

# Storm Water Management Plans

**C.A.S.H. Fall Conference**

**October 15, 2003**



*•Cathy Allen, Director, Facilities & Operations  
•Placer County Office of Education*

## Placer County Office of Education Request for Proposals

Five-year  
Storm Water Management Plan Program



Alfred D. Nobili  
County Superintendent of Schools

## **Introduction**

The Placer County Office of Education (PCOE), located in Northern California, provides services to 18 school districts. The PCOE seeks professional services from an individual/firm to provide assistance to approximately five to eight participating school districts (See Attachment A) in complying with National Pollutant Discharge Elimination System (NPDES) General Permit CAS000004 Waste Discharge Requirements (WDRS) for Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (General Small MS4 Permit). Of the eight districts listed in Attachment A, the following districts have experienced high growth (at least 25% over ten years):

- Dry Creek Joint Elementary
- Eureka Union Elementary
- Placer Union High
- Roseville City Elementary
- Roseville Joint Union High
- Western Placer Unified

## **General Description of Service Requirements/Scope of Work**

The PCOE will retain an individual/firm, on behalf of participating school districts, to provide the services described below. The document productivity generated by the individual/firm will result in a comprehensive implementation strategy and schedule designed to meet the requirements of the General Small MS4 Permit.

Services shall include, but may not be limited to, the following components:

A. Within 60 days following a Notice to Proceed, conduct a group workshop at a central location to educate participating school districts regarding Small MS4 Permit requirements (including six minimum control measures), discuss current and potential best management practices (BMPs) for school sites, obtain district feedback and gather initial information regarding existing sites within each district.

B. Meet with each school district to obtain necessary records and maps showing boundaries for each site and relevant facilities, and review representative district facilities (e.g. schools, maintenance facilities, the district office, etc) in the field as needed for preparation of draft Storm Water Management Plans (SWMPs).

C. Prepare draft SWMPs for each district. Submit copy to each district for review and comment. Prepare revised SWMP incorporating district comments. All school district sites shall be included in the SWMP.

D. Revise the SWMPs as needed to incorporate comments received from the RWQCB staff. Following posting of the SWMP, review and make revisions as necessary from any public comments received during posting.

E. Prepare a Notice of Intent (NOIs) and SWMPs for each school district to submit to the California Regional Water Quality Control Board, Central Valley Region (RWQCB) for approval. The SWMP must be provided in paper and electronic format and contain all information required by the General Small MS4 Permit, including Best Management Practices that address the six minimum control measures, measurable goals for implementation and implementation schedules. The six minimum control measures are:

1. Public Education and Outreach on Storm Water Impacts
2. Public Involvement/Participation
3. Illicit Discharge Detection and Elimination
4. Construction Site Storm Water Runoff Control
5. Post-Construction Storm Water Management
6. Pollution Prevention/Good Housekeeping for Municipal Operations

F. Revise the SWMPs as needed to incorporate comments received from the RWQCB staff. Following posting of the SWMP, review and make revisions as necessary from any public comments received during posting.

G. Conduct a group workshop at a central location to train school districts regarding illicit discharge detection and elimination, including location of existing storm drainage facilities, and other monitoring requirements.

H. Assist the PCOE in developing:

- Public education program guidance
- Public participation program guidance

I. On an annual basis, 2004 through 2007 (may be revised based on contract award date), meet with and assist the school districts in assessing the appropriateness and effectiveness of identified BMPs and the status of measurable goals. This shall include conducting field evaluations at representative school facility sites.

J. On an annual basis, 2004 through 2007 (may be revised based on contract award date), prepare annual progress reports, based on information provided by each district, for school district submittal to the RWQCB by September 15 of each year. The purpose of the reports shall be to describe school district progress in implementing its SWMP.

**Proposal Contents:**

Please provide three (3) copies of your proposal to include cover letter, statement of qualifications, fee quote and client references.

**1. Cover Letter/Letter of Interest**

Please provide a brief description of your firm, services provided, address of the office submitting the proposal, telephone, fax number, and e-mail address.

## **2. Statement of Qualifications**

Please submit a Statement of Qualifications to the PCOE with the following information:

- a. Type of Firm: Individual, Partnership, Corporation, Joint Venture.
- b. References – minimum of three current and local area school districts or other local municipalities (Northern California)
- c. Description of experience with Regional Water Quality Control boards resulting in approved Storm Water Management and Pollution Prevention Plans. Phase I/II experience may also be described.
- d. Names of individuals that will be assigned to our projects – please identify what their roles would be and qualifications in order to facilitate a successful five+ year partnership.
- e. A statement regarding your current workload and capacity to address the requirements of General Small MS4 Permit for each district.
- f. Additional information you feel will be of assistance to us or enable us to better evaluate your qualifications and experience.

## **3. Scope of Services**

Describe the specific services that will be provided for each school district.

#### 4. Fee Proposal

Please place your fee proposal in a separate document that may be reviewed separately by the panel. The panel may review the response to the contents of the RFP prior to the review of fee proposals. ***The actual fee will be negotiated with the firm selected.***

- a. Proposed fees shall be quoted as a lump sum on a per District basis based on the number of sites listed in Attachments A and B.
- b. Provide a fee schedule (range) for additional site visits as may be required to assist Districts in mapping storm sewer system maps. It shall be assumed, for purposes of this RFP, that most, if not all, of the school sites listed in Attachment A will have existing storm drainage system maps. The school sites listed in Attachment B may need assistance in preparing maps. Sites listed in Attachment A are anticipated to be included in the first year of each District's Storm Water Management Plan. Sites listed in Attachment B are anticipated to be addressed in the four subsequent years.

- c. This fee shall be all inclusive, but not limited to, all materials, travel, reproduction, administrative, sub-consultants, subcontracting, and any and all other overhead costs.

- d. List the hourly rates for each level of professional and sub-consultant staff in your firm that will work on the program.

## **5. Client References**

Provide the following information for up to three (3) client references within the last three (3) years.

Organization:	Telephone:
Contact name:	Fax:
Email:	Project description:
Your firm's role:	
Your firm's contact person:	Telephone:

## **6. Selection Process**

All proposals received by the PCOE by the due date will be reviewed by the PCOE and participating District representatives. It is anticipated that interviews may be conducted the week of September 15, 2003. At the conclusion of the interview process, top firms or individuals will be ranked and negotiations will commence. The PCOE reserves the right to select a firm or individual(s) which, in its sole judgment, best meets the needs of the PCOE and participating Districts. The District reserves the right to accept or reject any and all proposals, or any portion or combination thereof, to contract services with whomever and in whatever manner the PCOE and participating Districts decide, to abandon the services entirely, to awards on the basis of the total proposal, and to waive any informality or non-substantive irregularity, as the interests of the PCOE and participating Districts may require. The award of a contract is at the sole discretion of the PCOE and participating Districts.

The selection will be based upon, but not limited to, the following criteria:

- a. Responsiveness of the proposal
- b. Qualifications and expertise of the firm/individual
- c. Viability and current commitment of the firm/individual
- d. Strong client references and firm's professional reputation
- e. Knowledge of applicable state and federal regulations regarding Storm Water
- f. Interpersonal skills and fit with the PCOE and participating Districts
- g. Location of office and accessibility to projects
- h. Strong performance by firm/individual on similar past projects for other school districts (other public agencies may be substituted)
- i. Cost effectiveness and competitive pricing

**DEADLINE DATE:**

**4:00 SEPTEMBER 11, 2003**

MAIL OR DELIVER PROPOSALS TO:

CATHY ALLEN, DIRECTOR, FACILITIES &  
OPERATIONS  
PLACER COUNTY OFFICE OF EDUCATION  
360 NEVADA STREET  
AUBURN, CA 95603

**PCOE CONTACT**

Cathy Allen  
Director, Facilities & Operations  
Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603  
916-415-4424  
916-415-4423 (fax)  
[callen@placercoe.k12.ca.us](mailto:callen@placercoe.k12.ca.us)

**ATTACHMENT A  
PARTICIPATING DISTRICTS**

<b>Auburn Union Elementary</b>	
Skyridge Elementary	800 Perkins Way, Auburn 95603
E.V. Cain Middle School	150 Palm Avenue, Auburn 95603
<b>Dry Creek Joint Elementary</b>	
Dry Creek District Office	9707 Morningstar Drive, Roseville 95747
Silverado Middle School	2525 Country Club Drive, Roseville 95747
<b>Eureka Union</b>	
Excelsior Elementary	2701 Eureka Road, Roseville 95661
Maidu Elementary	1950 Johnson Ranch Drive, Roseville 95661
Olympus Jr. High	
<b>Loomis Union</b>	
Placer Elementary	8650 Horseshoe Bar Road, Loomis 95650
H. Clarke Powers Elementary	3296 Humphrey Road, Loomis 95650
<b>Placer Union High</b>	
Colfax High School	24995 Ben Taylor Road, Colfax 95713
Del Oro High School	3301 Taylor Road, Loomis 95650
<b>Roseville City</b>	
Cirby Elementary	814 Darling Way, Roseville 95678
Crestmont Elementary	1501 Sheridan Avenue, Roseville 95661
Cooley Middle School	9300 Prairie Woods Way, Roseville 95747
W.T. Eich Intermediate School	1509 Sierra Gardens Drive, Roseville 95661
<b>Roseville Joint</b>	
Oakmont High School	1710 Cirby Way, Roseville 95661
Roseville High School	#1 Tiger Way, Roseville 95678
<b>Western Placer Unified</b>	
Creekside Oaks Elementary	2030 First Street, Lincoln 95648
Glen Edwards Middle School	204 L Street, Lincoln 95648
Lincoln High School	790 J Street, Lincoln 95648

**ATTACHMENT B**

Participating Districts  
REMAINING SITES

<b>Auburn Union Elementary</b>	
District Office/Warehouse	55 College Way, Auburn 95603
Alta Vista School	173 Oak Street, Auburn 95603
Auburn Elementary	11400 Lariat Ranch Road, Auburn 95603
Rock Creek School	3050 Bell Road, Auburn CA 95603
<b>Dry Creek Joint Elementary</b>	
Dry Creek District Office	9707 Cook Riolo Road, Roseville 95747
Antelope Crossing Middle School	9200 Palmerson Drive, Antelope 95843
Antelope Meadows Elementary	8343 Palmerson Drive, Antelope 95843
Dry Creek Elementary	2955 P.F.E. Road, Roseville 95747
Heritage Oak Elementary	2271 Americana Drive, Roseville 95747
Olive Grove Elementary	7926 Firestone Way, Antelope 95843
Quail Glen Elementary	1250 Canevari Drive, Roseville 95747
<b>Eureka Union</b>	
Eureka Union District Office	5455 Eureka Road, Roseville 95746
Eureka District Resource Center	5461 Eureka Road, Roseville 95746
Eureka School	5477 Eureka Road, Roseville 95746
Greenhills School	8200 Greenhills Way, Granite Bay 95746
Oakhills School	9233 Twin School Road, Granite Bay 95746
Ridgeview School	9177 Twin School Road, Granite Bay 95746
Willma E. Cavitt School	7200 Fuller Drive, Granite Bay 95746
<b>Loomis Union</b>	
Loomis Union District Office	3290 Humphrey Road, Loomis 95650
Franklin Elementary	7050 Franklin School Road, Loomis 95650
Loomis Grammar School	3505 Taylor Road, Loomis 95650
<b>Placer Union High</b>	
Placer Union District Office	13000 New Airport Road, Auburn 95604
Educational Options Center	3775 Richardson Drive, Auburn 95602
Placer High School	275 Orange Street, Auburn 95603
Placer School for Adults	390 Finley Street, Auburn 95603
New Foresthill High School	Foresthill Road, Foresthill 95631

**Roseville City**

Roseville City District Office	1000 Darling Way, Roseville 95678
Brown Elementary	250 Trestle Drive, Roseville 95678
Buljan Middle School	100 Hallissy Way, Roseville 95678
Diamond Creek Elementary	3151 Hopscotch Way, Roseville 95747
Gates Elementary	1051 Trehowell Drive, Roseville 95678
Kaseberg Elementary	1040 Main Street, Roseville 95678
Sargeant Elementary	1200 Ridgecrest Way, Roseville 95661
Sierra Gardens Elementary	711 Oakridge Way, Roseville 95661
Spanger Elementary	699 Shasta Street, Roseville 95678
Stoneridge Elementary	2501 Alexandra Drive, Roseville 95661
Woodbridge Fundamental School	515 Niles Street, Roseville 95678

**Roseville Joint Union High**

Roseville Joint District Office	1750 Cirby Way, Roseville 95661
Adelante High School	350 Atlantic Street, Roseville 95678
Challenge High School	2501 Woodcreek Oaks Blvd., Roseville 95747
Granite Bay High School	#1 Grizzly Way, Granite Bay 95746
Independence High School	125 Berry Street, Roseville 95678
Roseville Adult School	200 Branstetter Street, Roseville 95678
Success High School	1750 Chelsea Way, Roseville 95661

**Western Placer Unified**

Western Placer District Office	810 J Street, Lincoln 95648
Carlin C. Coppin Elementary	150 East 12 <sup>th</sup> Street, Lincoln 95648
First Street School	1400 First Street, Lincoln 95648
Phoenix High School	870 J Street, Lincoln 95648
Sheridan Elementary	4730 H Street, Sheridan 95681

# Responses Received

## 5-Year Proposal

F I R M	Auburn Union (6 sites)	Dry Creek (9 sites)	Eureka Union (10 sites)	Loomis Union (5 sites)	Placer Union (7 sites)	Roseville City (15 sites)	Roseville Joint (9 sites)	Western Placer (8 sites)	TOTAL
A.	31,700	43,400	44,600	28,100	48,600	50,600	59,000	44,600	<b>350,600</b>
B.	29,865	42,080	45,435	24,565	35,195	66,430	42,080	38,800	<b>277,015</b>
C.	64,110	96,195	106,800	53,425	74,795	106,275	96,165	85,480	<b>843,550</b>
D.	12,800	12,800	12,800	12,800	12,800	12,800	12,800	12,800	<b>102,400</b>
E.	34,157	34,652	34,769	34,004	34,310	35,534	34,652	34,463	<b>586,541</b>
F.	76,000	94,000	100,000	70,000	82,000	130,000	94,000	88,000	<b>734,000</b>



# Sample Project Schedule

Task Name	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Receipt of Written Notice to Proceed	△					
Task 1: Conduct Group Workshop on Permit Requirements	⊕					
Task 2: Obtain Records and Maps	▭					
Task 3: Prepare Draft SWMP's	□					
Task 4: Prepare Notice of Intent (NOI) and SWMP's	▮					
Task 5: Revise SWMP's (after RWQCB review)		▭				
Task 6: Conduct Group Workshop on Monitoring Requirements		⊕				
Task 7: Assist with Public Education and Public Participation Programs		☀	☀	☀	☀	
Task 8: Conduct Annual Meetings			☀	☀	☀	☀
Task 9: Prepare Annual Progress Reports			☀	☀	☀	☀

## Questions?

