

Request for Proposals for the Utah Stormwater Advisory Committee (USWAC) Registered Stormwater Inspector (RSI) Training Curriculum Update

The Utah Storm Water Advisory Committee (USWAC) is soliciting proposals to select a consultant to update the Registered Stormwater Inspector (RSI) training curriculum. The purpose of the update is to match the curriculum to The State Division of Water Quality General Permit for Discharges from Construction Activities UPDES Permit No. UTRCO0000 and UTRH0000. Information included in this document is intended to provide a general scope of work that will be required to provide these updates.

In general but not all-inclusive, the following tasks will be required:

- **Review current RSI curriculum including the PowerPoint slides, manual and appendices**
- **Meet with the RSI Sub-Committee and assigned staff from the Division of Water Quality (DWQ) for visioning discussion**
- **PowerPoint slides**
 - Update text.
 - Incorporate into the slides and training manual the attached requests and comments from DWQ.
 - Update photos.
 - Shorten/eliminate portions of BMP section. Include examples of each of the required BMPs in Section 2.2. & 2.3 of the CGP.
 - Incorporate the USWAC provided virtual reality site inspection tour into curriculum
 - Eliminate slides replaced by virtual reality site inspection tour.
 - Place Section 6 "Inspection Requirements/Procedures using the State Form" directly before the virtual reality site inspection tour. Have students complete an inspection from the virtual reality site inspection tour using the State Form.
 - Incorporate more of the actual permit into the presentation.
 - Use common violations and find sections in the permit that apply to given examples
 - Clearly differentiate between MS4 inspectors and contractor inspectors.
 - Add an example of a contractor inspection form and show how and why it differs from the State MS4 inspection form.
 - Add an example of a contractor corrective action report/log and show how and why it differs from the Operators inspection report.
 - Include a discussion regarding problems that may result from using contractor inspections to fulfill MS4 inspection requirements.
 - The current program still leans heavy to the MS4 side of training. Create more of a balance.
 - Include Common Plan Permit (CPP) requirements.
 - Differentiate between the CPP and CGP requirements such as SWPPPs, inspector requirements, inspection schedules, and corrective action records.
 - Include a discussion of NOT's ability to update active lots in a subdivision as well as a discussion of what is required when lots/phases close. Include discussion of partial NOTs.
 - Modernize slides.
 - New background (light with dark text).
 - Replace graphics with text where applicable.
 - Add animation where appropriate (this may require segregation of curriculum sections to manage file sizes).
 - Include side-by-side good and bad examples of BMPs and construction activities for comparative purposes.
 - Show pictures first and then provide explanation
- **RSI Manual**
 - Update text.

- o Include renewal list of RSI requirements and timing.
- o Update slide presentation handouts.
- o Eliminate BMP fact sheets.
- o Include current UPDES permit.
- o Acknowledge Local MS4 enforcement per MS4 permit obligations, and discuss State and MS4 enforcement purposes.
- o Include both CGP and CPP.
- o Add Current State ESO.
- o Coordinate with the State to make sure the State Inspection Form is up to date.
- o Coordinate manual with slides.
 - Use of color and graphics to organize and cross-reference.
- **RSI Exam**
 - o Update Exam Questions and Answers where needed.
- **Curriculum Approval and QC**
 - o Meet with assigned RSI Committee and DEQ at 30%, 60% and 90% reviews Include "up to" number to be trained.
 - o Live and in person train the trainer's event.
 - Multiple sessions.
 - Trainers will serve as a mock class.
 - Provide facilities.
- **Clarification and Exclusions**
 - o This is **NOT** a total rewrite of the program, but is a significant overhaul/refreshing
 - o Other than a SWPPP Template update, this does not include development of new materials, checklists or inspection to Final Report Submittal.
- **Proposals**
 - o Proposals are to include the following:
 - Description of consultant experience as it relates to the UPEDS program, CGP, and CPP permits.
 - Provide a summary of the consultant's understanding of the key elements of the RFP.
 - Provide a list of tasks to complete the project.
 - Outline approach to complete tasks.
 - Provide a schedule identifying milestones.
 - Provide a cost to deliver a complete RSI training package.
 - o Proposals shall not exceed 10 pages in length.
 - o Proposals shall be submitted electronically in PDF format.
 - o Consultants desiring to submit a proposal shall register by submitting an email to trobinson@rivertonutah.gov . Email submittal subject line shall read: **2021 RSI Training Curriculum Update RFP. Due to Spam filters, please place a follow-up phone call to Trace at 801 208 3137 informing him of the email to make sure it was received.**
 - o Proposals shall be submitted to trobinson@rivertonutah.gov by 5:00 pm July 15, 2021. Proposals received after this time period will not be considered in the selection process. Email submittal subject line shall read: **2021 RSI Training Curriculum Update RFP.**
 - **Due to Spam filters, please place a follow-up phone call to Trace at 801 208 3137 informing him of the submittal to make sure the RFP was received.**
 - o Questions and requests for information can be sent to trobinson@rivertonutah.gov. Email submittal subject line shall read: **2021 RSI Training Curriculum Update RFP. Due to Spam filters, please place a follow-up phone call to Trace at 801 208 3137 informing him of the submittal to make sure the question was received.** Answers to questions will be compiled into a question and answer format and sent as an addendum to all participants.

- **Completion Date**

- The project completion date is December 1st, 2021.

- **Evaluation of Proposals**

- 30% - Experience
- 30% - Approach
- 25% - Schedule for completion
- 15% - Cost of Design