



**BOONE COUNTY, MISSOURI**  
**Request for Proposal #: 50-27OCT08 – Stormwater Educational Services**

**ADDENDUM #1 - Issued October 16, 2008**

This addendum is issued in accordance with the Instructions and General Conditions of the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's *Response Form*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

- I. Attached is the Joint Stormwater Management Program for Boone County, City of Columbia and University of Missouri – Columbia.**
- II. Attached is the Pre-Proposal Conference Sign-In Sheet from those that attended the conference on October 10, 2008.**
- III. If Offeror plans to utilize sub-contractor(s), please include sub-contractor information including name, address, proposed staff to this project with resumes and detail how work will be assigned.**
- IV. The County received the following questions and has provided the following responses:**

**Question 1:** Has the county completed its changes to its stormwater ordinances and design manual? If not, would the awarded consultant assist with finalizing those changes? If so, can we get copies?

**Response:** The County is in the process of drafting both our ordinance and design manual. We hope to have that finalized by December, and ready for public comment, review and ratification by the commission early next year. The consultant would not assist with the finalization of these documents. The County anticipates that the consultant would work with the stakeholders and development community to publicize and train on the new requirements.

**Question 2:** What is the budget for the project?

**Response:** The budget for the project is \$40,000-\$50,000.

**Question 3:** What financing mechanism is currently used for stormwater? What potential future stormwater financing is the county considering?

**Response:** Currently stormwater is being funded from road improvement sales tax. Other options being explored include 319 grants, State Revolving Fund (SRF) loans and SRF grants, etc. The County hopes to explore a utility fee in 2009 or other impervious surface based fees. The County

plans to work with the consultant to develop an outreach program to bring that information to the stakeholders.

**Question 4:** Will our proposal response need to include the cost of printing brochures and costs for display materials?

**Response:** Unknown at this time. Please include both the cost for developing informational/educational materials, the number of brochures that will be developed, and the cost and number to be printed as a line item in your budget.

**Question 5:** Will any county staff time (administrative, stormwater coordinator, GIS technician, etc) be leveraged in accomplishing the tasks beyond some IT assistance mentioned?

**Response:** The Boone County stormwater coordinator will be able to provide guidance, and assistance. The GIS technician **may** be able to provide some help, but they should not be counted on for major contribution to this project.

If you do intend for some work to be done by either the stormwater coordinator or GIS technician, please quantify the amount of time and the tasks in your proposal.

**Question 6:** Should a work plan and associated milestones be provided in the RFP or is this something that can be negotiated at a later date?

**Response:** Please submit a work plan, and general schedule of milestones in the proposal. Both of those items will be negotiated once a favorable candidate is selected.

**Question 7:** Will proposals that possibly exceed the budget be accepted and reviewed for "paring down" based on the County's priorities?

**Response:** The successful candidate will be chosen as outlined in section 5.1.3. of the RFP. We may negotiate with the candidate to try to develop a fit.

**Question 8:** Can the photo journal be digital?

**Response:** Yes, this is the preferred method.

**Question 9:** Will the County coordinate releases to the media outlets?

**Response:** Yes

**Question 10:** Will the County coordinate the location logistics and invitations to various education events?

**Response:** Yes

**Question 11:** Can you further define "educational campaign"?

**Response:** We would like to see how Offeror will research the community needs, and opinions; define and engage stakeholders; and the innovative methods the Offeror will employ to inform and convince stakeholders to support a utility fee.

**Question 12:** Is the County adverse to using existing education materials (ie. available from the EPA) to meet some of the requirements?

**Response:** It will be important to leverage as much existing educational material as possible.

**Question 13:** (Page 9, Item Section 3.3, Item K) - The text states that meetings with business owners are intended to assess their educational needs. Is the County really interested in an educational assessment (such as a survey)? Or is the intent more to meet with the owners to educate them and learn what additional questions or concerns they may have?

**Response:** This could be an informal survey, as the consultant meets with the owners to assess what they are currently doing, and what other things could be done. For example, many of the local auto parts stores recycle motor oil. Would the owner be willing to hang a poster to educate the consumers that this shop is a place to drop off oil?

**Question 14:** Regarding logistics, you stated that the Offeror is responsible for hard costs such as printing costs, and that the County will manage logistics such as media releases and arranging for meeting spaces. Will the County handle all logistics, including creating invitation and mailing lists, mailing educational materials, etc.? Or are there any logistical items that the Offeror will be responsible for?

**Response:** The Stormwater Coordinator is available for assistance and guidance on this project. If Offeror intends for some work to be done by either the Stormwater Coordinator or GIS technician, please quantify the amount of time and the tasks the County will be responsible for in your proposal.

By:

  
Melinda Bobbitt, CPPB  
Director of Purchasing

OFFEROR has examined copy of Addendum #1 to Request for Bid # 50-27OCT08 – Stormwater Educational Services, receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_

## Stormwater Management Program

Boone County is developing a Stormwater Management Program to reduce stormwater pollution from County-owned roads and properties. Polluted runoff from storm events is often transported through storm drains or from farms and city streets into our local waters. Common pollutants include oil and grease from roadways, pesticides, fertilizers, pet waste, sediments from construction and trash and litter. These pollutants endanger human health and wildlife, and result in thousands of dollars in infrastructure costs to Boone County residents each year.

Through the Phase II requirements established by the Environmental Protection Agency (EPA) and the Missouri Department of Natural Resources (DNR), Boone County Public Works has been classified as an operator of a Municipal Separate Storm Sewer System (MS4), and is therefore required to:

1. Obtain a National Pollutant Discharge Elimination System (NPDES) permit for authorization to discharge pollutants into waters of the state, and
2. Create a stormwater management program (SWMP) designed to prevent harmful pollutants from being washed by stormwater runoff into the system (or from being directly dumped into the MS4), then discharged from the MS4 into the local water bodies.

Public Works is dedicated to preserving the water quality of the community in order to protect, maintain and enhance the immediate and long term health, safety and general welfare of its citizens. Under the Stormwater Management Program, the Public Works Department is working in conjunction with the City of Columbia and the University of Missouri-Columbia to develop an educational program and best management practices to reduce pollution from stormwater runoff.

The EPA has established the following categories, or "Minimum Control Measures," to meet the requirements of this program, and the County has identified tasks under each control measure to meet these obligations.

- Education and Outreach
  - What is Stormwater?
  - Watershed Map of Boone County
  - Raingardens
  - Rainbarrels
  - Stormdrains
  - How to manage and reduce Stormwater Runoff
  - Landscaping and site design to reduce runoff
  - Training opportunities
- Community events, public meetings, and stakeholder groups
  - Hinkson Clean-up event
  - Storm drain marking
  - Hinkson Watershed Restoration Project (phase II)
  - Bonne Femme Watershed Project (closed)
  - Stormwater Taskforce (2002 - 2005) recommendations
  - Logo contest
- Illicit Discharge and Detection and Elimination
  - Description/requirements
  - Training
  - Testing sites
  - Results
  - Problem reporting
- Construction Site Runoff Controls
  - Construction Guidance Manual (draft)
  - Checklist
  - Land Disturbance permit
  - SWMP Template

**Comment [BC1]:** link to the EPA site?  
<http://pub.epa.gov/npdes/stormwater/job.asp?c=2>

**Comment [BC2]:** Best Management Practices (BMPs):  
In general, BMPs are the most effective, feasible methods to address and resolve a problem. Stormwater BMPs can be structural or non-structural (behavioral) changes used to reduce stormwater pollution and fall into four categories:  
1. Traditional measures - measures taken by most municipalities to filter or remove pollutants from stormwater (e.g. catch basins, silt fences).  
2. Pollution prevention - measures taken to limit pollutant exposure to stormwater (e.g. picking up your pet's waste, removing floor drains from your garage or automobile repair facility, recycling and using fertilizers and pesticides responsibly).  
3. Low technology initiatives - restoring or maintaining the natural condition of the land to absorb and filter stormwater (e.g. using vegetation or wetlands as buffers, using vegetated swales instead of paved surfaces to direct stormwater, minimizing paved surfaces on your property).  
4. High technology initiatives - innovative technologies that can be used to minimize stormwater pollutant loadings to waterbodies (e.g. green roofs, rain gardens).

- Post-Construction Runoff Control
  - BMP maintenance requirements
  - Development and redevelopment requirements
  - Stream buffer ordinance
  
- Pollution Prevention/Good Housekeeping
  - Street sweeping
  - Facilities maintenance
  - Drain clean-out
  - Capital improvements

PRE-PROPOSAL CONFERENCE SIGN IN SHEET

50-27OCT08 – Stormwater Educational Services

Friday, October 10, 2008, 3:00 p.m.

	Representative Name	Business Name	Telephone Number	Fax Number
1.	Melinda Bobbitt	Boone County Purchasing	886-4391	886-4390
2.	Rob Bry	Union of Mo Citizens	882-1085	884-5650
3.	Robert Bromberg	Olsson Assoc.	(816) 361-1177	(816) 361-1888
4.	Scott Schuchert	Parti Bank Assoc.	(816) 756-5698	816-756-1606
5.	Christina Luebbert	SKW	573-442-4537	573-442-4543
6.	Enos Inness	MO Civil & Environmental Eng	573-882-2041	
7.	Lili Vianello	Visionworks Marketing	573 449-8567	449-6714
8.	Barb King	Visionworks	449-8567	449-6714
9.	DeW Cameron	BC PW	449-8515	
10.	Gene Rovak	Horner + Stiffin	314 531-8321	314 531 6166
11.				
12.				
13.				
14.				
15.				