



TOWN OF EMMITSBURG

300A South Seton Avenue Emmitsburg, Maryland 21727; Phone: 301-600-6300; info@emmitsburgmd.gov

REQUEST FOR PROPOSAL POLLUTION PREVENTION & GOOD HOUSEKEEPING PROGRAM

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed proposals from qualified contractors for assistance with meeting permit requirements under the federal Clean Water Act to improve water quality in Maryland's streams, rivers, and the Chesapeake Bay. The Town of Emmitsburg (Town) seeks a qualified contractor in order to create a pollution prevention and good housekeeping program in accordance with the Town's National Pollutant Discharge Elimination System (NPDES) General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4).

All sealed proposals must be received by 2:00 pm on November 16, 2020. Proposals will not be accepted via email. Please note on sealed bids: **"POLLUTION PREVENTION & GOOD HOUSEKEEPING PROGRAM, DO NOT OPEN"**.

Please direct questions to Zach Gulden, Town Planner, at (301) 600-6309 or zgulden@emmitsburgmd.gov.

I. OUTLINE OF RFP

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- II. Introduction, Background, & Scope of Work
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II. INTRODUCTION, BACKGROUND, & SCOPE OF WORK

The Town of Emmitsburg ("Town") is in need of a qualified contractor to create a pollution prevention and good housekeeping program ("Program") that includes a training component to prevent and reduce pollutant runoff from municipal operations in accordance with 40 CFR § 122.34(b)(6). This will be satisfied by developing procedures for pollution prevention and good housekeeping on Town owned or operated properties and roads as outlined below and as set forth in Part IV, F.2 and F.3 in NPDES General Permit No. 13-IM-5500/MDR055500 available at:

<https://mde.state.md.us/programs/water/StormwaterManagementProgram/Documents/NPDES%20PII%20FINAL/Muni%20PII%20permit%20final%20042018.pdf>

In order to comply with the Town's NPDES permit, the contractor shall:

- The program shall note that the training must be designed to reduce or eliminate the discharge of pollutants during municipal operations. Training may include in-person, online, toolbox talks, on-the-job, or other formats, and the Town may build on existing training activities to fulfil this requirement. Topics must include spill prevention and response, proper disposal of waste, and periodic visual inspections to detect and correct potential discharges at properties owned or operated by the Town.

***Please note – the bid shall not include staff training or the development of training programs.**

- Develop a pollution prevention and good housekeeping plan for Town owned or operated properties (properties are noted in Appendix A of RFP packet) where any of the following activities is performed: maintenance of vehicles or heavy equipment, and handling of any of the following materials: deicers, anti-icers, fertilizers, pesticides, road maintenance materials such as gravel and sand, or hazardous materials. A standard plan may be created to address multiple properties where similar activities are conducted, provided the below items are addressed. The plan must include:
 - a. A description of site activities;
 - b. A list of potential pollutants including their sources and locations on the site. The plan must consider conveyance of stormwater entering, flowing across, and leaving the site;
 - c. Written good housekeeping procedures designed to prevent discharge of pollutants off site that includes regular visual inspections to detect potential discharges;
 - d. Written procedures for corrective actions to address any release, spill, or leak on site; and
 - e. Create a fillable PDF document that the Town may record any discharge, release, leak, or spill, including date, findings, and response actions.
- The pollution prevention and good housekeeping plan shall also include:
 - a. A fillable PDF document that the Town can record the number of miles swept and pounds of material collected from street sweeping and inlet cleaning programs. The document must include a signature and date spaces for the Director of Public of Works to certify the information is accurate and true.
 - b. Good housekeeping methods for pesticide application such as integrated pest management plans or alternative techniques.
 - c. Good housekeeping methods for fertilizer application such as chemical storage, landscaping with low maintenance / native species, and application procedures.
 - d. Good housekeeping methods for snow and ice control such as use of pretreatment, truck calibration and storage, and salt dome storage and containment.
 - e. Other good housekeeping methods performed by the Town not listed above.
- The contractor shall perform visual inspections at the properties owned or operated by the Town listed in Appendix A in order to create the program and detect and recommend corrections for potential discharges.

- The Town will submit the Town's program to the Maryland Department of the Environment (MDE) for review and comment. The bid shall include at least one (1) revision based on MDE's comments of the program.

Appendix A:

1. Waste water treatment plant – 16707 & 16715 Creamery Road, Emmitsburg, MD 21727
2. Sewage pump station – 17700 Creamery Road, Emmitsburg, MD 21727
3. Water treatment plant – 8585 Crystal Fountain Road, Emmitsburg, MD 21727
4. Department of Public Works' facility - 22 East Main Street, Emmitsburg, MD 21717
5. Department of Public Works' storage facility – 142 South School Lane, Emmitsburg, MD 21727
6. Department of Public Works' stockpile yard – 201 West Lincoln Avenue, Emmitsburg, MD 21727
7. Swimming pool & facility – 201 West Lincoln Avenue, Emmitsburg, MD 21727

III. SUBMITTAL REQUIREMENTS

Please submit at least three (3) copies of the bid to Town of Emmitsburg, Attn: Zach Gulden, Town Planner, 300A South Seton Avenue Emmitsburg MD 21727. Email submittals will *not* be accepted. Please note on bid envelopes, **“POLLUTION PREVENTION & GOOD HOUSEKEEPING PROGRAM, DO NOT OPEN”**. Failure to not include the requested information may result in disqualification.

A.) Letter of Transmittal: The letter of transmittal must contain the following information:

1. Company name, address, and telephone number.
2. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed.
3. Federal and state taxpayer identification numbers of your organization.
4. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services and materials as specified.

B.) References

Provide client references, pictures, grant success, and detailed actual cost sheets for similar work completed within the past three (3) years. Please provide the organization, name, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of your organization/staff.

IV. EVALUATION CRITERIA AND PROCESS

The Town Planner will designate a selection committee composed of Town Staff to conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

- a. Costs for similar work.
- b. Experience.
- c. Understanding of services to be provided.
- d. Satisfaction of clients/references.

V. PROPOSED TIMELINE

Thursday, October 1, 2020	RFP available on the Town of Emmitsburg’s website.
October 5, 2020	RFP advertised in Frederick News Post.
Monday, November 16, 2020	DEADLINE: Bids due by 2:00 p.m.
Monday, December 7, 2020	Proposal review/approval by the Board of Commissioners.
Tuesday, December 8, 2020	Proposal award/rejection announcements made.
Friday, January 1, 2021	Winning bidder can begin (pending contract execution).

VI. MISCELLANEOUS INFORMATION

- The Town of Emmitsburg reserves the right to accept or reject any and/or all bids/proposals and to waive any informalities or irregularities in the bidding process.
- The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
- The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.
- Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.
- The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age, or disability or any other basis prohibited by State or Federal Law in employment or the provision of services.