

Request for Quotes

Northwestern Indiana Regional Planning Commission

BID#: 14-01

Scope of Work:

The Northwestern Indiana Regional Planning Commission (NIRPC) desires to hire one consultant to develop and host (3) Municipal Separate Storm Sewer System (MS4) training workshops during the 2014 calendar year. The purpose of the workshops is to train MS4 entity staff on MS4 permit requirements. Each individual training workshop will cover a different minimum control measurement (MCM). Below is a list of the workshops and general topics that must be covered under each workshop.

Illicit Discharge Detection and Elimination

- Desktop assessment and field detection/screening methods (testing)

Post-Construction Storm Water Runoff Control

- Appropriate control measures
- Inspection protocol
- Maintenance

Municipal Operations Pollution Prevention & Good Housekeeping

- Operational and maintenance considerations

Each workshop is to last 3 to 3 ½ hours and include both classroom and field or simulated field components. The consultant is to incorporate exercises that engage participants in the particular workshop topic. The consultant must coordinate with a workshop planning team comprised of 2-3 local MS4 representatives and a NIRPC staff member to establish each workshop agenda. Based upon this feedback the consultant will be responsible for developing workshops that are eligible for continuing education credits. The consultant will be responsible for coordinating the continuing education credits for each workshop.

NIRPC will be responsible for printing, compiling, and distributing workshop materials for participants. The consultant is responsible for providing electronic copies (PDF preferred) of all supporting print materials planned to be covered for each workshop and provide them to NIRPC at least two weeks prior the workshop topic date. Electronic copies for printing shall be formatted to 8.5" x 11" paper (max. 11" x 17" with prior approval from NIRPC), be legible in black and white, and not to exceed 50 pages. PDFs of all workshop materials will be posted by NIRPC to the NWI Clean Water Partnership webpage.

NIRPC will provide classroom and field venues, handle marketing and publicity for the training workshops and manage registrations.

Pricing: Price to be quoted must include all labor, materials, delivery, and any other necessary costs. NIRPC is exempt from payment of all Federal, State and local taxes. Tax exemption documentation is available upon request.

Contract: Signed Purchase Order

Payment: Payment for each workshop will be made in full (100%) within 30 days of NIRPC's acceptance of work performed after each workshop and upon submission to NIRPC of a properly executed claim voucher and an original invoice.

Email quotes or responses to: Joe Exl, Senior Environmental Planner, jexl@nirpc.org, or Fax: (219) 762-1653

Comments: Please direct all questions to Joe Exl at (219) 763-6060 x137 or jexl@nirpc.org

Quotes: All quotes must be received by 12:00pm on February 18, 2014.