Request for Proposal (RFP)- Stormwater Master Plan

Issued: 6.20.2024

The City of Marion, Iowa is seeking proposals from qualified consulting teams to perform engineering and related services regarding the development of a Stormwater Master Plan for the City of Marion, Iowa.

The proposal shall include services relating to the field survey of existing conditions and infrastructure items; the documentation of data; the preparation of preliminary and final stormwater master plans as required in an orderly manner as designated by the scope of services.

The plan development and associated engineering services are fully budgeted in the City of Marion's Capital Improvement Program with funds coming from Stormwater Management Funds. These funds are appropriated in the following manner, $100,000 each in FY 24, 25, 26, and 27. Funds will be able to be carried forward to subsequent fiscal years.

A recent watershed analysis for the Willowood Creek Watershed was completed in 2023, by HR Green. A copy of the study can be found in the appendix attached.

The City of Marion is contacting your firm to determine your interest and capabilities in performing the prescribed work. If you are interested, please respond in writing. If you are not interested, we ask that you also respond in writing to ensure that your firm did receive this request.

The proposal shall be a document (font minimum size of 10) of not more than ten (10) double-sided pages, or twenty (20) single-sided pages placed between covers. Cover and dividers do not count as pages. Proposals with excess pages will not be considered.

Written proposals must be submitted to the Marion City Engineering Office at 1225 6th Avenue, Marion, Iowa, no later than 12 pm (noon) on 7.31.2024.

Each submittal shall include the following minimum information:

- Eight (8) bound originals of the completed proposal.
- Name, address, telephone numbers, and email of the engineering firm and primary contact.
- A description of the firm's previous experience with civil engineering surveys, stormwater design, and stormwater master plan development experience.
- Information about the personnel who will actually be performing the anticipated work, their qualifications and experience on similar projects, a listing of similar types of projects, and references for said projects.
- Examples of any completed projects of similar nature.
- List of any proposed team members/sub-consultants to be used and the work they will perform.
- A comprehensive approach to the proposed work and a detailed schedule showing completion of the required Scope of Services.
- Summary of firm's ability to provide personnel to meet the proposed schedule.
- Estimated fee structure and schedule anticipated to accomplish the proposed scope of services. [Note that the final contract will be established after the firm is selected. This estimated fee is for both budgeting purposes and to evaluate if different consultants understand the scope of the project the same. For example, is the consultant really high or low compared to the average.]

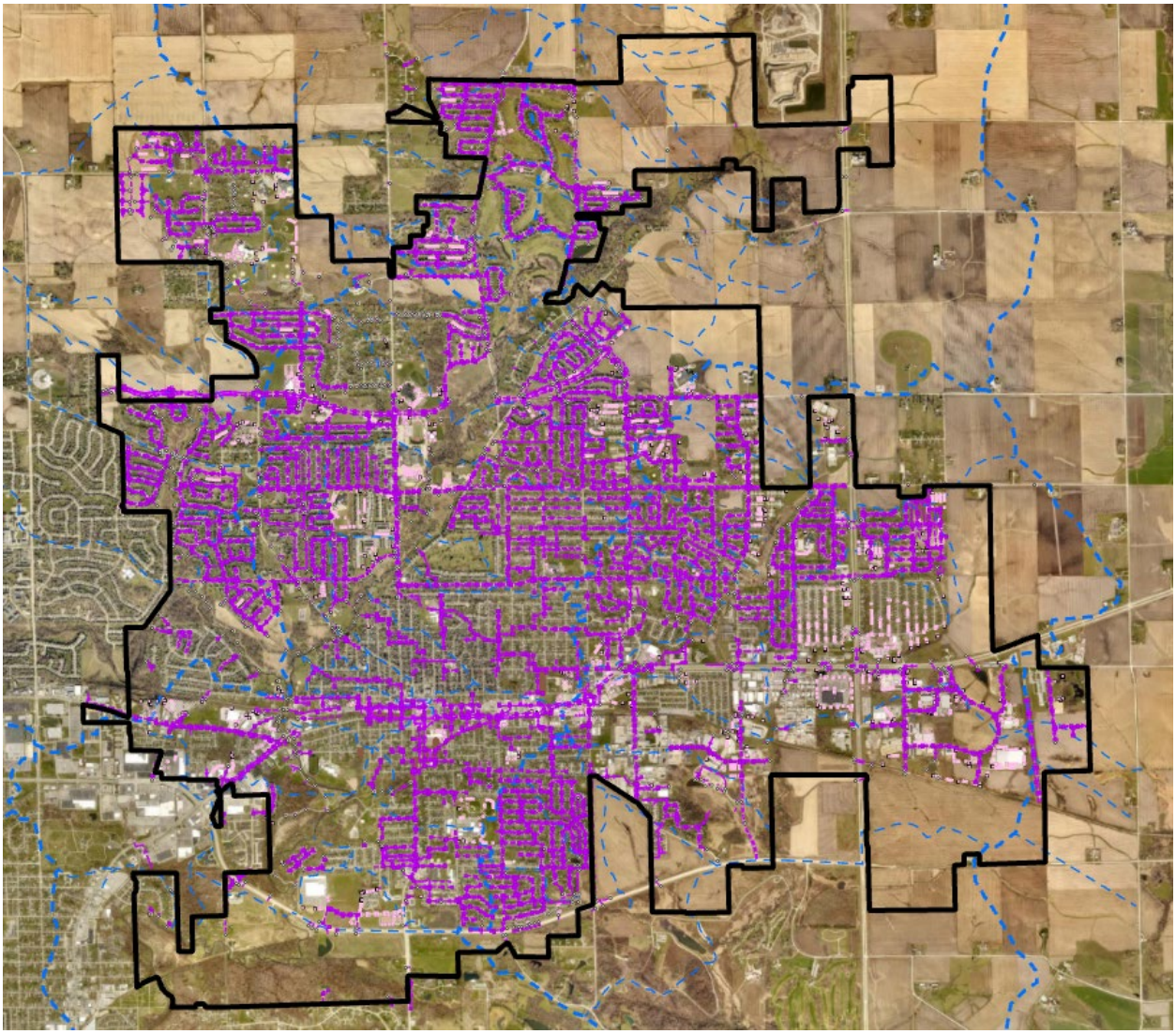

Exhibit A: Current storm sewer system and ridgelines.

Selection shall be by Quality Based Selection, including proposal review, and reference checks.
Evaluation factors to be used by the selection committee shall include but are not limited to:

- Specific expertise and availability of key personnel
- Grasp of project requirements
- Past performance on City of Marion Projects and projects for others
- Approach to performing services.
- Qualifications
- References from previous clients.
- Estimated cost proposal.

The selection process may include interviews and additional informational meetings.

The selected team will prepare a Draft Professional Services Contract and participate in the determination of the final scope of services and submit all cost, technical or other related changes made to the proposal. A consultant team will be selected by the Marion City Council following a recommendation by the selection committee.

The selection committee is comprised of, but not limited to:

- Michael Barkalow, Public Service and Utilities Director *(City Engineer)*
- Darin Andresen, Deputy City Engineer
- Steve Cooper, Stormwater Coordinator
- Thomas Doyle, Environmental Specialist
- Brent Neighbor, Deputy Parks Director
- Mike Cimprich, City Arborist
- Matt Morris, Operational & Street Maintenace Manager
- Justin Dolley, Sanitary & Stormwater Manager

The City of Marion is not committed to entering into an agreement or contract regarding the scope of services included in this proposal request. The City of Marion reserves the right to reject any and / or all proposals and to discontinue contract negotiations at any time without bias. The City of Marion is not financially responsible for any costs incurred in the preparation of a proposal.

The Scope of Services may not include all the services required to complete the project. The team shall be responsible for determining the extent of information needed to reach an appropriate project completion.

The City of Marion is an Equal Opportunity Employer.

If you have any questions regarding this request for proposal, or would like to schedule a pre-proposal meeting, please direct calls to:

Michael D. Barkalow, P.E. & L.S.I.
Public Service and Utilities Director *(City Engineer)*
City of Marion Engineering
Phone: 319.743.6340
Email: mbarkalow@cityofmarion.org

MARION Engineering Department

Request for Proposal (RFP)- Stormwater Master Plan
Scope of Services

SECTION I – Overall Objectives

1. Develop and execute a public outreach plan.
2. Identify locations with insufficient or deteriorated storm sewer infrastructure, including drainageways.
3. Develop planning documents for future stormwater improvements. Including the use of stormwater best management practices. Areas shall include existing built-out areas of the City as well as areas targeted for growth.
4. Develop an operation and maintenance plan for the storm sewer infrastructure.

SECTION II – Public Outreach

1. Communicate and inform the public about the study and the stormwater needs within the city.
2. Provide public meetings, surveys, or other means to communicate and gather data that may not be identified using other methods.

SECTION III – Condition Assessment

1. City of Marion to provide existing GIS information containing intake, manhole, pipe, culvert, outlet, and ridgeline data. Consultant to analyze data to determine if additional information needs to be obtained by the City of Marion to provide to the consultant. Existing open drainageways are not mapped in GIS. Consultant to identify drainageways of importance. The City of Marion can assist in data collection of said drainageways.
2. Consultant to interview City Staff assist in the identification of problem areas.
3. Create a hydraulic model of existing conditions and identify areas where existing storm sewer infrastructure is as follows:
   a) Insufficient for existing or future surface runoff demand. Level of service is to be assumed to be current Iowa SUDAS standards for stormwater design.
   b) Where flooding 'hotspots or hazards occur. Identify areas of channel instability and/or where significant erosion is occurring.
   c) Older portions of the City have limited storm sewers, provide a suggested action or phasing plan to extend storm sewers to underserved areas and identify where it is feasible to implement new stormwater best management practices in these areas.
   d) Portions of the City were former County subdivisions with rural cross sections. Review areas to provide recommended drainage improvements and improvements to reduce recurring maintenance issues.
   e) Where water quality issues can and/or need to be addressed.
4. Assess existing detention basins within the City, provide recommendations for improvements or retrofits to meet standards (increase capacity needs or opportunities, wet basins, stormwater quality improvements, prairie seeding, etc.). City of Marion can provide existing detention basin stormwater reports, if available.
5. Utilize the Comprehensive Plan and other planned growth areas to show impacts of future growth and the improvements needed to existing infrastructure to accommodate growth. Items

could include areas for potential regional detention, stream buffers for new development, etc.
    a. The Comprehensive Plan is currently undergoing an update with completion anticipated prior to the conclusion of the Stormwater Master Plan. Draft documents will be provided until that plan can be finalized.
6. Review existing planning documents, such as the Indian Creek Master Plan, and ensure suggested improvements align or improve those plans. Those plans can be found at the link below.
   Stormwater Master Plan Supporting information
7. Provide the list in a format that provides a severity rating to the issues listed.

SECTION IV –CIP & Development Projects

1. Provide a list of identified Capital Improvement Plan projects with the following information:
   a) Ranked based on cost-benefit analysis for each project.
   b) Total expected design and construction costs.
   c) Benefits of the project (flood risk, water quality, lower maintenance burden or cost, etc.), including long-term expectations.
   d) Potential outside funding sources (if applicable).
2. Review the City's processes for new developments to ensure those process align with the stormwater master plan. Provide recommendations to procedures or code updates to ensure development meets the plan and ensures sustainable development.

SECTION V – Operation and Maintenance Plan

1. Provide an Operation and Maintenance Plan for the City to utilize. This plan shall include a review and assessment of City staff levels to implement this plan.
   a) This plan shall incorporate or align with the current Standard Operation Procedures (SOP) for Detention Basin Maintenance, attached in the link above. If necessary, provide suggested language to the SOP to align with the proposed plan.
2. Identify all potential maintenance activities from routine inspections to full replacements.
3. Assign personnel hours, materials, and other necessary costs to each maintenance activity for each asset type.
4. Produce at least 3 cost models with various regularities for each maintenance activity.

SECTION VI – Preliminary Report

1. Provide (1) digital copy of the draft report incorporating all objectives outlined above.
2. City staff will review the report and provide comments in a timely manner.
3. Consultant to provide a presentation of the preliminary report at a City Council meeting.

SECTION VII – Stormwater Utility Rate Study

1. Information from the completed work above will be shared with DA Davidson to establish a target revenue needed to support the City's desired level of service for both CIP and O&M projects. Consultant shall work with DA Davison to clarify any questions during this process.
2. Should staffing and/or stormwater utility rate changes be recommended, the plan shall structure those changes to ensure the full cost of the plan recommendations for expansion, maintenance costs, environmental regulations, or other impacts are accounted for.

SECTION VIII –Final Report

1. Provide (1) digital copy of the final report incorporating all objectives outlined above as well as stormwater utility rate study results.
2. Consultant to provide a presentation of the final report at a City Council meeting.