

OFFICE OF THE SULLIVAN COUNTY PURCHASING AGENT
3411 HIGHWAY 126 – SUITE 201
BLOUNTVILLE, TN 37617-0569

KRISTINIA DAVIS
PURCHASING AGENT

PHONE 423/323-6400
FAX 423/323-7249

Kris.davis@sullivancountyttn.gov

REQUEST FOR PROPOSAL

RFP #WS-TMDL303D(KD)

ENVIRONMENTAL SERVICES ASSISTANCE
RE

WATER SAMPLING/LAB ANALYSIS OF POLLUTED STREAMS
[TMDL STREAM MONITORING PLAN]

DUE ON OR BEFORE
TUESDAY, JANUARY 22, 2019 (2:00PM)

The Offices of the Sullivan County Purchasing Agent and the Sullivan County Planning Department, are soliciting this Request for Proposal (RFP) to qualified, environmental engineering firms interested in assisting Sullivan County with the implementation of a TMDL Stream Monitoring Plan for improving the Water Quality of Sullivan County's impaired streams, as mandated by EPA under the Stormwater Pollution Prevention Planning Program requirements. Sullivan County's "first priority" will entail water sampling for the impaired streams beginning with the streams that are polluted with both E.Coli and Siltation, as outlined in the enclosed protocol:

- Plan A --- E. Coli/Pathogens
- Plan B --- Siltation and Habitat Alteration

All interested firms will be afforded full opportunity to submit a RFP and will receive consideration for a contract award pursuant to this notice without regard to race, color, religion, national origin, age, sex or disability. Sullivan County is in quest of the highest quality, most reliable firm with standards excellence and superb response time performance.

In order to receive consideration in the selection processes, a RFP submittal must be delivered to the Office of the Sullivan County Purchasing Agent on or before the day/time indicated and shall meet the requirements as described herein.

The original RFP document plus two (2) copies must be delivered to the following on or before TUESDAY, JANUARY 22, 2019 (2:00pm):

KRISTINIA DAVIS, PURCHASING AGENT
2nd FLOOR – OLD COUNTY COURTHOUSE
3411 HIGHWAY 126 – SUITE 201
BLOUNTVILLE, TN 37617-0569

Submittals shall be forwarded by US Mail, Courier and/or Hand-Carried, must be presented in a sealed envelope and shall be clearly marked with **RFP #WS-TMDL309D(KD)** on the outside of the envelope. Electronic submittals (phone, fax or e-mail) are not acceptable! Sullivan County is not

responsible for delays in mail/courier delivery services. **LATE RESPONSES WILL NOT BE ACCEPTED!**

RFP shall be offered in strict conformance to the language, specifications, terms and conditions. RFP shall be completed in totality and signed by an authorized agent of the responding firm. Any erasures, strike overs and/or changes must be initialed in ink by the responding firm, prior to submittal.

It is the responsibility of each responding firm to ascertain that all requirements are satisfied and that all RFPs are presented and assembled in the format as solicited. It will be assumed that the firm has made investigations to be fully informed as to the extent and character of the requirements. Failure to submit a RFP which conforms to the specified content and format requirements will be sufficient cause to disqualify the firm. Additionally, material deficient or incomplete response will be cause to disqualify the firm.

Sullivan County has the right to accept or reject any/all RFPs; to waive any informalities, technicalities or irregularities; to request clarification or additional information from any responding firm during the evaluation and interview processes; to reject any response if the responding firm is not in a position to perform the services; or, to reject a response based on unacceptable provisions from the responding firm.

Any remedies in a responding firm's submittal, including agreement, license agreement, terms, conditions, literature, etc. that may be considered an agreement to waive the legal rights of the citizens of Sullivan County shall be considered cause for rejection.

By submission of this RFP, the responding firm certifies compliance with Title VI and Title VII of the Civil Rights of 1964, as amended, and all regulations promulgated thereof.

Failure of Sullivan County to enumerate any Federal, State or County legislation in its entirety in this RFP is not cause for the responding firm to exclude same.

The selected firm will be responsible for all processes, labor, materials, equipment and management necessary to provide the services specified. This RFP does not commit Sullivan County to execute an agreement, to pay any costs incurred in the preparation of a RFP or to contract for services.

RFP SUBMITTALS

COMPLIANCE

All RFP submittals must be in compliance with all requirements presented and should be prepared in a simple, complete, accurate and reliable presentation. By submission of a RFP, the firm certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended, and all regulations promulgated thereof.

Failure of Sullivan County to enumerate any federal, state or county regulation in its entirety within this RFP request is not cause for the responding firm to exclude same.

REJECTION/DISQUALIFICATION

Sullivan County has the right to accept or reject any/all RFPs; to waive any informalities, technicalities or irregularities; to request clarification or additional information from any responding firm during the evaluation and interview processes; to reject any response if the responding firm is not in a position to perform the services; or, to reject a response based on unacceptable provisions from the responding firm, if deemed in the best interest of Sullivan County. In addition, Sullivan County reserves the right to disqualify any RFP submittal, before or after opening, upon evidence of collusion with the intent to defraud or any other such illegal practices conducted by any responding firm. Any remedies in the firm's response, including agreement, license agreement, terms, conditions, literature, etc. that may be considered an agreement to waive the legal rights of the citizens of Sullivan County shall be considered cause for rejection.

DISCLOSURE

RFP submittals will not be publicly opened; only the names of the responding firms will be publicly announced and recorded by the Sullivan County Purchasing Agent. RFP submittals will become the property of Sullivan County and will remain confidential until selection process has been concluded. During the selection process, Sullivan County shall hold the contents of all correspondence, agenda, memoranda, discussions or any other medium which could disclose any aspect of the firm's proficiency in strict confidence, sharing only with the panel responsible for evaluating the qualifications and selecting the successful firm to perform the scope of services. Upon conclusion of the selection process, all documents pertinent to the RFP submittals will constitute public records and will be subject to public inspection under Tennessee law.

VERBAL COMMUNICATION

In no case will verbal communication override written communications or documentation. Prospective proposers will have an opportunity to submit questions regarding this "RFP". Questions must be submitted via e-mail to Kristinia Davis, Purchasing Agent via kris.davis@sullivancountytn.gov no later than Tuesday, January 15, 2018 by 2:00 pm EST. Responses to the questions will be posted and can be located through the following link <http://www.sullivancountytn.gov/node/73>.

MISTAKE IN SUBMITTALS

If any responding firm discovers a mistake in its RFP of a serious and significant nature which is unfavorable to it, prior to the authorization and issuance of a binding Contract, it may request consideration be given to modifying or withdrawing same. The mistake must be evident and provable. ANY MISTAKE REALIZED BY THE RESPONDING FIRM IN ITS RFP SUBMITTAL WILL NOT BE CONSIDERED, SUBSEQUENT TO AUTHORIZATION AND ISSUANCE OF A BINDING CONTRACT.

CONFLICT OF INTEREST

Proposer, by submitting a signed proposal, certify that no gratuity of any kind and no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Sullivan County as wages, compensations, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to Proposer in connection with any

goods provided or work contemplated or performed relative to the agreement. A breach of ethical standards could result in civil or criminal sanction and/or debarment or suspension from being a supplier, contractor, or subcontractor under County contracts.

STANDARD CONTRACT

Any responding firm who intends to use a standard contract for the project's scope of services must include a 'generic' standard copy of the contract language with the RFP submittal.

Enclose Behind Cover Page "Standard Contract"

QUALIFICATIONS-CONFORMITY

To be considered, each respondent must be a strong, professional, qualified, reputable environmental engineering firm able to demonstrate its knowledge, experience and capabilities related to the implementation of TMDL Stream Monitoring Plans as mandated by EPA under the Stormwater Pollution Prevention Planning Program requirements, involving water sampling for the impaired Sullivan County streams beginning with the streams that are polluted with both e.coli and siltation, as outlined in the enclosed protocol.

EXECUTIVE SUMMARY/PROFILE

- a. Firm Name, Business Address, and Telephone Number including a point of contact for additional information.
- b. Type of organization (individual, partnership or corporation) and year the firm was established.
- c. Profile of the firm's experience, qualifications and technical capabilities in conducting similar projects.
- d. Minimum of three (3) similar projects (refer to *REFERENCES* section below).
- e. Number of employees by discipline and/or primary function (specify if list is prepared for a branch office).
- f. Project team members' resumes.
- g. The firm's objective and approach to completing the required Report.
- h. The firm's estimated project schedule, implementing the timelines established.
- i. A nonbinding estimate of the firm's cost to provide the required service.
- j. Title IV Voluntary Disclosure (refer to *TITLE IV COMPLIANCE* section).

Enclose Behind Cover Page Entitled "Executive Summary/Profile"

REFERENCES

Firms should have experience, references, specialized credentials and training, as well as the interagency and community coordination that is necessary to perform the specific scope of services. A minimum of three (3) references must be included with the RFP submittals. References must reflect projects conducted by your firm during the past five (5) years which are similar in size and scope to the project described herein, the name/address/contact persons/phone/fax of the grantee or

organization managing the titled projects, a general description of the scope of services rendered, the length of the projects, the cost of the projects and the cost of your fees relative to said projects.

Enclose Behind Cover Page "References"

DELIVERABLES

Final data and analysis shall be delivered electronically.

SUBCONTRACTORS

If respondent intends to use subcontractors to perform work on any portion of this project, same must be submitted for prior approval by Sullivan County.

If applicable, please submit the following information:

1. The name of the subcontractor(s)
2. Number of years in business
3. A general discussion of relevant experience
4. Number of projects on which the responding firm and the subcontractors have worked together
5. The specific tasks with which the subcontractors will be involved
6. The physical location of the subcontractors' headquarters (country, state, city, address)

Likewise, if this section is not applicable, please insert a statement indicating that responding firm is not intending to use subcontractors.

Enclose Behind Cover Page "Subcontractors"

LIABILITY INSURANCE

The selected firm will be required to maintain Commercial General Liability Insurance, at its cost and expense for the duration of the awarded contract, against claims for injuries to persons or damages to property, including contractual liability, which may arise from or in connection with the performance of the work by the firm, its subcontractors, agents, representatives or assigns. The insurance required under the contract shall not be cancelled or materially changed unless the selected firm provides at least thirty (30) days prior written notice to the Sullivan County Purchasing Agent.

Each responding firm must enclose a copy of its current certificate of General Liability Insurance. Policy must be written by a competent Insurance Company currently authorized to do business in the State of Tennessee and must indicate the dollar limits per occurrence and the aggregate dollar limit, as well as the effective date and expiration date.

Enclose Behind Cover Page "Liability Insurance"

TAXES-PERMITS-LICENSES

Sullivan County is exempt from sales tax. Certificates of tax exemption will be provided to the selected firm, upon request.

The successful firm will be responsible for local, state and/or federal compliance of any/all permits, licenses, certifications, etc (including all associated costs/fees) applicable to the project's scope of services.

PREVIOUS/PENDING LITIGATION

If the responding firm currently has pending litigation and /or has ever been involved in arbitration or had legal action taken against it on any project similar to the project described herein, include a brief description of the action and the resolution.

Likewise, if this section is not applicable, please include a statement indicating same.

Enclose Behind Cover Page "Litigation"

TITLE VI COMPLIANCE

It is the policy of Sullivan County to ensure equal opportunity in all aspects of its programs and services without regard to race, color, sex, or national origin under Title VI of the Civil Rights Act of 1964. This policy applies to the administration of programs, facilities, benefits, or services that receive assistance from the Federal government. During the performance of this Project, the successful firm shall agree to:

1. To comply with the regulations relative to nondiscrimination in Federally assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, (hereafter referred to as "Regulations") as they may be amended.
2. To ensure nondiscrimination on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and lease of equipment. The vendor shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices.
3. That during solicitations either by competitive bidding or negotiation made by the firm for work to be performed under a subcontract, including procurement of materials or lease of equipment, all potential subcontractors be notified by the firm of their obligations under this contract and Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
4. That all information and reports required by the Regulations, pertinent to ascertain compliance with the Regulations, be readily accessible to Sullivan County and/or NPS.
5. That in the event of noncompliance with the nondiscrimination provisions of the contract, Sullivan County shall impose contract sanctions as may be determined to be appropriate, including but not limited to:
 - a. Withholding payments until compliance is made, and/or
 - b. Cancellation, termination, or suspension of the contract, in whole or in part.
6. That the firm includes these provisions in all subcontracts, including procurement of materials and leases of equipment.

TITLE VI VOLUNTARY DISCLOSURE

The purpose of this request is to provide statistical information related to Title VI regulations. This is a VOLUNTARY disclosure. The information requested pertains to the company owner.

Race: White Black Hispanic Asian Other

Gender: Male Female

PLAN A

A Total Maximum Daily Load (TMDL) Stream Monitoring Plan For E.Coli/Pathogens In the South Fork Holston River Watershed (HUC 06010102)

A Monitoring Plan for Improving the Water Quality
of the County's Planning Jurisdiction of the Waters of the State
that are Listed in the most current EPA List of Impaired Streams

I. METHODOLOGY FOR TMDL MONITORING - MINIMUM REQUIREMENTS FOR SAMPLING AND STREAM SURVEY ASSESSMENTS:

1. Biological stream sampling shall be performed utilizing the Biological (Pathogen Analysis Method) as identified in the TDEC Division's Quality System Standard Operating Procedure for Chemical and Bacteriological Sampling of Surface Water, March 2004 or most current. This sampling will include the collection of five samples in a thirty-day period (to establish a geometric mean), and be performed within the months of May to September. Pathogen sampling must be performed on stream segments listed in the TMDL, with all segments in the county's jurisdiction (see table above). The county is planning on selecting the same qualified firm to perform these tests in order to save money and obtain standardization in methodology and performance. A certified laboratory in the region shall collect all samples.
2. The monitoring points will be outside the city limits and the Planning & Codes Department will provide the longitude and latitude on stream segments.
3. All work to be completed in summer of 2019.

PLAN B

A Total Maximum Daily Load (TMDL) Stream Monitoring Plan For Siltation and Habitat Alteration In the South Fork Holston River Watershed (HUC 06010102)

A Monitoring Plan for Improving the Water Quality
of the County's Planning Jurisdiction of the Waters of the State
that are Listed in the most current EPA List of Impaired Streams

II. METHODOLOGY FOR TMDL MONITORING - MINIMUM REQUIREMENTS FOR SAMPLING AND STREAM SURVEY ASSESSMENTS:

- 1 Biological stream sampling shall be performed utilizing the Semi-Quantitative Single Habitat (SQSH) Method as identified in the TDEC Division of Quality System Standard Operating Procedure for Macro-invertebrate Stream Survey, revised October 2006 or most current. At least one water sample shall be collected per proposed county monitoring site as identified on the map during the scheduled time. ***The standard operating procedure for these samplings shall conform to TDEC standards outlined in Standard Operating Procedure to Quality System Standard Operating Procedure for Macroinvertebrate Stream Surveys, found on the State's website. A certified laboratory in the region shall collect all samples.***
- 2 The monitoring points will be outside the city limits and the Planning & Codes Department will provide the longitude and latitude on stream segments.
- 3 All work to be completed in summer of 2019.

APPENDIX

Additional information such as maps may be provided by the Planning Director upon request.

RFP SUBMITTAL STATEMENT
RE
RFP #WS-TMDL303D(KD)

COST ANALYSIS FOR PLAN A \$ _____

COST ANALYSIS FOR PLAN B \$ _____

COST ANALYSIS PER MONITORING SITE \$ _____

NAME OF RESPONDING FIRM _____
PLEASE PRINT

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE FIRM INDICATED ABOVE AND CERTIFIES THAT THE INFORMATION AND ACCOMPANYING DOCUMENTS IN THIS RFP SUBMITAL ARE ACCURATE AND TRUE.

THE UNDERSIGNED HAS READ AND UNDERSTANDS THE EXTENT AND CHARACTER OF THE PREREQUISITES AND HAS CONFORMED TO THE SPECIFIED CONTENT AND FORMAT REQUIREMENTS.

THE UNDERSIGNED FURTHER ACKNOWLEDGES THAT FAILURE TO SUBMIT A RFP WHICH CONFORMS TO THE SPECIFIED CONTENT AND FORMAT REQUIREMENTS WILL BE SUFFICIENT CAUSE TO DISQUALIFY THE FIRM. ADDITIONALLY, MATERIAL DEFICIENT OR INCOMPLETE RESPONSE WILL BE CAUSE TO DISQUALIFY THE FIRM.

AUTHORIZED REPRESENTATIVE _____
PLEASE PRINT

PHONE _____ FAX _____ E-MAIL _____

AUTHORIZED SIGNATURE _____ DATE _____

COVER PAGES FOLLOW

STANDARD CONTRACT

EXECUTIVE SUMMARY/PROFILE

REFERENCES

SUBCONTRACTORS

LIABILITY INSURANCE

LITIGATION

TDML Monitoring Points - 2019

303D-List 2010 Data		Monitoring/Water Sampling Points						
Creek Name	Location	e.Coli	Longitude	Latitude	Location	Siltation/Habitat Alteration	Longitude	Latitude
Back Creek					1	1	-82.264	36.531
	2		-82.295	36.531				
Beaver Creek	3	2	-82.283	36.508				
Big Arm Branch					4	1	-82.235	36.421
Cedar Creek	5	1	-82.163	36.57	6	1	-82.159	36.571
Clark Branch					7	1	-82.491	36.563
					8		-82.472	36.5
Fall Creek					9	2	-82.458	36.516
					10		-82.413	36.479
Gammon Creek					11	2	-82.421	36.459
					12		-82.547	36.566
Gravelly Creek					13	2	-82.538	36.571
Indian Creek					14	1	-82.253	36.473
Mill Creek					15	1	-82.598	36.471
	16	1	-82.521	36.562				
Miller Branch					17	1	-82.523	36.559
Muddy Creek - (Survey Completed 2011)	18	1	-82.364	36.481				
Paperville (Sinking Creek)					19	1	-82.143	36.575
Unnamed Tributary to Reedy Creek					20	1	-82.504	36.566
Wagner Creek - (Survey Completed 2011)					21	1	-82.391	36.477
	22	1	-82.261	36.455				
Woods Branch					23	1	-82.26	36.457
Total Number of Sampling Points: 22		6				17		

Dropped from 2010 to 2018

Name

ID

Watauga Embayment of Boone Reservoir

TN06010103001_1000



Added from 2010 to 2018

Name

ID

Unnamed Trib to Reedy Creek

TN06010102046_0500

