

ADDENDUM No. 1

RFP # 22-41 SOURCE WATER MASTER PLAN

Including:
**SURFACE WATER INTAKE PROTECTION PLAN - UPDATE
WELLHEAD PROTECTION PLAN – UPDATE**

Due Date: May 26, 2022 by 2:00 PM (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes twenty-one (21) pages.**

The Offeror is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.

The following forms provided within the RFP Document should be included in submitted proposal:

- Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance
- Attachment D - City of Ann Arbor Living Wage Declaration of Compliance
- Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document

Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.

I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Page(s)	Change
page 4	As provided in RFP 22-41 Document: 25 sheets (50 sides), not including required attachments <i>As updated herein:</i> 30 sheets (60 sides), not including required attachments and resumes <i>Comment: The intent with this change is to ensure page 4 and page 16 of RFP are consistent.</i>

II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: The page limits are mentioned two places in the RFP and they don't match. Which is correct?

Answer 1: 30 sheets (60 sides), not including required attachments and resumes

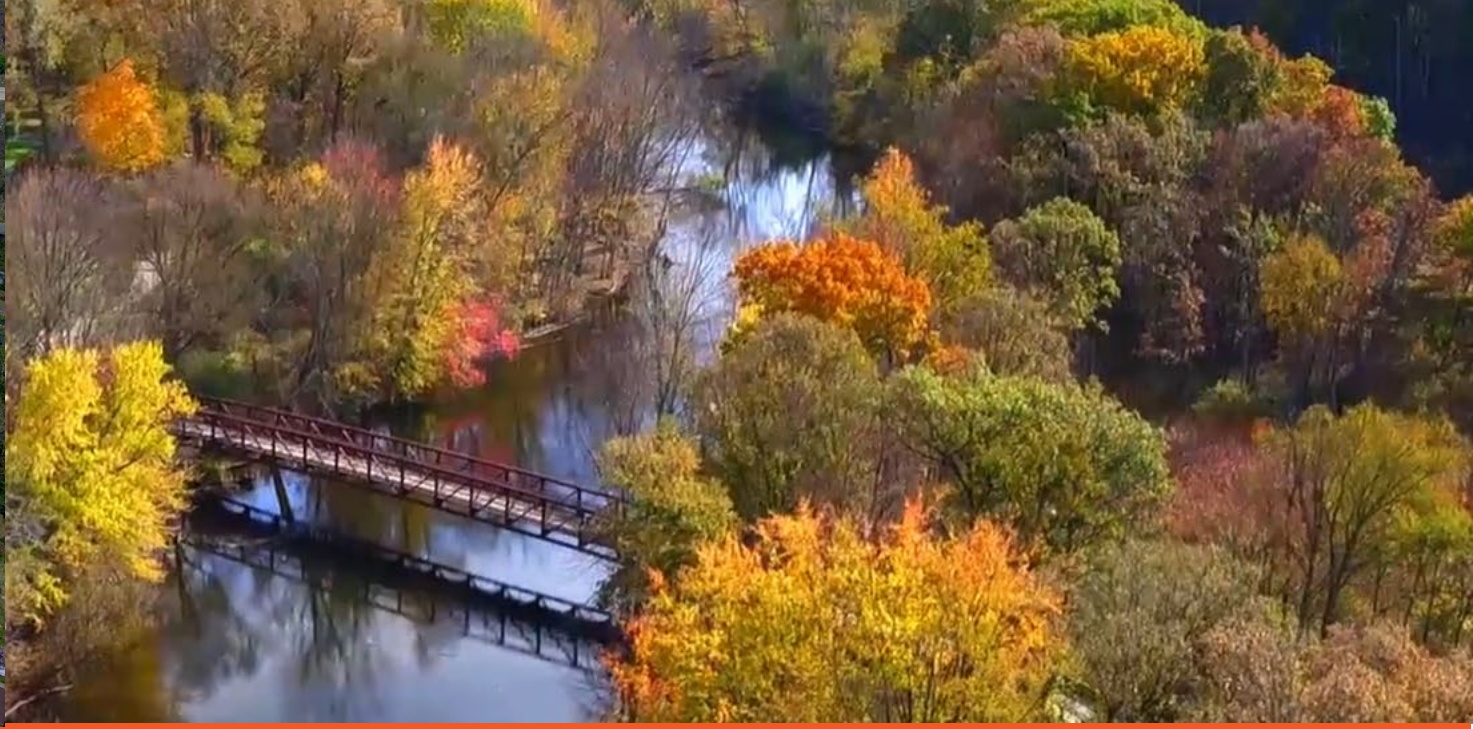
Question 2: Will the pre-proposal presentation be shared?

Answer 2: Yes, the slideshow is included at the end of addendum 1, and the video is posted as a separate file on the City's Purchasing website.

Question 3: Do you anticipate any new modeling will be needed?

Answer 3: Not sure yet. Bidders are asked to include recommendations on what parts of SWIPP/WHPP should be updated given their expertise on this topic.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.



SWIPP & WHPP Pre-proposal Meeting

City of Ann Arbor

05/02/2022

www.a2gov.org

Project Objective

- Update Ann Arbor's SWIPP and WHPP according to EGLE guidelines and Ann Arbor goals
- Use Ann Arbor's Public Engagement Toolkit to identify and engage stakeholders in the process.
- Appropriately inform and educate the broader public
- Plans must be completed by May 1, 2023

Project Schedule

Pre-proposal meeting	May 2, 2022, 11:00 a.m.
Written Question Deadline	May 5, 2022, 10:00 a.m.
Proposal Due Date	May 26, 2022, 2:00 p.m.
Interviews	June 21-22, 2022
Selection	June 2022
City Council Authorization	July 2022
Agreement Execution	August 2022

Scope of work

- Produce a 2023 SWIPP and 2023 WHPP
 - incorporate updates and sections from previous SWIPP/WHPP that are still relevant
 - standalone document that is well-organized, easily searchable, and accessible as a reference.
 - include digital files (single pdf of the final compiled SWIPP, single pdf of final compiled WHPP, GIS files for relevant maps such as WHPP time of travel maps)
- Consultant will:
 - schedule and facilitate meetings at least monthly to provide progress updates and get feedback
 - develop meeting agendas
 - provide agendas and written progress reports > 1 week in advance of meetings
 - send discussion summaries within 1 week of each meeting
 - incorporate feedback into the plans

Scope of work

- Create a chart that identifies areas for collaboration and leverages existing resources/programs with project stakeholders
 - highlight source protection activities proposed within the SWIPP and WHPP
 - cross-reference with activities conducted by partners and stakeholders or work of interest to collaborators
 - Document contact information for key contacts of collaborators and who is leading each effort
- Develop realistic, prioritized list of recommendations for implementation including:
 - new recommendations and provide updates to recommendations from previous documents while also ensuring implementation plan is realistic
 - suggestions for ensuring each action item is met as this has been a challenge in previous plans
 - timeframes for implementing recommendations
 - cost estimates
 - task leaders
 - future outlooks for items better addressed in 2029 updates

Scope of work

- Evaluate Barton Pond water quality monitoring options (influent and within Barton Pond), considering:
 - monitoring technologies
 - data acquisition and telemetry
 - analytical parameters
 - data management
 - response planning
 - metrics that would necessitate intervention with justification
 - leverage existing work such as with Branko Kerkez at University of Michigan on this topic (see <http://www-personal.umich.edu/~bkerkez/> and <https://www.hrwc.org/our-watershed/streamgages/> for more information)
- Updated septic tank inventory, CAFO data, and priority 1 site inventory

Scope of work - Public engagement with Technical Advisory Committee

- Consultant will
 - identify stakeholders using the City of Ann Arbor's Public Engagement toolkit and convene Technical Advisory Committee(s) (TAC)
 - schedule and facilitate regular meetings (such as monthly) with TAC to include stakeholders in the collaborative endeavor of developing a SWIPP and WHPP
 - develop meeting agendas
 - provide agendas and written progress reports >1 week in advance of meetings
 - provide updates during meetings on progress from previous topics and get feedback/validation of recommendations from the group
 - send complete discussion summaries for documentation of each progress meeting within 1 week of the meeting
 - incorporate feedback into SWIPP/WHPP

Community Engagement Toolkit (Attachment A)

1 Prepare to Meet With Your Internal Team

Team Lead
Team Members
Affiliation

This initial step helps to define levels of expertise within the team, which departments and organizations will be involved, and where there may be opposition or additional support within the community.

2 Develop Your Community Engagement Action Plan

What is your P3?
Who will your P3 impact?
Why are you doing this P3?
When will your P3 take place?
Level of Impact/Interest
Plan Engagement Strategies

The internal team begins the engagement-planning process by identifying the level of impact the project will have on the community, the anticipated public interest, and all potential engagement strategies. They then use the information to create a project-specific action plan, which helps staff define the project, plan for public involvement, and select and execute strategies. Throughout the remainder of the project the internal team continuously updates the action plan as new considerations arise, as well as to maintain a comprehensive summary of community engagement efforts.

3 Refine Stakeholder List and Define Roles

Internal
Departments

External
Organizations

Community
Groups

Liaisons for
Traditionally
Under-Served
Groups

Outreach

Solicit Input

After developing the action plan and determining the scope of the project, the internal team determines what stakeholders, beyond city units, should be involved using the Stakeholder Worksheet. Stakeholders provide staff with expertise, constructive insight, and are essential to ensuring that thorough and meaningful engagement occurs. After identifying which stakeholders should be involved on the project, the internal team determines the role and purpose of each and makes outreach plans. City staff then contact stakeholders and invite their input on the project before, during, and after implementation to ensure the city is making fully-informed decisions at every step of the process.

4 Record and Analyze Engagement Outcomes

Effectiveness

Impact

Participation

Lessons

Future Resource

After the project concludes, the internal team reconvenes to record and disseminate the engagement outcomes, as well as to update the action plan a final time. Recording the project's engagement outcomes gives staff the valuable opportunity to reflect on the effectiveness of the strategies used, the impact that key stakeholders made, participation rates, lessons learned, and the project's success overall.

Scope of work - Public engagement with broader public

- Follow all EGLE requirements for encouraging public participation, public education, and outreach for SWIPP and WHPP.
- Develop education and outreach materials (digital, print, and/or social media materials) to reach a diverse audience about the source water protection planning process (such as language for website, social media updates, presentations).
- Provide a website update to post when the project is finished that informs the community about the value of source water protection and Ann Arbor's work in this area.
- Attend, present and record minutes from at least 3 informational public events
 - to communicate and discuss with the community about Source Water Protection
 - one scheduled towards the beginning of the project to discuss the process and previous SWIPP and WHPP
 - subsequent meetings towards the end of the project
 - format of meetings designed to reach a diverse audience (such as combination of virtual, in-person, and/or social media)

Submit to EGLE by May 1, 2023.

Deliverables include:

1. EGLE approved plans that incorporate all items listed above
2. A prioritized and realistic timetable for implementation
3. Minutes and documentation from all meetings
4. Education and outreach materials (digital and/or print materials)

Proposal Scoring

- A. Professional Qualifications – 30 points
- B. Past Involvement with Similar Projects - 20 points
- C. Proposed Work Plan – 40 points
- D. Fee Proposal - 10 points

Interviews with selected firms on **June 21-22, 2022**.
Offeror must be available on these dates.

Professional Qualifications

- Identify individuals who will do the work on this project by name and title including any, who will be subcontracted to assist you with this project, and the extent of work for which they will be responsible. Resumes or qualifications are required for proposed project personnel who will be assigned to the project.
- Public meetings must be facilitated and planned by personnel with expertise and experience in public engagement.
- State experience understanding the current state of Michigan drinking water regulations and issues that may affect this project.

Past Involvement with Similar Projects

- List of specific experience in the project area for similar projects for the individuals to be involved in the project
- A summary of related projects with the **original deadline** and **cost estimate** versus the **actual design completion date** and **final cost** of the design is appropriate with this section.
- Client references for similar projects recently completed

Proposed Work Plan should include:

- Comparison of our SWIPP and WHPP to those of peer municipal water systems
 - Highlight items that should be improved and description of how they would be updated
 - Recommendation as to whether or not the delineation areas should be re-evaluated for the SWIPP and WHPP, with consideration to a tiered approach based on risk and travel time
 - View existing SWIPP and WHPP onsite in person

Proposed Work Plan should include:

- Incorporation of the One Water approach.
 - Re-branding underway to unite water units under a “One Water” holistic water management approach, with brand rollout planned in fall 2022.
 - Explain how you would incorporate the One Water approach into SWIPP and WHPP
- Incorporation of climate change impacts and climate adaptation strategies.
 - Previous plans did not include
 - Include info about how it should be addressed in updated plans

Proposed Work Plan should include:

- A list of all tasks determined to be necessary to accomplish the work detailed in the scope of services with resources, personnel requirements, and fees defined for each task.
- A timeline schedule depicting the sequence and duration of tasks showing how the work will be organized and executed.

Proposal Submittal Requirements

- Late proposals cannot be accepted under any circumstances
- One original proposal and 4 additional copies; 1 digital copy on a USB/flash drive as one file in PDF format
- Two copies of the fee proposal in a single separate sealed envelope marked “Fee Proposal”
- Attachment C - City of Ann Arbor Non-Discrimination Declaration of Compliance
- Attachment D - City of Ann Arbor Living Wage Declaration of Compliance
- Attachment E - Vendor Conflict of Interest Disclosure Form
- Review Appendix A – Sample of Professional Services Agreement



THANK YOU
for your time
