

REQUEST FOR QUALIFICATIONS NO. 20008-A22-04

Stormwater Program Management Services

(Addendum No. 1)

1. Review the Schedule of Events in the RFQ as follows.

Item	Original Schedule	Revised Schedule
Deadline to Receive Written Inquiries	April 1, 2022 at 5:00 pm	April 20, 2022 at noon
Deadline to Answer Written Inquiries	April 8, 2022	April 22, 2022
Proposal Submission Deadline	April 14, 2022 at 1:00 pm	April 29, 2022 at 2:00 pm

All times above are in CDT.

2. Written inquiries shall be submitted to RFQA2204@brla.gov
3. Attachment A of the RFQ shall be replaced with the document included herein.



ATTACHMENT A
SCOPE OF SERVICES
CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE

The Metropolitan Council approved setting up a new Stormwater Division in the Department of Environmental Services (DES) in December 2021. The new division will assist the City of Baton Rouge / Parish of East Baton Rouge (City-Parish or C/P) address the ongoing issues of drainage maintenance, Municipal Separate Storm Sewer System (MS4) permit execution and educating the residents of the C/P of the importance of the water quality of the MS4 for maintaining overall value of the waters of the State. All the current funding for the division is from a grant by the American Rescue Plan Act (ARP).

DES desires to hire a qualified consultant to act as the Program Manager assisting the DES to establish the new Stormwater Division. Generally, the Program Management Consultant will support:

- 1) Stormwater Division Initiation and Implementation: Assist DES to develop an implementation plan for the successful operations of the Stormwater Division – MS4 Permit Compliance, Maintenance and Operations Augmentation, Stormwater Engineering and Education;
- 2) MS4 Compliance: Provide staff to augment the C/P for planning, documenting, data gathering, and implementation activities in compliance with the existing MS4 permit issued to the C-P by the Louisiana Department of Environmental Quality (LDEQ) to minimize the discharge of pollutants within its permitted area to the maximum extent practicable (MEP);
- 3) Contract Management: Manage and support the Stormwater Division contracts;
- 4) Engineering and Capital Projects: Assist the Chief Stormwater Engineer to develop a long-term Capital Improvement Projects program from the Stormwater Master Plan program and plan and implement Drainage Basin Master Plan;
- 5) Public Relations: Work with the Public Relations consultant to ensure the public education and training programs; and
- 6) Finance and Documentation Support: Compile information and work with Finance Department for ARP reports.

~~Expected components of the consultant's work may include, but are not necessarily limited to, the following:~~

- ~~1. Stormwater Division Initiation and Implementation~~
 - ~~a. Program and Project Management~~
 - ~~i. Defining vision, goals, and objectives of SW Division~~
 - ~~ii. Startup activities~~
 - ~~iii. Stormwater Utility support~~
- ~~2. MS4 Compliance~~
 - ~~a. Permit Compliance Planning Assistance~~
 - ~~i. Flow chart for permit requirements~~
 - ~~ii. Enforcement and reporting processes~~
 - ~~b. Permit Compliance Staff Augmentation~~
 - ~~i. SWMP monitoring~~
 - ~~ii. MCM data analytics~~
 - ~~iii. Reporting~~

- 3. ~~Contract Management~~
 - a. ~~Drainage Operations~~
 - i. ~~Contractor WO management~~
 - ii. ~~Management of inspection firms~~
 - iii. ~~Reports for ARP~~
- 4. ~~Engineering and Capital Projects~~
 - a. ~~Work with SW Master Plan project~~
 - b. ~~CIP development and budgeting~~
- 5. ~~Public Relations~~
 - a. ~~Education and Training~~
 - i. ~~Develop communication and public engagement strategy~~
 - ii. ~~Public outreach~~
 - iii. ~~Engineer/contractor/developer education/training~~
 - iv. ~~BR employee training~~
- 6. ~~Finance and Documentation Support~~
 - a. ~~Integration with billing systems~~