

**CITY OF MOUNTAIN PARK
REQUEST FOR PROPOSAL
PHASE I ASSESSMENT
WATERSHED MANAGEMENT PLAN
#2013-02**

Purpose of Proposal

The City of Mountain Park is accepting proposals from qualified engineering firms to develop the Phase I Assessment of a Watershed Management Program.

A five Member City Council and Mayor govern the City of Mountain Park. The City is administered by a City Administrator/Clerk who reports directly to the Mayor. The City Administrator/Clerk directs and oversees all activities of the City. The City of Mountain Park has a population of 547 residing in approximately 260 homes spread over a one mile radius and served by slightly less than eight miles of roadway.

Interest parties must submit proposals (3 hard copies, 1 original and two copies) to the City of Mountain Park City Hall by the due date for their proposals to be considered.

Schedule

This Request for Proposals is scheduled as follows:

December 19, 2012	Release of RFP
January 18, 2013 10:00 a.m.	Proposals Due Date
January 28, 2013	Contract Award
Upon Contract Award	Contractor begins work

Questions & Answers

All questions concerning this RFP must be directed to Patricia Bosworth, President of Mountain Park Watershed Preservation Society by phone at (770)317-8750 or email at bradpatboz@aol.com.

Contract Term

The contract term is not to exceed 180 consecutive days.

Scope of Work

The City of Mountain Park is soliciting proposals from qualified environmental engineering firms for the development of Phase I Assessment of a Watershed Management Plan.

Review of existing municipal stormwater management program

- Current Ordinances Review
- Regulatory Review
- Operations & Maintenance Program Review
- Capital Improvement Program(CIP) Assessment
- Inventory and condition assessment of the City's drainage systems (pipes, inlets, ditches, etc.)

Watershed assessment with water quality testing-explanation needs to be provided as to why these sites were chosen

- Characterization of the watershed
- 1 Wet,1 Dry Sampling Event(BOD5, COD, TSS, Phosphorus, N2,N3,TKN, Ammonia)
- 1 Geomean for Fecal Coliform and E Coli Bacteria (4 samples over 30 days to be taken)
- In-situ measurements during each event (temperature, Dissolved Oxygen, Conductivity, Turbidity, PH)
- Summary of results and potential threats to water quality

Cursory analysis of the current funding levels for the program

Recommendations for Program Enhancements (structural and non-structural best management practices)

Deliverables to include- Stormwater Program & Watershed Assessment Report, Stormwater Inventory in a GIS format (installed on up to 2 computers at City Hall), Presentation of Final Report to City Council and Public)

Work elements to include a minimum of 3 meetings with City Staff and interested citizens during project phase and presentation as stated above.

*Any historical data, maps, etc. previously obtained by the City of Mountain Park as well as access to monitoring station will be provided by the city.

Proposal Format

1. Bidder Response Form must be completed and submitted as the first page of the bid fee proposal.

2. Firm Information – Firm name, address, telephone and fax numbers, and the names, addresses and telephone/fax numbers of any sub contractors.
3. Summary of your understanding of the services and your approach to it.
4. Summary of the qualifications of all key personnel assigned to this service.
5. Annotated list of references (with addresses and telephone numbers).
6. Itemized Fee Proposal in a **separate sealed envelope** within the RFP.
7. License Requirements: Firms shall furnish with the proposal documents a copy of the appropriate certification (i.e. Contractor registration with the State of Georgia, County Business License).
8. A copy of the firm's Public Liability Insurance, Workers' Compensation and Commercial General Liability Insurance.
9. List of government clients for which the firm performs similar work.
10. Completed and Signed Immigration Compliance and SAVE Affidavits (as applicable).

A clear, concise proposal in the specified proposal format is requested with all the necessary information included.

Address proposals to:

City of Mountain Park
Attn: Karen Segars
118 Lakeshore Drive
Mountain Park, GA 30075

The RFP Name & Number must be indicated on the outside of the envelope.

Rejection of Proposals

The City reserves the right to reject any or all proposals, to waive any irregularity or informality in the proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. The City will not be liable for any cost/losses incurred by the Bidder throughout this process.

Cost for Preparing Proposals

The cost for developing the proposal is the sole responsibility of the Bidder. The City will not provide reimbursement for such costs.

BIDDER RESPONSE FORM

Firm Name: _____

Contact Person: _____

Firm Address: _____

Phone: _____

Fax: _____

Email: _____

Proposed Fee: _____

Signature – Firm Representative

Date