

# **NOTICE TO INTERESTED CONSULTANTS**

## **DuPage County Stormwater Management “Request for Information”**

Dear Colleague:

DuPage County is in the process of re-evaluating our existing Stormwater Ordinances to bring them up-to-date and to comply with changes in the development and regulatory landscapes. Attached, you will find a copy of our RFI that provides background on our process. It also contains the information necessary to respond to this RFI.

We encourage all qualified consultants to respond to this RFI. The required documents shall be submitted no later than 12:00pm on March 20, 2009 in the offices of DuPage County Stormwater Management.

Please deliver the required copies (6) to:

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

DuPage County Stormwater Management  
421 N. County Farm Rd  
Wheaton, IL 60187

We look forward to receiving your response.

Sincerely,



# COUNTY OF DU PAGE, ILLINOIS



**RFI # SWM-01-09**

## **DuPage County Countywide Stormwater and Flood Plain Ordinance Update**

**RFI's DUE: March 20, 2009,  
by 12:00 pm**

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

**[www.co.dupage.il.us](http://www.co.dupage.il.us)**

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# **Request for Information**

## **DuPage County Countywide Stormwater and Flood Plain Ordinance Update**

### ***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.

In February of 1992, the County adopted the “*DuPage County Countywide Stormwater and Flood Plain Ordinance*” ( ORDINANCE). At the time the ORDINANCE was adopted, DuPage County was still experiencing rapid growth of new development and therefore the ORDINANCE emphasized requirements for those new developments. Since that time DuPage County has reached maturity with redevelopments now exceeding new developments. Additionally, federal and state mandates now require stormwater based ordinances on existing developments, which do not readily fit within the County’s existing ordinance structure.

### ***PURPOSE***

The purpose of this “Request for Information: DuPage County Countywide Stormwater and Flood Plain Ordinance Update” is to identify a qualified professional consultant to assist the County in evaluating the conversion of the established ORDINANCE into a structure that better meets the requirements for new developments, re-developments and existing developments. Additionally, the consultant will assist the County and our municipal partners in reviewing and optimizing the stormwater management requirements to all DuPage County to remain competitive in maintaining/attracting businesses while preserving the high standard of flood control and environmental protection for County residents. The County is seeking to identify qualified firm(s) with experience in stormwater management, wetland regulation, economic development, water quality, environmental services, comprehensive stormwater management ordinance creation, and federal, state, and local stormwater/environmental legislation and regulations. 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 primarily new development focused ordinance to one that addresses the unique requirements of new development, re-development and existing development, and the preparation of said draft Ordinance. Services to be provided include, but are not limited to, review of existing ordinance, local and national review of other entities stormwater management ordinances, creation of a new ordinance structure, revise and update the existing ordinance requirements as necessary to encourage development while maintaining the County's high level of flood protection service. A sample contract has been attached to this RFI for your information and consideration.

The Scope of Services for **the DuPage County Countywide Stormwater and Flood Plain Ordinance Update** shall include:

A. Review of Existing Ordinance:

Review of the County's existing ORDINANCE

B. Local/National Stormwater Ordinance and legislation/regulation Review:

The consultant will review existing local and regional comprehensive stormwater ordinances as well as related federal and State of Illinois stormwater, flood plain/floodway, and environmental legislation and regulations and will evaluate these ordinances, legislation, and regulations for suitability to be incorporated into an updated countywide stormwater management ordinance for DuPage County.

C. Ordinance Structure:

The existing ordinance is focused on the needs of new development. The County desires to design an ordinance structure that will allow flexibility in requirements based on the type of development (new, re-development, existing) without creating undue burden on the permittee to determine the proper ordinance that applies, the enforcement process, and the appeals process.

D. Public Participation:

The consultant will be required to design a process where adequate public input can be taken as the ordinance update is developed. In addition to public input, the consultant shall meet no less than once per month with our technically based municipal engineers' committee. Furthermore, the consultant shall allocate 1 business day early in the process to meet with County Board Members and Forest Preserve Commissioners to receive their direct input on the ordinance. The consultant shall follow-up with Board members providing comment at the end of the process. The consultant shall also allocate two four hour meetings with the

DuPage Mayors and Managers Conference Intergovernmental Relations Committee to hear their comments and provide follow-up.

E. Reports:

The consultant will prepare the following reports: a draft Countywide Stormwater and Flood Plain Ordinance update for adoption; the consultant shall also prepare a summary report on its review and evaluation of other local and national comprehensive stormwater management ordinances; the consultant shall also supply all necessary documentation to demonstrate the County's due diligence in the development of this countywide ordinance; the consultant is also responsible for any documentation necessary to receive proper public input; the consultant will provide interim drafts of the ordinance as necessary to facilitate the review process; the consultant shall also produce a comment response document addressing comments received during our public input portion of the adoption process; the consultant shall provide a final ordinance update suitable for adoption by the Stormwater Management Planning Committee and the County Board. This paragraph is not intended to specify the order of document preparation or quantities, rather it specifies the minimum requirements. The consultant should determine order, number of revisions and number of copies of each document as part of its overall approach to the project.

F. Ordinance:

The consultant will lead the preparation effort of a draft Countywide Stormwater and Flood Plain Ordinance update and assist the County in taking the draft Ordinance through adoption by the Stormwater Management Planning Committee and the DuPage County Board.

**Additional Assistance**

1. Prepare Public Education Brochure

The consultant will prepare an initial public education brochure describing the County's proposed changes to the current ORDINANCE. Final public education brochure will also be prepared once the ORDINANCE update has been adopted.

2. Prepare Web-Based Presentation

The consultant will prepare a web-based summary of the changes and provide a FAQ page to support the summary.

## ***RFI REQUIREMENTS***

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 to Mr. Anthony J. Charlton, P.E., Director, DuPage County Stormwater Management (630) 407-6698. 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
- 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 (1) regional watershed planning, (2) regional flood control facility operation and maintenance, (3) flood plain mapping, (4) water quality and (5) 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 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. Comprehensive Stormwater Management Ordinance Creation – In this section, the firm shall provide background information on experience with writing and adopting comprehensive stormwater management ordinances.

Additional credit will be awarded to firms demonstrating expertise with regional stormwater ordinances. Comprehensive stormwater management includes, but is not limited to, existing, redeveloped and new development covering all stormwater management functions such as water quantity, water quality, wetlands and riparian corridors, and floodplain mapping. Each firm shall provide no more than 10 examples. Examples should be limited to 5 pages. Final reports or end products from successfully implemented ordinances can be provided and will not count against the 5-page limit.

- Tab 6. 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, Water Quality and Environmental Services. 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 7. Main Project Team – This section should include the résumés of “key” project team members. As the experience of individuals varies, 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 8. 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 9. Project Approach - Describe in detail your firm’s approach for development and implementation of a Countywide Stormwater and Flood Plain Ordinance Update. 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 Ordinance update creation and adoption.
- Tab 10. 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 applicable office(s) 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 11. Proposed Hours of Service: The consultant shall provide, in a spreadsheet format, estimated man-hours required to perform tasks outlined in the Scope

of Services. Provide line item totals for tasks and provide subtasks for each labor category listed.

***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. Completion of the 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. Comprehensive Stormwater Management Ordinance Creation	45
Tab 6. Experience of Project Manager	35
Tab 7. Main Project Team	20
Tab 8. Organization.	10
Tab 9. Project Approach	50

**Total maximum** **180**

***SUBMISSION REQUIREMENTS AND DEADLINES***

Please submit **six (6) copies** of your RFI on or before **12:00 pm, March 20, 2009** RFI's should be delivered to:

Mr. Anthony J. Charlton, P.E.  
DuPage County Stormwater Management  
421 North County Farm Road  
Wheaton, Illinois 60187-3978

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 at (630) 407-6698.

***SELECTION PROCESS***

A selection committee consisting of staff from DuPage County Stormwater Management and representatives of the DuPage County Municipal Engineers will review all responses and may conduct interviews with one or more finalists. Interviews, if necessary, will be held on April 8, 2009. 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(s) or reject all RFI's.

Sincerely,

A handwritten signature in black ink that reads "Anthony J. Charlton". The signature is written in a cursive style with a prominent initial "A" and "C".

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

*Stormwater Management Experience Questionnaire*

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

1. How many stormwater ordinances has the firm assisted in developing?  
\_\_\_\_\_
2. How many stormwater ordinances has the project manager assisted in developing? \_\_\_\_\_
3. How many offices does your firm have that are experienced in developing stormwater ordinances? \_\_\_\_\_. Where are they located?  
\_\_\_\_\_  
\_\_\_\_\_
4. Does your firm have in-house public relations staff/number?  
\_\_\_\_\_/\_\_\_\_\_
5. How many wetland permits has your firm obtained from the U.S. Army Corps of Engineers?
6. How many wetland delineations following the *Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region* has your project manager performed? \_\_\_\_\_
7. How many wetland delineations following the *Interim Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region* has your firm performed? \_\_\_\_\_
8. How many wetland creation projects has your firm developed? \_\_\_\_\_
9. How many wetland creation projects has your project manager developed?  
\_\_\_\_\_
10. How many NPDES ordinances/programs has your firm developed?  
\_\_\_\_\_
11. How many NPDES ordinances/programs has your project manager developed? \_\_\_\_\_

12. How many FEMA LOMRs has your firm developed? \_\_\_\_\_ In the State of Illinois? \_\_\_\_\_
13. How many FEMA LOMRs has your project manager developed? \_\_\_\_\_ In the State of Illinois? \_\_\_\_\_
14. How many government entities has your firm been contracted by to perform reviews for compliance with local, state, and/or federal stormwater ordinances? \_\_\_\_\_ In Illinois? \_\_\_\_\_  
Currently? \_\_\_\_\_