



NOTICE TO ALL CONSULTING ENGINEERING FIRMS

Solicitation Number U12-N137-PG

SCDOT National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit Implementation

The **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION (SCDOT)** requests a letter of interest and a current resume of qualifications from all interested consulting firms experienced in providing engineering services for the continued implementation of the NPDES MS4 program..

Requested services include but are not limited to the scope of services listed in this document.

DBE Goal of 10%

PROFESSIONAL CONSULTANT SERVICES REQUEST FOR PROPOSAL

AGENCY	South Carolina Department Of Transportation (SCDOT)
DESCRIPTION:	SCDOT National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit Implementation
SOLICITATION NUMBER	U12-137-PG
ADVERTISEMENT DATE	August 19, 2022
PROJECT COORDINATOR	Jacqueline Williams
SUBMIT YOUR RESPONSE TO:	All electronic proposal submissions and the letter of interest should be submitted via email to WilliamsJA1@scdot.org no later than 2:30 PM (EST), October 22, 2022 . No proposals shall be accepted after the date and time specified.

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A. PURPOSE OF REQUEST:

The **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION (SCDOT)** requests a letter of interest and a current resume of qualifications from all interested consulting firms experienced in providing engineering services for the continued implementation of the NPDES MS4 program.

Requested services include but are not limited to the scope of services outlined in this document. |

B. SCOPE OF SERVICE:

SCDOT NPDES MS4 PERMIT SCOPE of SERVICES

1. INTRODUCTION

Under the Clean Water Act (CWA), the United State Environmental Protection Agency (EPA) authorized the implementation of the National Pollutant Discharge Elimination System (NPDES) permit program to the individual states. This enabled the states to perform the permitting, administrative and enforcement aspects of the NPDES Municipal Separate Storm Sewer System (MS4) program. By definition, an MS4 is a stormwater conveyance or system of conveyances owned by a public entity that discharges to waters of the U.S. In 2006 SCDOT was named an MS4 entity and was placed under the requirements of the SCDHEC issued MS4 permit number SCS040001. In order to continue to implement the various requirements of the federally mandated NPDES MS4 permit, SCDOT is procuring consultant engineering services.

A new SCDOT MS4 permit is currently being negotiated with SCDHEC; however, due to the public comment period and language negotiations, there is a risk that the effective date will be late in 2022 or early 2023. The new MS4 permit will have a new effective time period with new requirements. When the second MS4 permit term and conditions are approved and in effect, then the scope of services for the continued implementation of the MS4 program may be modified to accommodate the changes in permit requirements.

2. SCDOT NPDES MS4 PERMIT REQUIREMENTS

SCDOT's current NPDES MS4 permit has ten (10) main program elements or minimum control measures. Each main program element has several requirements associated with it, as defined in the final permit. In addition to the specific program elements, there are additional requirements not related to a particular program element.

The main program elements required by the permit are:

- 3. Structural Controls and Stormwater Collection System Operation (NPDES Permit #SCS040001 page 6, Part II.B.1): The MS4 and any stormwater structural control shall be operated in a manner to reduce the discharge of pollutants to achieve the "MEP" standards from Section 402(p)(3)(B) of the Clean Water Act.
- 4. Areas of New Development and Redevelopment, including Post-construction (NPDES Permit #SCS040001 page 7, Part II.B.2): A comprehensive master planning process (or equivalent) shall be implemented by the permittee to achieve the "effective prohibition" and "MEP" standards from Section 402(p)(3)(B) of the Clean Water Act to reduce the discharge of

pollutants, after construction is completed, from MS4s which receive discharges from areas of new development and significant redevelopment.

5. Existing SCDOT Roadways (NPDES Permit #SCS040001 page 9, Part II.B.3): Public streets, roads and highways, including but not limited to unpaved roads, shall be operated and maintained in a manner to reduce to the *MEP* the discharge of pollutants, including those pollutants related to deicing or sanding activities.
6. Flood Control Projects (NPDES Permit #SCS040001 page 10, Part II.B.4): Water quality impacts on receiving water shall be assessed for all flood management projects implemented by SCDOT and identified in the watershed planning process (or equivalent).
7. Industrial Facilities (NPDES Permit #SCS040001 page 11, Part II.B.5): All SCDOT industrial facilities stormwater discharges are permitted by the SCR000000 Industrial Stormwater General Permit. The permittee shall review activities completed for compliance with SCR000000 and summarize these for annual reporting as part of the compliance activities for this MS4 permit. Based on this information SCDOT will determine if representative inspections are necessary. If so, SCDOT will conduct random inspections of its industrial facilities and report the results in the annual report.
8. Pesticide, Herbicide, and Fertilizers (PHFs) Application (NPDES Permit #SCS040001 page 11, Part II.B.6): The permittee shall develop and implement a program to reduce pollutants in discharges from the MS4 associated with the application of PHFs to achieve the "effective prohibition" and "MEP" standards from Section 402(p)(3)(B) of the Clean Water Act and provide details of the program developed in the ANNUAL REPORT.
9. Illicit Discharges and Improper Disposal (NPDES Permit #SCS040001 page 12, Part II.B.7): The permittee shall describe a program, including a schedule, to detect and report illicit discharges and improper disposal into the storm sewer.
10. Construction Runoff (NPDES Permit #SCS040001 page 16, Part II.B.8): The permittee shall develop and implement a program to reduce erosion and sedimentation at construction sites such that sediment is retained on-site to the MEP.
11. Monitoring Program (NPDES Permit #SCS040001 page 18, Part II.B.9): The permittee shall develop a monitoring program to meet the requirements of Part V of this permit. In addition, the program shall incorporate monitoring requirements identified in Part IV, if applicable.
12. Public Education (NPDES Permit #SCS040001 page 19, Part II.B.10): A public education program shall be developed and implemented.

The Stormwater Management Program (SWMP) Tasks noted below are designed to comply with specific requirements of the main program elements. There are also administrative and management tasks that are not specific to any one of the main program elements, instead, they are required to facilitate or implement all program elements.

All the tasks described below were prepared by reviewing SCDOT NPDES MS4 Permit No. SCS040001 and determining task items related to each of the program areas.

MS4 PROGRAM SCOPE OF SERVICES TASKS

1.0 ADMINISTRATIVE AND MANAGEMENT TASKS

Task 1.1 – Review and Revision of SWMP (NPDES Permit #SCS040001 page 6, Part II.B)

Task 1.1.1 – Review and Revision of SWMP per new requirements from new construction general permit

Task 1.1.2 - Comprehensive Training Program

Revise training materials, as necessary for the general MS4 program training requirements. Assist with the presentation of the training materials during training events upon request.

Task 1.1 Deliverables
Task 1.1.1 – Review and Revision of SWMP
Task 1.1.2 – Comprehensive Training Program <ul style="list-style-type: none">• PowerPoint presentation of revisions• Attendance at SCDOT hosted training events when requested

Task 1.2 – Annual Reports and Schedule of Activities Development (NPDES

Permit #SCS040001 page 44, Part V.C)

Yearly schedule of activities will be submitted to SCDOT for approval. SCDOT will submit the Schedule of Activities to SCDHEC.

Task 1.2.2 – Annual Reports

Assist in the preparation of the Annual Report in an electronic and hard copy formats.

Task 1.2 Deliverables
Task 1.2.1 – Annual Schedule of Activities
Task 1.2.2 – YR14 Annual Report <ul style="list-style-type: none">• Annual Reports in digital format• Annual Reports in hard copy format Two (2) hard copies each year

Task 1.3 – NPDES Permit Negotiations

Task 1.3.1– NPDES Phase I, MS4 Permit Negotiations

Assist SCDOT with the third cycle of the MS4 Permit. Issues pertinent to SCDOT that have been identified through the second permit cycle, NPDES Phase I regulations, a comparison of other EPA Region 4, Phase I MS4 second cycle permits, and logic will be taken into account while drafting new language for the second cycle of the MS4 permit. Assist SCDOT, as necessary, in permit negotiation meetings that may occur with SCDHEC.

Task 1.3.2 – NPDES SCDOT Construction General Permit (CGP) Negotiations

Assist SCDOT, as necessary, in construction general permit negotiation meetings that may occur with SCDHEC.

Task 1.3 Deliverables
Task 1.3.1 – NPDES Phase I, MS4 Permit Negotiations <ul style="list-style-type: none">• Revise, if necessary, draft permit language to be submitted to SCDHEC or EPA• Preparation for and attendance at permit negotiation meeting(s) with SCDHEC

Task 1.3.2 – NPDES SCDOT Construction General Permit (CGP) Negotiations

- Revise, if necessary, draft permit language to be submitted to SCDHEC
- Preparation for and attendance at permit negotiation meeting(s) with SCDHEC

2.0 STORMWATER MANAGEMENT PROGRAM (SWMP) TASKS

Task 2.1 – Structural Controls and Stormwater Collection System Operation (NPDES Permit #SCS040001 page 6, Part II.B.1)

Applicable permit requirements for Task 2.1 are as follows:

Permit Requirements	Permit Reference
Develop BMP guidance	NPDES Permit #SCS040001 page 8, Part II.B.1
Revise the SWMP to address: <ul style="list-style-type: none"> • Description of existing structural and source controls • Mapping of major outfalls • Summary of inspection and maintenance program (may change due to construction general permit requirements) 	

Task 2.1.1 - Structural Controls Inventory and Inspections

New installations of water quality devices will be located, and a list of attributes will be developed and added to the inventory, if necessary. Consultant will update the inventory to include controls at SCDOT facilities and will perform an inspection of all facilities (newly and previously identified) to determine immediate maintenance concerns, functionality, and if major structural repairs need to be made to the controls. These inspections will be performed quarterly, and after the data has been compiled, a report will be developed and submitted to SCDOT for review and comments.

Task 2.1 Deliverables
Task 2.1.1 - Structural Controls Inventory <ul style="list-style-type: none"> • Updated statewide inventory of stormwater structural controls • Quarterly inspections and reports for all structural control BMPs to include needed maintenance items.

Task. 2.2 – Areas of New Development and Redevelopment, including Post-construction (NPDES Permit #SCS040001 page 7, Part II.B.2)

Applicable permit requirements for Task 2.2 are as follows:

Implement a Master Planning Process (or equivalent) to achieve the “effective prohibition” and “MEP” standards of the Clean Water Act, after construction is complete. The comprehensive master planning process shall include (NPDES Permit #SCS040001 page 7, Part II.B.2):

Master Planning Process to include but not limited to:	Permit Reference
Limit increases in discharge of pollutants in stormwater as a result of new development	NPDES Permit #SCS040001 page 8, Part II.B.2.a
Reduce discharges of pollutants in redeveloped areas	
Establish requirements to effectively prohibit non-stormwater discharges	
Develop water quality design criteria for developers, engineers and permittees	
Revise the SWMP	

Task 2.2.1 – Water Quality Training and Plan Review Process

Water Quality Manual Training – Consultant will assist with training materials and conducting training classes for Hydrology designers concerning the water quality design manual guidance.

Task 2.2 Deliverable
Task 2.2.1 – Water Quality Training <ul style="list-style-type: none"> Update and finalize training PowerPoint presentations and attend and present water quality training events as needed for SCDOT employees

Task 2.3 – Existing SCDOT Roadways (NPDES Permit #SCS040001 page 9, Part II.B.3)

Applicable permit requirements for Task 2.3 are as follows:

Permit Requirement	Permit Reference
Existing Roadways <ul style="list-style-type: none"> Develop and implement a plan to inspect SCDOT dirt roads in urbanized areas Develop a plan to correct deficiencies that negatively impact water quality Perform routine maintenance activities Cover deicing material storage areas Develop a program to reduce pollutants associated with road repair, equipment yards and maintenance shops Develop an Interstate Rest Area Management Plan 	NPDES Permit #SCS040001 page 9, Part II.B.3

Task 2.3.1 - Unpaved Road Inventory

Consultant will continue to update the dirt road inventory data.

Task 2.3.1 Deliverable
Task 2.3.1 - Unpaved Road Inventory

Task 2.3.2 – Update Roadway Runoff Management Plan (RRMP)

RRMP Updates – In response to meet the permit requirement related to the development of a Rest Area Management Plan, Consultant will review the RRMP, discuss recommendations with SCCDOT stormwater section and update the plan according to SCDOT.

Task 2.3.2 Deliverables
Task 2.3.2 – RRMP Updates <ul style="list-style-type: none"> Review and develop list of recommended changes to the RRMP Update the RRMP

Task 2.4 – Flood Control Projects (NPDES Permit #SCS040001 page 10, Part II.B.4)

Applicable permit requirements for Task 2.4 are as follows:

Permit Requirement	Permit Reference
Assess water quality controls on flood control projects implemented by SCDOT	NPDES Permit #SCS040001 page 10, Part II.B.4
Evaluate the feasibility of modifying existing flood control devices	
Incorporate water quality considerations into detention basin design	
Consider water quality issues in the master planning process	
Consider impaired waters in the master planning process	

Task 2.4.1 - SCDOT Owned Flood Controls

The permit states that SCDOT shall evaluate the feasibility of modifying existing structural flood control devices (that were designed for water quantity only) to provide additional pollutant removal from stormwater. Consultant will determine appropriate locations for potentially performing a pilot retrofit project and assist with design and installation if implemented.

Task 2.4 Deliverables
Task 2.4.1 - SCDOT Owned Flood Controls <ul style="list-style-type: none"> Evaluation of previously identified flood controls for potential modification Potential Flood Control Modification Location Report

Task 2.5 – Industrial Facilities (NPDES Permit #SCS040001 page 11, Part II.B.5)

Applicable permit requirements for Task 2.5 are as follows:

Permit Requirement	Permit Reference
Review compliance activities performed at all SCDOT industrial facilities permitted by SCR000000 Industrial Stormwater Permit	NPDES Permit #SCS040001 page 11, Part II.B.5
Summarize the compliance activities in annual report	
Evaluate current level of compliance and determine if inspections are necessary to better assess permit compliance	
If inspections are determined to be necessary, randomly review inspection logs of SCDOT industrial facilities and include findings in the annual report	

Task 2.5.1 - Facility Inspections

Consultant will continue to inspect facilities and update the facilities Stormwater Pollution Prevention Plans (SWPPPs), if necessary. In addition, Consultant will continue to meet the sampling requirements of the current Industrial General Permit (IGP) at all qualifying SCDOT owned facilities.

Task 2.5 Deliverables
Task 2.5.1 – Facility Inspections <ul style="list-style-type: none"> Continue addressing the requirements of the IGP Continue providing sampling results to SCDOT

Task 2.6 – Pesticide, Herbicide, and Fertilizers (PHFs) Application (NPDES Permit #SCS040001 page 11, Part II.B.6)

Applicable permit requirements for Task 2.6 are as follows:

Permit Requirement	Permit Reference
An educational program as described in the Part 2 application with the Clemson Extension Service that includes <ul style="list-style-type: none"> Development of an acceptable product list along with associated Material Safety Data Sheets (MSDS). This publication shall be updated annually. Development of publication that includes information involving transportation, storage and disposal requirements. Publication will be made available to the public at establishments that distribute pesticides, herbicides or fertilizers. Develop a shelf-life program for disposal of expired products 	NPDES Permit #SCS040001 page 11, Part II.B.6.a

Establish controls to reduce the discharge of pollutants related to the storage and application of PHFs by commercial applicators	NPDES Permit #SCS040001 page 11, Part II.B.6.b
Establish controls to reduce the discharge of pollutants related to the storage and application of PHFs by employees and contractors to public property and rights of ways (NPDES Permit #SCS040001 page 11, Part II.B.6.c) including; <ul style="list-style-type: none"> An annually updated product list made available to SCDOT employees including the following information: <ul style="list-style-type: none"> Formulation instructions, instructions for use including application methods, quantity usage, equipment use and maintenance, and site-specific soil testing instructions to determine appropriate fertilizer application rates. Training in safe use, storage and disposal of PHFs will be made available to applicators Inspection and monitoring procedures 	NPDES Permit #SCS040001 page 11, Part II.B.6.c
Reduce the discharge of PFH's by developing a way to minimize their use	NPDES Permit #SCS040001 page 11, Part II.B.6.d
Identify areas known to receive high applications of PFH's, detect improper usage, and prioritize problem areas <ul style="list-style-type: none"> Require proper certification and licensing for applicators of PHF's 	NPDES Permit #SCS040001 page 11, Part II.B.6.e

Task 2.6.1 - PHF Program Summary

SCDOT will continue complying with the Pesticide, Herbicide and Fertilizer program. SCDOT Director of Maintenance Office in conjunction with Clemson University manages the PHF program. Consultant will include the summary from SCDOT Director of Maintenance Office in the MS4 annual report to SCDHEC.

Task 2.6 Deliverable
Task 2.6.1 MS4 annual report summary

Task 2.7 – Illicit Discharge and Improper Disposal* (NPDES Permit #SCS040001 page 12, Part II.B.7)

Applicable permit requirements for Task 2.7 are as follows:

Permit Requirement	Permit Reference
Describe a program to detect and remove illicit discharges from the MS4 including; <ul style="list-style-type: none"> Inspection, policies and reporting measures Schedule of activities Staffing requirements 	NPDES Permit #SCS040001 page 12, Part II.B.7.a
Perform dry weather screening	
Prepare an outfall inventory map NOTE: The requirements under Part II.B.1.b.(1) of the permit for identifying the location of major outfalls are included in this work order under Task 7b.	NPDES Permit #SCS040001 page 14, Part II.B.7.b
Create an SCDOT spill incidence database for SCDOT maintenance facilities only	NPDES Permit #SCS040001 page 16, Part II.B.7.d
Report suspected illicit discharges	NPDES Permit #SCS040001 page 15, Part II.B.7.c
Revise the SWMP to include a detailed Standard Operating Procedure	
Develop SCDOT spill response plan	NPDES Permit #SCS040001 page 16, Part II.B.7.d

Prohibit the discharge of wastes to the MS4 Develop used oil and toxics program	NPDES Permit #SCS040001 page 16, Part II.B.7.e
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Task 2.7.1 - Illicit Discharge Detection and Elimination (IDDE)

Illicit connections to the storm sewer system will be tracked by Consultant and reported in each watershed following the inventory/dry screening operation to SCDHEC. Identified illicit discharges will be reported to SCDHEC and the local MS4 for enforcement.

Each illicit discharge identified, and action taken will be documented and included in the annual report to SCDHEC by Consultant. Consultant will inspect all major outfalls located in the yearly watershed and within urbanized areas and clusters, including those outfalls that, when originally visited during the SCDOT Outfall Inventory, conveyed flow which discharged to an established water of the state (defined for the purpose of this inventory as an “established USGS hydrographic feature”) prior to initial collection of outfall data. SCDOT is currently on a five year rotation approved by SCDHEC where one of the five major SC watersheds is worked on per year so that all watersheds are covered within the five year permit cycle. All revisits will be conducted immediately following a “dry weather” period, defined as a contiguous period of 72 hours during which less than one-tenth (0.1) of an inch of precipitation occurs with the catchment area of the outfall in question. Those outfalls that convey flow upon revisiting will be sampled and screened for the presence of substances/characteristics that may indicate an illicit condition. Screening and flow data will then be analyzed to identify which outfalls will be identified as illicit discharges.

Once potential illicit discharges are identified, Consultant will track the flow of the suspected illicit discharge to its source where it enters SCDOT rights-of-way and create illicit discharge reports.

Task 2.7.2 - Outfall Inventory / Dry Weather Screening

Identification and mapping of SCDOT outfalls within the urbanized areas and urbanized clusters of the yearly watershed that were not previously identified before the most recent census update will be conducted. At each prospective intersection of USGS hydrographic features and SCDOT roads within the watersheds, updated orthophotographic panels will be georeferenced to the mapping datum. These panels will be utilized in the field to increase the spatial precision of all outfalls collected.

Dry weather screening will be conducted on those outfalls that have dry weather flow at the time of the inventory. Datasheets will be developed for each major outfall as part of the annual reporting process.

Task 2.7.2.1 – Outfall Inventory Update – Newly Constructed Stream Crossings

Consultant will identify newly constructed or altered crossings of established waters of the state (defined for this inventory as an “established USGS hydrographic feature”) at which construction activities occurred after the original SCDOT Outfall Inventory in the yearly watershed. At each prospective crossing of USGS hydrographic features and SCDOT roads within these areas, updated orthophotographic panels will be georeferenced to the mapping datum. These panels will be utilized in the field to increase the spatial precision of all outfalls collected. Consultant will identify and map all new outfalls and will edit the existing outfall coverage to reflect alterations resulting from construction. Consultant will then perform a full IDDE effort per the procedure outlined above.

Task 2.7 Deliverables
Task 2.7.1 - Illicit Discharge Detection and Elimination <ul style="list-style-type: none"> • Annual report section summarizing illicit tracking and reporting from the yearly watershed • Report for each illicit discharge identified during the outfall inventory process • Communication with adjacent MS4s to report illicit discharges
Task 2.7.2 - Outfall Inventory / Dry Weather Screening <ul style="list-style-type: none"> • Updated outfall inventory and dry weather screening data in urbanized areas and clusters within the yearly watershed areas • Datasheets for each major outfall

Task 2.8 – Construction Runoff (NPDES Permit #SCS040001 page 16, Part II.B.8)

Applicable permit requirements for Task 2.8 are as follows:

Develop and implement a program to reduce erosion and sedimentation at construction sites to include;

Permit Requirement	Permit Reference
Site planning and Non-structural Best Management Practices <ul style="list-style-type: none"> Require proper sediment and erosion control during and after construction Develop a set of Development Standards Make plan approval a pre-requisite to construction Establish a schedule for plan review and approval Revise the Design Manual as appropriate 	NPDES Permit #SCS040001 page 17, Part II.B.8.a
Inspection and Enforcement <ul style="list-style-type: none"> Revise the SWMP to address erosion control activities, certified inspectors, maintaining SWPPPs on-site, and regulatory compliance 	NPDES Permit #SCS040001 page 18,
Site Operator Training <ul style="list-style-type: none"> Conduct education and training for site operators 	NPDES Permit #SCS040001 page 18,
Special Considerations <ul style="list-style-type: none"> Special consideration shall be given to: <ul style="list-style-type: none"> Highly sensitive waters Areas near drinking water intakes Watersheds with TMDLs Areas considered for Antidegradation 	NPDES Permit #SCS040001 page 18, Part II.B.8.d

Task 2.8.1 – Site Planning and Non-structural Best Management Practices

Consultant will assist in the development of new and review existing, design specifications, and standard drawings. Consultant will maintain correspondence with industry manufacturers to ensure that the specifications and drawings reflect products and measures that are available for distribution.

Task 2.8.2 – NPDES Training

Consultant will assist with the development of training aids for and conducting training for SCDOT personnel. Consultant will work to ensure that all specifications, drawings and training materials are in accordance with all SCDOT state and federal requirements.

Task 2.8.3 – Water Quality Manual and BMP Field Manual

Consultant will update the SCDOT Water Quality Design Manual and the SCDOT BMP Field Manual to reflect the updated BMP standards and specifications.

Task 2.8.4 – Erosion Prevention and Sediment Control Field Assistance on Test BMPs

Consultant will continue to assist with conducting erosion prevention and sediment control field trial sites. The activities will be conducted according to the “Standard Operating Procedures for SCDOT Erosion Prevention and Sediment Control Trial Sites.”

Task 2.8.5– Test Protocols

Consultant will participate with AASHTO NTPEP to provide input and feedback on test protocols for erosion prevention and sediment control products and post-construction water quality best management practices. Consultant will participate with ASTM-D-18 committee and ASTM C27 committee to provide input and feedback on test protocols for erosion prevention and sediment control products and post-construction water quality best management practices.

Consultant will work with state laboratories to establish and implement test protocols for new and innovative erosion prevention and sediment control products and post-construction water quality best management practices as they are presented by manufacturers.

Task 2.8 Deliverables
Task 2.8.1 – Site Planning and Non-structural Best Management Practices (BMP) <ul style="list-style-type: none"> Updated BMP specifications and standards New BMP specifications and standards
Task 2.8.2 – NPDES training aids
Task 2.8.3 – Water Quality Manual and Field Manual <ul style="list-style-type: none"> Update SCDOT Water Quality Design Manual Update SCDOT BMP Field Manual
Task 2.8.4 – Erosion Prevention and Sediment Control Field Assistance on Test BMPs <ul style="list-style-type: none"> Assessment Reports

Task 2.9 – Monitoring Program (NPDES Permit #SCS040001 page 18, Part II.B.9)

Applicable permit requirements for Task 9 are as follows:

Permit Requirement	Permit Reference
Develop a monitoring program in Total Maximum Daily Load (TMDL) areas to meet the requirements of NPDES Permit #SCS040001 Part V.	NPDES Permit #SCS040001 page 40, Part V.

Task 2.9.1 - Annual Pollutant Loadings

There are two primary components of this task in the SCDOT permit: the calculation of annual loads from major SCDOT outfalls and the collection of monitoring data when required. During YR1 of the permit, Consultant updated the literature search to determine appropriate event mean concentrations (EMCs) to utilize for pollutant loading approximations. These EMCs are used every year to approximate annual pollutant loadings from major outfalls in the watershed selected for analysis for that given permit year.

Catchments are delineated for each major outfall from available topography and the EMCs are applied to determine anticipated Annual Pollutant Loadings. Loadings will be approximated to receiving waters through this methodology for new outfalls identified in the yearly watershed.

Task 2.9.2 – Total Maximum Daily Load (TMDL) Review and Negotiations

Consultant will continue to review new TMDL documents as they are released by SCDHEC to ensure that the TMDL document language is consistent with the language negotiated and agreed to by SCDHEC and SCDOT.

Task 2.9.3 – TMDL Compliance Plan Project Continuation

It is important that the specific maintenance activities that are outlined in the TMDL Compliance Plan are quantified by SCDOT to show compliance with a fecal coliform or nutrient TMDL in which SCDOT has been issued a waste load allocation. Consultant will continue to analyze the data provided by the SCDOT Director of Maintenance Office and produce a useful summary document that will be included in the MS4 annual report to SCDHEC.

Task 2.9 Deliverables
Task 2.9.1 - Annual Pollutant Loadings <ul style="list-style-type: none"> Annual Pollutant Loadings for each new outfall in the yearly watershed Mapping and/or tables depicting annual loadings from SCDOT outfalls in the yearly watershed Detailed watershed areas for major outfalls in yearly watershed

Task 2.9.2 – Total Maximum Daily Load (TMDL) Review and Negotiations

- Revisions to TMDL Response Strategy
- Assistance with TMDL negotiations and appeals with SCDHEC

Task 2.9.3 – TMDL Compliance Plan Project Continuation

- Updated TMDL Compliance Plan
- Process and procedures for TMDL Compliance Plan implementation

Task 2.10 – Public Education (NPDES Permit #SCS040001 page 19, Part II.B.10)

Task 2.10.1- Public Education

The consultant will assist SCDOT with a continuing a public education program that includes website updates, speaking at key engineering seminars, and conferences along with other outreach programs.

Task 2.10 Deliverables

Task 2.10.1 Website Development

- Periodic website updated language to provide to SCDOT IT department.

Task 2.10.2 – Total Maximum Daily Load (TMDL) Review and Negotiations

- Preparation of conference and seminar presentation materials on SCDOT’s MS4 program achievements and stormwater technology developments
- Represent and assist SCDOT at conferences and seminars with presentations

C. PROPOSAL CONTENT:

1. **Letter of Interest:** The Letter of Interest should be no longer than two (2) page and shall contain the following items:
 - a. An expression of the Prime Consultant’s interest in being selected for the project.
 - b. A statement confirming the commitment of key personnel identified in the submittal to the extent necessary to meet SCDOT’s quality and schedule expectations.
 - c. Provide the legal name (first, middle and last, (including maiden name, if appropriate)) of the Prime Consultant Principal, Officer of the Firm or Project Manager responsible for this contract and has authority to sign the contract for consultant.
 - d. A summary of key points regarding the Prime Consultant’s qualifications.
 - e. Signing the letter of interest constitutes authorization of consultant to submit qualification for the purpose of negotiating and entering a contract with SCDOT.
 - f. Certification of authorized submitter that information contained within is correct by including: “I certify that the information included within this document, is to the best of my knowledge, correct as of the date indicated”.
2. **Project Organization Chart:** - Limited to one (1) side of one sheet of paper. The organizational chart may be on a larger paper size up to 11 inches x 17 inches. This chart must include the key individuals selected for this project, their roles on the project, the names of the consultant by which they are employed, and the lines of communication, to include functional structure, levels of management, reporting relationships and major functions to be performed in managing and designing the project. It shall also indicate the people who will be points of contact with the SCDOT Project Manager. All individuals on the organizational chart must be identified with their legal name (first, middle and last, (including maiden name, if appropriate)). If mentioned elsewhere in the submitted proposal an abbreviate name may be used if defined on the organizational chart.
3. **Qualifications for key individuals and all other individuals that are considered critical to the success of work that may be procured under this On-Call.** Qualifications should include information on experience related to similar projects and previous project work.
4. **Legal names** (first, middle and last, (including maiden name, if appropriate)) **and qualifications for other key individuals** that are considered critical to the success of this project in addition to those identified above. Qualifications should include information on experience related to similar projects and previous project work.

5. **Legal names** (first, middle and last, (including maiden name, if appropriate)) **for all other individuals** identified for the proposal that have not been identified on the organizational chart.
6. A **direct response to each of the selection criteria** identified in section F.
7. The consultant must provide a **chart indicating the present workload of all key personnel** to include all active projects (concurrent projects with other entities such as cities, other state agencies, counties, COGs MPOs, private sector) and their percentage availability for this project. Additionally, all proposals must clearly list the percentage of work for prime consultant and sub-consultant(s) that will be performing work as part of the project.
8. **Appendices:**
 - a. Standard Form 330 (SF 330) as required by the Federal Acquisitions Regulations. All parts of the SF 330 must be completed in its entirety for the prime consultant, any sub-consultants and any sub-contractors. Also, indicate if the prime consultant has previously worked with the proposed sub-consultant and give a brief example of the previous relationship(s). The SF 330s will not count against the maximum page limit and can be included in the appendices.
 - b. Provide a list of References who have personal knowledge of the prime consultant's and the sub-consultant's previous performance. Provide three (3) client references each for both the prime and the sub-consultant(s). The references must include verified addresses, email addresses and telephone numbers, contact persons, and a brief description of services that have been provided similar to those described by SCDOT for this project. References shall be shown on separate sheets (limited to one (1) single-sided sheet; one sheet for the prime and one sheet for each sub proposed).
 - c. Size and description of the submitting prime consulting firm. Identify the needed resources specific to this project and how those resources will be secured for the project.

D. INSTRUCTIONS TO CONSULTANTS:

DBE GOAL: The contract for this Project contains a DBE participation goal **as set forth on Page 1 of this RFP**. The Consultant shall comply with the requirements of the specifications titled, **DISADVANTAGED BUSINESS ENTERPRISE (DBE) – SUPPLEMENTAL SPECIFICATION** found on SCDOT's website at the following link http://info.scdot.org/SCDOTProfessionalServ/SitePages/constructionLetting_Services.aspx.

For the purposes of applying these Specifications, the term Contractor is synonymous with Consultant. **The Selected Consultant shall submit a DBE committal sheet after completion of contract negotiations and prior to contract execution. Failure to provide the committal sheet within the allotted time frame may result in the consultant being considered non-responsive and ineligible for contract execution.**

DBE QUALIFICATION: To qualify as a DBE on this project, the firm must be listed as approved for the type of work to be performed in the South Carolina Unified DBE Directory at the time of the bid submittal. Consultants shall comply with Title VI of the Civil Rights Act of 1964. The SCDOT strongly encourages the use of and involvement of Disadvantaged Business Enterprises (DBE) on this project. The directory can be found at the following link: http://www.scdot.org/doing/doingPDFs/businessDevelop/UCP_DB_E_Directory.pdf.

DBE REPORTING REQUIREMENTS: All executed contracts are subject to the provisions of the SCDOT DBE Program and 49 CFR Part 26. SCDOT is utilizing the DBE Quarterly Reports and DBE Status Spreadsheet as tracking tools. The DBE Quarterly Report reflects quarterly and total payments to date for all DBE firms. A separate DBE Quarterly Report must be submitted for each DBE firm for every active contracts even if no payments were made to DBEs during the specified reporting period. The DBE Status Spreadsheet reflects a summary of payments to all committed and non-committed DBE firms working on the project, and must be submitted along with the DBE Quarterly Reports.

DBE UTILIZATION PLAN: A plan for use of DBE firms on the advertised project. The plan should be specific to the project and should include the firms to be used and the type of work each will perform. An estimated percentage of work for each firm should be indicated.

FORMER AND CURRENT SCDOT EMPLOYEES: To avoid the appearance of any real or perceived favoritism, unfair advantage, undue influence, or conflict of interest, a proposal that names, identifies, or includes in any way a current or former SCDOT employee who was employed by SCDOT within 365 days of the submittal will be disqualified. No communication or appearance shall be made by such current or former employee with SCDOT on such proposal, or the

proposal will be disqualified. In addition no current or former employee may work on or invoice for direct services performed on this project within 365 days after their last day of employment with SCDOT.

KEY INDIVIDUALS: Key individuals are those personnel deemed critical to the success of the project. They often vary from project to project. It is incumbent on the prime consultant to make a determination as to who they deem “key”. In general terms, it can include, but not limited to: the project manager and those individuals listed as leads for each functionally specific discipline on the project organization chart.

KEY INDIVIDUAL CHANGES DURING SELECTION PROCESS:

(A) If during the selection process, the CO is notified by the consultant that key individuals are not available, action must be taken as follows: (1) if notified before scoring is complete, but after deadline for submittal, the consultant shall submit the **formal name (first, middle, maiden if applicable, and last)** and resume of a replacement having equal or better qualifications who would be replacing the key individual. The selection committee will score using the new key individual; (2) if notified after the scoring is complete, but prior to final approval, and the change involves the top scoring consultant, the consultant can submit the resume of the person having equal or better qualifications who will replace the key individual. The selection committee must then determine if the new person would affect the selection results. If not, the CO will notate the change and the justification for keeping the selection results. If it does, the selection committee will re-score the top consultant and change the selection; or (3) if a consultant notifies the CO of a key individual change any time after the final approval, the SCDOT must determine if the new key individual is acceptable. If not, the consultant will be rejected and the next highest qualified consultant selected.

(B) To qualify for SCDOT’s authorization to replace a key individual, the firm must submit the resume and SF 330 of the replacement, a written request explaining the reason for the change and must document that the proposed removal and replacement will provide services and/or management of the Project equal to or better than that submitted with the proposal. SCDOT will use the criteria specified in the advertisement and the qualification submitted by the firm to evaluate all requests. SCDOT reserves the right to reject the firm from further consideration if the new member is not approved.

KEY INDIVIDUAL CHANGES AFTER AWARD THIS SOLICIATION: All key individuals identified in the submitted proposal shall remain for the duration of the procurement process and if the Prime Consultant is awarded a contract, the duration of the contract. Unauthorized changes to the key individuals at any time during the procurement process may result in rejection of the submitted proposal from further consideration. If the Prime Consultant is awarded a contract, unauthorized changes to any key individuals in the submitted proposal may be considered a breach of contract and result in termination.

LEGAL NAME: This is defined as an individual’s formal name: first, middle, maiden if applicable, and last. Nick names may be included as an addition to, but not a replacement of the formal, legal name.

MULTIPLE PROPOSALS: Consultants are prohibited from submitting on multiple proposals as the prime consultant in response to this advertisement.

RFP PREPARATION COSTS: SCDOT assumes no liability and will not reimburse costs incurred by firms (whether selected or not) in developing responses to this RFP or participating in interviews.

APPENDIX A - REQUIRED FORMS

The following completed forms are required to be returned with each proposal:

- Certificate Of Non-Collusion
- Certification Of Primary Participant Regarding Debarment, Suspension, And Other Responsibility Matters
- Certification Of Sub-Consultant / Sub-Contractor Regarding Debarment, Suspension, And Other Responsibility Matters
- Certification Of Restrictions On Lobbying
- Disclosure Of Potential Conflict Of Interest Certification

CERTIFICATE OF NON-COLLUSION

By submission of proposal, each person signing on behalf of any consultant certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The proposal is submitted without collusion, consultation, communication, or agreement for the purpose of restricting competition, with any other bidder or with any competitor;
- 2) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Company Name

Authorized Signature

Date

SWORN AND SUBSCRIBED before me
This _____ day of _____, 201__.

My commission expires _____.

Notary Public

CERTIFICATION OF PRIMARY CONSULTANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prime consultant, _____ certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

If the prime consultant is unable to certify to any of the statements in this certification, the consultant shall attach an explanation to this certification.

The primary consultant, _____ certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 et seq, are applicable thereto.

Signature and Title of Authorized Official

Date

CERTIFICATION OF SUB-CONSULTANT / SUB-CONTRACTOR REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The sub-consultant/contractor, _____ certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

If the prime consultant is unable to certify to any of the statements in this certification, the consultant shall attach an explanation to this certification.

The sub-consultant/contractor, _____ certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 et seq, are applicable thereto.

Signature and Title of Authorized Official

Date

CERTIFICATION OF RESTRICTIONS ON LOBBYING

The consultant certifies, to the best of its knowledge and belief, that:

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification thereof.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions (as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)).

3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

THE CONSULTANT, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND DISCLOSURE, IF ANY. IN ADDITION, THE CONSULANT UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND DISCLOSURE, IF ANY.

Signature of the consultant's Authorized Official

Name and Title of the consultant's Authorized Official

Date

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST CERTIFICATION

CONFLICT OF INTEREST: By submitting a proposal, proposer agrees that, if an organizational conflict of interest is discovered after the proposal is submitted, the proposer must make an immediate and full disclosure to SCDOT that includes a description of the action that the proposer has taken or proposes to take to avoid or mitigate such conflict. SCDOT considers it a conflict of interest for a consultant to represent more than one party in relation to any given project regardless of which phases of the service are involved. If after award of the contract an organizational conflict of interest is determined to exist, SCDOT may, at its discretion, cancel the contract. If the proposer was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to SCDOT, then SCDOT may terminate the contract for default.

The Consultant by signing this disclosure, certifies it does not have any financial or other interest in the outcome of the project, that it has no agreement, enforceable promise, or guarantee with any individual or company to provide any work on the project, that it does not have any association or professional or business relationships with anyone who has a financial interest in the outcome of the project, nor does anyone with a financial interest in the outcome of the project, exercise any control over the consultant’s pay, employment, bonuses, or other area subject to external influence.

The Consultant, by signing this disclosure, further certifies that it is in compliance with the FORMER AND CURRENT SCDOT EMPLOYEES policy: To avoid the appearance of any real or perceived favoritism, unfair advantage, undue influence, or conflict of interest, a proposal that names (legal name, first middle and last), identifies, or includes in any way a current or former SCDOT employee who was employed by SCDOT within 365 days of the submittal will be disqualified. No communication or appearance shall be made by such current or former employee with SCDOT on such proposal, or the proposal will be disqualified. In addition no current or former employee may work on or invoice for direct services performed on this project within 365 days after their last day of employment with SCDOT.

Consultant hereby indicates that it has, to the best of its knowledge and belief has:

_____ Determined that no potential organizational conflict of interest exists.

_____ Determined a potential organizational conflict of interest as follows:

Attach additional sheets as necessary.

- 1. Describe nature of the potential conflict(s):

- 2. Describe measures proposed to mitigate the potential conflict(s):

Signature

Date

Print Full Legal Name

Company

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure certification with Department of Transportation contract personnel.

Name

Phone

Company