

COUNTY OF DU PAGE, ILLINOIS



RFI # SWM-01

Phase I - Stormwater Fee Feasibility Study

RFI's DUE: November 14, 2006

4:00 pm

**DuPage County Stormwater Management
421 North County Farm Road
Wheaton, Illinois 60187-3978
(630) 407-6800**

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Request for Information DuPage County Regional Stormwater Management Fee Based Program Development

BACKGROUND

In September of 1989, the DuPage County Stormwater Management Planning Committee and the DuPage County Board adopted the “*DuPage County Stormwater Management Plan*”. This plan established the Objectives and Policies for regional stormwater management in DuPage County. Since the adoption of this Plan, the Stormwater Management Planning Committee and the County Board have overseen the development and implementation of the DuPage County Regional Stormwater Management Program.

Since the inception of the program, it has been funded by a special stormwater management property tax. The program has developed to include regional watershed planning, regional flood control facility operation and maintenance, flood plain mapping, water quality programs and countywide stormwater regulation.

To date, the Stormwater Management Tax has been sufficient to develop and maintain these programs; however, aging infrastructure and federal/state un-funded mandates has strained the available funds. As a result of evaluating potential future budget solutions, the County has identified converting the program’s funding from tax-based funding to a fee-based system as a viable alternative.

PURPOSE

The purpose of this “Request for Information: Phase I - Stormwater Fee Feasibility Study” (RFI) is to identify a qualified professional consultant to assist the County in evaluating the conversion of the established program’s funding from tax-based to fee-based funding. The County is seeking to identify qualified firms with experience in stormwater management, stormwater management utility development, public relations and outreach, program organization, stormwater legislation, program administration and funding practices. As the range of experience required is broad, the County will consider firms in partnership without prejudice. The County also reserves the right to award the contract to multiple firms based on their individual expertise.

SCOPE OF SERVICES

The selected firm(s) will assist the County with investigating the conversion from a tax-based system to a fee-based system. Services to be provided include, but are not limited

to, assistance with legislation assessment and corrections, current program needs assessment, program administration, fee development, collection systems, public education and outreach, and future needs analysis.

The Scope of Services for **Phase I - Stormwater Fee Feasibility Study** shall include:

Basis for Calculating Storm Water Fee Charges:

The County assumes that the Actual Impervious Area By Lot will be the rate method selected. The consultant may recommend other methods.

Budget Development:

The consultant will meet with County staff responsible for countywide stormwater management to determine the current level of operating and capital expenditure. Current problems and needs will be identified. The consultant will estimate the future needs of the system including the costs of compliance with the new federal Storm Water Regulations, NPDES Phase II. All costs will be projected for the first five (5) years of the storm water fee and presented in a form consistent with the County of DuPage budget format.

Billing Option Review:

The consultant will review various billing options available to the County and recommend a billing system. The billing system must be capable of billing all parcels in the County of DuPage whether or not they are currently served by a water and/or sewer utility. The billing system must include a process for identifying and changing the billing rates when parcels are modified through construction and/or land use.

Rate Design:

The consultant will present available rate variations such as adjustments for retention/detention basins and describe the advantages and disadvantages of each one.

Sample Analysis:

The consultant will complete an analysis of a random sample of one hundred (100) single-family residential parcels, ten (10) multi-family residential parcels, and ten (10) non-residential parcels in the County of DuPage of the County's choice. The analysis will predict the storm water charges on each parcel.

Ordinance:

The consultant will assist in preparing a draft storm water fee ordinance incorporating all variations required by the County. The consultant shall also participate in the development of any necessary revisions to existing state statutes, as determined.

Rate Calculation:

The consultant will prepare a package of storm water fee rates and adjustment factors that is sufficient to generate the revenue required to fund the projected storm water program for the next five (5) years of existence.

Storm Water Rate Comparison:

The consultant will compare the proposed County of DuPage storm water fee rates to the rates used by other storm water utilities in similar situations. Utilities used for comparison should represent a national cross-section but cost should be standardized to DuPage County value.

Implementation Plan:

The consultant will prepare an implementation plan and schedule.

Reports:

The consultant will prepare a draft report for review by the County staff. After staff comments have been incorporated, the consultant will prepare a final draft and present the results to the County Stormwater Management Planning Committee at a County Stormwater Management Planning Committee meeting. After County Stormwater Management Planning Committee comments have been incorporated, the consultant will prepare a final report.

Additional Assistance

The County may also request the following additional services:

1. Meet With Ten Storm Water Fee Customers of the County's Choice:

Based on the results of the parcel area measurements, the consultant will join members of the County staff in individual meetings with representatives of the ten (10) customers who were selected in the Sample Analysis. The purpose of these

meetings will be to explain the storm water fee concept, present them with an estimated storm water fee bill and respond to questions and concerns.

2. Prepare Public Education Brochure

The consultant will prepare a public education brochure describing the County's proposed storm water fee.

3. Prepare Electronic Slide Presentation

The consultant will prepare an electronic slide presentation suitable for use at meetings with civic and neighborhood organizations.

4. Meetings With Media, Service Organizations, and User Groups

The consultant will join members of the County staff, (5 for basis of RFI), in meetings with the news media, service clubs and other interested groups. The purpose of these meetings will be to explain the storm water fee concept and respond to questions.

The County of DuPage can provide GIS data in the form of high resolution, digital photography and 2-foot contour interval mapping.

RFI REQUIREMENTS

The successful firm(s) shall respond to this RFI with the information requested below. This information shall be provided in the order shown in this request. Information can be provided in multiple sections but must appear in the requested section. Each tab must contain a narrative on the requested subject and examples of direct experience when requested. Examples are limited by number and length as indicated under each tab.

DuPage County will not be responsible for not considering information provided under the wrong tab. Questions regarding this RFI should be directed Mr. Anthony J. Charlton, P.E., Director DuPage County Stormwater Management (630) 407-6688. The proposing consultant is solely responsible for its interpretation of this RFI. For the purpose of this RFI the term "firm" shall be interpreted to mean firm or firms. In the case of partnerships, the requested information shall be provided for each firm in the partnership and shall be provided in separate sections under the requested tab. Failure to respond in the requested format may result in the firm being disqualified from consideration. All submitted materials become the property of DuPage County.

RFI's shall include:

- Tab 1. Completed Stormwater Management Questionnaire. Questionnaire included with RFI.

- Tab 2. General Background of Firm – This section shall include the general background of the firm. Information on the complete services of the firm should be provided but should be kept in a concise format. Examples of specific firm experience will be requested in following Tabs.
- Tab 3. Stormwater Management Background of Firm – This section should include the firm’s experience in the County’s five main program areas. Those areas are regional watershed planning, regional flood control facility operation and maintenance, flood plain mapping, water quality and stormwater regulation. Each firm should provide no more than 2 examples for each program area (10 in total) and each example should be 2 pages or less.
- Tab 4. Public Education and Outreach Experience of Firm – This section should provide information on the firm’s experience with public education and outreach. Experience with gaining acceptance of stormwater management services is preferred but not required. The firm shall provide no more than 5 examples with each example being limited to 2 pages or less. Examples of advertisements, brochures or educational materials can be submitted and will not count against the 2-page limit.
- Tab 5. Stormwater Management Utility Experience of Firm – In this section, the firm shall provide background information on assisting other government entities to form Stormwater Management Utilities. Examples should include the scope of services provided and the result of the implementation. Each firm shall provide no more than 5 examples. Examples should be limited to 5 pages. Final reports or end products from successfully implemented utilities can be provided and will not count against the 5-page limit.
- Tab 6. Financial Experience of Firm – This section should include the firm’s experience with various methods of estimating costs, funding projects and programs, and accounting of complex projects or programs. This section is limited to 3 examples with each example limited to 2 pages.
- Tab 7. Experience of Project Manager – Each firm shall designate a project manager and provide detailed information on that individual’s experience in Watershed Management, Public Education and Outreach, Stormwater Utilities and Financial Management. This section is limited to 5 examples of no more than 5 pages each. Examples of final end products prepared by or under the direct supervision of the proposed project manager can be submitted and will not count against the 5-page limit. In the case of partnerships, only the information on the lead project manager should be submitted under this section.
- Tab 8. Main Project Team – This section should include the résumés of “key” project team members. As the experience of individuals vary, it is up to the proposing firm to determine who would be “key” to the successful implementation of this project. Only the résumés of actual team members should be included. There is no limit to the number of résumé’s provided. After award of this contract, substitution of “key” personnel will only be allowed by written permission of the County.
- Tab 9. Organization – Provide an organizational chart of the proposed project team. Each team member’s name shall be contained in a text box that includes the

proposed area of responsibility. “Key” personnel shall be highlighted. It should also include any joint or sub-consultants.

Tab 10. Project Approach - Describe in detail your firm’s approach for development and implementation of a Storm Water Fee based system. A schedule must be provided indicating project tasks proposed and their duration and relationship to each other and the completion of the project. The schedule should cover both the initial Phase I Feasibility and a proposed implementation strategy.

Tab 11. General Information - Please provide the following:
Availability: List the name and address of the firm’s headquarters and branch office that will perform the services described in this Request for Information. Provide current and projected workload for the branch office and percent availability of key project team members to the project.

Financial Statement: Provide executive summaries (one page) of financial statements for the past five years for your firm and for any planned sub-consultants.

Tab 12. Proposed Hours of Service: The consultant shall provide, in a spreadsheet format, man-hours required to perform tasks outlined in the Scope of Services. Provide line item totals for task and provide subtask for each labor category listed. Digital deliveries are required in ARC View 3.2 or Adobe Acrobat.

METHOD OF EVALUATION

Each RFI shall be reviewed by our evaluation team and shall be scored on the basis of the following:

General compliance with requirements of RFI	10
Tab 1. Completed Stormwater Management Questionnaire	10
Tab 2. General Background of Firm	Pass/Fail
Tab 3. Stormwater Management Background of Firm	Pass/Fail
Tab 4. Public Education and Outreach Experience of Firm.	Pass/Fail
Tab 5. Stormwater Management Utility Experience of Firm	45
Tab 6. Financial Experience of Firm	Pass/Fail
Tab 7. Experience of Project Manager.	35
Tab 8. Main Project Team	20
Tab 9. Organization.	5
Tab 10. Project Approach	50

Total **175**

SUBMISSION REQUIREMENTS AND DEADLINES

Please submit five (5) copies of your RFI on or before **4:00 pm, November 14, 2006**. RFI's should be delivered to:

DuPage County Stormwater Management
421 North County Farm Road
Wheaton, Illinois 60187-3978
(630) 407-6800

RFI's should include all items as requested in the "*RFI REQUIREMENTS*" section of this document in the order and format specified. Questions regarding this RFI should be directed to Mr. Anthony J. Charlton, DuPage County Stormwater Management.

SELECTION PROCESS

A selection committee consisting of staff from DuPage County Stormwater Management and a representative of DuPage County Municipal Engineers will review all responses and may conduct interviews with one or more finalists. Interviews, if necessary, will be held on November 20th. At the conclusion of the interview process, staff will negotiate the terms and conditions of a contract with the recommended consultant(s). The proposed contract will be presented to the Stormwater Management Planning Committee for recommendation of approval. The Stormwater Management Planning Committee will then send the recommended contract to the County Board for final approval.

The County of DuPage reserves the unilateral right to negotiate with the selected firm or reject all RFI's.

Sincerely,

Anthony J. Charlton, P.E.,
Director, Stormwater Management

Stormwater Management Questionnaire

In cases of partnerships, the questions should be answered as the combined team.

1. How many stormwater utilities has the firm assisted in developing?

2. How many stormwater utilities has the project manager assisted in developing? _____
3. How many utility fee calculation studies has your firm completed?

4. How many utility fee calculation studies has your project manager completed?

5. Does your firm have in-house GIS capabilities? _____, which formats?

6. How many offices does your firm have that are experienced in stormwater utilities? _____. Where are they located?

7. Does your firm have in-house public relations staff/number?
_____/_____
8. How many stormwater management ordinances has your firm developed?

9. How many stormwater management ordinances has your project manager developed? _____