

EAST PENNSBORO TOWNSHIP AUTHORITY

REQUEST FOR PROPOSALS

STORMWATER FEE STUDY

PROPOSAL DUE DATE: May 15, 2019

Submit proposals to:

**East Pennsboro Township Authority
Proposal for Professional Services
c/o Jared C. Hockenberry, P.E.
98 S. Enola Drive
Enola, PA 17025**

4/24/2019

EAST PENNSBORO TOWNSHIP AUTHORITY
REQUEST FOR PROPOSALS

East Pennsboro Township Authority plans to undertake a study for the purpose of establishing a stormwater fee.

A. General Information

1. The Authority is requesting proposals from qualified firms to complete the process of conducting a study to develop a fair and equitable method of implementing a stormwater fee throughout the Township to fund the Authority's stormwater program.
2. East Pennsboro Township is a Township of the First Class, governed by a five-member Board of Commissioners. The Township population is approximately 20,228 according to the 2010 census.
3. The Township includes an area of 10.7 square miles. There are approx. 8,100 parcels, with approx. 8,750 housing units and 127 tax exempt parcels.
4. The Scope of Services included herein will be the framework for the Stormwater Fee Study. Additional new approaches to the process may be proposed and included in proposals.

B. Consultant Selection Process

1. A variation of the Qualifications Based Selection (QBS) process will be used. The procedure will be as follows:
 - a. Written technical proposals will be received and reviewed by the Selection Committee. A separate price proposal must be submitted with the technical proposal, but in a sealed envelope, identified as such.
 - b. The Selection Committee will review the technical proposals and rank the firms. Price proposals may then be considered.
 - c. Shortlisted firms (expected to be a minimum of three) may be invited to participate in an oral presentation/interview with the Committee.
 - d. The Committee will negotiate the fee and contract terms with the top ranked firm.
 - e. If a fee and contract terms are not agreed upon within a reasonable time, the Committee will conclude negotiations with the top ranked firm and initiate negotiations with the next ranked firm.
 - f. Upon successful negotiation of a fee and contract terms, the recommendation will be made to the Authority to enter into a contract with that firm.
2. Items to be considered in the selection process include, but will not be limited to:
 - a. General information about the firm.
 - b. Firm experience with projects similar in size and scope, including specific experience with stormwater fee analysis using GIS.
 - c. Municipal contracts held by the firm in Pennsylvania within the past three years.
 - d. Name and relevant experience of key personnel to be assigned to the project.

- e. Size and qualifications of staff at the location where the work will be performed.
- f. Innovative approaches to successfully completing the project.
- g. Demonstrated commitment and expertise in using GIS to develop parcel based fees.
- h. Demonstrated commitment and expertise in evaluating costs for stormwater facility projects.
- i. Demonstrated technical proficiency and capacity to produce the deliverables on schedule and within the formats required.
- j. Proposed schedule, with significant milestones, for completing the project.

C. Scope of Services

1. Data Collection And Evaluation

- a. Collect GIS and other data from the Township, County and other available sources.
- b. Build a database, using GIS and other technologies, of all parcels within the Township, including relevant features of each parcel to be used in developing the stormwater program.
- c. Perform evaluations of parcels, based on parcel size, use, impervious coverage, and other applicable attributes.

2. Projects and Program Analysis

- a. Analyze the scope and costs for projects proposed in the Township's Chesapeake Bay Pollution Reduction Plan.
- b. Develop a long-range approach for operation, maintenance and repair of the Township's existing stormwater system.

3. MS4 Program

- a. Analyze the scope and costs of the Township's annual MS4 Permit Program.

4. Administration

- a. Analyze the scope and cost to administer the stormwater program, including:
 - i. Fee assessment and collection
 - ii. Credit policy administration
 - iii. Appeals process
 - iv. GIS/database management and updates
 - v. Project contracting

5. Fee Analysis

- a. Evaluate various fee structures based on impervious coverage for the unique configuration of parcels within the Township.
- b. Use projected costs from all components of the stormwater program in evaluating fee structures.
- c. Analysis must take into account parcels that may qualify for a reduced fee based on stormwater facilities that have been previously permitted and installed.

6. Public Outreach

- a. Attend two public meetings to present information on the study and the results. These may be incorporated into regular meetings of the Authority and/or Board of Commissioners, or may be separately scheduled meetings.
- b. Attend four stakeholder meetings (i.e., non-profits, business and industry, and residents).
- c. Prepare information for the public explaining the process, alternatives and results of the Study.

7. Project Management And Coordination

- a. Attend meetings to coordinate with Township staff.
- b. Maintain internal project controls throughout the duration of the project.

D. Instructions for Preparing Proposals

1. Introduction/Approach: An introduction highlighting Consultant's experience and commitment to achieving the primary objectives of this project shall be provided. The approach should also include a detailed schedule, which includes all major milestones and timelines for submittal of interim and final reports.
2. Project Team: The proposal shall delineate clearly the primary personnel (such as principals, project managers, supervisors, etc.) from the Consultant ("Project Team") and any proposed subcontracted firm, or individual, hired for specific elements of the project. Resumes of the Project Team shall be included within the Appendix of the Proposal.
3. Experience with Similar Projects: A list of the projects completed within the past five (5) years by the consultant firm and primary personnel must be provided. A brief description of each project should be provided. For each project, provide the following information: Project owner, owner contact (name, title and telephone number).
4. Project Schedule: Provide a timetable that identifies the amount of time required to complete each component of the scope of services. The entire project must be completed within one-hundred and eighty (180) days from the date the Authority issues a Notice to Proceed.
5. Compensation: Provide an itemized listing of proposed fees.
6. Appendix: Resumes of all key personnel within the Project Team shall be provided.

E. Proposal Submission

1. Submit five complete copies of the technical proposal and one copy of the price proposal (including Scope of Work task cost breakdowns), and one electronic copy, no later than 3:00 P.M. on May 15, 2019 to:

East Pennsboro Township Authority
Proposal for Stormwater Fee Planning Services
c/o Jared C. Hockenberry, P.E.
98 S. Enola Drive
Enola, PA 17025

2. Technical Proposals should include the components listed in Section B.2. Consultant Selection Process of this document.

F. Deliverables

1. All drafts and final documents, including maps and graphics, are to be submitted in paper and electronic format, compatible to the Township's computer system. The Township is currently using QGIS 3.0.
2. All drafts and final documents, including maps and graphics, are to be submitted in a format that can be easily posted on the Township website for public viewing.
3. All documents and electronic files submitted become the property of the Authority.
4. The Township's existing GIS database is to be used as the base mapping for all Plan documents, unless updated data becomes available from Cumberland County.

G. Special Conditions

1. Selected consultant must maintain the following types and limits of insurance:
 - a. Workers Compensation with Employers Liability, per PA Statute
 - b. General Liability, \$1,000,000 per occurrence, \$2,000,000 aggregate
 - c. Professional Liability (Errors and Omissions), \$2,000,000 per claim and aggregate
2. East Pennsboro Township Authority, its appointed officials, East Pennsboro Township, its employees and its elected and appointed officials shall be named as Additional Insured for ongoing and completed operations on the General Liability. Workers Compensation and General Liability policies shall include Waiver of Subrogation in favor of East Pennsboro Township. The Township shall be provided a Certificate of Insurance noting the above, along with a copy of the Additional Insured endorsement(s) to the General Liability policy.
3. Proposers must provide list of all current and past private sector clients for which the consultant has provided services for in East Pennsboro Township within the past five (5) years.

Any questions regarding this Request for Proposal should be submitted in writing via e-mail to:

Jared C. Hockenberry, P.E.
Township Engineer/Director of Public Works
jhockenberry@eastpennsboro.net
717-732-0711 x 1208