

REQUEST FOR PROPOSALS
CONSULTING SERVICES FOR A
STORMWATER UTILITY IMPLEMENTATION PLAN
FOR THE
CITY OF CASPER

Date: August 3, 2015

Proposals are being requested from qualified professional consultants to assist the City with investigating the establishment of a stormwater utility to fund the City's stormwater management program.

Such proposals will be received by the City of Casper Public Services Department, City Engineering Division, 200 North David, Casper, Wyoming, until 5:00 p.m., Local time, August 28, 2015.

A. BACKGROUND

Stormwater Infrastructure:

The City of Casper is a community with a population of 60,000 located in Central Wyoming. The City has insufficient operational and capital funding to adequately manage, maintain, and operate its storm drainage system; a system which, if not properly maintained, can easily result in damage to property. Annually, 1,000 hours of utility worker time is dedicated to the minor repair and upkeep of the stormwater system. These efforts account for the removal of sediment and debris from:

- 0.7 miles of the City's 135 miles of storm sewer pipe ranging in diameter from 6 inches to 120 inches;
- 600 of the City's nearly 4300 catch basins;
- 281 of the City's 1900 stormwater manholes;
- 18 of the City's 860 storm sewer inlets and outlets; and
- 2 acres of the City's 50+ acres of stormwater retention area.

The lack of personnel dedicated to stormwater system maintenance over the past several years has left much of the stormwater system in dire need of maintenance.

In addition to maintenance, infrastructure capital improvements are necessary to accommodate anticipated population growth and to better handle 20-year and 100-year storm events. The 2013 Stormwater Management Master Plan identifies 42 stormwater infrastructure improvement projects totaling \$46 million that should be addressed over the next twenty years, in addition to the repair and replacement of currently failing infrastructure.

Permitted Stormwater Discharge:

The City is required to comply with Phase II of the National Pollutant Discharge Elimination System (NPDES) Stormwater Program that is administered by the Wyoming Department of Environmental Quality (WDEQ). The WDEQ has issued the City a Municipal Separate Storm Sewer System (MS4) permit that applies to stormwater discharges from storm sewers and drainage ways within the City's jurisdiction. Infrastructure improvements and maintenance of the stormwater system is only one aspect of compliance with the MS4 permit. As a small MS4 permittee, the City is required to implement and manage Minimum Control Measures (MCMs) which are designed to improve water quality to the maximum extent possible. Currently, the MS4 MCMs include:

- Public Education and Outreach;
- Public Participation/Involvement;
- Illicit Discharge Detection and Elimination;
- Construction Site Runoff;
- Post Construction Runoff; and
- Pollution Prevention/Good Housekeeping.

The City's compliance efforts, especially with Illicit Discharge Detection and Elimination and the Pollution Prevention/Good Housekeeping MCMs will require dedicated stormwater staff to make improvements. Additionally, Wyoming DEQ anticipates issuing a renewed MS4 permit to the City with enhanced MCMs, which may include time-intensive and costly stormwater sampling and the addition of stormwater detention areas.

Funding:

In addition to 1,000 hours of utility worker time annually, the Street Division has historically funded through its operational budget, between \$10,000 and \$25,000 per year for stormwater materials and supplies. This money has not been used to conduct long or short term planning, rather it has been used to repair or replace minor stormwater infrastructure problems. Larger stormwater infrastructure projects, totaling \$500,000 annually for FY 13-19, have been/will be funded by Optional 1% Sales Tax. At this funding rate, 80% - 90% of the \$46 million in projects identified in Stormwater Master Plan's 20-year capital improvement program will remain incomplete, or additional capital monies will have to be taken from the general fund or from outside sources.

Aging infrastructure and federal/state mandates have strained the available funds used to maintain existing stormwater infrastructure. As a result of evaluating potential future budget solutions, the City is considering a stormwater utility as a viable alternative to funding its stormwater management program services. Stormwater utilities are permitted by Wyoming State Statutes but require voter approval to fund the stormwater utility.

The City of Casper has budgeted \$60,000 for the stormwater utility implementation plan.

B. PURPOSE

The purpose of this “Request for Proposals: Stormwater Utility Implementation Plan” (RFP) is to select a qualified professional consultant to guide the City through the implementation and public approval of a stormwater utility. Thus, the successful proposer will provide professional services in support of implementation of a stormwater utility for the City of Casper as defined in the Scope of Services. Satisfaction of RFP requirements will be the basis for identifying the successful candidate.

Following completion of the program, the City will proceed with implementing the program. The City is seeking to identify qualified firms with experience in stormwater management, stormwater utility development, public relations and outreach, program organization, program administration, and funding practices in analogous communities in the region. As the range of experience required is broad, the City will consider firms utilizing sub consultants.

C. SCOPE OF SERVICES

The selected consultants will assist the City with investigating the establishment of a stormwater utility to fund the City’s stormwater management program. 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.

Task 1: Feasibility Report

Prepare a report reviewing the basis and rationale of a stormwater utility. Review current City billing process and Stormwater Management Costs Forecast. Suggest a utility rate that meets anticipated costs and that will gain support by the community

Deliverables

- Develop a stormwater management cost forecast including operations, maintenance, capital costs, and major projects and needs.
- Develop several rate structures for homeowners and businesses, including credits for stormwater detention and green infrastructure, based on different funding levels (minimally, moderately, and well-funded). Identify what, if any, changes are needed to the existing billing software to accommodate rate structure.
- Work with City GIS and stormwater utility staff to examine parcel mapping data and its compatibility with various billing scenarios.
- Suggest rate structure that matches the needs of the Stormwater Cost Forecast(s).

- Generate estimated utility revenues.
- Develop an administration and operations design and plan for the proposed utility.

Task 2: City Council Workshop

Host two Council workshops to educate the City Council members on a stormwater utility and prepare them to answer constituent questions about the utility.

Deliverables:

- An Executive Summary of the Feasibility Study and Public Information Plan to educate the Council on the issue.
- Creation of a MS PowerPoint presentation for City Council Workshops to be held before the public awareness meetings.
- Participation in two (2) City council workshops (as stated above).

Tasks 3 and 4 will only be addressed if Council approves of the information presented during the City Council workshops.

Task 3: Stormwater Utility Citizen Advisory Committee

Evaluate the need and benefit of forming a stormwater utility citizen’s advisory committee, and identify potential task force members (community roles, not individuals).

Deliverables:

- Provide written evaluation on the creation of a stormwater utility task force report;
- Create a list of potential task force members;
- Develop informational presentation materials and present at two separate Citizen Advisory Committee meetings

Task 4: Public Information Plan:

Develop a public information plan and program to garner public support for a stormwater utility before the selected election. Provide information in a phased approach for multiple interactions with the public: e.g. 1) introduction, 2) mid-point, 3) closeout/consensus building.

Deliverables:

- Prepare a technical memo with a plan for the City to roll out stormwater utility information to the public, and provide guidance on addressing opposition to a stormwater utility.
- Prepare MS PowerPoint presentations and hand out materials for public awareness meetings—a different set of materials for each phase of the program.

- Host a minimum of two public information meetings; meetings to be held in different phases of the program.
- Develop one television advertisement, one radio advertisement, and one billboard ad for distribution by the City of Casper.

Following is the tentative timetable for this RFP:

1.	Proposal Due	August 28, 2015
2.	Consultant’s Presentation and Interview	September 14-18, 2015
3.	Selection of Consultant by City Council	October 6, 2015
4.	Completion of Scope of Services	March 31, 2016

The submittal of a proposal will be an indication that the Consultant has no problem in keeping this schedule.

D. GENERAL CRITERIA FOR EVALUATING QUALIFICATION STATEMENTS

Experience: The experience of the proposed Consultant should be documented, including experience in assisting comparable municipalities in the creation of a stormwater utility.

Expertise: Specific expertise is desirable in a variety of areas including the following: Utility fund estimates, utility rate structures, community outreach, and advertising

Workability: The qualification statement should provide assurance of the demonstrated ability of the consultant to work with a diverse group of individuals and agencies including citizens, businesses, and governmental organizations.

Conflicts of Interest: The qualification statement shall specifically address any possible conflicts of interest and the proposer’s position or response as to whether or not such other work or relationship may be deemed a conflict of interest with this implementation plan.

Special Qualifications: The qualification statement shall identify any specific qualifications which might make the proposer uniquely qualified to provide the requested services. These may include similar work experience related to another community of similar size or a utility implementation plan of similar nature.

Professional Staff: The experience and workload of the proposed Consultant’s or Sub-consultant’s personnel assigned to this project shall be noted. Individual biographical resumes with specific utility development and public outreach experience related to stormwater.

Timeliness: Time is of the essence. The qualification statement shall specify the time availability of the Consultant’s or Sub-consultant’s personnel available for this project.

E. SUB-CONSULTANTS

The Consultant shall be responsible to retain, and pay for the services of, any Sub-consultant necessary to complete the work. The City and the Consultant shall mutually agree to the use of any Sub-consultants which the Consultant desires to retain.

F. CONTRACT

The Consultant will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but not necessarily be limited to, the following articles: method of compensation, time of performance, subcontracts, duties of the Consultant, termination of the contract, ownership of material, changes, EEO, submission of material, and obligations to the City.

G. RECOMMENDATIONS

To be considered, the proposal must respond to all requirements in the RFP. Any other information believed to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are provided, the document and page number shall be referenced. The proposal shall be divided into sections as indicated below:

Statement of Project Requirements: Each Proposer shall state in sufficient terms its understanding of the task requirements presented in this RFP.

Scope of Work: Each Proposer shall describe in narrative form the proposer's technical plan for accomplishing the work. Please use the Scope of Work tasks provided in this RFP as the point of departure. Additions to, or modifications to the Scope of Work and Task descriptions are permissible, but reasons for changes shall be fully allocated to each Scope or Task.

Personnel and Prior Experience: Each proposal should identify specific executive, professional and technical personnel who will be assigned to the study. The proposal shall indicate the responsibilities each person will have in the study and indicate the previous related work experience of each individual. Personnel indicated having appropriate expertise for this study be assigned to the study and actively engaged in completion of the tasks. Any changes in assignment of personnel shall be reviewed with the City of Casper to assure consistent technical expertise throughout the term of the study.

Sealed Proposals: Each proposal must be submitted to the City of Casper Public Utilities Division, 200 N. David St., Room 205, Casper, WY 82601 by 5:00 pm on August 28, 2015. No additional proposals will be received thereafter. Five copies of the proposal must be submitted. The proposal will remain valid for at least thirty (30) days.

H. CRITERIA FOR SELECTION

All proposals received shall be subject to evaluation by a Selection Committee comprised of City staff and City Council. The evaluation shall be for the express purpose of selecting the proposals which most clearly meets the RFP requirements. The following areas will be considered in the selection:

1. **Understanding the Problem**: This refers to the Consultant's understanding of the City of Casper's needs, objectives of the RFP, and the nature and scope of work involved.
2. **Consultant Qualifications**: This includes the ability of the Consultant to meet the needs of the RFP. Particularly, time constraints, cooperation and participation by City staff, elected officials, and special interest groups, and the quality and relevancy of projects of similar nature completed by the consultant.
3. **Professional Personnel**: This refers to the competence of professional personnel assigned to the project by the Consultant. Qualifications of all professional personnel will be measured by education and experience, with particular emphasis on experience and analysis of innovative practices. Individual biographical resumes with specific project experience related to a study or project similar to the Casper project will be given strong consideration.
4. **Soundness of Approach**: Emphasis shall be placed on stated techniques for collecting and analyzing data, sequence and relationship of major program steps, methods for managing the plan, rationale for stated methodology assessing economic incentives, and the practicality of implementing the recommendations.
5. **Cooperative Process**: This refers to the Consultant's understanding, expression, and historical experience involving projects which demonstrate sensitivity to the need for developing a spirit of cooperation with the City Staff, and other interested parties.
6. **Time Availability**: Time is of essence on this study.

I. INTERVIEWS

City staff will review all proposals and select a maximum of three to five Consultants for interviews by the selection committee. Upon completion of the interviews one firm will be selected on the basis of compliance with criteria. In the event that a satisfactory fee cannot be negotiated with the selected firm, subsequent attempts will be made to negotiate with the other qualified firms in the order of their ratings. Final selection will be made by the City Council.

J. FEES

The negotiated fee shall be based on estimated plan development costs, time, and materials, including hourly rate for technical personnel, and reimbursables, with an upset amount. By submission of proposal, the Consultant warrants that he/she is aware of the budget for the study and is confident that he/she will be able to complete the study within budget. A Fee Schedule will be required during negotiations to be included in the professional services agreement. The City reserves the right to contract for all or a portion of the study depending on budget constraints.

K. CONTRACT AWARD

The City of Casper reserves the right to accept, reject, or request changes in proposals. The City will work closely with the selected Consultant to develop or refine a detailed scope of work, schedule for completion of tasks and costs associated with completed work included in the contract documents. The City is not liable for any costs incurred by the Consultant prior to contract issuance.

L. ADDENDA TO THE REQUEST FOR PROPOSALS

In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all Consultants invited to respond.

M. LATE PROPOSALS

Late proposals will not be accepted. It is the responsibility of the Consultant to ensure that the proposal arrives prior to 5:00 pm, August 28, 2015.

N. RESPONSE MATERIAL OWNERSHIP

The material submitted in response to the RFP becomes the property of the City of Casper and will only be returned to the consultant at the City's option. Responses may be reviewed by any person after the final selection has been made. The City of Casper has the right to use any or all ideas presented in reply to this request. Disqualification of a consultant does not eliminate this right.

O. ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful Consultant may become contractual obligations if the City of Casper wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a contract may result in cancellation of the award and such Consultant may be removed from future solicitations.

P. REFERENCE CHECKS

The City of Casper reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Consultant's performance on previous assignments.