

The City of Moore

Moore, Oklahoma



RFP #1415-003
Professional Services

Comprehensive Storm Water Management and
Drainage Plan



RFP# 1415-003

**Request For Proposals
For
PROFESSIONAL SERVICES
For**

**City of Moore
Comprehensive Storm Water Management and
Drainage Plan**

Date of Issuance: Wednesday, December 3, 2014



SOLICITATION OVERVIEW

The City of Moore is soliciting proposals for:

TITLE: Comprehensive Storm Water Management and Drainage Plan
RFP Number: 1415-003
Due Date: 4:00 p.m., Wednesday, January 7, 2014
Location: City of Moore, Purchasing Division
301 N. Broadway Ave. Suite 142
Moore, OK 73160

Pre-Proposal Meeting*:

Date: December 18, 2014
Time: 2:00 p.m.
Location: City Council Chambers
Moore City Hall
301 N Broadway Ave.
Moore, OK 73160

***Attendance of the Pre-Proposal meeting is mandatory. Not attending the meeting will result in a non-responsive proposal.**

Public Opening of Proposals:

There will be a public opening of proposals in the Purchasing Division conference room immediately following the submission due time/date. Only the names of proposers will be read aloud. Interested parties are invited to attend.

Submit written questions to: cdbg-dr@cityofmoore.com

Questions may be submitted through 5:00 p.m., Wednesday, December 26, 2014.

- No verbal questions will be accepted.
- Questions of a substantial nature will be addressed in an addendum, posted on the City's Purchasing Web page for all interested parties.

I. Overview

A. INVITATION

The City of Moore, Oklahoma, is seeking proposals from qualified consultants to prepare a Comprehensive Storm Water Drainage and Management Plan, with the goal to develop a comprehensive, integrated storm water plan for the City. The plan will serve several purposes: 1) to evaluate existing and potential drainage and flooding problems within the City and recommend capital improvement projects (CIP) and/or programmatic measures to correct or avoid such problems; 2) to provide a Compliance and Monitoring Plan for the Lake Thunderbird Total Maximum Daily Load (TMDL); and 3) establish a 5-Year Storm Water Quality Management Plan as required by the NPDES Phase II Regulations, EPA, and ODEQ. The successful team must include the Environmental Services and Civil Engineering disciplines.

B. PROJECT SCHEDULE

The City will allow a maximum of 18-months for the completion of the Plan. However the Lake Thunderbird TMDL Reduction Plan must be submitted to ODEQ no later than November 13, 2015.

C. PRE-PROPOSAL MEETING

There will be a mandatory pre-proposal meeting on Thursday, December 18, 2014 at 2:00 PM. The meetings will be held in the City Council Chambers, 301 N. Broadway Ave. Suite 126, Moore, OK. At least one member of the prime applicant's team must attend the pre-proposal meeting in order for the proposal to be considered responsive. Clarifications if needed will be conveyed to all proposers through an addendum.

D. PROPOSAL DEADLINE

Proposers shall submit one (1) original in digital format, and ten (10) separate hard copies with one marked as "Original". The proposal must be clearly marked as **1415-003 Comprehensive Storm Water Management and Drainage Plan** and delivered to:

City of Moore Purchasing Department 301 N.
Broadway Ave. Suite 142
Moore, OK 73160

no later than **4:00 PM on Wednesday, January 7, 2014**. Proposals received after the submittal deadline shall be considered void and unacceptable and shall be returned unopened to the respondent.

The City of Moore is an equal opportunity employer.

Carol Folsom, Purchasing Agent, 405-793-5022

II. Community Background

The City of Moore is a medium-sized city in the OKCMSA with a 2013 population of approximately 58,000. The City of Moore includes 22.5 square miles of incorporated area, and is bounded by the north, east, and west by the City of Oklahoma City, and to the south by the City of Norman. On May 20, 2013, the City of Moore experienced an EF5 tornado that cleared a path through the City from west to east, destroying 1,087 single family homes, 94 duplexes, 16 mobile homes and affecting 2 apartment complexes. The May 20 storm event caused flooding and erosion concerns (directly and indirectly) throughout Moore.

The City of Moore has received a Community Development Block Grant for Disaster Recovery grant (CDBG-DR) from the Office of Housing and Urban Development (HUD) in the amount of \$52.2 million to assist with long-term recovery needs. The City has developed an Action Plan that provides a framework for the expenditure of funds and includes funding for a city-wide comprehensive storm water management and drainage plan.

The City of Moore has a flat to rolling topography; slopes in excess of 4% are rare. Moore is located primarily within two drainage areas. In general terms, the part of Moore located west of Bryant Avenue drains into the Little River, eventually emptying into the South Canadian River. The North Fork of the Little River drains the area generally east of Bryant Avenue, eventually emptying into Lake Thunderbird.

Historically Moore has experienced periods of tremendous growth during the 1960's-70's, and during the 2000's; consequently the age and condition of the City's Municipal Separate Storm Sewer System (MS4) is greatly varied, and includes a variety of drainage channels (concrete and earthen), storm sewer pipes, and detention facilities. Prior to the 2000's, storm water detention facilities were not required by City Code. In 2002 the City adopted the Drainage and Detention Ordinance that required storm water detention in all new developments. The Ordinance was ultimately updated to encourage regional detention facilities, and a fee in lieu of storm water detention was included into the City Code in 2004. In 2008 the City of Moore completed its first Phase II MS4 Storm Water Management Plan to comply with EPA's NPDES Phase II Requirements and State of Oklahoma's Phase II Storm Water General Permit for Municipalities (OKR04). The 5-year permit expired in 2013. To date ODEQ has not released a new OKR04 Permit.

On November 13, 2013 ODEQ released the Total Maximum Daily Load Report (TMDL) for Lake Thunderbird and its watershed (included within Moore's east drainage basin). The goal of the establishment of this TMDL is for the water in Lake Thunderbird to meet or attain Water Quality Standards (WQS). The report identifies two beneficial uses that the Lake does not meet (referred to as nonattainment): Warm Water Aquatic Community and Public and Private Water Supply. This nonattainment is due to impairment in three categories of measurement: turbidity, dissolved oxygen and chlorophyll-a. Certain pollutants in the water have a detrimental effect on these parameters for the Lake. EPA has mandated that the City

of Moore reduce the amounts of these pollutants discharged within the MS4 operated by the City of Moore; to that end, the City of Moore must develop a plan to meet the established Total Daily Allocation of Pollutants by November 13, 2015. The Plan must be fully implemented by November 13, 2016. The plan must include a baseline monitoring component and a set of proposed Best Management Practices (BMPs) which will address the various parameters in which it is desired to achieve reductions. The other component of the TMDL is a yearly monitoring plan to determine if the BMPs are affecting the water quality of Lake Thunderbird; as such the plan must also include recommendations on how to best perform required monitoring given the size and expertise of the existing City Staff.

In an effort to reduce potential future flooding events, better manage storm water quality, and comply with the various federal and state requirements, the City is requesting proposals from qualified consultants to develop a Comprehensive Storm Water Management and Drainage Plan (the Plan). The Plan will at a minimum include the following:

- 1) Identify storm water management facilities necessary to control water quantity and improve storm water quality. This may include open space conservation, on-site detention, and/or open system conveyance, using state-of-the-art Best Management Practices (BMPs) and Low Impact Development (LID) techniques;
- 2) Assess the current storm water system, and identify short- and long-term drainage infrastructure improvements and recommend capital improvement projects;
- 3) Provide support to the City's Storm Water Quality Program development efforts to comply with the Clean Water Act (CWA) and the Total Maximum Daily Load Report (TMDL) for Lake Thunderbird and its watershed, including compliance, BMPs, implementation, and monitoring recommendations as required by the ODEQ's OKR04 Permit;
- 4) Analyze and report on the need for a storm water utility funding mechanism; and
- 5) Provide an Implementation Plan for action items.

The following documents provide background information and studies and reports that have taken place to date. All of the documents are available on the City of Moore website.

Comprehensive Plan “Moore Vision 20/20” - www.cityofmoore.com/moore-vision-2020-plan-0

2008 Phase II Storm Water Management Plan

2013 Lake Thunderbird TMDL Report

City of Moore Ordinances

III. Scope of Services

All project deliverables must be reviewed and approved by ODEQ for compliance with state and federal regulatory requirements. All work must be performed and work products prepared in a format and manner customarily anticipated and accepted by ODEQ.

Task 1: Project Initiation. The Consultant will participate in a kick-off meeting with the Moore project team to review the project regulatory frameworks; establish common objectives and milestones; and determine the priorities for the project and respective roles and responsibilities. At the conclusion of the meeting the Consultant will summarize the data received reflecting the understanding and perspectives of the participants. This information will provide the basis upon which the project will be developed.

Task 2: Inventory, Assessment, Evaluation, and Analysis of the City's MS4. The Consultant will survey and inventory the City's MS4, including all storm drains and detention facilities. The data will be delivered in a format that integrates with the City's existing GIS. The consultant will evaluate the major drainage basins, watersheds, and streams to determine 1) functionality and condition of the existing drainage system; 2) deficiencies in the amount of stormwater detention; 3) identification of local flooding problems; and 4) the current water quality at upstream and downstream city limits, and strategic points within the City. This shall include Hydrologic and Hydraulic Analysis for major streams and watersheds of the existing conditions or development, as well as future urban development models to determine impacts of future development on stream flooding and erosion, water quality, and localized flooding issues. The Consultant will be responsible for the preparation, submittal and approval all accompanying documents (i.e. various design reports, permits, agreements, reports, survey notes, slope stake notes, etc.).

Task 3: Report of drainage systems analysis results. The Consultant shall prepare a detailed report of the City's MS4 structural conditions and system performance in the 50-100- and 500- storm events as related to capacity, road overtopping, localized flooding, and existing detention capacity. The Consultant shall report on the potential impacts of future development as proposed in the City's Comprehensive Plan on the City's MS4 and water quality of the major drainage basins, watersheds, and streams.

Task 4: Identification of short-term, and long-term comprehensive phased plan and Capital Improvement Plan (CIP) to implement solutions for stream flooding, stream erosion, water quality, and localized flooding issues. The Consultant shall assist the City in prioritizing Capital Improvement Projects to the City's MS4 for identified problems. Specific projects shall be listed for short-term and long-term repair and/or development to address stream flooding and erosion, water quality, and localized flooding issues. Additionally, operations and maintenance recommendations shall be included that reflect the organizational size and structure of the City of Moore.

Task 5: Identification of storm water management policies/procedures/standards to prevent unnecessary future problems with stream flooding and erosion, water quality, and localized flooding, so as to guide future development. The Consultant shall identify proven and innovative Best Management Practices (BMP's) for implementation in the short-term and long-term to assist the City in correcting identified problems with stream flooding and erosion, water quality, and localized flooding. BMP's shall include structural and non-structural solutions, such as ordinances, public outreach programs, operational policy and procedures, etc.

Task 6: Preparation of financial analyses to aid in the financing of the identified CIP projects and the un-funded storm water quality regulations (Lake Thunderbird TMDL and Phase II MS4 NPDES). The Consultant shall determine probable costs related to all structural and non-structural improvements recommended within the Plan. Revenue requirements shall then be determined for successful implementation. The Consultant shall investigate alternate funding sources for 1) structural detention and flooding controls identified in the short- and long-term CIP Projects; and 2) structural and non-structural BMP's and stormwater quality improvements, including staffing and operational costs, for complying with the un-funded Lake Thunderbird TMDL and NPDES Phase II Regulations. These may include, but are not limited to, stormwater utility fees, general bond financing, dedicated sales tax, and other unique alternative funding sources.

Task 7: Progress Meetings. The Consultant will conduct regular progress meetings with the project team. The consultant will include in the RFP the number of progress meetings being proposed and at what phases of the project the meetings will be held.

Task 8: Public Input. The Consultant will incorporate Public Input into the Plan; the City is highly interested in unique and effective citizen input techniques and prefers to use an established online citizen participation tool operated by the City. However, at least 1 public meeting shall be held with the general public at the beginning of the planning process. The Consultant will work with the City Team to further solicit meaningful input at certain stages throughout the plan preparation through the online citizen participation tool. The Consultant will provide presentation graphics and perspective renderings to illustrate innovative concepts and BMP and LID design features.

Task 9: ODEQ/COMCD Coordination. The Consultant will coordinate with appropriate ODEQ and Central Oklahoma Master Conservancy District (COMCD) officials early and often throughout the process to ensure that all appropriate regulations and timelines are being met. All documents must meet ODEQ and COMCD minimum requirements.

Task 10: Implementation Plan. The consultant shall recommend specific actions, operational procedures, and/or construction projects that will assist the City in compliance with all existing State and/or Federal water quality regulations, including the Lake Thunderbird TMDL and the NPDES Phase II Regulations.

Task 11: Final Plan. The Final Plan to include all elements listed in the Scope of Work in the following formats:

- One (1) electronic copy of the Final Comprehensive Storm Water Management and Drainage Plan in PDF format;
- Fifty (50) color spiral-bound copies of the Final Comprehensive Storm Water Management and

Drainage Plan with Executive Summary

A. ITEMS TO BE PROVIDED BY THE CITY OF MOORE

- City Liaison
- Project Steering Committee (aka City Team)
- Copies of all existing drainage studies, plans, and other data as available.
- ArcMap files
- Moore Land Development Code and the Moore City Codes

B. PROGRESS REPORTING

The Consultant will provide bi-weekly progress reports to the City. There will be a minimum of 6 progress meetings with the City Team during the preparation of the plan. The firm shall supply the City Liaison with an electronic copy of all completed or partially completed reports, studies, forecasts, maps or plans at least three (3) working days before each progress meeting.

IV. Submittal Requirements

A. CONTENTS OF PROPOSAL

The following information is to be included in the proposal:

The prospective consultants are encouraged to follow the outline and page distribution indicated below. The selection committee will have limited time to review the submittals. Brevity and clarity in explaining key concepts and responding to the information required are encouraged. Proposers shall submit ten (10) paper copies and one (1) .pdf copy of their completed RFP response. All proposals must be limited to the following prescribed information and be submitted in an 8 ½" x 11" format. Responses should contain the following elements:

1. **Letter of Transmittal** - Clearly indicate the single contact (principal-in-charge), email address, mailing address, and telephone numbers. Indicate unique features of the organization and the project team that makes the team suited to undertake this specific project.
2. **Project Understanding** – A written narrative explaining the proposing firms understanding of the issues and challenges facing the City of Moore. Specifically, how the Lake Thunderbird TMDL mandate and the Phase II MS4 NPDES regulations will be met by the City as cost-effectively as possible.
3. **Project Approach and Timeline** - A written narrative that defines the methods and means by which the proposing firm will perform the services outlined in Tasks 2 through 6 of the Project Scope described in the RFP. This narrative should include a project timeline

outlining the major tasks, phases, timeframes, and milestones necessary to complete the project. Consultants are required to produce the Lake Thunderbird TMDL Reduction Plan to comply with the November 13, 2015 deadline.

4. Team Organization and Key Participants.

- Describe how the project team will be organized. The successful project team must include the Environmental Services and Civil Engineering disciplines.
- Indicate what work the consultant will self-perform and what work will be performed by sub-consultants and indicate by name those individuals who will be responsible for specific tasks. Identify the prime firm that will be the party to any contract with the City for completion of the project.
- Indicate how the project will be managed.

5. Project Experience and References –

List no more than three (3) specific projects previously undertaken similar in scope. Provide a list of references for those projects. Include name, title, address, telephone numbers and email addresses.

Costs for developing a response to the RFP, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to the City.

Proposals should describe a comprehensive approach to evaluating, analyzing, and implementing storm water detention facilities and establishing successful storm water quality program to meet various regulatory challenges, including 1) evaluating existing and potential drainage and flooding problems within the City and recommend capital improvement projects (CIP) and/or programmatic measures to correct or avoid such problems; 2) providing a Compliance and Monitoring Plan for the Lake Thunderbird Total Maximum Daily Load (TMDL); and 3) establishing a 5-Year Storm Water Quality Management Plan as required by the NPDES Phase II Regulations, EPA, and ODEQ.

Proposals should identify opportunities for the use of sustainable strategies, such as Low Impact Development (LID). The “Hurricane Sandy Rebuilding Strategy” as published in August 2013 shall be used. The strategy can be found at www.HUD.gov. Proposals must demonstrate the team’s understanding of the City’s long-term disaster recovery and mitigation needs.

V. Evaluation and Selection

A. INITIAL SCREENING

Submissions will be initially screened by a multi-disciplinary staff evaluation committee to reach consensus on the most qualified firms to be invited to make formal presentations to the staff evaluation committee.

B. EVALUATION CRITERIA

The competitive selection process provided for under this RFP will focus on the qualifications and prior history of performance on similar projects of each lead firm and the members of the lead firm's proposed team, in accordance with the selection criteria set forth below. Thoughtful written responses to this RFP will enable the City to select the most qualified proposers.

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

30% Project Approach: Proposal includes ideas for an innovative plan that includes using state of the art BMP's and LID techniques, views the City's MS4 in terms of a community asset, and applies all local, state, and federal regulations.

25% Project Team: Proposal demonstrates that the consultant team has the ability to develop innovative plans that address complex requirements, incorporate a range of interests, and are usable by elected and appointed officials and staff.

20% Past Project Experience: Proposal includes specific projects that the consultant team has completed that are similar in scope and nature to present RFP and clear and working knowledge of the applicable state and federal regulatory environment.

20% Project Schedule: Proposal details the schedule of tasks, including milestones. Although the City has allocated a maximum of 365-days for completion of the plan, consultants are required to produce the Lake Thunderbird TMDL Reduction Plan to comply with the November 13, 2015 deadline.

5% Presentation of Proposal: Proposal strictly adheres to the requirements set forth in the RFP and is organized and succinct. The proposal will inform the selection committee of the quality of the final Plan.

C. SELECTION AND AWARD PROCESS

At the conclusion of the oral presentation process the evaluation committee will independently record their scores on the evaluation sheet and forward those to the Purchasing Department for tabulation.

Based on the result of the scoring a recommendation will be made to the full City Council for their review and consent. Upon successful completion of preliminary negotiations with the selected firm, a notice of award will be issued and contract preparation commenced. Unsuccessful firms will be notified by mail.

VI. Miscellaneous

All materials submitted by any proposer in response to the RFP will become the property of the City and will be returned only at the option of the City.

This RFP is a solicitation and not an offer to contract. The City reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any proposal received, and to determine the final scope and terms of any contract for services, and whether to enter any contract. The provisions herein are solely for the fiscal responsibility of the City and confer no rights, duties or entitlements to any proposer. A written agreement for services will be required between the City and successful proposer.

VII. Estimated Timetable for Proposals

This RFP is a solicitation and not an offer to contract. The City of Moore reserves the right to terminate, modify, abandon or suspend the process; reject any or all submittals; modify the terms and conditions of this selection process, and/or waive informalities in any submission.

Firms submitting a response to the RFP will be asked at a minimum, to state their understanding and experience relating to the project and offer their methodology for achieving the objective and producing the required deliverables for each task. The finalists selected will be required to participate in an in-person interview and presentation at Moore City Hall. The selection committee will rank the prospective proposers after the interview and recommend the Moore City Council enter into contract negotiations with the first ranked team. If contract negotiations fail, the City will proceed to enter into negotiations with the teams in ascending order of rank as the City deems necessary.

It is the City's expectation that this RFP and selection process result in the selection of a consultant and affiliated team to be retained in a professional capacity for the development and execution of the anticipated professional services described herein.

The following is a detailed schedule of events for the RFP process, which is subject to modification by the City:

- | | |
|-------------------------------|---|
| • December 3, 2014: | Advertise RFP |
| • December 10, 2014: | Advertise RFP |
| • December 16, 2014: | Questions due to the City |
| • December 17, 2014: | Responses to submitted questions posted online |
| • December 18, 2014: | <u>Mandatory</u> Pre-Proposal meeting |
| • January 7, 2015: | RFP responses due to the City |
| • January 8-14, 2015: | Selection Committee evaluate and shortlist candidates |
| • January 29, 2015: | Consultant interviews (30 minutes each) |
| • February 5, 2015: | Notify first ranked team and interviewees |
| • February 6-13, 2015: | Negotiate contract |
| • February 16, 2015: | City Council meeting |
| • February 17, 2015: | Contract execution / notice to proceed |