

Request for Qualifications

For:

**Impervious Area Analysis for Stormwater Fee Structure**

For:

Town of Smithfield

Date Issued: January 18, 2021

**SOQ Submission Deadline:**

Friday, February 19, 2021; 5:00 p.m. E.S.T

**Submittal location:**

Town of Smithfield

350 East Market Street

P.O. Box 350

Smithfield, NC 27577

1. **SUMMARY & BACKGROUND**

The purpose of this request is to receive proposals from consulting firms experienced in impervious area analysis and evaluation of stormwater utility fees for stormwater programs for local governments. This effort is expected to be undertaken for use in equitably funding the Town’s efforts in managing the stormwater program.

The Town of Smithfield is required by state law to develop and implement a stormwater program to comply with the State of North Carolina’s Neuse River Basin – Nutrient Sensitive Waters Management Strategy (NSWMS). The stormwater portion of this strategy is known as the Neuse Stormwater Rule (NSR). The Town’s stormwater program was effective February 1, 2001 and continues in force.

In a letter dated March 22, 2010, the NC Environmental Management Commission (EMC) notified

Smithfield that it had considered the Town for inclusion in the National Pollutant Discharge Elimination System (NPDES), Phase II, and had determined not to include Smithfield at that time. The EMC may consider including Smithfield in the NPDES program in the future. It is expected that Smithfield will be re-considered for inclusion in the NPDES Ph II program when new population numbers are determined from the coming 2020 census.

In February 2019, NC Department of Environmental Quality (NCDEQ) published notice that the EMC plans to revise the NSR program with revised rules to go into effect November 1, 2019. The rules have not gone into effect, but it is expected within the year. The Proposed rule

changes include updates to the following aspects of the NSR program:

1. New development plan review and approval
2. Stormwater control measure (SCM) maintenance
3. Rule enforcement procedures
4. Public education
5. Storm sewer system mapping
6. Illegal discharge removal

The Town’s current stormwater system maintenance program in Smithfield may be described as reactive and comparable to similar-sized municipal programs in North Carolina that are funded by the general fund. A more robust program is desired and will require a dedicated funding stream. Therefore, the Town of Smithfield is interested in implementing a local stormwater utility fee on all developed property within the town based on impervious surfaces.

1. **SCOPE OF SERVICES**

The consultant shall review and evaluate existing GIS data and utilize this information to determine impervious area by parcel for the support of a recommended rate structure.

Impervious Area Analysis:

* 1. Utilize parcel data (residential, multi-family, office-institutional, commercial, and industrial), planimetric data and the most recent orthophotography data throughout the Town to create a dataset of impervious surfaces in the Town.
  2. Based on the created impervious surface dataset, calculate a recommended “Equivalent Residential Unit” (ERU), which is the amount of square footage of impervious area associated with an average residential parcel.
  3. Perform Quality Control (QC) to exclude public impervious areas such as public streets, sidewalks, and greenways from the calculation and ensure visual accuracy of parcel boundary information during the analysis.

1. **DELIVERABLES**
   1. Impervious Area Analysis:
      1. GIS dataset of impervious area by parcel within the Town of Smithfield with parcels identified as residential, non-residential and non-billable.
      2. Recommendations for updating and maintaining GIS impervious layer after creation.
   2. Final Study Report
      1. Include findings from the impervious area analysis.
      2. Property owner impact analysis results.
2. **RFQ SCHEDULE**

|  |  |
| --- | --- |
| Release RFQ | January 18, 2021 |
| Deadline for Questions | February 8, 2021 |
| SOQ Submission Deadline | February 19, 2021 |
| Finalist Interviews (tentative - to be conducted virtually) | TBD |
| Selection of Firm (tentative) | March 2, 2021 |
| Contract Award by Town Council (tentative) | April 6, 2021 |

1. **SOQ CONTENT**

Interested firms shall submit electronically by PDF delivered electronically to Stephen Wensman, Planning Director ([Stephen.wensman@smithfield-nc.com](mailto:Stephen.wensman@smithfield-nc.com)). SOQs must be limited to 25 pages excluding cover page, cover letter, table of contents, resumes and section dividers.

SOQs should be delivered no later than the date and time listed in the RFQ SCHEDULE and shall

contain at a minimum the following items:

1. Cover Sheet (Attachment A)
2. Description of Services, Background and Staff
   1. Services
      1. Summarize the scope of services (GIS, Design, Surveying, Construction, Monitoring, Reporting, etc.) from your firm.
      2. Describe your general approach to evaluating impervious area for the purpose of a stormwater fee evaluation. How will the Town staff be involved in this process?
      3. What resources and information will be needed from the Town?
      4. Describe your firm’s approach to managing this project.
      5. Describe the procedures and methodologies that will be used to complete this project, including the impervious area calculations.
   2. Background and Experience
      1. Provide a list of impervious area analysis projects completed for local governments in North Carolina in the past five (5) years. Include local government contacts for reference.
   3. Staffing
      1. Provide the names and qualifications of the personnel who will comprise the

project team. Provide resumes for key personnel.

* + 1. Provide an organization chart depicting how the firm will staff and structure the
    2. proposed team for the project.
    3. Identify the location of the project office that will be the base for the personnel

assigned to the project.

* 1. Project Schedule

a. Propose a preliminary project schedule.

1. **SELECTION PROCEDURES**

SOQs will be evaluated based on the following criteria:

|  |  |
| --- | --- |
| Criteria: | Possible Points: |
| Experience and track record in providing similar services to other  local governments in North Carolina | 40 |
| Overall approach to providing services | 20 |
| Qualifications and accessibility of project team | 20 |
| Overall strength and stability of firm | 15 |
| Other factors presented by the firm | 5 |
| **Total** | **100** |

After an initial review and evaluation of each of the SOQs, the firms submitting the most highly rated SOQs may be invited for interviews prior to final selection, to further elaborate their qualifications. The Town reserves the right to select a firm without holding interviews, in the event

the written SOQs provide a clear preference based on the criteria described.

When the most qualified firm has been determined, the Town intends to negotiate an agreement with the selected firm to proceed with the project.

No agreement with the City is in effect until both parties have signed the contract.

1. **INQUIRIES**

Direct all inquiries regarding the SOQ process or submissions to:

Stephen Wensman, Planning Director

Town of Smithfield

350 East Market Street

P.O. Box 761

Smithfield, NC 27577

[Stephen.wensman@smithfield-nc.com](mailto:Stephen.wensman@smithfield-nc.com)