



# STORMWATER WORK GROUP

## REGIONAL STORMWATER MONITORING PROGRAM (RSMP) EFFECTIVENESS STUDY REQUEST FOR PROPOSALS

### **Introduction**

The Puget Sound Ecosystem Monitoring Program (PSEMP) Stormwater Work Group is soliciting proposals for RSMP effectiveness study projects that support the implementation of the National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permits in Western Washington, including:

- Phase I Municipal Stormwater General Permit
- Western Washington Phase II Municipal Stormwater General Permit

Total available funding for this solicitation is approximately \$1.3 million. The funding is made available through contributions paid by municipal stormwater permittees. Project proposals will be chosen based on a multistep proposal selection process outlined in this request. It will be critical to have a broad base of support from permitted cities and counties for a proposal to be viable. The final decision to fund proposals will be made by the [Stormwater Work Group](#).

Permitted cities and counties are relying on effectiveness studies to provide information that will inform them and the Washington Department of Ecology on the effectiveness of municipal stormwater permit requirements and programmatic approaches to permit compliance. Successful projects will need to make a clear connection to a municipal stormwater permit requirement and how the project will inform the effectiveness of that permit requirement or approaches to permit compliance. It is not anticipated that a single study will change permit requirements, but a successful proposal will provide clear reasoning of why a particular requirement needs to be studied and/or how a permittee would use the information to improve their stormwater management program.

The purpose of the effectiveness monitoring funding is to finance projects that are designed to advance the understanding of effective programmatic strategies for managing stormwater and minimizing impacts to water quality. To be considered for this program, effectiveness study proposals shall:

- Address one or more elements of a municipal stormwater management program, or other permit condition.
- Be relevant to other permitted jurisdictions; proposals must advance regional understanding and/or implementation of stormwater management programs.
- Contain a purpose, objective, design, method, anticipated outcomes, and demonstrate how the project could inform future permit requirements or permittees' implementation of permit requirements.

In 2013, the Stormwater Work Group developed a [list of priority topics](#) for studies that could be referenced by applicants as potential study questions. Be advised that some of these topics are being answered by studies which have already been funded. If your proposal study falls outside of the priority topics listed, you shall demonstrate how the proposal addresses one or more of the bullets above.



# STORMWATER WORK GROUP

## **Applicant Eligibility**

This is a competitive funding program, open to any “public agency” that can enter into an inter-agency agreement with Ecology. This includes cities, counties, state and federal agencies, tribes, the Washington Stormwater Center, public ports, public universities, conservation districts and agency consortiums. Consulting firms and non-profits are not eligible to apply directly for this funding program, but they may partner with a public agency.

## **Project Ceiling and Match Requirements**

There is no ceiling for proposals; there is no lower limit for proposals. There are **no match requirements**, 100 percent of eligible costs will be fundable based on a negotiated contract with the Stormwater Work Group [Pooled Resource Oversight Committee](#).

## **Partnerships**

Project proponents are strongly encouraged to form partnerships to address issues of common concern. Eligible partners include, but are not limited to, all eligible applicants listed above, non-profit organizations and for-profit companies.

## **Project Selection Process**

The project selection schedule dates can be found at the end of this document.

### Stage 1 – Letter of Intent to Submit a Proposal

Interested parties will be required to submit a Letter of Intent (LOI) to the RSMP Coordinator at [Brandi.Lubliner@ecy.wa.gov](mailto:Brandi.Lubliner@ecy.wa.gov) on or before Monday, July 18, 2016. A confirmation email will be sent once the LOI is received. One LOI must be submitted for each proposal.

The RSMP Coordinator, with input from the Stormwater Work Group’s Effectiveness Studies Subgroup (Effectiveness Subgroup), will review LOIs for eligibility based on criteria for proposals discussed in the introduction section of this document; attempt to create partnerships between similar applicants as appropriate; and will select projects and confirm or assign permittee liaisons to proceed to Stage 2.

### Stage 2 – Full Proposal Submittal

Full proposal submittals will be submitted electronically to [Brandi.Lubliner@ecy.wa.gov](mailto:Brandi.Lubliner@ecy.wa.gov) on or Monday, December 12, 2016. All costs for developing proposals in response to this request are the obligation of the applicant and are not chargeable to Ecology or the RSMP. All submitted proposals and accompanying documentation will become property of the RSMP and will not be returned.

Proposals need to include the following sections: project purpose, project description/scope of work, project team description, project management strategy, project budget, project schedule, and a plan for communicating the study findings. Each proposal is expected to articulate project deliverables including at a minimum, as appropriate, (1) a Quality Assurance Project Plan or study design; (2) raw data entered into Ecology’s EIM or other appropriate database; (3) report drafts (including, if needed, partial or interim drafts) and final reports; (4) a presentation to the



## STORMWATER WORK GROUP

Stormwater Work Group before the final report is completed; (5) a two-page summary of the project results/findings (take home key messages) upon completion. All RSMP contracts are deliverables-based. A distinct cost for each deliverable is required; (6) and project reports. Proposals need to address the evaluation criteria discussed in the technical review section below for each section of the proposal.

The proposal may not exceed 10 pages total excluding the cover page, with up to 3 additional pages for maps and figures, and font not smaller than 12 point. Proposals **must be signed** by a person duly authorized to legally bind the project lead. Partnering entities must attach a letter of commitment describing their role in the study. Letters of commitment do not count towards the 10 page proposal limit.

### Stage 3 – Review of Full Proposals

#### Stage 3a – Evaluation and Ranking

The RSMP Coordinator, with input from the Effectiveness Subgroup, will review and score each proposal based on the following criteria. Proposals must receive at least 65% of possible points to proceed to Stage 3b-Technical Review.

#### Stage 3b – Technical review

The RSMP Coordinator will form a technical review committee to review the technical efficacy of proposals that passed Stage 3a. The technical committee will produce an unscored summary of their findings for each of the proposals reviewed.

### Scoring

Category	Evaluation Criteria	Maximum Possible Points
<b>Project Purpose 65 Points</b>	Clearly defines how the study supports implementation of NPDES municipal stormwater permit programs and/or conditions.	35
	Directly benefits multiple permittees' stormwater management.	15
	Demonstrates regional or statewide significance or value (i.e., is transferable).	10
	Will sustain long-term benefits and/or deliverables are durable.	5
<b>Project Description and Scope of Work 150 points</b>	Clear project goals: <ul style="list-style-type: none"><li>• Addresses one or more permit conditions;</li><li>• Is relevant to other permitted jurisdictions;</li><li>• Advances regional understanding of stormwater management;</li><li>• Contains a purpose, objective, design, method, anticipated outcomes, and demonstrates how the project could inform future permit requirements or implementation of permit requirements.</li></ul>	25



## STORMWATER WORK GROUP

	Detailed description of project tasks.	25
	Applicant has identified all tasks necessary to complete project.	10
	Detailed description of <b>measurable outcomes</b> tied to project goals (addresses one or more elements of NPDES municipal stormwater permit programs and/or conditions).	35
	Includes specific deliverables to the Stormwater Work Group (linked to project tasks).	25
	Detailed schedule (including major dates and milestones).	20
	Attempts to address a question found in the Stormwater Work Group's <a href="#">list of priority topics</a>	10
<b>Project Team and Project Management 35 points</b>	Clear team structure with appropriate roles and responsibilities for various partners. Includes appropriate estimates of time dedicated by team members to the project.	15
	Highly qualified staff, appropriate levels-of-effort and assignments, and multiple permittees are actively engaged in project delivery process.	15
	Past project performance on similar water quality projects is described and successes or lessons learned are documented.	5
<b>Project Budget and Schedule 50 points</b>	Budget is consistent with level of effort described in the scope of work, with a good rationale for how it was calculated	25
	Schedule demonstrates the project is ready to proceed, and the schedule is realistic.	25

### Stage 4 – Presentation and Poster Session

Project leads that have successfully made it through the technical review will be requested to give a presentation and poster board session at a RSMP Effectiveness Studies workshop. The RSMP Coordinator will set the exact date of the workshop with input from project proponents.

The poster board and presentation are intended to allow for interested parties to become informed about each proposal and allow for interaction between interested parties and the project proponent. The workshop is expected to last about four hours but will be dependent on how many proposals make it to this stage. Posters should include the project's name, lead contact information, goal of the project, cost, and the score received from Stage 3a.

After the presentation and poster session, western Washington permit managers will be requested to vote on which projects they would like to see move forward. Each permittee will be given three votes, and voting will be ranked 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> priority to allow for analysis beyond total votes. Projects will be ranked based on the voting results.

### Stage 5 – Proposal Award

The ranked project list will be presented to the Stormwater Work Group for approval. Funding will be allocated for approved proposals.



## **Project Selection Schedule**

<b>Project Selection Stage</b>	<b>Description</b>	<b>Completed</b>
	Request for study ideas advertised	May 18, 2016
Stage 1	Letter of intent (LOI) from project proponent due to RSMP Coordinator	July 18, 2016
	RSMP Coordinator notifies project proponents which LOIs will move to Stage 2	September 23, 2016
Stage 2	Full proposal from project proponent due to RSMP Coordinator	December 12, 2016
Stage 3	Technical review complete	February 2017
Stage 4	Presentation, poster session, and voting	April 2017
Stage 5	SWG approves project list for funding	June 7, 2017

## **Ineligible Project Components**

Ineligible projects or project components include but are not be limited to:

- Capital construction projects.
- Projects that do not support Municipal Stormwater NPDES Permit implementation.
- Give-a-ways or incentives that do not directly inform the proposed study.
- Grant application preparation.
- TAPE review process for proprietary treatment systems. Using a TAPE approved proprietary system for a study that meets the interests of multiple parties is an eligible project component.

## **Questions/Inquiries**

Please contact RSMP Coordinator Brandi Lubliner with questions about this process at [Brandi.Lubliner@ecy.wa.gov](mailto:Brandi.Lubliner@ecy.wa.gov)