

On behalf of the Groundwater Management Board, the Tri-County Regional Planning Commission is issuing a Request for Proposals (RFP) for a short-term contractor to assist with Wellhead Protection (WHP) Grant deliverables, as outlined below. The duties are to be completed by September 1, 2018, to allow final reporting by September 30, 2018. Interested parties must reply to this RFP no later than **5:00 PM EST on Friday, May 25, 2018**. Submittals received after this day and time will not be accepted.

**Tri-County Regional Planning Commission (TCRPC)** – The TCRPC is an organization of local governments and agencies that foster cooperative efforts to resolve problems, develop policies, and implement plans to achieve shared, regional goals. They work to benefit citizens of the mid-Michigan tri-county area of Clinton, Ingham, and Eaton counties while maximizing the efficient use of its resources.

**Groundwater Management Board (GMB)** – The GMB was established in 1983 as a result of the 208 Water Quality Planning. The Board and its partner organization, the Groundwater Technical Advisory Council (GTAC), provide a forum for coordination of groundwater matters in the Tri-County region of Clinton, Eaton, and Ingham counties, reviewing and commenting on land use and/or water development projects that have potential to significantly impact groundwater resources in the region.

**Wellhead Protection (WHP) Grant Deliverables** – The short-term contractor will complete the following Wellhead Protection Grant deliverables:

1. Develop and present wellhead and groundwater protection information and opportunities to support local efforts to civic and business groups
  - a. Presentation development and **8 area presentations**
  - b. Deliverable Cost: **\$6,004.00**
2. Develop training and presentation materials on importance of groundwater protection, including current groundwater protection tools, for local elected officials, including Commissions and Boards. This includes the cities of East Lansing, Lansing, and Williamston; the townships of Delta, Delhi, Lansing, and Meridian; the Village of Webberville; and Michigan State University
  - a. Presentation of the various groundwater protection tools, including the importance of groundwater protection and case studies, to **9 boards, councils, and staff**
  - b. Deliverable Cost: **\$13,004.00**
3. Attend remaining Quarterly Wellhead Protection Team meetings

**Minimum Proposal Requirements** – Individuals interested in responding to this Request for Proposals must submit the following:

- Resume or CV, including contact information (phone and email)
- Relevant prior experience presenting and/or researching groundwater issues
- Relevant work or academic experience with groundwater issues

**Timeline for Request for Proposals** –

- May 10, 2018 – Request for Proposal issued
- May 25, 2018 – Project proposals due
- May 28-June 1, 2018 – Interviews

- June 28, 2018 – Selected contractor notified
- June 29, 2018 – Contract awarded to contractor
- September 1, 2018 – Project completion date (no later than)

Please submit your response to this Request for Proposals no later than **5:00 PM EST on May 25, 2018**, to Jeremy J. Orr, [jorr@mitcrpc.org](mailto:jorr@mitcrpc.org).

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