Request for Proposals

Green Stormwater Infrastructure Master Plan

March 16, 2015
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1. INVITATION

Capital Region Water (CRW) is requesting proposals for professional services for the development of a Green Stormwater Infrastructure (GSI) Master Plan for CRW’s service area within the City of Harrisburg, Pennsylvania. We are seeking a consultant team to develop a comprehensive GSI Master Plan that will serve as a practical plan to fulfill CRW’s wet weather objectives including the requirements outlined in compliance documents with PADEP and EPA. The consultant team should demonstrate extensive knowledge of and experience in land use planning and design, transportation planning and design, urban hydrology, and Green Infrastructure Planning and Design, with a specific focus on the revitalization and redevelopment of built-out urban areas similar to the City of Harrisburg. In addition, the plan will act as a framework for developing the branding of our larger Long Term Control Program for wet weather flow management, and must be prepared at a level of detail and accuracy to define a feasible, phased set of green infrastructure options that can be compared to / integrated with other wet weather control measures.

2. SCHEDULE FOR PROPOSAL PROCESS

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
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<tr>
<td>RFP Issued</td>
<td>March 16, 2015</td>
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<tr>
<td>Pre-Proposal Meeting</td>
<td>March 24, 2015 @ 3:00PM EST</td>
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<td>Qualifications Due</td>
<td>April 2, 2015 by 2:00PM EST</td>
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<td>Invitation to Propose</td>
<td>April 14, 2015</td>
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<td>Proposal Due Date</td>
<td>April 28, 2015 by 2:00PM EST</td>
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<td>Interview and Selection Period</td>
<td>May 11-15, 2015</td>
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<td>Selection of Consultant Team</td>
<td>May 27, 2015</td>
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3. PRE-PROPOSAL MEETING

A pre-proposal meeting will be held at 3:00 pm on Tuesday, March 24 at CRW’s Administrative Offices in Conference Center Board Room located at 212 Locust Street, Harrisburg, PA 17101. A maximum of two (2) representatives are permitted to attend from each company. Attendees should RSVP with Claire Maulhardt, claire.maulhardt@capitalregionwater.com.

Specific questions concerning the RFP should be submitted in writing prior to the pre-proposal meeting. All questions regarding this Request for Proposals should be emailed to Claire Maulhardt at claire.maulhardt@capitalregionwater.com. Telephone inquiries will not be accepted. Additional questions may be entertained at the meeting, however, responses may be deferred and answered at a later date. Oral responses by CRW are to be considered tentative. Written copies of all questions and official CRW responses will be supplied to potential responders.
4. GENERAL INFORMATION

INTRODUCTION AND BACKGROUND

CRW’s Board and Staff have embraced the concept of Green Stormwater Infrastructure (GSI) and intend to incorporate the practices into its long term strategies to control wet weather impacts on infrastructure, receiving waters, and the community as a whole. Due to the amount of work to be done on the wastewater and stormwater systems – both capital projects and regular maintenance – CRW must determine how feasible and cost-effective GSI will be in reducing wet weather impacts in comparison and/or conjunction with “gray infrastructure”, while providing other desired community co-benefits. With this philosophy in mind, Capital Region Water applied for a grant from DNCR and were awarded $125,000 dollars in matching funds from the Community Conservation Partnerships Program to help fund the planning effort for the GSI Master Plan.

As noted above this project is partially funded by a grant from the Community Conservation Partnership Program administered by the Department of Conservation and Natural Resources (DCNR), Bureau of Recreation and Conservation (Bureau). The Bureau has certain requirements and standards that must be met by the CRW and its contracted consultant. This Request for Proposals (RFP) has been prepared to meet these requirements and standards. The Bureau will monitor the project. Certain documents and drafts of documents will be subject to review and approval by the Bureau. In assisting with the Grant Administration, the consultant will be asked to submit status reports to DCNR.

DCNR’s grant agreement number is BRC-TAG-20-51.

CRW and the City of Harrisburg entered into a Transfer Agreement of the Combined Sewer Overflows and the separate storm sewer system in 2013. Capital Region Water (1) is updating its Long Term Control Plan for Combined Sewer Overflows and (2) has submitted an application for a new individual permit for the separate storm sewer system (MS4) recently acquired from the City. These actions are linked to the Partial Consent Decree Capital Region Water has lodged with the United States Department of Justice. Please see the Attachments/Resources for all documentation Capital Region Water has prepared to date regarding compliance.

CDM Smith is our Managing Contractor for Integrated Wet Weather Planning, responsible for helping CRW execute the requirements outlined in our Consent Decree with EPA/PADEP and related NPDES Permits. During this project, CDM Smith will provide administrative and technical support to CRW and the selected consultant and will provide direction as necessary to allow the Green Infrastructure Plan to be a fully integrated component of the overall wet weather planning effort. CDM Smith is responsible for preparing CRW’s CSO Long-Term Control Plan, MS4 Stormwater Management Plan, Paxton Creek TMDL and Chesapeake Bay plans. To prepare these plans, CDM Smith will perform a comprehensive evaluation of alternative wet weather control measures, including both traditional and green infrastructure measures, and develop and apply hydraulic, hydrologic, and water quality modeling necessary to characterize existing conditions and evaluate the wet weather control benefits of feasible green infrastructure implementation strategies developed by the Consultant for the Green Infrastructure Plan. CRW believes that coordination with CDM Smith on the GSI Master Plan will be critical to the success of our Long Term Control Plan and our integrated planning efforts. CRW is also in the process of developing a comprehensive geographic information system (GIS) that includes information about CRW’s water distribution and separate / combined
sewer systems, property, land use, and roadway information, impervious area, and recent aerial photographs that will be available for consultant use.

Furthermore, Capital Region Water will also work closely with the City of Harrisburg as they update their comprehensive plan to ensure that our efforts are collaborative. These planning efforts will be happening almost simultaneously and we want our consultant team to work with the City (and their team) to the greatest degree possible and practical. The City of Harrisburg is a committed project partner and landowner throughout the City. The City is eager to participate in a project that can demonstrate its renewed commitment to revitalization and growth. The City will directly benefit from the implementation of the Green Infrastructure Plan since demonstration projects are to be focused on areas owned by the City, with particular emphasis on City Parks.

This Green Stormwater Infrastructure Master Plan will serve as a foundation for implementing GSI strategies by Capital Region Water, with particular emphasis placed on finding opportunities to link green infrastructure with recreation, connectivity and economic development throughout the City.

In 2013, Capital Region Water entered into a Shared Services Agreement with the City of Harrisburg that established a Green Infrastructure Escrow Fund whereby CRW pledged $3.5 Million to the City for green infrastructure projects consistent with a “long term green infrastructure plan to reduce stormwater and other impacts on the combined sewer system”. In developing this GSI Master Plan, CRW and the City will set goals and objectives to help identify where to spend the pledged funds.

As part of the process, CRW will work with area stakeholders through the creation of three workgroups. This will ensure that all planning activities are consistent with other planning efforts. Public meetings will be held throughout the planning process, most significantly in neighborhoods where demonstration projects are proposed. In addition to the public process, the project will involve coordination with PADEP and EPA to demonstrate CRW’s commitment to cleaning up our waterways and complying with regulations.

Three significant neighborhoods/community groups have been identified so far. Capital Region Water will work with the Harrisburg Young Professionals as they implement their plan to revitalize the Market Square Plaza and encourage interconnectivity of the downtown square with surrounding features - both natural and economic. CRW is also following Bellevue Park Association and their efforts to develop a Green Streets Master Plan for their neighborhood. Lastly, the South Allison Hill neighborhood has expressed interest in Green Infrastructure as a tool for community development.

Plan implementation is anticipated to involve a range of GSI technologies, such as bio-retention areas, rain gardens, green roofs, storm sewer inlet inserts, greywater reuse and rainwater capture for irrigation, pervious paving, and additional and enhanced vegetation / landscaping consisting of drought-resistant and native species to maximize shading. Feasible green infrastructure implementation strategies are anticipated to define near-term, mid-term, and long-range opportunities for cost-effective GSI implementation, ranges of available GSI space / volume within typical Harrisburg neighborhoods, percent of impervious area able to be captured by GSI, anticipated benefits of GSI, constraints to its implementation, and projected planning-level costs. GSI implementation strategies will define the general locations and types of these opportunities, potential for interconnection with existing infrastructure, and ideas for expansion of such concepts to adjacent parts of the City will be clearly addressed and identified as part of the Plan.
5. PROPOSAL SPECIFICATIONS

SCOPE OF WORK
CRW has outlined the scope of work below. These are the tasks CRW would like to accomplish in the development of the Green Stormwater Infrastructure Master Plan. Please reference and provide a critical review of CRW’s scope as discussed in submittal requirements. Refer to the DCNR Grant documents provided as part of the attachments for an expanded scope.

Task 1: Coordination with Related Projects to ensure no duplication and compliance with our Integrated Wet Weather Planning program
Task 2: Coordination with the City of Harrisburg’s Comprehensive Planning.
Task 3: Review Information from CRW’s Managing Contractor for Integrated Wet Weather Planning
Task 4: Green Stormwater Infrastructure Plan
   a) Develop goals and objectives for the GSI program
   b) Establish processes and schedule
   c) Collaborate with CRW-established stakeholder committees
      - Community Ambassador Workgroup (General Public)
      - Green Infrastructure Innovation Workgroup (GI Implementers)
      - Green Infrastructure Partners Group (PADEP, City of Harrisburg, Dauphin County, Tri-County Planning, DCNR, PennDOT, etc)
   d) Incorporate hydrologic conditions and stormwater management performance criteria provided by CRW’s Managing Contractor for Integrated Wet Weather Planning.
   e) Identify GSI Implementation Opportunities. Complete a comprehensive spatial characterization of existing and potential build-out land use, impervious cover, land ownership/control, existing green infrastructure including available information on trees, parks, recreation corridors, and surface water features. Include any areas of interest identified by stakeholders. Collect and map any readily available information on soils, geology, infiltration rates, depth and type of urban fill, depth to groundwater, major utility lines.
   f) Conduct field visits to opportunity areas to assess site conditions
   g) Identify typical urban site conditions and challenges to be considered when implementing GSI in opportunity areas and key land use types. For example, identify strategies for solving typical urban site challenges such as presence of utilities, residential service lines, integration with transportation infrastructure, soil and urban fill conditions, and existing mature trees.
   h) Select, locate, and prioritize potential GSI sites and technologies. These may include specific locations identified by stakeholders. They may also include examples of typical street typologies, public facilities, parks and public open spaces.
   i) Define implementation phases for each high priority area
   j) Define method and plan to assess the feasibility, benefits, limitations, and costs of demonstration and larger scale projects

Task 5: Develop GSI implementation strategies for up to 10 high priority areas or land use typologies.
   a) Prepare concept designs that meet stormwater performance criteria provided by CRW and properly integrate into existing/proposed site conditions. Concept designs include (1) a plan view depiction of drainage area boundary and characteristics (pervious, buildings,
pavement); extent of the proposed stormwater management facility footprint; sizing and placement of inlet and outlet controls, sizing and placement of hydraulic control structures such as underdrains and orifices, type and dimensions of storage media, porous media, and soil; type and approximate placement of trees and other vegetation; readily available information on location of existing inlets, sewer lines, and other utilities; (2) elevation views of the proposed stormwater management facility showing estimated dimensions, and (3) concept-level estimates of construction cost broken down by major components such as depaving and repaving, excavation, materials, piping, and vegetation.

b) Create legal documents between CRW and project partners/property owners
c) Define long-term operation and maintenance responsibilities
d) Estimate life-cycle costs
e) Identify existing and potential funding sources
f) Hold public information sessions with our stakeholder committees to assess level of support from our residents/customers and local neighborhood group representatives.
g) Early Implementation Plans will be developed for 2-3 of these projects that meet the level of detail outlined in DCNR’s Master Site Development Plan guidelines (See Attachments/References).
h) Provide up to 120 hours of assistance to advance GSI demonstration projects

**Task 6:** Prepare GSI Program Guidance, Protocol, and Standards, in close consultation with CRW’s Managing Contractor for Integrated Wet Weather Planning:

a) Prepare legal documents
b) Develop design standards for CRW and City of Harrisburg:

   a. CRW’s Managing Contractor for Integrated Wet Weather Planning will provide the following performance standards and/or stormwater management goals based upon State/regional design criteria and/or hydrologic/hydraulic modeling: (1) required storage expressed as runoff volume per unit area of drainage area, management of a specific design storm, or required average annual performance under typical hydrologic conditions; (2) guidelines for infiltration to underlying soils under a variety of typical urban subsurface conditions; (3) allowable peak release rate to the combined sewer system, (4) pollutant removal goals,

   b. The Consultant will provide standard details and technical specifications for key system components such as inlets, hydraulic control structures, soils, vegetation, and paved features. These details/specifications may be adapted from the concept designs developed under Task 5.

c) Develop Operations and Maintenance Standard Operating Procedures
d) Develop a public education program
e) Identify potential funding sources for the implementation of this plan

**DELIVERABLE SUMMARY AND SCHEDULE**

CRW anticipates the development of the GSI Master Plan and adjoining tasks will take 15 to 18 months to complete. Several of the tasks can be completed concurrently. We anticipate Task 1, 2, and 3 to take 3-4 months, Task 4 and 5 to take 10 months, Task 6 to take 3-6 months. Please reference and provide a critical review of CRW’s preliminary schedule as discussed in the submittal requirements.
6. SUBMITTAL REQUIREMENTS FOR QUALIFICATIONS

WORK PLAN (limit to 2 pages)
Provide a work plan summarizing your understanding and approach for the scope of work outlined above. This work plan will develop into a detailed understanding and approach if selected to propose on the project. Describe how the project team will ensure success of the project, and monitor the schedule and task deliverables while keeping the project within the contracted budget.

EXPERIENCE AND QUALIFICATIONS (limit to 6 pages)
Describe project team's experience and qualifications providing similar services as required by this RFP. Information should include:
- Brief history and description of the firm(s).
- A statement that the consultant team meets the DCNR 'Consultant Qualifications.' See attachments for DCNR consultant Qualifications document.
- Provide up to three (3) relevant projects per consultant with descriptions and reference information.
- Any additional information which would serve to distinguish the project team from other firms submitting proposals such as any special expertise or experience of the firm, etc.

PROJECT TEAM
- Provide an organizational chart summarizing each firm(s) roles for the project (limit to 1 page).
- Provide resumes for key staff (limit 1 page per resume).

7. SUBMITTAL REQUIREMENTS FOR PROPOSALS

**For invited proposers following CRW review of qualifications**

UNDERSTANDING AND APPROACH (limit to 6 pages)
Provide a critical review of scope and schedule outlined in the project specifications. Identify deliverables and develop an estimated timetable for meetings with stakeholder groups, important milestones, and due dates for those deliverables.

PROJECT TEAM (limit to 3 pages)
- Provide a refined organizational chart identifying all team members and summarizing their roles for the project.
- Project Management – The Consultant shall briefly describe how the project manager will lead the project and identify which of the representative experience projects were managed by the proposed project manager. Prior experience conducting planning projects similar to this RFP is required.
- Project Team Resumes – Submit a 1-page resume for key project team members in an appendix.
REFERENCE LETTERS
Provide three (3) reference letters from clients who received services similar in scope to the requirements of this RFP.

COST PROPOSAL
Provide a not-to-exceed fee including all expenses for each task of the work. In addition to the fee, provide a fee schedule with hourly rates for the key personnel identified as part of the project team. This cost proposal shall be submitted as a separate document from the proposal documents in a sealed envelope with the consultant team information and “Cost Proposal” written on the outside. The cost proposal will only be opened after the technical portion of the proposal has been evaluated.

8. SUBMITTAL FORMAT

SUBMISSION OF QUALIFICATION AND PROPOSALS
- Qualifications must be received by 2:00pm on April 2, 2015.
- If selected to propose, proposals must be received by 2:00pm on April 28, 2015.

Note: No substantive changes can be made to the consultant team between the Qualifications submittal and the Proposal submittal. CRW may consider and approve the addition of new consultant team members if requested prior to submitting the Proposal. If awarded the contract, the consultant team may not change the staffing assigned to the project without approval by CRW. However, approval will not be denied if the staff replacement is determined by CRW to be of equal ability or experience to the predecessor.

Submit two (2) hard copies and one (1) electronic copy of the information requested per submittal. The electronic copy shall be a PDF file type and 8.5”x11” format. The electronic copy is to be submitted via email to claire.maulhardt@capitalregionwater.com or on a thumb drive to:

Attn: Claire Maulhardt
Wet Weather Coordinator
Capital Region Water
212 Locust Street, Suite 302
Harrisburg, PA 17101

9. SELECTION CRITERIA

Evaluation and selection of proposals will be based on content and responsiveness to all proposal requirements. CRW reserves the right to require any firm to submit additional information deemed necessary in evaluating the proposals and reserves the right to negotiate final contract, scope of services and cost with the selected firm. It is estimated that the project will be award at the May 27, 2015 CRW Board of Directors meeting.
SCORING
Upon receipt of the Proposals, CRW will score the technical aspects of the prospective Consultant project team based upon the following criteria:

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<tr>
<th>Technical Information</th>
<th>Weight</th>
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<tr>
<td>Understanding</td>
<td>15</td>
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<tr>
<td>Approach (Critical Review Scope &amp; Schedule)</td>
<td>25</td>
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<tr>
<td>Project Team/Project Management</td>
<td>25</td>
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<tr>
<td>Experience</td>
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<tr>
<td>Understanding of Local Community</td>
<td>5</td>
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<tr>
<td>Overall Proposal Quality</td>
<td>10</td>
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Pricing will be taken into consideration equally with the technical merits of the Consultant project team.

INTERVIEW
After review of the proposals, CRW will conduct a 1-hour interview (30-min presentation, 30 min question/answer period) with the top project teams (up to three (3)) prior to awarding of the contract.

10. GENERAL TERMS

- CRW reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of CRW.
- The contract is subject to the approval of CRW's Board of Directors and is effective only upon their approval.
- Proposers are bound by the deadline and location requirements for submittals in response to this RFP as stated above.
- Proposals will remain effective for CRW review and approval for 60 days from the deadline for submitting proposals.
- The proposer is encouraged to add to, modify or clarify any scope of work items it deems appropriate to develop a high quality plan at the lowest possible cost. All changes shall be explicitly listed and explained. However, the scope of work proposed must accomplish the goals and work stated in the RFP.

11. ATTACHMENTS/REFERENCES

- Project Boundary Map
- CRW Service Area Map (Context Map)
- DCNR Grant Application
- DCNR Consultant Qualifications
- DCNR Nondiscrimination/ Sexual Harassment Clause
- DCNR Master Site Development Plan
- Partial Consent Decree
- MS4 Application