



**GRAFTON**  
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May 8, 2018

*Name*  
*Company*  
*Address*  
*Address*

Re: Storm Water Quality Management Plan Update Request for Proposals

Dear Sir or Madam:

The Village of Grafton, herein referred to as “Village”, is requesting a bid for professional engineering services related to updating our Storm Water Management Plan. The Village has received an Urban Nonpoint Source & Storm Water Program Planning Grant from the Wisconsin Department of Natural Resources for the 2018-2019 grant cycle. The goal of this update is to create a plan of how to improve water quality in the Milwaukee River, Cedar Creek and Ulao Creek which are on the Clean Water Act (CWA) s. 303(d) List of Impaired Waters. The plan shall address the nonpoint source pollution causing the impairment and will give a detailed plan on how to reduce the Sediment and Phosphorous pollutants.

In March 2008 (and updated in October 2010) the Village completed a storm water pollution modeling analysis using WinSLAMM. Those analyses determined that the Village of Grafton was in compliance with water quality discharge requirements at the time. Since then, the WDNR has implemented new policies and procedures for the storm water pollution analysis under the WDNR MS4 permit. Previous planning efforts have focused on TSS per the NR 216 storm water discharge permit requirements and NR151 performance standards which estimated that at the time the Village was reducing TSS loads by greater than 40%. However, with the final TMDL percent reductions recently approved for the Milwaukee River Basin the entire Village of Grafton has new requirements. The Village was assigned new water quality targets of 67-77% for TSS and 36-81% for TP for the three reach sheds that the Village is tributary to, reinforcing the need for the Village to continue to evaluate best management practices to improve storm water runoff pollution reductions.

Storm water discharges from areas of the Village were assigned a Waste Load Allocation (WLA) for sediment and phosphorus in the three reach-sheds. This project should utilize WinSLAMM to update the pollution loading on a Village-wide basis for purposes of

comparison with the WLAs and pollutant reductions set by the Milwaukee River TMDL. Analysis shall follow the WDNR guidance release in 2016 and all related documents.

It is assumed that TMDL reduction requirements are higher than the current levels being achieved by existing best management practices, therefore additional practices need to be implemented. Potential BMPs shall be organized in a matrix that illustrates cost, pollutant removals, and other important factors. A general feasibility discussion on how to fund future practices shall also be included.

Finally, a number of Village ordinances require review including, but not limited to, Storm Water Management and Erosion Control, Post Construction Storm Water Management, Illicit Discharge Prohibition and Development Ordinances. The efforts from this project will be developed into an updated storm water management plan report that shall be presented to Village officials.

Proposals shall be submitted with a not to exceed lump sum cost for all work requested in the following, by **11am on Thursday May 24, 2018**.

Submittal requirements are outlined below. Responding firms shall provide a hard copy as well as a PDF of the following:

1. Introductory Letter

This letter must be on company letterhead and include the company name, address, phone number and contact email, and should be addressed to:

Amber Thomas, P.E.  
Director of Public Works/Village Engineer  
675 North Green Bay Road  
Grafton, WI 53024

RE: Proposal for Storm Water Quality Management Plan Update

The letter must be signed by an authorized officer of the firm, and should contain the following:

- An expression of the firm's interest in being selected to provide the services requested.
- A description of the firm's understanding of the work involved.
- A statement confirming the commitment of key personnel identified in the submittal to the extent necessary to meet Village of Grafton quality and schedule expectations.
- A summary of key points regarding the firm's submittal.

## 2. General Proposal Requirements

- a) **Organization Capabilities:** Describe the firm's experience and capabilities in providing similar services. Be specific and identify projects, for whom and dates.
- b) **Staff Qualifications:** For each project team member submit a brief resume including name, responsibilities for proposed project, professional registration, and brief description of related past experience including time contribution in this capacity to past projects. Indicate the names and addresses of any sub-consultants or associate proposed to be used to complete the project. State the capacity they would be used in, the approximate percentage of total services they would provide and relevant past experience in their field.
- c) **References:** Provide at least three references for similar projects including contact name, address, email, and telephone number. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the reference check will be provided to evaluators and used in evaluating the written proposal.
- d) Provide detailed information on how your firm would propose to address the following items and what you would provide for each item:
  - i. Develop TMDL no-control loadings
  - ii. Develop TMDL with-control loadings
  - iii. Report that includes matrix of potential BMP's
  - iv. Detail new potential BMP's ranking them according to: effectiveness, cost, funding, implementation, etc.
  - v. Review and Update Ordinances
  - vi. Project Management, Meetings, Board Presentations
- e) Provide a timetable that includes a sequence and relationship of tasks within your proposal which are necessary to complete the project within the specified time set by the WDNR Grant.

### Project Deliverables:

- A. Supply copies of all project related correspondence to the Village.
- B. Provide 3 hard copies and electronic copy of the completed Plan that can be updated by the Village in the future.
- C. All overhead shall be part of the bid, including but not limited to mileage, copies, taxes, postage, etc. Include all copies for working drawings, submittals, bidding, and construction.

The proposal should be as detailed as possible with an all-inclusive not to exceed lump sum cost, based on any and all work requested by the Village of Grafton. The project scope is provided as a guideline but is not intended to encompass all services needed. The bidder has the responsibility of verifying any additional requirements of the Village of Grafton. Include a current fee schedule for performing any services outside the contract scope.

Professional consultant services provided under this contract shall be in accordance with the current requirements, procedures, and specifications of the Village and WDNR, including the document "A Nonpoint Source Control Plan for the Milwaukee River South Priority Watershed Project", WDNR/DATCP 1991.

Selection of the consultant will be based on qualifications and cost. The Village reserves the right to accept the bid most advantageous or to reject any or all bids or parts thereof. Also, any engineering contract signed for this project shall have language allowing the Village to terminate the contract without penalty if the project does not proceed for some reason. Services should be invoiced on a time and material or a percentage complete basis. The Village will be responsible for payment for only the work performed and all work shall be the property of the Village upon receipt of payment.

After reviewing this Request for Proposal, please contact me at 262-375-5325 to discuss any questions you may have. **Please return the completed proposal to my attention by 11am on Thursday May 24, 2018.** Thank you in advance for the time spent preparing a proposal for this project.

Sincerely,

Amber Thomas, P.E.  
Director of Public Works/Village Engineer