x DL =	EST. COST	
Administrative & Payroll		1.90%	\$10,550.00		
INDIRECT COSTS (IDC) TOTAL:					\$20,045.00
9. OTHER DIRECT COSTS (ODC)				EST. COST	
a. Travel					
Transportation 300 mi @ \$ 50.5 /mile					
Travel Subtotal:				\$151.50	
b. Equipment, materials, supplies (provide itemized breakdown of these costs on separate sheet)					
E, M & S Subtotal:				\$0.00	
c. Subcontracts					
Brown and Cadwell				\$15,145.15	
Subcontracts Subtotal:				\$15,145.15	
d. Other (Specify categories)					
Miscellaneous (Postage, Courier Services, etc.)				\$400.00	
Printing and Reproduction				\$500.00	
Other Subtotal:				\$900.00	
OTHER DIRECT COSTS (ODC) TOTAL:					\$16,196.65
10. TOTAL DL + IDC					\$30,595.00
11. FIXED FEE (Profit) (10%) to be applied to DL+IDC (line 10) only					\$3,059.50
12. TOTAL COST (without Tasks A5 & A14) (sum of lines 9, 10 & 11)					\$49,851.15
13. Task A5 - Basement Cost (If Authorized)					\$
14 Task A14-If Authorized (10% of line 12)					\$
15 . CONTRACT GRAND TOTAL (sum of lines 12 - 14)					\$49,851.15

APPENDIX C - COST SUMMARY
Green BMP Operation and Maintenance Study

1. CITY: COLUMBUS, OHIO DEPT. OF PUBLIC UTILITIES		2. CIP NO. 610xxx		3. VERSION:	
4. NAME OF CONSULTANT: LimnoTech		PROJECT TITLE: Review of Maintenance Required for Green BMP			
5. ADDRESS: 501 Avis Drive Ann Arbor, MI 48108		6. TYPE OF CONTRACT: Cost Plus Fixed Fee			
7. DIRECT LABOR (DL)	LABOR CATEGORY	EST. HRS.	HOURLY RATE	EST. COST	TOTALS
	Principal	25	70.36	1759.00	
	Project Manager	80	48.69	3,895.20	
	Senior Project Engineer	160	36.89	5,902.40	
	Project Engineer	200	36.97	7,394.00	
	Design Engineer				
	Engineering Technician	120	26.25	3,150.00	
	Drafter				
	Clerical	40	17.11	684.40	
	Registered Surveyor				
	Field Person				
DIRECT LABOR (DL) TOTAL:					\$22,785.00
8. INDIRECT COSTS (IDC)		RATE	x DL =	EST. COST	
	Administrative & Payroll	1.93%	\$22,785.00	\$44,066.19	
INDIRECT COSTS (IDC) TOTAL:					\$44,066.19
9. OTHER DIRECT COSTS (ODC)				EST. COST	
a. Travel					
	Transportation <u>800</u> mi @ \$ <u>0.48</u> /mile				
			Travel Subtotal:	\$384.00	
b. Equipment, materials, supplies					
	(provide itemized breakdown of these costs on separate sheet)				
			E, M & S Subtotal:	\$0.00	
c. Subcontracts					
			Subcontracts Subtotal:	\$0.00	
d. Other (Specify categories)					
			Other Subtotal:	\$0.00	
OTHER DIRECT COSTS (ODC) TOTAL:					\$384.00
10. TOTAL DL + IDC					\$44,450.19
11. FIXED FEE (Profit) (<u>10</u> %)	to be applied to DL+IDC (line 10) only				\$4,445.02
12. TOTAL COST (without Tasks A5 & A14) (sum of lines 9, 10 & 11)					\$48,895.21
13. Task A5 - Basement Cost (If Authorized)					0.00
14. Task A14-If Authorized (10% of line 12)					0.00
15. CONTRACT GRAND TOTAL (sum of lines 12 - 14)					48895.21

APPENDIX C.1 - LOCAL WORKFORCE BREAKDOWN

Review of Incentive Requirements for Green BMP

Firm	Total Project Cost allocated to this consultant/subconsultant	Direct Labor (this should match Appendix C DL)	Direct Labor Dollars spent in Columbus	percentage of DL dollars spent in Columbus	Direct Labor Dollars spent in Franklin County	percentage of DL dollars spent in Franklin County
Stantec Consulting Services Inc.	\$24,000	\$8,138.45	\$6,787.45	83%		
Center for Watershed Protection	\$4,200					
University of New Hampshire Stormwater Center	\$8,400					
NC State University Biological & Agricultural Engineering	\$4,200					
USI	\$4,440					
Tom Debo	\$4,760					
(sub)						
(sub)						
(sub)						