

Request for Proposals (RFP's)

Phase I – Storm Water Utility Feasibility Study



RFP's DUE:

Wednesday, April 21, 2010
4:00 p.m.

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**Request for Proposals
City of Urbana
Phase I – Storm Water Utility Feasibility Study**

BACKGROUND

The City of Urbana is a progressive community with a population of 40,000 located in east Central Illinois and home to the University of Illinois. The City offers a unique mixture of a small, Midwestern town with the amenities typically associated with large, urban cities.

The City of Urbana's storm water management system includes 129 miles of pipe ranging in diameter from 6 inches to 120 inches, 7,773 manholes and inlets, and two regional storm water detention basins. The estimated replacement cost of the City's storm water management infrastructure is \$129 million dollars. The City budgeted \$371,360 in the 2009-2010 fiscal year for the operation and maintenance of that infrastructure. Storm water management activities are currently funded out of the City's general revenues.

The City's existing storm water management program includes the following services and activities:

- Capital construction projects
- Storm sewer pipe, manhole and inlet repair or replacement
- Ditch grading and mowing
- Vine Street Viaduct Pump Station operation and maintenance
- Storm sewer pipe, manhole, and inlet cleaning
- Boneyard Creek and Saline Branch inspection and maintenance
- Regional detention facility maintenance
- Hazardous sump pump discharge elimination program
- Responding to citizen drainage concerns and property flooding issues
- Compliance with State and Federal storm water regulations

The City is required to comply with Phase II of the National Pollutant Discharge Elimination System (NPDES) Storm Water Program that is administered by the Illinois Environmental Protection Agency (IEPA). The IEPA issues the City a NPDES Phase II Permit that applies to storm water discharges from storm sewers and drainage ways within the City's jurisdiction for a permit period of five years. As a condition of the Phase II permit the City must adopt and implement six minimum control measures to improve the water quality of its storm water discharges.

Aging infrastructure and federal/state mandates have strained the available funds used to maintain existing storm water infrastructure. As a result of evaluating potential future budget solutions, the City is considering a storm water utility as a viable alternative to funding its storm water management program services.

GIS INFORMATION

Software: ESRI ArcGIS 9.3

Hardware: Win NT/Win 2000

The GIS database includes parcels, topography, planimetrics, administrative boundaries storm sewer system, zoning, and other data for the City of Urbana and Champaign County.

PURPOSE

The purpose of this “Request for Proposals: Phase I – Storm Water Utility Feasibility Study” (RFP) is to select a qualified professional consultant to assist the City in evaluating the establishment of a storm water utility. Satisfaction of RFP requirements will be the basis for identifying successful consultant. Following completion of Phase 1, the City will consider to proceed with Phase 2 – Storm Water Utility Implementation. The City is seeking to identify qualified firms with experience in storm water management, storm water management utility development, public relations and outreach, program organization, storm water legislation, program administration and funding practices. As the range of experience required is broad, the City will consider firms in partnership without prejudice. The City also reserves the right to award the contract to multiple firms based on their individual expertise.

DETAILS OF SERVICES

1. The consultant’s firm, including principals, project managers, and key personnel, shall have relevant experience with similar work and shall be competent to perform the services required under this Request for Proposals.
2. The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation, or other legal entity, is of professional status, is licensed to perform in the State of Illinois, is licensed for all applicable professional disciplines requiring licensing, and shall be governed by the professional ethics of said professions in its relationship to the City of Urbana.
3. It is understood that all reports, information, or data prepared or assembled by the consultant shall be confidential in nature and shall not be made available to any individual or organization, except the City of Urbana, without the prior written approval of the City of Urbana.
4. The consultant shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

SCOPE OF SERVICES

The selected consultants (s) will assist the City with investigating the establishment of a storm water utility to fund the City’s storm water management program. A phased approach will be

taken; services to be provided include, but are not limited to, current program needs assessment, program administration, revenue source evaluation, revenue collection system, public education and outreach, and future needs analysis.

Phase 1 – Storm Water Utility Feasibility Study:

The scope of services for Phase 1 may include the following elements:

1. Program Assessment
2. Program Policy Development
3. Program Description
4. Current Storm Water Program Cost Study
5. Five Year Business Plan and Cost Projection
6. Funding Methods Available
7. Rate Method Evaluation
8. Cost/Rate Model
9. Rate Ordinance (draft)
10. Data Collection and Evaluation (for billing file development)
11. Billing System Evaluation
12. Equivalent Residential Unit (ERU) Calculations
13. Data / Billing System Policies
14. Public Outreach Plan Development
15. Stakeholder Process
16. Top Twenty Ratepayer Meetings
17. University of Illinois Meetings
18. Project Management
19. Final Report / Presentation
20. Regular Project Meetings

Upon completion of Phase 1, the Consultant will prepare a draft report for review by city staff. After staff comments have been incorporated, the Consultant will prepare a final draft and present the results to the City Council and Mayor at a Committee of the Whole meeting. Once Committee of the Whole comments have been addressed and incorporated, the Consultant will prepare a Final Storm Water Utility Feasibility Study report.

Additional Services

The City may also request the following additional services:

1. Prepare Public Education Brochure:

The consultant will prepare a public education brochure describing the City's proposed storm water utility.

2. Prepare Electronic Slide Presentation:

The Consultant will prepare an electronic slide presentation suitable for use at meetings with civic and neighborhood organizations.

3. Meetings with Media, Service Organizations, and User Groups:

The Consultant will join members of the City staff in meetings with the news media, service clubs and other interested groups. The purpose of these meetings will be to explain the storm water utility concept and respond to questions.

The City of Urbana can provide GIS data in the form of digital photography and two foot contour interval mapping.

RFP REQUIREMENTS

The successful firm(s) shall respond to the RFP with the information requested below. This information shall be provided in the order shown in this request. Information can be provided in multiple sections but must appear in the requested section. Each tab must contain a narrative on the requested subject and examples of direct experience when requested. Examples are limited by number and length as indicated under each tab.

The City of Urbana will not be responsible for considering information provided under the wrong tab. Questions regarding this RFP should be directed to Mr. Brad Bennett, P.E., Civil Engineer for the City of Urbana, (217) 384-2316. The proposing consultant is solely responsible for its interpretation of this RFP. For the purpose of this RFP the term “firm” shall be interpreted to mean firm or firms. In the case of partnerships, the requested information shall be provided for each firm in the partnership and shall be provided in separate sections under the requested tab. Failure to respond in the requested format may result in the firm being disqualified from consideration. All submitted materials become the property of the City of Urbana.

RFP's shall include:

- Tab 1. Completed Storm Water Management Questionnaire.** Questionnaire included with RFP.
- Tab 2. General Background of Firm.** This section shall include the general background of the firm. Information on the complete services of the firm should be provided but should be kept in a concise format. Examples of specific firm experience will be requested in following Tabs.
- Tab 3. Storm Water Management Background of Firm.** This section should include the firm's experience on watershed planning, storm water infrastructure, flood plain mapping, water quality and storm water regulation. Each firm should provide no more than two (2) examples and each example should be 2 pages or less.
- Tab 4. Public Education and Outreach Experience of the Firm.** This section should provide information on the firm's experience with public education and outreach. Experience with gaining acceptance of storm water management services is preferred

but not required. The firm shall provide no more than five (5) examples with each examples being limited to two (2) pages or less.

- Tab 5. Storm Water Utility Experience of Firm.** In this section the Firm shall provide background information on assisting other government entities to form Storm Water Utilities. Examples should include the scope of services provided and the result of the implementation.
- Tab 6. Experience of Project Manager.** Each firm shall designate a project manager and provide detailed information on that individual’s experience in Watershed Management, Public Education and Outreach, Storm Water Utilities, and Financial Management. This section is limited five (5) examples of no more than five (5) pages each. In the case of partnerships, only the information on the lead project manager should be submitted under this section.
- Tab 7. Main Project Team.** This section should include the resumes of “key” project team members. As the experience of individuals vary, it is up to the proposing firm to determine who would be “key” to the successful implementation of this project. Only the resumes of actual team members should be included. There is no limit to the number of resumes provided. After award of this contract, substitution of “key” personnel will only be allowed by written permission of the city of Urbana.
- Tab 8. Organization.** Provide an organizational chart of the proposed project team. Each team member’s name shall be contained in a text box that includes the proposed area of responsibility. “Key” personnel shall be highlighted. It should also include any joint or sub-consultants.
- Tab 9. Project Approach.** Describe your firm’s approach for the Storm Water Utility Feasibility Study. A schedule must be provided indicating project tasks proposed and their duration and relationship to each other and the completion of the feasibility study.

METHOD OF EVALUATION

Each RFP shall be reviewed by our evaluation team and shall be scored on the basis of the following criteria and point system:

	General Compliance with Requirements of RFP	5
Tab 1.	Completed Storm Water Management Questionnaire	5
Tab 2.	General Background of Firm	Pass / Fail
Tab 3.	Storm Water Management Background of Firm	Pass / Fail
Tab 4.	Public Education and Outreach Experience of Firm	20
Tab 5.	Storm Water Management Utility Experience of Firm	70
Tab 6.	Experience of Project Manager	35
Tab 7.	Main Project Team	20
Tab 8.	Organization	5
Tab 9.	Project Approach	40

TOTAL

200

SUBMISSION REQUIREMENTS AND DEADLINES

Please submit five (5) copies of your RFP on or before 4:00 p.m., Wednesday, April 21, 2010. RFP's should be delivered to:

City of Urbana
Attn: Engineering Division – Brad Bennett
706 South Glover Avenue
Urbana, IL 61802

RFP's should include all items as requested in the "RFP REQUIREMENTS" section of this document in the order and format specified. Questions regarding this RFP should be directed to Mr. Brad Bennett, P.E., Civil Engineer by telephone at (217) 384-2316 or by e-mail at bmbennett@city.urbana.il.us.

SELECTION PROCESS

The City will select a respondent on the basis of responsiveness of the proposal to the RFP requirements and willingness to execute an acceptable written contract. The City reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials.

Interviews may be conducted with one or more responsible entities that have submitted proposals in order to clarify certain elements. The selection shall be made by a respondent review team and will be recommended to the City Council for final approval.

The individual and/or consulting team to be recommended to the City Council will be one whose proposal is determined to be the most advantageous to the City.

The City of Urbana will require the each respondent to provide certain statistical data concerning employee composition on race, color, job description and compensation. This information will be reviewed by the City Human Relations Commission to determine compliance with the City's Equal Employment Opportunity ordinance. The required forms will be sent directly to each respondent by the City of Urbana Finance Department. The required documentation shall be completed and submitted to the City Finance Department upon receipt to facilitate review by the Commission while the consultants are preparing their response to the RFP prior the selection of a consultant for contract negotiations. Certification by the Human Relations Commission is required for the execution of a contract for professional services.

At the conclusion of the selection process, staff will negotiate the terms and conditions of a contract with the recommended consultant(s).

Storm water Management Questionnaire

In cases of partnerships, the questions should be answered as the combined team.

1. How many storm water utilities has the firm assisted in developing?
2. How many storm water utilities has the project manager assisted in developing?
3. How many utility fee calculation studies has your firm completed?
4. How many utility fee calculation studies has your project manager completed?
5. Does your firm have in-house GIS capabilities? Yes No If “Yes,” which format(s)?
6. Does your firm have more than one office that has experienced in storm water utilities? Yes No If “Yes,” Where are they located?
7. Does your firm have in-house public relations staff/number? Yes No If “Yes,” how many?
8. How many storm water management ordinances has your firm developed?
9. How many storm water management ordinances has your project manager developed?