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**DES PLAINES RIVER WATERSHED WORKGROUP**

**REQUEST FOR PROPOSALS**

From: Joe Robinson, Director of Laboratory Services, North Shore Water Reclamation District and Chair, Des Plaines River Watershed Workgroup

Date: October 9, 2015

Subject: Des Plaines River Watershed Bioassessment Monitoring

Submission Deadline: 4:00 P.M. October 23, 2015

Submission Location: Electronic Submissions are accepted at: [acline@geosyntec.com](mailto:acline@geosyntec.com) Subject: DRWW Bioassessment Request for Proposals

Or provide your proposal to: DRWW Bioassessment Request for Proposals Andrea Cline Geosyntec Consultants 1420 Kensington Road, Suite 103 Oak Brook, Illinois 60523

Project Manager: Andrea Cline (630) 203-3366 acline@geosyntec.com

# Section I. Introduction

The Des Plaines River Watershed Workgroup (DRWW) is a voluntary, dues paying organization with a mission to bring together a diverse coalition of stakeholders to work together to improve water quality in the Des Plaines River and its tributaries in a cost effective manner to meet Clean Water Act (CWA) requirements. DRWW membership consists of Municipal Separate Storm Sewer Systems (MS4s), Publically Owned Treatment Works (POTWs), environmental advocacy groups, consultants, and other interested parties within the Des Plaines River watershed in Lake County, Illinois.

Segments of the Des Plaines River and tributaries are identified by the Illinois Environmental Protection Agency (Illinois EPA) as not meeting their designated uses, or being impaired for certain pollutants including but not limited to: arsenic, chlorides, dissolved oxygen, fecal coliform, iron, manganese, mercury, methoxychlor, polychlorinated biphenyls (PCBs), total phosphorus, and total suspended solids (TSS). The Illinois EPA and Department of Agriculture published their Illinois Nutrient Loss Reduction Strategy on November 25, 2014 to address elevated levels of nitrogen and phosphorus in Illinois rivers and lakes. National Pollutant Discharge Elimination System (NPDES) permittees have seen the effect of the Illinois Nutrient Loss Reduction Strategy through a reduction in allowable phosphorous which requires costly plant upgrades, requirement to study nutrient reduction further, and potential wet weather sampling. However, it is unclear to the DRWW that nutrient reduction is the limiting factor and the source of the problem. To that end, the DRWW is undertaking a comprehensive monitoring program to identify the causes and sources of local waters not meeting CWA standards, which will allow for further problem and project identification with the ultimate goal of removing all water bodies in the watershed from the 303d list and meeting CWA standards.

The DRWW is seeking a qualified consultant to refine the monitoring plan and collect and process biological (fish and macroinvertebrates), habitat, and field water chemistry monitoring samples within the service area. The group has selected 44 sampling locations within the Des Plaines River watershed in Lake County, Illinois at which to conduct biological, chemical, and physical monitoring. This Request for Proposals seeks a qualified consultant to refine the internally designed monitoring program and fulfill the sampling and processing obligations for biological (fish and macroinvertebrates), habitat, and field water chemistry sampling throughout the watershed.

The project area, as shown in Figure 1, consists of the Des Plaines River watershed, covering approximately 200 square miles within Lake County, Illinois. The primary tributaries to the main stem Des Plaines River are: North Mill Creek, Mill Creek, Newport Drainage Ditch, Bull Creek, Indian Creek, Buffalo Creek, and Aptakisic Creek. There are 33 municipalities, 12 townships, and two drainage districts that lie wholly or partially within the watershed. There are 8 Publically Owned Treatment Works (POTWs) that discharge approximately 80 million gallons a day of treated wastewater to the Des Plaines River within the service area. The majority of riverine dams have been removed or are in the process of being removed.

This Request for Proposals (RFP) provides additional information about the project, instructions for the preparation and submittal of a proposal to the DRWW, and information about the selection process that will be used for this project.

# Section II. Project Description

## Background

The DRWW, with the assistance of its consultants and contractors, will gather biological, chemical, and habitat data in order to assess the current status and associated causes and sources of impairment to the rivers and streams within the watershed. This will include **the refinement of the current monitoring program; collection of fish, macroinvertebrates, and habitat assessments;** **field water chemistry collection; the adaptation of the Quality Assurance Program Plan (QAPP); the compilation, interpretation and assessment of data collected in a final report; and the alternate task of a developing a flow monitoring program.** These tasks are covered under this RFP, while the collection of water column and sediment chemistry data was selected through a previous RFP and began sampling this year. The contract was awarded through April 2016.

The DRWW determined that additional data need to be collected in the watershed to support a thorough watershed planning effort and to better determine the stressors to the aquatic system. The DRWW envisions this becoming part of a long term water quality monitoring program that will foster the development and evaluation of implementation projects that address identified stressors and will aid in restoring water quality within the watershed.

It is the goal of the DRWW that this data be available for use by the Illinois EPA, the Illinois Department of Natural Resources, local decision makers, and all other interested parties. Therefore it is essential that the data collected is accurate, precise, cost-effective, and has low variability, making the results of the assessments comparable.

The Monitoring Plan, as shown in Appendix A, consisting of monitoring locations, frequency, and parameters, was designed by the DRWW Monitoring Committee, which consists of local stakeholders including municipal and POTW representatives. The current Monitoring Plan was designed by using the budgeted amount for monitoring and working backwards to determine the number of sites and the frequency that the DRWW will be able to sample. Currently, the Monitoring Plan consists of a tiered site design approach, where Tier 1 is sampled most frequently, Tier 2 less frequently, and Tier 3 the least frequently sampled group of sites, as described further below. Table 1 lists sampling sites and the corresponding tier. Table 2 shows in detail which parameters will be collected in each tier. The bioassessment tasks of fish macroinvertebrates, habitat, and field water chemistry, which is covered under this RFP, is proposed to be sampled on a three year rotating basis, with approximately one third of the sites sampling each year.

* Tier 1: 10 sites located on the mainstem Des Plaines River and Mill Creek, sampled monthly May through September and in November and March (seven times per year) for all demand, nutrient, and bacteria parameters; annually under low flow conditions for water column metals, water organics, and once every three years concurrent with the bioassessment for sediment metals and sediment organics.
* Tier 2: 10 sites located on the Des Plaines and tributary streams sampled monthly from May through September and in November and March (seven times per year) for the majority of demand, nutrient, and bacteria parameters; annually under low flow conditions for water column metals, water organics, and once every three years concurrent with the bioassessment for sediment metals and sediment organics.
* Tier 3: 24 sites located on the Des Plaines and tributary streams sampled monthly from May through September and in November and March (seven times per year) for the majority of demand, nutrient, and bacteria parameters and once every three years concurrent with the bioassessment for sediment metals and sediment organics.

A QAPP was created by adapting the Illinois EPA approved QAPP for bioassessment sampling for the DuPage River Salt Creek Workgroup and the Lower DuPage River Watershed Coalition. The adapted QAPP was revised and submitted to Illinois EPA for approval. The DRWW received comments for revisions. As a part of this project, it is expected that the contracted firm will undertake the further revision and approval by Illinois EPA of the QAPP and that all sampling will be conducted under this QAPP (included in Appendix B).

The final report should detail methods, analysis and results of the data collection effort and should provide an interpretation of biological and habitat data to detail current status of the watershed and identification of causes and sources of stress and impairment. It should also provide recommendations for potential restoration projects.

In order to more accurately estimate pollutant loading and to be able to ascertain the effects of pollutants on the biota, the DRWW is interested in developing a flow monitoring network. As part of this RFP, the DRWW requests an optional task of designing a flow monitoring network, measuring flow within the main stem Des Plaines River and all major tributaries as listed above and in the first column of Table 1.

## Scope of Services

The following is a general scope of work outlining desired tasks.

Task 1 – Refinement of the Monitoring Plan

The consultant shall review the Monitoring Plan (Appendix A), identify deficiencies, and make suggestions for improvements. In order for the monitoring program to successfully characterize the water quality issues and help identify projects that will works towards meeting CWA standards, the DRWW needs to have a defensible Monitoring Plan that further identifies causes and sources of impairments to the rivers and streams within the watershed, better determines stressors to the aquatic system, will be used for a long term monitoring effort, and will assist in the identification of restoration projects that will aid in restoring water quality within the watershed.

Although the DRWW understands that significant changes may be proposed, in order to evaluate all proposals fairly, the cost for the remaining tasks shall be estimated using the current DRWW Monitoring Plan.

Task 2 - Quality Assurance Project Plan Revision

The Project QAPP shall be updated based upon any monitoring plan modifications and submitted to the DRWW within 28 days following contract approval. The QAPP must be approved by Illinois EPA before data collection can begin. A draft QAPP was submitted to Illinois EPA and is included in Appendix B. Please note methods and quantitation limits must be compliant with 40 CFR 137.

Task 3 – Bioassessment Sampling

The contractor shall conduct bioassessment sampling on a rotating basis, monitoring fish, macroinvertebrates, habitat, and field water chemistry parameters, sampling one-third of the stations each year. Sediment sampling will be done concurrently by others. Biological sampling for fish and macroinvertebrate assemblage data, habitat, and sediment chemistry should follow established protocols of the Illinois Department of Natural Resources (Illinois DNR; 2001) and Illinois EPA (1997, 2005) and be capable of producing comparable data and assessments. Sampling methods will be determined based on whether the stream is non-wadeable or wadeable. Ultimately methods will be determined by the contractor and documented in the QAPP.

Fish shall be sampled once at each site using pulsed D.C. electrofishing at an effort of 2-3 hours per site, allowing for the collection of a representative sample and their relative abundances. Fish shall be identified to species or subspecies level, where appropriate. Scientific nomenclature shall follow that adopted by the American Fisheries Society (Nelson et al. 2004). Information shall also be recorded on the occurrence of external abnormalities, diseases, parasites, and other abnormalities that are observed on each fish that is weighed and or counted following the methods used by the Ohio Environmental Protection Agency (1989) and further described by Sanders et al. (1999). Fish voucher information shall be collected.

Macroinvertebrates shall be sampled primarily using the multi-habitat method of Illinois EPA. Macroinvertebrates shall be identified to the lowest taxonomic level that is practical for most orders and families. All samples shall be processed following Illinois EPA methods. The Macroinvertebrate Aggregate Index for Streams method (MAIS; Smith and Voshell 1997) shall be used in small streams where the application of the Illinois EPA multihabitat method is problematic. Keys specified in Ohio EPA (1989) and by Illinois EPA shall be used to make the identifications.

A Qualitative Habitat Evaluation Index (QHEI) shall be collected at each fish sampling site using the method developed by Rankin (1989, 1995), including the characterization and categorization of habitat attributes including substrate types and quality, cover types and extent, channel morphology and modification, riparian and bank composition and condition, pool-run-riffle quality and extent, and local gradient. Field chemical and physical parameters shall be collected using a commercially available field meter capable of measuring temperature, dissolved oxygen, conductivity and pH.

Task 4 - Project Management and Data Analysis

All data shall be provided electronically to the DRWW within ten weeks of sample collection and ultimately appended to the project database. In addition, an annual data submittal, will be provided within two months of the final field event. This report will be provided electronically and as a hard copy, with chain-of-custody forms and laboratory reports attached.

Project management reports will consist of monthly progress reports highlighting work accomplished, work planned for the upcoming month, and any issues and proposed resolution. The contractor will attend up to two meetings with the DRWW at locations within the project area during the course of the project.

Task 5 - Monitoring Report

The contractor shall submit an annual report to the DRWW, analyzing the results of the water column and sediment chemistry as well as the fish, macroinvertebrate, habitat and field water chemistry data. The contractor shall meet with the DRWW prior to submittal of the annual report to ensure that the DRWW’s reporting needs are met and that this report provides valuable insight into the quality of the targeted water resources. Interpretative statistics, such as long-term central tendencies, will be based on all available data within the database, developed over time, including past data collection efforts.

Task 6 – Flow Monitoring

In order to further understand and more accurately calculate pollutant loads, the DRWW is considering developing a flow monitoring network. The consultant shall propose a flow monitoring program with sufficient sampling effort put forth to estimate flow in all major tributaries, as shown on the DRWW monitoring map (Figure 1) and listed on the DRWW table of sampling locations, first column (Table 1). Equipment, specific of the proposed network, methods, and all other necessary requirements shall be specified. The Consultant shall also include a cost estimate to execute flow monitoring network.

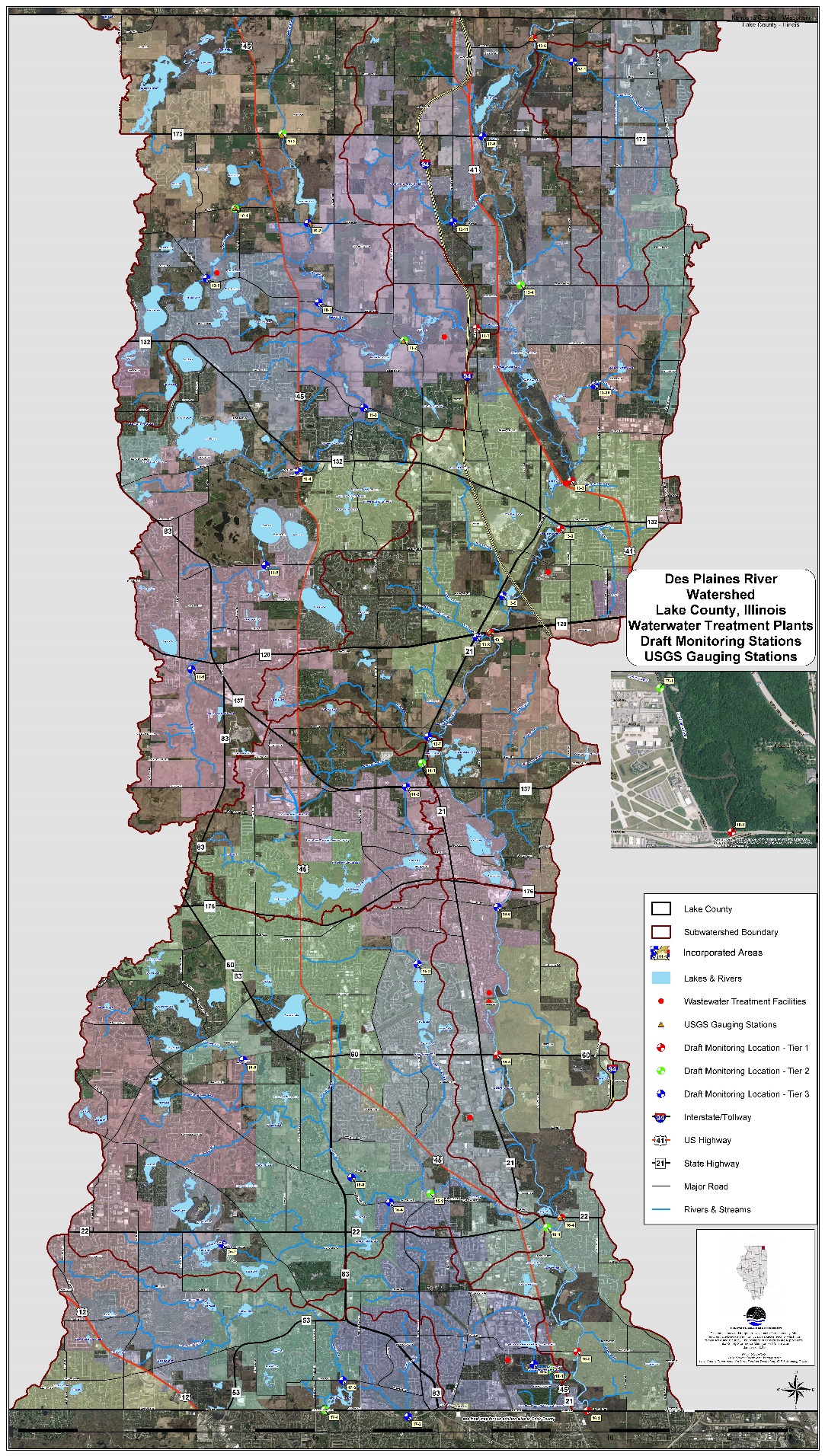
Figure 1: Map of Sampling Locations

Table 1: Sampling Locations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Des Plaines River Sample Locations** | **Street** | **Station ID** |  | | |
|  |  |  | **Tier Designation** | | |
| **Upper Des Plaines** | Russell Rd | 13-6 | 1 |  |  |
|  | Highway 173 | 13-5 |  |  | 3 |
|  | Wadsworth Rd | 13-4 |  | 2 |  |
|  | Above Highway 41 | 13-3 | 1 |  |  |
|  | McClure Ave | 13-2 | 1 |  |  |
|  | Highway 120 | 13-1 | 1 |  |  |
| **Lower Des Plaines** | Rockland Rd | 16-6 |  |  | 3 |
|  | Highway 60 | 16-5 | 1 |  |  |
|  | Half Day Rd | 16-4 | 1 |  |  |
|  | Deerfield Rd | 16-3 | 1 |  |  |
|  | Lake Cook Rd | 16-2 | 1 |  |  |
|  | Willow Rd | 16-1 | 1 |  |  |
| **Upper Des Plaines Tributaries** | Bull's Brook @ Route 21 | 13-8 |  |  | 3 |
|  | Belvidere Rd Tributary @ Highway 21 and 120 | 13-9 |  |  | 3 |
|  | Stoneroller @ Lake Carina | 13-10 |  |  | 3 |
|  | Suburban Country Club Tributary @ Shirley Dr | 13-11 |  |  | 3 |
|  | Slocum Corners Creek @ Mill Creek Rd | 13-12 |  |  | 3 |
| **Newport** | Newport Drainage Ditch @ Kilbourne Ave | 12-1 |  |  | 3 |
| **North Mill** | Milburn Rd | 10-1 |  |  | 3 |
|  | Kelly Rd | 10-2 |  |  | 3 |
|  | Route 173 | 10-3 |  | 2 |  |
|  | Miller Rd | 10-4 |  | 2 |  |
|  | Grass Lake Rd | 10-5 |  |  | 3 |
| **Mill Creek** | Dilley's Rd | 11-1 | 1 |  |  |
|  | Hunt Club Rd | 11-2 |  | 2 |  |
|  | Stearns School Rd | 11-3 |  |  | 3 |
|  | Route 45 | 11-4 |  |  | 3 |
|  | Washington St | 11-5 |  |  | 3 |
|  | Wick St | 11-6 |  |  | 3 |
| **Bull Creek** | Bull Creek @ Route 21 | 14-1 |  | 2 |  |
|  | Route 137 | 14-2 |  |  | 3 |
| **Indian Creek** | Marriot Lincolnshire Grounds | 15-1 |  | 2 |  |
|  | Sullivan Wood Preserve, North of Creek View Dr | 15-2 |  | 2 |  |
|  | Butterfield | 15-3 |  |  | 3 |
|  | Port Clinton Rd @ Kildeer Creek | 15-4 |  |  | 3 |
|  | Oak Wood Rd | 15-5 |  |  | 3 |
|  | Washitay Ave | 15-6 |  |  | 3 |
|  | Salem Lake Dr | 15-7 |  |  | 3 |
| **Aptakisic** | Pekara Rd | 18-2 |  |  | 3 |
|  | Aspen Rd | 18-1 |  | 2 |  |
| **Buffalo Creek** | Lake Cook Rd @ Farington Ditch | 17-2 |  |  | 3 |
|  | Checker | 17-3 |  |  | 3 |
|  | Lake Cook Rd @ Buffalo Creek Tributary A | 17-4 |  | 2 |  |
|  | Route 21 | 17-1 |  | 2 |  |
|  | **Total** |  | **10** | **10** | **24** |

Table 2: Water Quality Sampling Parameters

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parameter** | **DRWW Frequency** | **Tier 1** | **Tier 2** | **Tier 3** |
| **Demand** |  | **Number of Sample Events** | | |
| Chloride | monthly May-Sept, Nov, Mar | 7 | 7 | 7 |
| Conductivity | monthly May-Sept, Nov, Mar | 7 | 7 | 7 |
| pH | monthly May-Sept, Nov, Mar | 7 | 7 | 7 |
| TOC | monthly May-Sept, Nov, Mar | 7 | 0 | 0 |
| Sulfate | monthly May-Sept, Nov, Mar | 7 | 0 | 0 |
| TSS | monthly May-Sept, Nov, Mar | 7 | 7 | 0 |
| Volatile Suspended Solids | monthly May-Sept, Nov, Mar | 7 | 7 | 0 |
| DO | monthly May-Sept, Nov, Mar | 7 | 7 | 7 |
| Temperature | monthly May-Sept, Nov, Mar | 7 | 7 | 7 |
| Turbidity | monthly May-Sept, Nov, Mar | 7 | 7 | 7 |
| **Metals** |  |  |  |  |
| Total Hardness | annually under low flow conditions | 1 | 1 | 0 |
| Iron | annually under low flow conditions | 1 | 0 | 0 |
| Sodium | annually under low flow conditions | 1 | 0 | 0 |
| Arsenic | annually under low flow conditions | 1 | 0 | 0 |
| Manganese | annually under low flow conditions | 1 | 1 | 0 |
| Mercury | annually under low flow conditions | 1 | 0 | 0 |
| Copper | annually under low flow conditions | 1 | 0 | 0 |
| Nickel | annually under low flow conditions | 1 | 0 | 0 |
| Zinc | annually under low flow conditions | 1 | 0 | 0 |
| **Nutrients** |  |  |  |  |
| Ammonia | monthly May-Sept, Nov, Mar | 7 | 7 | 0 |
| Total Nitrates (NO2 + NO3) | monthly May-Sept, Nov, Mar | 7 | 7 | 7 |
| TKN | monthly May-Sept, Nov, Mar | 7 | 7 | 0 |
| Total phosphorus | monthly May-Sept, Nov, Mar | 7 | 7 | 7 |
| Dissolved reactive phosphorus | monthly May-Sept, Nov, Mar | 7 | 7 | 0 |
| **Bacteria** |  |  |  |  |
| E. coli | monthly May-Sept, Nov, Mar | 7 | 7 | 7 |
| **Water Organics** |  |  |  |  |
| PCBs | annually under low flow conditions | 1 | 0 | 0 |
| Pesticides | annually under low flow conditions | 1 | 0 | 0 |
| Methoxychlor | annually under low flow conditions | 1 | 0 | 0 |
| PNAs | annually under low flow conditions | 1 | 0 | 0 |
| VOCs | annually under low flow conditions | 1 | 0 | 0 |
| **Sediment Metals** |  |  |  |  |
| Aluminum | concurrent w/ bioassessment | 1 | 1 | 1 |
| Arsenic | concurrent w/ bioassessment | 1 | 1 | 1 |
| Barium | concurrent w/ bioassessment | 1 | 1 | 1 |
| Beryllium | concurrent w/ bioassessment | 1 | 1 | 1 |
| Boron | concurrent w/ bioassessment | 1 | 1 | 1 |
| Cadmium | concurrent w/ bioassessment | 1 | 1 | 1 |
| Chromium | concurrent w/ bioassessment | 1 | 1 | 1 |
| Cobalt | concurrent w/ bioassessment | 1 | 1 | 1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Table 2 (cont.): Water Quality Sampling Parameters | | | | |
| **Parameter** | **DRWW Frequency** | **Tier 1** | **Tier 2** | **Tier 3** |
| **Sediment Metals** |  | **Number of Sample Events** | | |
| Copper | concurrent w/ bioassessment | 1 | 1 | 1 |
| Fluoride | concurrent w/ bioassessment | 1 | 1 | 1 |
| Iron | concurrent w/ bioassessment | 1 | 1 | 1 |
| Lead | concurrent w/ bioassessment | 1 | 1 | 1 |
| Manganese | concurrent w/ bioassessment | 1 | 1 | 1 |
| Mercury | concurrent w/ bioassessment | 1 | 1 | 1 |
| Nickel | concurrent w/ bioassessment | 1 | 1 | 1 |
| Potassium | concurrent w/ bioassessment | 1 | 1 | 1 |
| Silver | concurrent w/ bioassessment | 1 | 1 | 1 |
| Sodium | concurrent w/ bioassessment | 1 | 1 | 1 |
| Strontium | concurrent w/ bioassessment | 1 | 1 | 1 |
| Vanadium | concurrent w/ bioassessment | 1 | 1 | 1 |
| Zinc | concurrent w/ bioassessment | 1 | 1 | 1 |
| **Sediment Organics** |  |  |  |  |
| PCBs | concurrent w/ bioassessment | 1 | 1 | 1 |
| Pesticides | concurrent w/ bioassessment | 1 | 1 | 1 |
| Methoxychlor | concurrent w/ bioassessment | 1 | 1 | 1 |
| PNAs | concurrent w/ bioassessment | 1 | 1 | 1 |
| VOCs | concurrent w/ bioassessment | 1 | 1 | 1 |
| TKN | concurrent w/ bioassessment | 1 | 1 | 1 |
| Phosphorus | concurrent w/ bioassessment | 1 | 1 | 1 |
| Cyanide | concurrent w/ bioassessment | 1 | 1 | 1 |
| Herbicides (2, 4, D, 2,4,5 TP) | concurrent w/ bioassessment | 1 | 1 | 1 |
| Phenols | concurrent w/ bioassessment | 1 | 1 | 1 |

## Schedule

The DRWW desires a timely and effective schedule. The consultant shall provide a detailed schedule with milestones showing task durations and completion dates. The project shall be completed and invoiced by March 1, 2017. Site identification and the revision of the Quality Assurance Program Plan will begin immediately upon awarding of the contract. Sampling will take place over the summer of 2016. A draft of the final report will be due in December 2016 and the report will be finalized by February 1, 2017.

# Section III. Submittal Instructions

In response to this RFP, respondents shall submit focused, detailed proposals for the project. Proposals shall address the following topics and shall generally be organized as outlined below:

## Project Understanding and Approach

Illustrate your firm’s understanding and approach regarding the scope of services to be provided. This shall include but is not limited to:

1. A flow diagram and written narrative showing your firm’s understanding of the sequence of events, tasks, and milestones associated with the work, including a thorough description of your familiarity of the watershed, goals and objectives of the monitoring plan and how the bioassessment monitoring fits in with the overall goals of the DRWW, and pollutants of concern. The firm shall describe strengths and skill acquired from past studies with water bodies that are similar to that described in the specifications. The firm shall also describe its knowledge of the watershed and strengths and skills developed from past work in the DRWW service area.
2. Project schedule, indicating major milestones and task durations.
3. Describe all assumptions and exclusions.
4. Discuss your current workload and ability to perform this project.
5. Present your understanding of the management and quality assurance / quality control (QA/QC) requirements of this project. This shall include but is not limited to the ability to manage and coordinate the project, including communications between the DRWW and its consultants. Provide an example of a Quality Assurance Project Plan prepared by your firm for another project. This example may be a separate document and does not count toward the overall page count. Also, include an organization chart depicting your team’s organization structure. Include sub-consultants to be utilized.
6. The proposal will describe the procedures to ensure that defensible and quality data are collected and reported. The proposal shall clearly define how samples will be taken at all sites defined herein.

## Project Experience and References

Provide a list of a minimum of three similar projects that your firm has worked on in the past five years. Highlight your firm’s specific ability to meet this scope of services. Each reference should include the following information.

1. Name and location of the project.
2. Project manager’s name and address.
3. Indicate if your firm was the prime contractor or a subcontractor. If the work was done as a sub, furnish the name and address of the prime contractor.
4. Dates of contract performance.
5. Value of work completed by your firm.
6. Scope of work completed by your firm.
7. Contact names, addresses, and phone numbers of project references (a minimum of one contact must be provided for each project).
8. Narrative describing the project, equipment and software used and data delivery method, any unique or special conditions under which the work was performed, and any unusual findings resulting from your work.

## Project Team

Provide individual resumes of key members of the staff to be assigned to this project and his/her associated firm. Provide an overall listing showing their names, years of experience, and the number of years they have been employed by your firm. This should include, at a minimum, the following personnel as applicable:

* + 1. Project Manager
    2. Water Quality Scientist(s) or Engineer(s)
    3. Data Specialist(s)
    4. Field Sampling Personnel
    5. Other resumes maybe included as may be appropriate.

The Project Manager must be an employee of the proposing firm.

## Project Fee

Proposed “not to exceed” project fee, including staff billing rates and an estimate of the number of hours that each personnel assigned to the project team shall spend on each task and on the project as a whole. Proposed project fees should be itemized by task included in proposed scope of services.

## Project Schedule

Proposed project schedule, organized by the tasks included in proposed scope of services including all outcomes and outputs and proposed deadlines.

# Section IV. Consultant Selection Process

Additional information about the consultant selection process for this project is provided below:

**Step 1: Interested Parties Prepare and Submit Proposals.** Interested parties prepare and submit to the DRWW proposals for the project in response to this RFP in accordance with the instructions set forth herein.

**Step 2: Selection Committee Evaluates Proposals.**  Proposals prepared in accordance with the instructions set forth in this RFP and received by the submittal deadline set forth herein will be evaluated by the selection committee consisting of DRWW members. Proposals will be evaluated according to the following criteria and scoring system:

***Evaluation Criteria***

Section A: Project Understanding and Approach 35 points

Demonstrate project understanding, approach, schedule, ability and experience in developing QAPPs, and ability to complete scope of services as described within the RFP.

Section B: Project Experience and References 25 points

Applicant’s work on similar projects and references.

Section C: Project Team 25 points

Project team’s experience and qualifications; laboratory certification.

Section D: Project Fee 10 points

Section E: Project Schedule 5 points

**Step 3: Consultant Selection.** A contract will be negotiated with the firm that can best complete the project, as determined by the results of the evaluation process. The DRWW anticipates that a contract award will be recommended to the Executive Board at the November meeting.

# Section V. Additional Information

All questions regarding this RFP should be submitted electronically to the DRWW project manager via the e-mail address provided herein no later than 12:00 PM on Friday, October 16, 2015. Any interpretations or clarifications considered necessary by the DRWW in response to such questions will be issued in the form of a “Questions and Answers” document mailed, e-mailed, or otherwise delivered to all parties known by the DRWW to have received the RFP. Questions received after the deadline may not be answered, as all “Questions and Answers” documents to be issued by the DRWW will be issued at least 48 hours prior to the submittal deadline in order to provide all interested individuals and firms ample time to incorporate such information into their proposals.

Except for the submittal of questions to the DRWW project manager, in accordance with the procedures outlined in this RFP, interested individuals and firms shall refrain from contacting other members of the DRWW regarding this RFP or the consultant selection process for this project.

**Requests for Clarification and Additional Information/Interviews**

During the proposal evaluation process, consultants may be asked to clarify their proposals, provide additional information, and/or interview with the DRWW to further describe the contents of their proposals. If interviews are to be conducted, the DRWW project manager will contact each individual or firm to be interviewed to arrange such an interview. Consultants invited to interview are expected to send their project manager to the interview; other project team members are welcome to attend. Consultants should not send individuals who do not work for them and/or are not included on the project team to an interview without advance authorization by the DRWW project manager.

**Disclaimer**

This RFP is solely a request for information. It does not represent a contract offer from the DRWW nor does it confer any rights or responsibilities onto any individual or firm that provides the requested information. The DRWW shall not under any circumstances be responsible for any costs incurred by any individual or firm preparing and/or submitting a response to this RFP.

**Right of Rejection**

The DRWW reserves the right to reject any and all proposals received in response to this RFP, should such course of action be determined to be in the best interest of the project. SMC is not obligated to enter into a contract on the basis of any proposal submitted in response to this RFP and may cancel this consultant selection process at any time if such course of action be determined to be in the best interest of the project.

**References**

Illinois DNR. 2001. IDNR stream fisheries sampling guidelines. Watershed Protection Section, Springfield, IL. 9 pp.

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Sanders, R. S., R. J. Miltner, C. O. Yoder, and E. T. Rankin. 1999. The use of external deformities, erosions, lesions, and tumors (DELT anomalies) in fish assemblages for characterizing aquatic resources: a case study of seven Ohio streams, pages 225-248. *in* T.P. Simon (ed.), Assessing the Sustainability and Biological Integrity of Water Resources Using Fish Communities. CRC Press, Boca Raton, FL.

Smith, E. P. and J. R. Voshell. 1997. Studies of benthic macroinvertebrates and fish in streams within EPA Region 3 for development of Biological Indicators of Ecological Condition. Part 1, Benthic Macroinvertebrates. Report to U. S. Environmental Protection Agency. Cooperative Agreement CF821462010. EPA, Washington, D.C.

**Appendix A:**

**Monitoring Plan**

**Appendix B**

**Quality Assurance Project Plan**