



**Long Creek Watershed Management District**

Stormwater Best Management Practice (“BMP”) Inspection and Maintenance Services

Request for Proposals dated October 8, 2020

**ADDENDUM: RESPONSES TO QUESTIONS RECEIVED CONCERNING THE REQUEST FOR PROPOSALS  
– ISSUED OCTOBER 22, 2020**

- 1. Question:** Are proposers required to provide proof of required insurance limits at the time that the proposal is submitted?

**Answer:** Proposers are not required to provide proof of required insurance limits at the time that the proposal is submitted. Pursuant to the required proposal form, the proposer must affirm that they have the ability to provide the required insurance coverage and amounts if an agreement is awarded. A certificate of insurance documenting required insurance coverage and amounts will be required prior to the execution of any awarded services agreement.

- 2. Question:** In addition to the BMP Inspection and Maintenance Services Request for Proposals the Long Creek Watershed Management District (“LCWMD”) advertised a Landscaping Services Request for Proposals, and some of the requested services appear to be similar. Is there overlap of work between the BMP Inspection and Maintenance Services and Landscaping Services requests for proposals?

**Answer:** LCWMD refined the scopes of work for the BMP Inspection and Maintenance Services and Landscaping Services requests for proposals with the intent of eliminating any overlap in the work between the two. However, in some instances, similar activities were intentionally included in both requests for proposals so that BMPs might be looked at for certain issues with greater frequency and by service providers with different areas of expertise. LCWMD’s rationale in dividing services between the two requests for proposals is to include the more technical, less frequent services in the scope of work for BMP inspection and maintenance and the less technical, regularly scheduled services in the scope of work for landscaping. Service providers may be better suited to provide services under one of the requests for proposals than the other, however, the same service provider is not precluded from submitting proposals under both the BMP Inspection and Maintenance Services and Landscaping Services requests for proposals. For the BMP Inspection and Maintenance Services Request for Proposals, Proposers should base pricing on the scope of work as presented in the BMP Inspection and Maintenance Services Request for Proposals without consideration of any perceived overlap with the Landscaping Services Request for Proposals.

- 3. Question:** The work of landscaping service providers may adversely impact the work of the BMP inspection and maintenance service providers if improper landscaping practices are used, has this been considered?

**Answer:** LCWMD has previously used different services providers for BMP inspection and maintenance and landscaping services and has not encountered issues with one service provider impacting the work of another service provider. For both the BMP Inspection and Maintenance Services and Landscaping Services request for proposals, the proposer's experience with stormwater BMPs and qualifications to perform the identified scope of work will be considered when making an award. It is expected that requiring service providers to have the experience and qualifications described in the request for proposals will eliminate or mitigate any conflict between the work of different service providers.

- 4. Question:** Is coordination required between the BMP inspection and maintenance and landscaping services contractors?

**Answer:** Formal coordination between the BMP Inspection and Maintenance Services and Landscaping Services service providers is not required. LCWMD will facilitate any required coordination between different service providers. It has been LCWMD's experience that different service providers may encounter each other in the field and over time develop a working relationship that leads to informal coordination.

- 5. Question:** Where is the line drawn between "routine" and "non-routine" BMP maintenance?

**Answer:** Included as attachments to the BMP Inspection and Maintenance Services Request for Proposals, are detailed standard operating procedures and inspection and maintenance forms that have been developed for each different type of BMP managed by LCWMD. These standard operating procedures and inspection and maintenance forms define the scope of LCWMD's requirements with respect to routine maintenance. If a question is raised as to whether a maintenance issue is "routine" under these standards, LCWMD will look to its prior experience with similar BMPs to determine whether an encountered maintenance issue is an "outlier" when compared to conditions experienced at similar BMPs.

- 6. Question:** The City of Portland has a specific protocol to follow with respect to sharps or needles that are encountered on public properties, do the other municipalities in which the work is to be performed offer a similar protocol?

**Answer:** The cities of South Portland and Westbrook were contacted with respect to this question. South Portland responded that the City has internal protocols for handling sharps and needles, but as of posting these responses had not responded with an external protocol. In Westbrook, the Westbrook Fire Department may be contacted if needles or sharps are encountered on public properties in Westbrook. LCWMD will work with service providers to facilitate any services that are available from municipalities concerning sharps and needles.

- 7. Question:** Will contract awards be made at time of the public opening of proposals, or will they be made at a later time?

**Answer:** Services agreement awards will not be made at the public opening of proposals. Following the public opening, proposals will be reviewed and scored by a committee comprised of LCWMD’s Executive Director and members of LCWMD’s Board of Directors. The committee will provide a summary of its review to LCWMD’s Board of Directors. The Board of Directors votes on awards of services agreements at regularly scheduled meetings. It is anticipated that the award of a services agreement for the BMP Inspection and Maintenance Services will be made at a to-be-scheduled Board meeting in December 2020.

**ATTACHMENT:**

1. Pre-Bid Conference Attendance Sheet.

