

City of Seguin

Stormwater Program & Drainage Utility Fee RFQ



It's real.

Reasoning

- Existing stormwater infrastructure is in need of maintenance and/or upgrading
- Levels of impervious cover are increasing leading to additional water runoff
- Each new development is required to construct detention features to capture the water runoff
- The City has seen an increase in the number of drainage complaints
- Stormwater Program & Drainage Utility Fees will assist in creating a funding source for City maintenance and/or development of drainage structures
- Fee is planned to be assessed as part of existing City utilities



It's real.

Reasoning

- Funding source for stormwater collection and conveyance system improvements and maintenance, which includes streets, detention ponds, channels, and stormwater pipes
- EPA mandates municipalities with a residential population greater than 50,000 to obtain Municipal Separate Storm Sewer System (MS4) permit coverage
- Reduce stormwater pollution
- Detect and eliminate illegal discharges
- Flood control and prevention
- Protection/restoration of creeks, streams, and tributaries



It's real.

Scope of Work

- Consultant shall
 - Coordinate with City Staff to identify most appropriate sources of data to determine levels of impervious cover.
 - Assist City Staff to identify the final method(s) in obtaining and maintaining drainage facilities/structures.
 - Provide recommendations toward development of utility fee structure and identify revenue requirements from stormwater management, including current and future projected O&M costs, capital costs and annual debt services.
 - Provide projection of annual utility fee revenues for a five-year period.
 - Establish a maximum impervious cover area (in square footage) for single-family residential and small projects with impervious cover for which detention will be waived.



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Scope of Work

- Consultant shall
 - Assist City Staff in drafting ordinance for the program compliant with Federal, State and local laws
 - Establish a utility fee schedule
 - Assist with the development of outreach strategies to educate stakeholders about need for utility
 - Provide City Staff with an implementation manual



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Proposal Requirements

- Cover page
- Firm introduction
- Organization qualifications
- Firm's experience in the last five years with similar projects
- Staff qualifications
- Technical specifications
 - Understanding of project
 - Project oversight
 - Quality control
 - Project schedule and timeline
- Reference data sheet



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Proposer Selection

- Review panel comprised of City Staff will review and rate proposals
- Evaluation criteria
 - General quality and adequacy of response (weight = 15%)
 - Organization, personnel and experience (weight = 45%)
 - Technical approach (weight = 40%)
- Interviews will be conducted
- Selection will be based on recommendation by the review panel



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Contract

- After selection City will enter into negotiations on
 - Terms of contract
 - All aspects of services
 - Compensation to be paid to consultant
- Final contract will be submitted to City Council for approval
- Final contract
 - Consultant will be required to assume responsibility for all services offered
- Inability to reach agreement
 - At the option of the City, contract may be awarded to the next most qualified consultant



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Parties' Responsibilities

- City Responsibilities
 - Provide guidance and coordination
 - Provide utility record drawings
 - Provide available archeological archive information
 - Provide other archive information as needed
- Consultant responsibilities
 - Periodic consultation with City Staff
 - Periodic review of all project materials developed
 - Project plan and schedule
 - Monthly status reports
 - Schedule project meetings with City Staff
 - Final version of ordinance and presentation to City Council



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Timeline

- February 5, 2019 = Present to Council for approval to advertise RFQ
- February 15, 2019 = Advertise RFQ for two weeks
- March 12, 2019 = Open bids
- March - April, 2019 = Review Committee reviews and scores bids
- April 16, 2019 = Return to Council with selected bid; award to firm
- Study may take 9 to 12 months to complete

- * All dates are subject to change



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