

July 15, 2009

To Whom It May Concern:

Subject: **Request for Qualifications** from Firms for Stormwater Management Consulting Services to the City of Greenville

The City of Greenville, NC, is seeking proposals from qualified engineering firms interested in providing watershed master planning services that address both water quality and quantity matters. Services will include inventory of the existing system, design and development of geographic information system (GIS) database, hydrology/hydraulic modeling, development of standard operating procedures (SOP), quality assurance/control program and capital project needs/priorities. The Public Works Department will use these products to assist with maintenance activities, assessing capital improvement project needs, meet state and federal stormwater requirements and aid in quality assurance of new/re-development efforts in the City of Greenville.

Interested firms are invited to submit proposals as outlined in the enclosed “**Request for Qualifications.**” Questions regarding the **Request for Qualifications** should be directed to Lisa Ann Kirby, P.E., Civil Engineer II, at (252) 329-4683.

Sincerely,

A handwritten signature in black ink that reads "Lisa Ann Kirby". The signature is written in a cursive, flowing style.

Lisa Ann Kirby, P.E., Civil Engineer II

Enclosure

cc: Wesley B. Anderson, Director of Public Works
 David T. Brown, P.E., City Engineer

REQUEST FOR QUALIFICATIONS (RFQ)
(Advertisement)

The City of Greenville, North Carolina is seeking **Request for Qualifications (RFQ)** from qualified engineering firms interested in providing watershed master planning services that address both water quality and quantity matters. Services will include inventory of the existing system, design and development of geographic information system (GIS) database, hydrology/hydraulic modeling, development of standard operating procedures (SOP), quality assurance/control program and capital project needs/priorities.

This RFQ is the initial phase (pilot) in a multi-phase, multi-year city-wide Watershed Management Plan. The selected firm will be assigned a 1.4 square mile drainage basin for the pilot project. RFQ's for other basins will be released for study to short list as money and time allows.

Interested firms are invited to submit proposals (in the required quantity and format) by 4:00 p.m., Wednesday, July 29, 2009, to the following address:

Ms. Lisa Ann Kirby, P.E.
Civil Engineer II
City of Greenville
Public Works Department
1500 Beatty Street
Greenville, NC 27834

For questions or to obtain a complete version of the Request for Qualifications, contact Lisa Ann Kirby at (252) 329-4683.

REQUEST FOR QUALIFICATIONS (RFQ) FOR STORMWATER MANAGEMENT CONSULTING SERVICES

**Public Works Department
City of Greenville, North Carolina
July 2009**

I. Overview and Purpose

The City of Greenville is in the initial stages of implementing a multi-phase, multi-year city-wide Watershed Management Plan. At this time, the City is looking for firms with specific and proven expertise and experience in the following areas of municipal stormwater management:

- stormwater infrastructure and open channel inventory projects;
- geographic information systems (GIS) database design and development;
- hydrology/hydraulic and water quality modeling;
- quality assurance/control programs;
- prioritizing capital and programmatic needs; and
- development of standard operating procedures (SOP).

It is the City's intent to select four (4) consulting firms that are most qualified to provide the professional services described above. Following the review of the RFQ's, the selected firms will be contacted to schedule an interview / presentation / discussion. During this presentation, the firms will present the methodologies they have found to be utilized and determined most effective in their experience.

One of the four firms will be chosen for detailed scope and contract negotiations to perform Phase I (Pilot) Study of the watershed master plan. The selected firm will assist the City in: developing the method/approach for collecting field data; designing the database; selection of the appropriate model; methodology for prioritizing capital improvement projects; and establishing quality assurance/maintenance efforts required for the up keep of the database/model. Standard Operating Procedures to be utilized in the follow-up phases will also be developed as part of the pilot project. The firm will be assigned a drainage basin area (approximately 1.4 square miles) for the purpose of the work associated with this phase of the overall project.

At the completion of this phase, the firm will be permitted to be considered with the other firms for the next phases. It is envisioned the remainder of the project will be broken down into several drainage basin areas. The general timeline for this project is as follows:

Contract Awarded (Phase I - Pilot)	September 2009
Inventory/Database Integration Completed	January 2010
Modeling Completed	March 2010
Phase I - Pilot Completed	September 2010

Our goal is to produce multiple objective watershed master plans to serve as the foundation for proactive and comprehensive stormwater management within the City and adjacent areas. Those firms that have experience and expertise in master planning/stormwater modeling, in addition to infrastructure inventory and GIS/database development projects are encouraged to highlight these capabilities in the RFQ. Multiple consulting capabilities and wide range of stormwater management expertise will be needed for this project.

II. Background Information

The City of Greenville is currently implementing a comprehensive stormwater management program to meet the requirements of its National Pollutant Discharge Elimination System (NPDES) Phase II MS4 Permit for stormwater discharges and the Tar-Pamlico River Basin Nutrient Strategy – Stormwater Rule. The objectives of the program are to improve the overall stormwater conveyance system including open stream channels and other hydraulic features, to minimize or eliminate flooding and water quality/pollution problems. In addition, the program will educate and inform the citizens and businesses about stormwater-related issues, thereby improving the general quality of life and the environment for citizens in the city and adjacent areas.

Stormwater Infrastructure Inventory

As part of the City's Illicit Discharge/Connection Program, we are required to inventory at least 10% of stormwater outfalls in our jurisdiction annually. The City has inspected and cataloged approximately 30% of the 66.6 square miles within the city limits and extra-territorial jurisdiction. The information collected has been used to identify illicit discharges and assist with maintenance activities.

GIS and Relational Database Issues

The City has a GIS database developed through the commercially available ARC/INFO system. The Oracle relational database is used by the City to interface with the ArcGIS GIS software.

Hydrology, Hydraulic and Water Quality Modeling

CivilStorm is currently utilized by City staff for modeling. This may or may not be the most appropriate model to meet our goals. The City intends to have the chosen model/s integrated with the GIS by having the firm develop the appropriate links as needed.

Multi-Objective Watershed Master Planning

The overall project objectives include: prioritizing capital and programmatic needs for both quantity and quality issues; assessing the feasibility of water quality monitoring; developing a proactive maintenance program; and providing further educational information to the citizens and businesses of Greenville about stormwater-related issues.

Please note the City is not interested in using any proprietary products during any stage of this project.

III. Scope of Work (Consultant Responsibilities)

It is envisioned that the currently planned phase of the watershed master planning project will consist of several major work components:

- field data collection (field survey);
- relational database refinement/development and integration into the GIS and applications;
- hydrology, hydraulics, and water quality modeling;
- quality assurance/control program development;
- prioritizing capital and programmatic needs; and
- developing SOP's.

Work will be performed on the Meetinghouse Branch drainage basin beginning at its confluence with Bell Branch (pilot area). This drainage basin is approximately 1.4 square miles.

The City is particularly interested in the consultant's recommendations regarding the field surveying/data collection methodology, model selection and methods for prioritizing capital needs. These will be utilized to maintain consistency between phases of the overall project and are also viewed as an important aspect of the project approach. In addition, a considerable amount of thought should be given to the control mechanism for the city-wide survey and the accessibility of any models or programs that are utilized.

IV. Deliverables

The selected consultant shall provide the City with a final report highlighting the following:

- project methodology,
- data collection requirements,
- quality assurance measures and results,
- model results,
- a prioritized CIP list and
- SOP's for all components of the project.

In addition the final database and GIS coverage and integrated tools and/or programs to assist in data maintenance will be provided. The consultant's staff will work with the City's GIS staff to make sure that the software and data install properly and integrate correctly with our current system. The consultant shall also provide adequate training to City staff on how to update the inventory database. The data and software provided shall be formatted such that maps may be reproduced as changes to the data are entered.

Specific requirements for the deliverables will be discussed during the development of the detailed scope of work.

IV. Schedule for Consultant/s Selection

The tentative schedule for selecting a consultant or consultants is outlined below. The actual schedules may vary.

Submit Qualifications	July 29, 2009
Presentations from Selected Firms	August 10-14, 2009
Team/Lead Firm Selected (Phase I – Pilot)	August 17, 2009
Contract Negotiations	August 19-26, 2009
Contract Awarded	September 10, 2009

VI. RFQ Requirements

Qualifications are limited to fifteen (15) pages (single spaced, one sided), including a single page cover letter. Qualifications containing more than 15 pages will not be considered. The following information should be included in the submittal:

- Corporate Profile
- Previous Experience on Similar Projects
- Expertise of Team Members
- Project Management
- Approach or Methodology to Accomplish Objectives

Detailed approaches, scopes, and project cost estimates will be developed during contract negotiations with the selected firm. Cost estimates are not required for submission of RFQ.

VII. Consultant Selection Criteria

Criteria for the selection of the Consultant will include, but not necessarily be limited to, the following:

- Quality of response to the RFQ (10%);
- Approach and methodology of how Consultant will meet City's objectives for the project (25%);
- Applicable experience of Consultant and/or team proposed by the Consultant (25%);
- Qualifications of individual(s) proposed for the duties (20%); and
- Method the Consultant will use to provide the personnel hours to meet City's task requirements (20%).

The selection team will consist of the Director of Public Works, City Engineer, Civil Engineer II (Land Development), Civil Engineer II (Capital Improvements) and Civil Engineer II (Stormwater). The team will evaluate the RFQ's based on the aforementioned items and corresponding percentages. It is envisioned that the City will select four (4) consulting firms and schedule an interview / presentation / discussion. The City intends to then select one (1) firm for Phase 1 of the project.

V. Minority Business Enterprises and Women's Business Enterprises

The City of Greenville is committed to an annual goal of 10% for Minority Business Enterprises (MBE) and 6% for Women's Business Enterprises (WBE) participation for all professional services contracts. Firms demonstrating a commitment to assist the City in attaining these goals by designating a percentage of the contract to be assigned to qualified MBE/WBE firms will be given priority consideration. Please note that as of July 1, 2009, the City of Greenville only accepts State-certified HUB consultants to fulfill the M/WBE requirements for City funded projects.

VIII. Supervision of Consultant

The Consultant will be under the supervision of the City Engineer for the City of Greenville or his designee.

IV. Proposal Submission and Deadline

Interested firms are invited to submit five (5) copies of its response to this RFQ no later than 4:00 pm, July 29, 2009, to the following address:

Ms. Lisa Ann Kirby, P.E.
Civil Engineer II
City of Greenville
Public Works Department
1500 Beatty Street
Greenville, NC 27834

For questions regarding this Request for Qualifications, contact Lisa Ann Kirby at (252) 329-4683.