



**CITY OF GREELEY
Purchasing**

**Request for Qualifications
RFQ #F24-08-072**

Water Quality Roadmap

for

DEPARTMENT OF PUBLIC WORKS

**REQUEST FOR QUALIFICATIONS (RFQ)
RFQ #F24-08-072**

Procurement Contact: Margaret Almanzar
Email Address: Purchasing@greeleygov.com
Telephone Number: 970-350-9794

Qualifications must be received no later than the date indicated in the Schedule of Events below.

Qualifications received after this date and time will not be considered for award.

ONLY ELECTRONIC RFQ RESPONSES WILL BE ACCEPTED.

Email your RFQ Response to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for qualifications. **DO NOT** submit your RFQ Response to multiple email addresses. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Qualifications shall be submitted in a single PDF file under 20MB. The Qualifications must not exceed 25 total pages, excluding cover letter, index or table of contents, front and back covers, billing rate schedule, any mandatory required exhibits, and title pages/separation tabs. Pages shall be 8 ½ x 11 inch except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the qualifications and appendices. Resumes and billing rates, if included as an appendix are not considered part of the 25 pages.

The RFQ number and Project name must be noted in the subject line, otherwise the qualifications may be considered as non-responsive to the RFQ.

Electronic submittals will be held, un-opened, until the time and date noted in the RFQ documents or posted addenda.

Schedule of Events (subject to change)	All times are MST
RFQ Issued	8/8/2024
Pre-Qualification Conference	Not anticipated at this time
Inquiry Deadline	8/15/2024 by 2:00 PM via email to purchasing@greeleygov.com
Final Addendum Issued	8/20/2024
Qualifications Due Date	8/29/2024 by 2:00 PM via email to purchasing@greeleygov.com
Interviews (tentative)	Week of 9/9/2024
Notice of Award (tentative)	9/20/2024

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“Public Viewing Copy: *The City is a governmental entity subject to the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 et seq. (“CORA”). Any proposals submitted hereunder are subject to public disclosure by the City pursuant to CORA and City ordinances. Vendors may submit one (1) additional complete proposal clearly marked “FOR PUBLIC VIEWING.” In this version of the proposal, the Vendor may redact text and/or data that it deems confidential or proprietary pursuant to CORA. Such statement does not necessarily exempt such documentation from public disclosure if required by CORA, by order of a court of appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets, confidential commercial and financial data information is not required to be disclosed by the City. Proposals may not be marked “Confidential” or ‘Proprietary’ in their entirety. All provisions of any contract resulting from this request for proposal will be public information.”*

SECTION I. BACKGROUND, OVERVIEW, AND GOALS

A. Background

The City of Greeley is a home rule municipality with a council-manager form of government and is the county seat and the most populous municipality of Weld County, Colorado. Greeley is in northern Colorado and is situated 52 miles north-northeast of the Colorado State Capitol in Denver. According to the U.S. Census Bureau, the population of the city is roughly 111,000 which makes it the 12th-most populous city in Colorado. The City has an annual budget of ~\$490M with a fiscal year that starts Jan 1st, and employees over 1100 employees. Greeley is a major city of the Front Range Urban Corridor and home to the University of Northern Colorado which is a public baccalaureate and graduate research university with approximately 12,000 students and six colleges as well as Aims Community College, which has served the community since 1967.

B. Overview

This Water Quality Roadmap will lay out the steps the City needs to take to create a proactive plan around stormwater quality to exceed its regulatory requirements (existing and future), meet the larger City vision and goals ([Vision for 2040](#)), support other growth initiatives, and complement capital improvement plans. This WQ roadmap will lay out steps to improve livability and resiliency while being fiscally responsible

C. Goals

The Roadmap's goal is to build on the work done to date and move the City of Greeley's stormwater program from a regulated Phase II MS4 to an MS4 with Sustainable Strategies (MS6). This project has a target completion date of February 2026.

- The consultant will utilize the following pre-existing information that was gathered in a previous scoping effort to inform decisions made throughout the course of the project.
 - Documentation of the existing condition of the City of Greeley's current stormwater program including overall budget, staff resources, regulatory framework, currently planned capital projects, operations and maintenance activities, and water quality monitoring.
 - Documentation of published or City-provided future water quality regulations including a pending TMDL for *E. coli* for Cache la Poudre River and the State of Colorado potential nutrient rules or future MS4 permit requirements.
- Work closely with City staff to develop recommendations of actions that the City needs to continue, change, or start as it relates to stormwater—specifically water quality.
 - This will include recommendations on program administration and staffing, construction projects, operations, maintenance, and monitoring activities.
- Finalize the attached draft in Exhibit 5, watershed priority ranking score card for the major drainage basins in Greeley.
 - This score card will be used to prioritize the drainage basins based on the City's WQ objectives.
 - The categories on the score card are final but need to be quantified (score) with weighting factor.
 - The score card needs to be tested to optimize it.
- Develop a water quality and quantity model (EPA SWMM model or approved alternative) to analyze pollutants of concerns.
 - The goal of this model will be to:
 - Understand existing water quality and quantity (flooding) conditions.
 - Analyze potential structural control measures (SCMs) including regional (preferred) and dispersed (i.e., green infrastructure (GI) or low impact development (LID) to mitigate stormwater issues like high pollutant loading and/or flooding.
 - SWMM intended to help inform new SCM implementation, retrofits, and maintenance recommendations.
 - The initial scope will include a SWMM model of one basin as a pilot study (if budget allows). If the Consultant and City team finds SWMM as a valuable tool to this roadmap effort, additional watersheds may be completed as future project phases.

- Identify funding (grants, loans, stormwater fees, etc.) the City could potentially use to supplement (if needed) its current stormwater revenue to facilitate more projects getting done in a given year and over the course of the 10-year plan.
- Develop and complete a proposed CIP project scorecard. This scorecard is envisioned to be like the watershed scorecard. The intent is to prioritize recommended improvement projects.
 - Prepare feasibility studies, concept plans, etc., that could support grant applications for three high priority projects with this initial deliverable.
 - The City may add future grant application support beyond the initial three as an amendment or as future task orders.
- Develop a 10-year WQ implementation plan including new projects (capital construction), programs (education, outreach, etc.), operation and maintenance (O&M), monitoring, etc. This implementation plan should also show the staffing and financial resources needed to support it.
- Support the City in communicating the progress and results of the WQ Roadmap to the public and other stakeholders including other departments and/or elected officials.
- Provide documentation summarizing the above. At a minimum two (2) documents will be produced by the Consultant team. One will be a detailed report with all supporting technical data, model, CIPs, recommendations, etc. A second document will be an executive summary or similar with an intended audience of the public and elected officials without a technical background.

SECTION II. STATEMENT OF WORK

A. Scope of Services

To achieve the above goals and objectives, the Consultant will complete the following minimum tasks. If the Consultant finds any of these tasks need to be modified, or that additional tasks are required, they should identify those in their response.

Task 1 – Project Management

- Financial controls, subconsultant management, schedule management, communications, and meetings not included below.

Task 2 – Stakeholder Workshops and Milestone Meeting

- Bi-weekly check-in meetings with project manager.
- Meetings at completion of Tasks 4-10 to discuss results and next steps.
 - Stakeholders for each meeting determined by City in advance.
- Consultant prepares meeting materials to support milestone meeting including agenda, presentations, maps, or similar.
- Consultant documents discussions and action (final minutes to be included in Task 11 document).

Task 3- Background Data Review and Summary

- Review data from Phase 1 (summarized above or provided by City).
 - Provide memo with any additional recommendations or alterations from Phase 1.
- Identify different types of water quality infrastructure currently in use throughout the stormwater community and analyze effectiveness, maintenance considerations, and energy consumption.
- Include a summary in final roadmap document (Task 11).

Task 4- Watershed Prioritization

- Finalize and complete scorecard
- Create a list of basin priorities at a minimum, low, medium, and high.

Task 5 – City-wide Stormwater Quality SCM opportunities (Non-Modeling Analysis)

- GIS identification of potential locations for regional SCMs and/or retrofits on City-owned properties or on properties the City could feasibly purchase.
- Identify areas of pollutant hotspots and developed areas of the City with no or insufficient SCMs. This would include identifying areas that were built prior to Greeley's WQ regulations being implemented.

Task 6 – Pilot Watershed EPA SWMM Model for Quantity and Quality

- Develop an existing condition model for a drainage basin.
- Propose alternative(s) to mitigation areas of concern.
- Based on the pilot study, provide a recommendation to continue or discontinue modeling approaches.

Task 7 – Draft CIP Project List and Scorecard

- Create prioritization scorecard(s) based on Task 5 and 6 data.
- Prioritized list of construction (SCMs), maintenance, projects, or programs (non-structural BMPs), etc.
- Planning level opinion of probable total implementation costs (planning, design, real-estate, construction) of prioritized projects or programs.
- Annual operation and maintenance (O&M) budgets needed to support existing SCMs, programs, and proposed SCMs.

Task 8 – Funding Projections

- Determine existing funding and funding projections.
- Work with staff to determine if more funding is needed based on Task 7 priorities.
- Funding projections should include exploring options on rates, fees, grants, loans, etc. that could increase budgets (as needed) to support the 10-year implementation plan (see Task 9)

Task 9 – Develop 10-Year Implementation Plan

- Based on Tasks 7 and 8 working closely with City staff develop a proposed 10-year stormwater program implementation plan based on current revenue and priorities identified above.
- The plan should include staffing, operations, maintenance, monitoring, and capital/construction projects broken down by year.
- If existing budget is insufficient to complete the City's 10-year priorities then develop a 10-year stormwater program implementation plan based on recommended funding changes (Task 8) or realistic grants.

Task 10 – Grants Support

- Advance up to three (3) of the top ranked projects to an alternative analysis, feasibility report, and concept plans to support a grant application. (FEMA, Water Smart Grants, Resiliency Grants, etc.)
- Consultant to partner with City to initially submit grants (up to 3 assumed in year 1) to help fund some of the early projects or programs identified in Task 8 and 9 that may be grant appropriate.
- The City may add future grant application support beyond the initial three as an amendment or as future task orders.

Task 11 – Stormwater Quality Roadmap Documents

- Document Tasks 2 – 10.
 - Text, maps, and figures in a report.
 - Minutes, models, etc., as attachments.
- Full technical document as primary deliverable.
- Executive summary or separated document intended for public and elected officials to accompany full technical document (standalone complementary deliverable).

B. Period of Award

The completion date of providing the required qualifications and services shall be May 31, 2026.

If the City desires to extend the contract, no later than thirty (30) days prior to expiration, the City's Purchasing Contact may send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the City evaluates the firm pricing qualification from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been

terminated or revoked during the initial term or any extension thereof. All decisions to extend the contract are at the option of the City.

C. Minimum Mandatory Qualifications of Offeror

- The Consultant (including sub-consultants) shall meet the following minimum mandatory qualifications for the proposal to be considered for evaluation. Any submittal not meeting a minimum qualification will be disqualified and cannot be considered for further evaluation.
 - A clean record on SAM.gov or ability to get registered with SAM.gov within 30 days of the notice of selection.
 - Have any required licenses and permits necessary to provide the services in State of Colorado, if required for certifying plans, reports, etc. This includes all sub-consultants on their team.

SECTION III. ADMINISTRATIVE INFORMATION

A. Issuing Office

The City's contact name listed herein is to be the sole point of contact concerning this RFQ. Offerors shall not directly contact other personnel regarding matters concerning this RFQ or arrange meetings related to such.

B. Official Means of Communication

All official communication from the City to offerors will be via postings on an electronic solicitation notification system, the Rocky Mountain Bid System (www.rockymountainbidsystem.com). The Purchasing Contact will post notices that will include, but not be limited to, qualification document, addenda, award announcement, etc. It is incumbent upon offerors to carefully and regularly monitor the Rocky Mountain Bid System for any such postings.

C. Inquiries

Prospective offerors may make written inquiries by email before the written inquiry deadline concerning this RFQ to obtain clarification of requirements. There will be opportunity to make inquiries during the pre-qualification conference, if any. No inquiries will be accepted after the deadline. Inquiries regarding this RFQ (be sure to reference RFQ number) should be referred to:

E-Mail: Purchasing@greeleygov.com
Subject Line: RFQ #F24-08-072

Response to offerors' inquiries will be published as addenda on the Rocky Mountain Bid System in a timely manner. Offerors cannot rely on any other statements that clarify or alter any specification or other term or condition of the RFQ.

Should any interested offeror, sales representative, or firm find any part of the listed qualifications, specifications, terms and conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the Purchasing Contact of such matters immediately upon discovery.

D. Insurance

The successful contractor will be required to provide a Certificate of Insurance (Exhibit 3) or other proof of insurance naming the City of Greeley as "additional insured". Coverage must include COMMERCIAL GENERAL LIABILITY coverage with minimum limits of \$2,000,000, and WORKER'S COMPENSATION coverage with limits in accordance with State of Colorado requirements.

COMPREHENSIVE AUTOMOBILE LIABILITY with minimum limits for bodily injury and property damage coverage of at least \$1,000,000, plus an additional amount adequate to pay related attorneys' fees and defense costs, for each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of this agreement.

The City shall be named as additional Insured for General and Auto Liability Insurance.

Awarded offeror must present the City with proof of PROFESSIONAL LIABILITY COVERAGE with a minimum limit of \$1,000,000.

E. Modification or Withdrawal of Qualifications

Qualifications may be modified or withdrawn by the offeror prior to the established due date and time.

F. Minor Informalities

Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors. The Purchasing Manager may waive such informalities or allow the vendor to correct them depending on which is in the best interest of the City.

G. Responsibility Determination

The City will make awards only to responsible offerors. The City reserves the right to assess offeror responsibility at any time in this RFQ process and may not make a responsibility determination for every offeror.

H. Acceptance of RFQ Terms

A qualification submitted in response to this RFQ shall constitute a binding offer. The autographic signature of a person who is legally authorized to execute contractual obligations on behalf of the offeror shall indicate acknowledgment of this condition. **A submission in response to this RFQ acknowledges acceptance by the offeror of all terms and conditions as set forth herein.**

I. Protested Solicitations and Awards

Right to protest. Any actual or prospective offeror who is aggrieved in connection with the solicitation or award of a contract must protest in writing to the City Manager as a prerequisite to seeking judicial relief. Protestors are urged to seek informal resolution of their complaints initially with the Purchasing Manager. A protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. A protest with respect to an invitation for bids or request for qualifications shall be submitted in writing prior to the opening of bids or the closing date of qualifications, unless the aggrieved person did not know and should not have known of the facts giving rise to such protests prior to bid opening or the closing date for qualifications.

1. Stay of procurement during protests. In the event of a timely protest under Subsection (A) of this Section, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the City Manager makes a written determination on the record that the award of a contract without delay is necessary to protect substantial interest of the City. (Ord. 75, 1984 §2 (part))

J. Confidential/Proprietary Information

All qualifications will be confidential until a contract is awarded and fully executed. At that time, all qualifications and documents pertaining to the qualifications will be open for public inspection, except for material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the *sole responsibility* of the offeror. The Purchasing Contact will make no attempt to cure any information that is found to be at a variance with this procedure. The offeror may not be given an opportunity to cure any variances after qualification opening. **Neither a qualification in its entirety, nor billing rates will be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFQ.

K. Acceptance of Qualifications Content

The contents of the qualification (including persons specified to implement the project) of the successful offeror shall become contractual obligations into the contract award. Failure of the successful offeror to perform in accordance with these obligations may result in cancellation of the award and such offeror may be removed from future solicitations.

L. RFQ Cancellation

The City reserves the right to cancel this RFQ at any time, without penalty.

M. Negotiation of Award

In the event only one (1) responsive qualification is received by the City, the City reserves the right to negotiate the award for the services with the offeror submitting the qualification in lieu of accepting the qualification as is.

N. Contract

A sample copy of the contract award the City will use to contract for the services specified in this RFQ is attached as Exhibit 2. The attached contract is only a sample and is not to be completed at this time. **A submission for this RFQ indicates acceptance of the terms and conditions of the contract.**

O. RFQ Response/Material Ownership

All material submitted regarding this RFQ becomes the property of the City of Greeley, unless otherwise noted in the RFQ.

P. Incurring Costs

The City is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

Q. Utilization of Award by Other Agencies

The City of Greeley reserves the right to allow other State and local governmental agencies, political subdivisions, and/or school districts to utilize the resulting award under all terms and conditions specified and upon agreement by all parties. Usage by any other entity shall not have a negative impact on the City of Greeley in the current term or in any future terms.

R. Non-Discrimination

The offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

S. News Releases

Neither the City, nor the offeror, shall make news releases pertaining to this RFQ prior to execution of the contract without prior written approval of the other party. Written consent on the City's behalf is provided by the City of Greeley's Department of Communications and Engagement.

T. Certification of Independent Price Determination

1. By submission of this qualification each offeror certifies, and in the case of a joint qualification each party, thereto certifies as to its own organization, that in connection with this procurement:

- a) The billing rates in this qualification have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
 - b) Unless otherwise required by law, the billing rates which have been quoted in this qualification have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
 - c) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a qualification for the purpose of restricting competition.
2. Each person signing the Request for Qualification form of this qualification certifies that:
- a) He/she is the person in the offeror's organization responsible within that organization for the decision as to the qualifications and prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above; or
 - b) He/she is not the person in the offeror's organization responsible within that organization for the decision as to the qualifications and prices being offered herein but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1.a) through (1.c) above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above.
3. A qualification will not be considered for award where (1.a), (1.c), or (2.) above has been deleted or modified. Where (1.b) above has been deleted or modified, the qualification will not be considered for award unless the offeror furnishes with the qualification a signed statement which sets forth in detail the circumstances of the disclosure and the City's Purchasing Manager, or designee, determines that such disclosure was not made for the purpose of restricting competition.
4. The Contract Documents may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document. The Contract Documents, including all component parts set forth above, may be executed and delivered by electronic signature by any of the parties and all parties consent to the use of electronic signatures.

U. Taxes

The City of Greeley is exempt from all federal excise taxes and all Colorado State and local government sales and use taxes. Where applicable, contractor will be responsible for payment of use taxes.

V. Assignment and Delegation

Neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

W. Availability of Funds

Financial obligations of the City of Greeley payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void without penalty to the City.

X. Standard of Conduct

The successful firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee as may be necessary.

The City may request the successful firm to immediately remove from this assignment any employee found unfit to perform duties due to one or more of the following reasons:

1. Neglect of duty.
2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
3. Theft, vandalism, immoral conduct or any other criminal action.
4. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for the City.

Agents and employees of contractor or consultant working in City facilities shall present a clean and neat appearance.

Y. Damages for Breach of Contract

In addition to any other legal or equitable remedy the City may be entitled to for a breach of this Contract, if the City terminates this Contract, in whole or in part, due to contractor's breach of any provision of this Contract, contractor shall be liable for actual and consequential damages to the City.

Z. Other Statutes

1. The signatory hereto avers that he/she is familiar with Colorado Revised Statutes, 18-8-301, et seq. (Bribery and Corrupt Influence) and 18-8-401, et seq. (Abuse of Public Office) as amended, and that no violation such provisions is present.
2. The signatory hereto avers that to his/her knowledge, no City of Greeley employee has any personal or beneficial interest whatsoever in the service or property described herein. See CRS 24-18-201 and CRS 24-50-507.

SECTION IV. QUALIFICATION SUBMISSION

Following are the response requirements for this RFQ. All specific response items represent the minimum information to be submitted. Deletions or incomplete responses in terms of content or aberrations in form may, at the City's discretion, render the qualification non-responsive.

RFQ responses must be emailed to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for qualifications. **DO NOT** submit your RFQ Response to multiple email addresses. Emails sent to other City emails will be considered as non-responsive and will not be reviewed.

Qualifications shall be submitted in a single PDF file under 20MB. The Qualifications must not exceed 25 total pages, excluding cover letter, index or table of contents, front and back covers, billing rate schedule, and title pages/separation tabs. Pages shall be 8 ½ x 11 inch except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the qualifications and appendices. Resumes and billing rates, if included as an appendix are not considered part of the 25 pages.

The RFQ number and Project name must be noted in the subject line, otherwise the qualifications may be considered as non-responsive to the RFQ.

Electronic submittals will be held, un-opened, until the time and date noted in the RFQ documents or Posted addenda.

To facilitate the evaluation, offeror shall submit and organize all responses in the same order as listed in Section V. Statement of Qualifications that are determined to be at a variance with this requirement may not be accepted.

Late proposals will not be accepted. It is the responsibility of the offeror to ensure that the Statement of Qualifications are received at the City of Greeley's Purchasing Division on or before the qualifications due date and time.

SECTION V. RESPONSE FORMAT

The following items are to be included in your qualifications, in the order listed. Deviation from this may render your qualifications non-responsive.

A. Cover Letter

Include a cover letter introducing your company, summarizing your qualifications. This letter should also provide principal contact information for this RFQ, including address, telephone number, fax number, e-mail, and website (if applicable).

B. Use of Subcontractors/Partners

There may be areas for use of subcontractors or partners in this project. If you are utilizing this approach, your qualifications must list the subcontractors/partners, their area(s) of expertise, and include all other applicable information herein requested for each subcontractor/partner. Please keep in mind that the City will contract solely with your company, therefore subcontractors/partners remain your sole responsibility.

C. Minimum Mandatory Qualifications

Include an itemized description of how your company meets each of the minimum mandatory qualifications outlined in Section II, C. Failure to meet or exceed these requirements will disqualify your response.

D. Company Information

1. Provide the following information as listed: Company Name, Address, Phone Number, and Names of Principals.
2. Identify the year in which your company was established and began providing consulting services.
3. Describe any pending plans to sell or merge your company.
4. Provide a comprehensive listing of all the services you provide.

E. Evaluation Criterion #1 - Company and Personnel Qualifications

1. In general, describe your company's dedication and approach to environmental initiatives pertaining to sustainable development and green infrastructure. Also discuss how your company fosters innovation in the realm of stormwater quality infrastructure and design.
2. Provide information from one account of similar scope pertaining to stormwater and water quality master planning. Provide information on at least two different projects that your company designed a stormwater quality feature, preferably a regional control measure or one that incorporates LID principles. Lastly, provide an example of a SWMM model your company generated and discuss any significant outcomes associated with it. Include, at a minimum, the following information:
3. 1) company name, 2) contact name, 3) phone number, 4) fax number, 5) email address, 6) brief description of project scope and value, 7) status of project.

The City reserves the right to contact the references provided in your qualifications as well as other references without prior notification to you.

4. Discuss any experience your firm has with assisting with funding projections and grant support.
5. Provide the names and resumes of the key personnel that will be performing the proposed services, including the primary project manager. Please provide the amount of time you expect each one of the key personnel to spend on the project.

6. List the names of the subcontractors you expect to use, the services to be provided by the subcontractors and the amount of time that each is expected to spend on the project. Also, include the names and resumes of the key subcontractor personnel who will be working on the project.
7. Provide a specific timeline or schedule for the work. Show milestones and completion dates on the schedule.
8. Describe the methods and timeline of communication your firm will use with the City's project manager, other involved City staff, and other interested parties.

Evaluation Criterion #2 – Approach to Scope of Work

1. Briefly describe your approach on how you would test the draft score card (task 5-7) to ensure that it is effective in identifying areas of concern.
2. Describe any project approaches or ideas that you would apply to this project and that you feel would enhance the quality of your services.
3. Describe how the team will prioritize tasks (e.g. what will take the longest/require the most stakeholder engagement, and/or how they will ensure consistency among related tasks).

Evaluation Criterion #3 - Project Opportunities

1. Based on your understanding of this RFQ, discuss if you would recommend any additional items to be considered, or existing tasks to be expanded upon within the Water Quality Roadmap that ultimately would improve water quality initiatives in Greeley.

F. Qualification Acknowledgement

Include this form as provided in Exhibit 1.

G. Certificate of Insurance

A sample Certificate of Insurance is provided in Exhibit 3.

H. Debarment Form

Include this form as provided in Exhibit 4.

SECTION VI. EVALUATION AND AWARD

A. Qualifications Evaluation

All qualifications submitted in response to this RFQ will be evaluated by a selection committee in accordance with the criteria described below. Total scores will be tabulated, and the highest ranked firm will enter into negotiations.

If the City requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have been tentatively scheduled per the Schedule of Events on the first page of this RFQ. If your company is invited to give a presentation to the committee, these dates may not be flexible.

In preparing responses, offerors should describe in detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to qualification information to assist the City in selecting the most qualified offeror for this contract. Following are the evaluation criteria that will be used. Criteria will be assigned a points value.

- | | | |
|----|---------------------------------------|-----------|
| 1. | Company and Personnel Qualifications: | 40 Points |
| 2. | Approach to Scope of Work: | 50 Points |
| 3. | Project Opportunities: | 10 Points |

A presentation and/or demonstration may be requested by short-listed offerors prior to award. However, a presentation/demonstration may not be required, and therefore, complete information should be submitted with your qualifications.

B. Billing Rates and Direct Expenses

The offeror shall submit a billing rate schedule listing the professional classifications of staff and their hourly billing rates. This includes any sub-consultants being proposed as part of the offerors' team. Any other pricing information will not be considered. Billing rates shall be valid for at least one year from the date of the RFQ. Direct expenses, whether by prime or sub-consultant will be direct pass through to the City and no markup will be allowed on direct expenses. Mileage, hotel and per diem expenses will be per Federal/IRS guidance. **Billing rates will not be part of the evaluation process and will not be considered by the selection team.**

C. Determination of Responsibility of the Offeror

The City of Greeley awards contracts to responsible offerors only. The City reserves the right to make its offeror responsibility determination at any time in this RFQ process and may not make a responsibility determination for every offeror.

The City of Greeley's Municipal Code defines a "Responsible Offeror" as one who has "the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance." The City reserves the right to request information as it deems necessary to determine an offeror's responsibility. If the offeror fails to supply the requested information, the City shall base the determination of responsibility upon any available information or may find the offeror non-responsible if such failure is unreasonable.

COOPERATIVE PURCHASING STATEMENT

The City of Greeley encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions. To the extent, other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors; the City of Greeley supports such cooperative activities. Further, it is a specific requirement of this proposal or Request for Qualifications that pricing offered herein to the City of Greeley may be offered by the vendor to any other governmental jurisdiction purchasing the same products. The vendor(s) must deal directly with any governmental agency concerning the placement of purchase orders, contractual disputes, invoicing, and payment. The City of Greeley shall not be liable for any costs or damages incurred by any other entity.

**EXHIBIT 1
QUALIFICATION ACKNOWLEDGEMENT**

The offeror hereby acknowledges receipt of addenda numbers _____ through _____.

Falsifying this information is cause to deem your qualification nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFQ.

Original Signature by Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Qualifications Valid Until (at least for 90 days)

E-Mail Address

Website Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Email Address

EXHIBIT 2
SAMPLE CONTRACT

[RFQ #F24-08-072 Professional Service Agreement](#)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/14/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Insurance Company P. O. Box 1234 Anywhere, USA	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
E-MAIL ADDRESS:			
PRODUCER CUSTOMER ID #:			
INSURED Sample Certificate	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Financial Rating of A		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y	N/A			<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
City of Greeley is named as Additional Insured on General Liability and Automobile Liability. Waiver of subrogation is included on Workers Compensation. This insurance is primary and noncontributory to insurance policies held by the City.

CERTIFICATE HOLDER City of Greeley 1000 10th St Greeley, CO 80631-3808	CANCELLATION No material change or cancellation of this policy shall be effective without ten (10) days prior written notice to the City of Greeley. AUTHORIZED REPRESENTATIVE
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EXHIBIT 4
DEBARMENT/SUSPENSION CERTIFICATION STATEMENT
(Include one for each sub-consultant as applicable)

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

UEI # (Optional) _____

Name of Organization _____

Address _____

Authorized Signature _____

Title _____

Date _____

EXHIBIT 5
STORMWATER QUALITY 10-YEAR ROADMAP

(Incorporated by Reference)



Stormwater Quality 10-Year Roadmap

SECTION I. OVERVIEW AND BACKGROUND

The City of Greeley (City) is a home rule municipality with a council-manager form of government. It is the county seat and the most populous municipality of Weld County, Colorado. The City is in northern Colorado and is situated 52 miles north-northeast of the State Capitol in Denver. According to the U.S. Census Bureau, the population of the City is roughly 111,000, which makes it the 12th-most populous city in the state. The City has an annual budget of approximately \$490M with a fiscal year that starts January 1, and there are more than 1,100 employees. Greeley is a major city of the Front Range urban corridor. The City is home to the University of Northern Colorado, which is a public baccalaureate and graduate research university with approximately 12,000 students and six colleges. It includes Aims Community College, which has served the community since 1967.

A. Major and Minor Watersheds

The City outfalls go to three major rivers: the Cache la Poudre, South Platte, and Big Thompson. A majority (87%) of the City ultimately drains in the Cache la Poudre River which flows through northern Greeley. Another 12% of the City ultimately drains south through the Town of Evans and Garden City into the South Platte River. A very small portion (1%) of the City (southwestern corner) drains into the Big Thompson River which then flows into the South Platte. These three major river basins are broken down into seventeen (17) sub-basins for planning and reporting. Figure 1 – 3 show these sub-watershed maps.

B. Overview of Greeley's Stormwater Program

The City has a long history of stormwater quality management starting in 1994 by creating the Stormwater Division. Since that time the program has advanced based primarily on the regulatory requirements of the City's general standard Phase II Municipal Separate Storm Sewer System (MS4) permit and related water quality regulations. A summary of program milestones is below:

- 1994 – Stormwater Division created
- 2001 – Stormwater Quality Unit formed
- 2003 – First MS4 permit drafted and issued.
- 2008 – MS4 permit update
- 2014 – Sampling program initiated
 - See Figure 1 for current sampling locations.
- 2016 – MS4 permit update
- 2016 - Began implementing current program control measures (construction, post construction, education and outreach, illicit discharge, and pollution prevention and good housekeeping)
- 2021 – MS4 Permit audit conducted by CDPHE and EPA
- 2022 – City notified of upcoming E. coli TMDL for Cache La Poudre River
- 2022 – Two additional positions added to Water Quality Unit (first since inception of the program)

Stormwater Quality Unit Staffing

The Stormwater Quality Unit has six (6) full time equivalent (FTEs) positions. The Water Quality and Regulatory Manager leads the team which includes a Plans Inspector, Stormwater Quality Administrator, and three Environmental Technicians. Additionally, the program is supported by a portion of 16 infrastructure services FTEs that perform stormwater maintenance work throughout the City as part of other duties. Although, they occasionally get reassigned to time sensitive work such as snow or emergencies as needed. Finally, three (3) staff assist the program with asset management and the Stormwater Engineer position supports efforts as needed.

Relevant Funding information

The Stormwater Division is funded by a stormwater utility. The current stormwater utility revenue was approximately \$8 – \$11 million over the past three years. This utility funds the entire stormwater division, programs, and capital projects—not just water quality.

Local Stormwater Ordinances and Regulations

The City’s Stormwater Quality Unit uses four (4) primary areas of municipal code to implement MS4 permit and other stormwater-related requirements. These are listed in the table below.

Table 1 – Local Stormwater Ordinances and Regulations

Code/Regulation	Adopted	Amended	Link
Grading and Erosion Control	1994	Major changes adopted 1996, 2012, 2019	https://library.municode.com/co/greeley/codes/municipal_code?nodeId=PTIICOOR_TIT12PUH_EENCO_CH3GRSOERCO
Stormwater Management Program (includes Stormwater Division Establishment and Post Construction Requirements)	1994	Modified in 1995, 2001, 2012, and 2019	https://library.municode.com/co/greeley/codes/municipal_code?nodeId=PTIICOOR_TIT20PUW_OUT_CH4STMAPR
Stormwater Drainage System (Contains Illicit Discharge Regulations)	1994	Modified in 1999, 2012, and 2019	https://library.municode.com/co/greeley/codes/municipal_code?nodeId=PTIICOOR_TIT20PUW_OUT_CH3WASASESE_ARTVII_STDRSY
Storm Drainage Design Criteria	2008	Currently using 2008 manual with anticipated adoption of update in 2024.	SECTION 12 (greeleygov.com)

Upcoming Capital Projects with Stormwater Components

Several upcoming capital projects are slated to have stormwater components and should be considered as part of the Water Quality (WQ) Roadmap:

- 12th Street Outfall Phases 2-6
- 35th Avenue Corridor Improvements
- Cache la Poudre River Restoration
- Centerplace Channel Phase 2
- Poudre River Ranch Detention and Water Quality Improvements

Operations and Maintenance Activities

The City owns and maintains approximately 120 detention ponds/WQ features. The Infrastructure Services Division conducts annual maintenance on all City-owned ponds. The Stormwater Division has a camera team that is expected to inspect 20% of the stormwater system on an annual basis. Additionally, the Stormwater Division has an Asset Management Unit that works to identify maintenance and repair projects. The Asset Management Unit is supplemented with a 3rd party consultant that inspects some of the culverts.

Water Quality Monitoring Program

The City’s current monitoring program was initiated by the Stormwater Quality Unit in 2014. Consistent sampling has occurred in select locations/outfalls since that time. The program strives to conduct wet and dry weather sampling during March through October. Collected samples are routinely tested for *E. coli* and total suspended solids (TSS) and occasionally tested for nitrogen and phosphorus if there is evidence of nutrient pollution. City staff proactively monitors for illicit discharges and will conduct pollutant-specific sampling upon evidence of pollution and/or an illicit discharge. See **Figure 1** for monitoring location summary.

Pending or Future Water Quality Regulations

Since the City is a Phase II MS4 Permittee, staying ahead of surface water regulations is important. This ensures the City participates in upcoming opportunities to shape regulation and to prepare the City’s program to be in compliance with new regulations. **Table 2** below is a summary of the relevant regulatory processes or regulations that would likely impact the City and roadmap in the next few years.

Table 2. Colorado Water Quality Regulations or Regulatory Processes Impacting Greeley

Regulatory Effort	Description	Roadmap Implications	Timeline
<p>General Standard Phase II Municipal Separate Storm Sewer System (MS4) permit (COR0900000)</p>	<p>The MS4 permit provides requirements to prevent pollution and mitigate the impacts of development on State waters. The City’s current Phase II MS4 permit has been administratively extended since June 2021.</p>	<p>The MS4 permit is the primary method by which new surface water quality regulations would be imposed on the City’s stormwater program. Therefore, all the information/potential regulatory processes below hinge on the MS4 permit renewal.</p> <p>Updated requirements in a new Phase II permit could potentially include several necessary programmatic updates, TMDL wasteload allocation incorporation, practice-based requirements for 303(d) listed stream segments, other requirements related to understanding, and mitigating pollutants such as nutrients and per-and polyfluoroalkyl substances (PFAS).</p>	<p>Anticipated stakeholder process initiation end of 2024. Renewal in 2025.</p>
<p>Colorado Department of Public Health and Environment (CDPHE), Water Quality Control Division, 10-Year Water Quality Roadmap – Nutrient Regulations</p>	<p>The WQ Roadmap is a regulatory planning process led by the Water Quality Control Division (WQCD) that lays out a timeline and study to be conducted ahead of regulations or updates to state water quality standards. The workplan items include refining and developing standards for ammonia, arsenic, cadmium, selenium, total nitrogen, total phosphorus, and temperature and additional work to support discharger-specific variances and site-specific standards.</p>	<p>The development of standards has future implications for impaired waters and related regulations in the City’s MS4 permit, especially related to nutrients. Criteria for total nitrogen and total phosphorus are scheduled to be adopted by CDPHE in 2027. Thus, nutrients should remain pollutants of concern for the City moving forward with the WQ Roadmap.</p>	<p>2017 – 2027</p>
<p>303(d) Impaired Waters List and Listing Methodology</p>	<p>Every two years, the state generates the 303(d) List—or the Impaired Waters List—of waterbodies that do not meet state WQ standards, as required by the Federal Clean Water Act.</p>	<p>The City’s current 303(d) listings are for <i>E. coli</i>, which the WQCD prioritizes as a pollutant due to the potential human health risk. Listed segments are:</p> <ul style="list-style-type: none"> • COSPCP12a_A, Mainstem of the Cache La Poudre River from Boxelder Creek to US Hwy 85 in Greeley. • COSPCP12b_A, Mainstem of the Cache La Poudre River from U.S. 	<p>Two-year cycle. Next list update in 2024. Listing methodology updated in 2023.</p>

	Additionally, the listing methodology process updates the methods used to list waterbodies every two years and dictates the methods used to determine impairment of a waterbody for a specific pollutant.	Hwy 85 in Greeley to the confluence with the South Platte River. See the total maximum daily loads (TMDL) development discussion below. New listings for the City's waterways could bring additional regulatory requirements and pollutants of concern as a focus for the WQ Roadmap.	
Cache La Poudre River <i>E. coli</i> TMDL Development	The state listed the Cache La Poudre River as a priority TMDL development for <i>E. coli</i> in 2023 with an anticipated TMDL completion date of 2026. An initial stakeholder meeting was conducted in 2022.	The information gained at stakeholder meetings in developing an <i>E. coli</i> TMDL on the Cache La Poudre will likely directly impact recommendations in the future masterplan. Understanding what the state is proposing and working to fill information and understanding gaps should be prioritized. Related data collection to consider includes concentrations of <i>E. coli</i> upstream and downstream of the City and impaired reaches, controllable sources of <i>E. coli</i> from City outfalls, and appropriately accounting for flow.	2024- 2026
Other pollutants of concern	Other contaminants may emerge as public health, environmental, and regulatory issues in the future. An example of a contaminant to follow is PFAS—the group of “forever chemicals” that have been linked to negative health outcomes. CDPHE will likely pursue regulatory pathways to control PFAS in Colorado.	Emerging contaminants can quickly move into having impacts on regulations and permits based on their severity and perceived risk to the public and/or water quality. The WQ Roadmap should consider incorporating these pollutants where beneficial or required to support larger efforts or comply with permits.	Ongoing

SECTION II. VISION, GOALS, AND OBJECTIVES OF NEXT PHASE(S)

A. Vision

This WQ Roadmap will lay out the steps the City needs to take to create a proactive plan around stormwater quality to exceed its regulatory requirements (existing and future), meet the larger City vision and goals ([Vision for 2040](#)), support other growth initiatives, and complement capital improvement plans. This WQ roadmap will lay out steps to improve livability and resiliency while being fiscally responsible.

B. Goals

The Roadmap's goal is to build on the work done to date (summarized above) and move the City of Greeley's stormwater program from a regulated Phase II MS4 to an MS4 with Sustainable Strategies (MS6).

C. Objectives

- Document the existing condition of the City of Greeley’s current stormwater program including overall budget, staff resources, regulatory framework, currently planned capital projects, operations and maintenance activities, and water quality monitoring (*complete – summarized above*).
- Document published or City-provided future water quality regulations including a pending TMDL for *E. coli* for Cache la Poudre River and the State of Colorado potential nutrient rules or future MS4 permit requirements (*complete – summarized above*).
- Work closely with City staff to develop recommendations of actions that the City needs to continue, change, or start as it relates to stormwater—specifically water quality.
 - This will include recommendations on program administration and staffing, construction projects, operations, maintenance, and monitoring activities.
- Finalize the attached draft watershed priority ranking score card (see **Attachment A**) for the major drainage basins in Greeley Shown on **Figure 1-3**.
 - This score card will be used to prioritize the drainage basins based on the City’s WQ objectives.
 - The categories on the score card are final but need to be quantified (score) with weighting factor.
 - The score card needs to be tested to optimize it.
- Develop a water quality and quantity model (EPA SWMM model or approved alternative) to analyze pollutants of concerns.
 - The goal of this model will be to:
 - Understand existing water quality and quantity (flooding) conditions.
 - Analyze potential structural control measures (SCMs) including regional (preferred) and dispersed (i.e., green infrastructure (GI) or low impact development (LID) to mitigate stormwater issues like high pollutant loading and/or flooding.
 - SWMM intended will help inform new SCM implementation, retrofits, and maintenance recommendations.
 - The initial scope will include a SWMM model of one basin as a pilot study (if budget allows). If the Consultant and City team finds SWMM as a valuable tool to this roadmap effort, additional watersheds may be completed as future project phases.
- Identify funding (grants, loans, stormwater fees, etc.) the City could potentially use to supplement (if needed) its current stormwater revenue to facilitate more projects getting done in a given year and over the course of the 10-year plan.
- Develop and complete a proposed CIP project scorecard. This scorecard is envisioned to be like the watershed scorecard (**Appendix A**). The intent is to prioritize recommended improvement projects.
 - Prepare feasibility studies, concept plans, etc., that could support grant applications for three high priority projects with this initial deliverable.
 - The City may add future grant application support beyond the initial three as an amendment or as future task orders.
- Develop a 10-year WQ implementation plan including new projects (capital construction), programs (education, outreach, etc.), operation and maintenance (O&M), monitoring, etc. This implementation plan should also show the staffing and financial resources needed to support it.
- Support the City in communicating the progress and results of the WQ Roadmap to the public and other stakeholders including other departments and/or elected officials.
- Provide documentation summarizing the above. At a minimum two (2) documents will be produced by the Consultant team. One will be a detailed report with all supporting technical data, model, CIPs, recommendations, etc. A second document will be an executive summary or similar with an intended audience of the public and elected officials without a technical background.

SECTION III. SCOPE OF SERVICES FOR NEXT PHASE

To achieve the above goals and objectives, the Consultant will complete the following minimum tasks. If the Consultant finds any of these tasks need to be modified, or that additional tasks are required, they should identify those in their response.

Task 1 – Project Management

- Financial controls, schedule management, communications, and meetings not included below.

Task 2 – Stakeholder Workshops and Milestone Meeting

- Meetings at completion of Tasks 4-10 to discuss results and next steps.
 - Stakeholders for each meeting determined by City in advance.
- Consultant prepares meeting materials to support milestone meeting including agenda, presentations, maps, or similar.
- Consultant documents discussions and action (final minutes to be included in Task 11 document).

Task 3- Background Data Review and Summary

- Review data from Phase 1 (summarized above or provided by City).
- Include a summary in final roadmap document (Task 11).

Task 4- Watershed Prioritization

- Finalize and complete scorecard (See Attachment A).
- Create a list of basin priorities at a minimum, low, medium, and high.

Task 5 – City-wide Stormwater Quality SCM opportunities (Non-Modeling Analysis)

- GIS identification of potential locations for regional SCMs and/or retrofits on City-owned properties (see **Figure 2**) or on properties the City could feasibly purchase.
- Identify areas of pollutant hotspots and developed areas of the City with no or insufficient SCMs. This would include identifying areas that were built prior to Greeley’s WQ regulations being implemented.

Task 6 – Pilot Watershed EPA SWMM Model for Quantity and Quality

- Existing condition model.
- Propose alternative(s) to mitigation areas of concern.

Task 7 – Draft CIP Project List and Scorecard

- Create prioritization scorecard(s) based on Task 5 and 6 data.
- Prioritized list of construction (SCMs), maintenance, projects, or programs (non-structural BMPs), etc.
- Planning level opinion of probable total implementation costs (planning, design, real-estate, construction) of prioritized projects or programs.
- Annual operation and maintenance (O&M) budgets needed to support existing SCMs, programs, and proposed SCMs.

Task 8 – Funding Projections

- Determine existing funding and funding projections.
- Work with staff to determine if more funding is needed based on Task 7 priorities.
 - Funding projections should include exploring options on rates, fees, grants, loans, etc. that could increase budgets (as needed) to support the 10-year implementation plan (see Task 9)

Task 9 – Develop 10-Year Implementation Plan

- Based on Tasks 7 and 8 working closely with City staff develop a proposed 10-year stormwater program implementation plan based on current revenue and priorities identified above.

- The plan should include staffing, operations, maintenance, monitoring, and capital/construction projects broken down by year.
- If existing budget is insufficient to complete the City’s 10-year priorities then develop a 10-year stormwater program implementation plan based on recommended funding changes (Task 8) or realistic grants.

Task 10 – Grants Support

- Advance up to three (3) of the top ranked projects to an alternative analysis, feasibility report, and concept plans to support a grant application. (FEMA, Water Smart Grants, Resiliency Grants, etc.)
- Consultant to partner with City to initially submit grants (up to 3 assumed in year 1) to help fund some of the early projects or programs identified in Task 8 and 9 that may be grant appropriate.
- The City may add future grant application support beyond the initial three as an amendment or as future task orders.

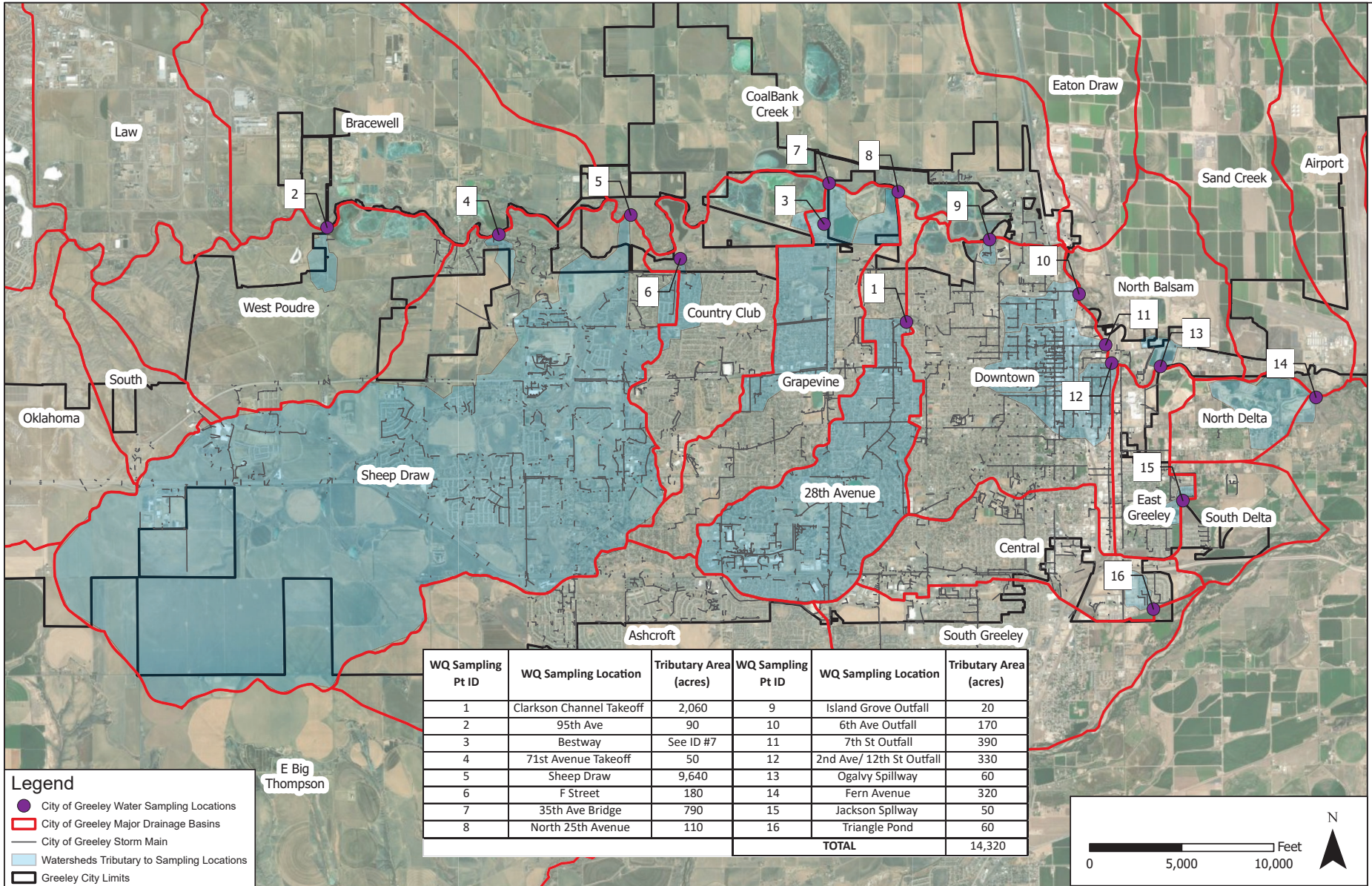
Task 11 – Stormwater Quality Roadmap Documents

- Document Tasks 2 – 10.
 - Text, maps, and figures in a report.
 - Minutes, models, etc., as attachments.
- Full technical document as primary deliverable.
- Executive summary or separated document intended for public and elected officials to accompany full technical document (standalone complementary deliverable).

Attachments

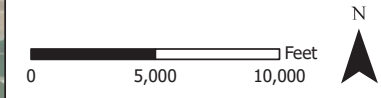
- Figure 1 - Watershed and Sub-Watersheds
 - Includes Monitoring Locations
- Figure 2 - Watershed and Sub-Watersheds
 - Includes City of Greeley Properties
- Figure 3 - Watershed and Sub-Watersheds
 - Including Land Use Data
- Attachment A – Draft Watershed Priority Score Card Example

Figures



WQ Sampling Pt ID	WQ Sampling Location	Tributary Area (acres)	WQ Sampling Pt ID	WQ Sampling Location	Tributary Area (acres)
1	Clarkson Channel Takeoff	2,060	9	Island Grove Outfall	20
2	95th Ave	90	10	6th Ave Outfall	170
3	Bestway	See ID #7	11	7th St Outfall	390
4	71st Avenue Takeoff	50	12	2nd Ave/ 12th St Outfall	330
5	Sheep Draw	9,640	13	Ogalvy Spillway	60
6	F Street	180	14	Fern Avenue	320
7	35th Ave Bridge	790	15	Jackson Spillway	50
8	North 25th Avenue	110	16	Triangle Pond	60
			TOTAL		14,320

- Legend**
- City of Greeley Water Sampling Locations
 - ▭ City of Greeley Major Drainage Basins
 - City of Greeley Storm Main
 - ▭ Watersheds Tributary to Sampling Locations
 - ▭ Greeley City Limits



DATE: 11/11/2014

DRAWN BY: [Name]

DESIGNED BY: [Name]

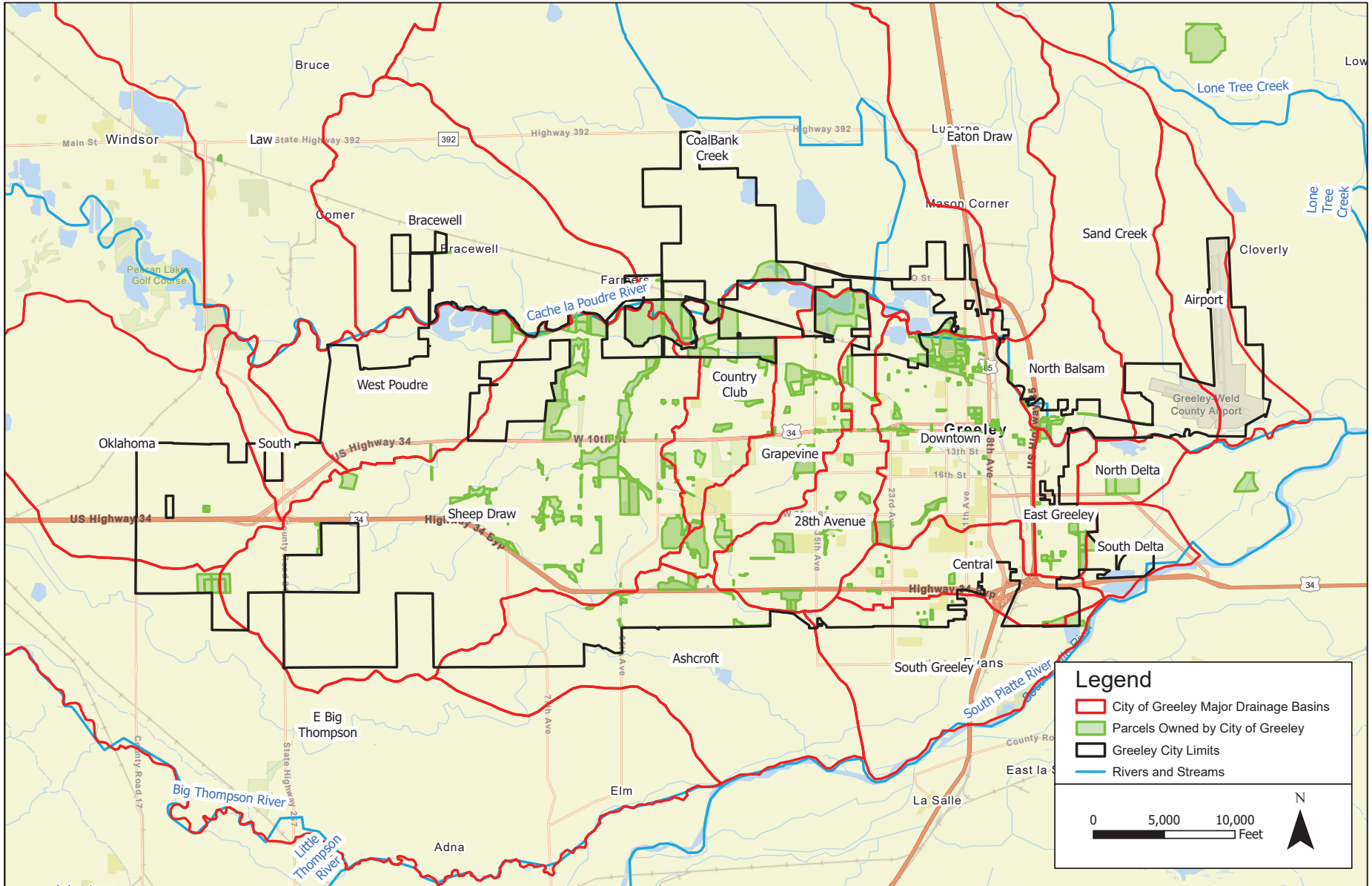
CHECKED BY: [Name]

DATE: 11/11/2014

City of Greeley
Water Quality Sampling Locations

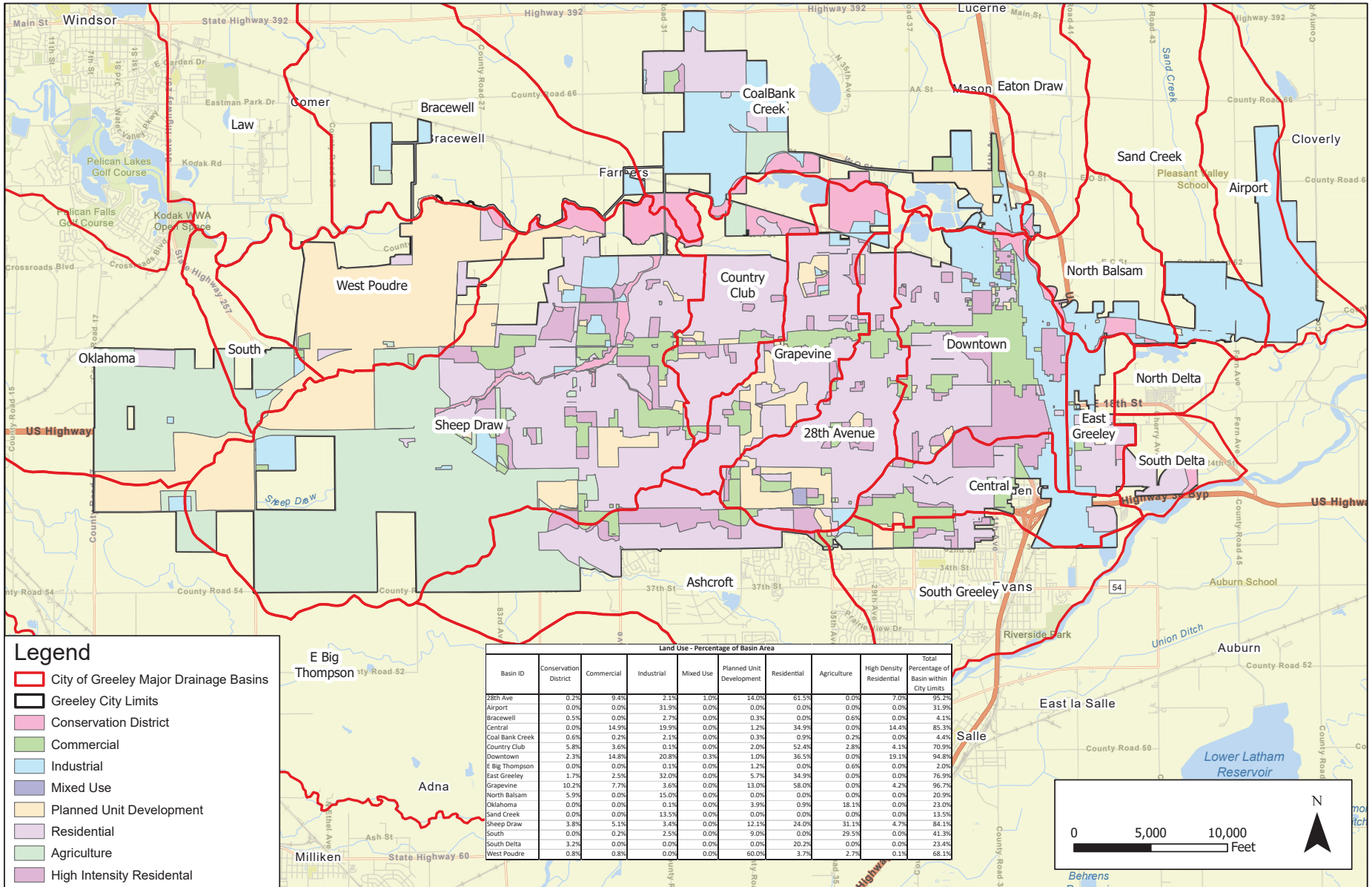
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19063003

DRAWING NAME:
GREELEY WQ



SOURCES: SOLEADOT	DATE: 03/20/2014
PROJECT NO: 19068303	
DRAWING NAME: GREELEY PARCEL DATA	

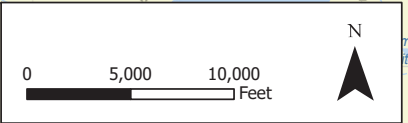
City of Greeley
Figure 2 - Parcel Exhibit



Legend

- City of Greeley Major Drainage Basins
- Greeley City Limits
- Conservation District
- Commercial
- Industrial
- Mixed Use
- Planned Unit Development
- Residential
- Agriculture
- High Intensity Residential

Land Use - Percentage of Basin Area									
Basin ID	Conservation District	Commercial	Industrial	Mixed Use	Planned Unit Development	Residential	Agriculture	High Density Residential	Total Percentage of Basin within City Limits
28th Ave	0.2%	9.4%	2.1%	1.0%	14.0%	61.3%	0.0%	7.0%	95.2%
Airport	0.0%	0.0%	31.9%	0.0%	0.0%	0.0%	0.0%	0.0%	31.9%
Bracewell	0.5%	0.0%	2.7%	0.0%	0.3%	0.0%	0.0%	0.0%	4.1%
Central	0.0%	14.9%	19.9%	0.0%	1.2%	34.9%	0.0%	14.4%	85.3%
Coal Bank Creek	0.6%	0.2%	2.1%	0.0%	0.3%	0.9%	0.2%	0.0%	4.4%
Country Club	5.8%	3.6%	0.1%	0.0%	2.0%	52.4%	2.8%	4.1%	70.9%
Downtown	2.3%	14.8%	20.8%	0.3%	1.0%	36.5%	0.0%	19.1%	94.8%
E Big Thompson	0.0%	0.0%	0.1%	0.0%	1.2%	0.0%	0.0%	0.0%	2.0%
East Greeley	1.7%	2.5%	32.0%	0.0%	5.7%	34.9%	0.0%	0.0%	76.9%
Grapevine	10.2%	7.7%	3.6%	0.0%	13.0%	58.0%	0.0%	4.2%	96.7%
North Balsam	5.9%	0.0%	15.0%	0.0%	0.0%	0.0%	0.0%	0.0%	20.9%
Oklahoma	0.0%	0.0%	0.1%	0.0%	3.9%	0.9%	18.1%	0.0%	23.0%
Sand Creek	0.0%	0.0%	13.5%	0.0%	0.0%	0.0%	0.0%	0.0%	13.5%
Sheep Draw	3.8%	5.1%	3.4%	0.0%	12.1%	24.0%	31.1%	4.7%	84.1%
South	0.0%	0.2%	2.5%	0.0%	9.0%	0.0%	29.5%	0.0%	41.3%
South Delta	3.2%	0.0%	0.0%	0.0%	0.0%	20.2%	0.0%	0.0%	23.4%
West Poudre	0.8%	0.8%	0.0%	0.0%	60.0%	3.7%	2.7%	0.1%	68.1%



City of Greeley
 Figure 3 - Land Use Exhibit

PROJECT NO:
 196083003
 DRAWING NAME:
 GREELEY LAND USE
 DATE: 02/20/2024

Appendix A

DRAFT WATERSHED PRIORITY SCORE CARD EXAMPLE

Watershed Priority Scorecard - Water Quality Needs - EXAMPLE

RATING CRITERIA	CRITERIA FACTOR			RAW SCORE	WEIGHTING FACTOR	WEIGHTED SCORE
Does Watershed Drain to a 303d List Waterbody?	No (S Platte or Big Thompson)	Yes (Poudre)				
Score Ranges	3		10			
# of Water Quality Sampling Locations with Known Pollutant Issues	0	1 to 2	Greater than 2			
Score Ranges	0	1-2	3-10			
Land Use						
<i>% of Basin with Commercial/Industrial</i>	Less than 30%	30% - 60%	Greater than 60%			
Score Ranges	0-3	3-6	6-10			
<i>% of Basin with Agricultural</i>	Less than 30%	30% - 60%	Greater than 60%			
Score Ranges	0-3	3-6	6-10			
Number of Jurisdictional Waters (WOTUS) within Basin	1 or less	2 to 3	Greater than 3			
Score Ranges	0-2	2-3	3-10			
Prevalence of Historic Illicit Discharges	None	1 to 2	Greater than 2			
Score Ranges	0	1-2	3-10			
Prevalence of Areas with WQ Concerns						
<i>Dog parks (# in basin)?</i>	0	1 to 2	More than 2			
Score Ranges	0	1-2	3-10			
<i>Oil & Gas (facilities in basin)?</i>	0	1 to 2	More than 2			
Score Ranges	0	1-2	3-10			
<i>Consistent Encampments (# in basin)</i>	0	1 to 2	More than 2			
Score Ranges	0	1-2	3-10			
<i>Snow Storage (large areas in basin)?</i>	0	1 to 2	More than 2			
Score Ranges	0	1-2	3-10			
<i>Other areas with WQ concerns (# of locations)?</i>	0	1 to 2	More than 2			
Score Ranges	0	1-2	3-10			
Existing WQ Facilities	None	Less Prevalent	Very Prevalent			
Score Ranges	7-10	3-7	0-2			
Does basin have land availability for WQ improvements & the land is in an appropriate location for WQ improvements?	No		Yes			
Score Ranges	0		1-10			
Is basin within a drainage master plan discussing WQ?	No		Yes			
Score Ranges	1-3		3-10			
Development within basin aligning with WQ requirements						
<i>% of Development within Basin before 2001</i>	Less than 30%	30% - 60%	Greater than 60%			
Score Ranges	0-3	3-6	6-10			
<i>% of Development within Basin before 2008</i>	Less than 30%	30% - 60%	Greater than 60%			
Score Ranges	0-3	3-6	6-10			
% of Watershed within MS4 Boundary	Less than 30%	30% - 60%	Greater than 60%			
Score Ranges	0-3	3-6	6-10			
TOTAL(S)						

Notes

- 1) Weighted factor should be added to prioritize the relative value of each criteria to City goals and impact on water quality. Weighting factors should be stress tested.
- 2) Consultant can adjust scores ranges as needed after testing in ranking actual Greeley watersheds.
- 3) Higher the score the more water quality issues or BMPs are likely needed in the watershed