

---

# MONROE TOWNSHIP

---

## REQUEST FOR PROPOSALS



## PROFESSIONAL SERVICES

# STORMWATER FEE STUDY

January 9, 2019

*PROPOSAL DUE DATE:*

*February 22, 2019*

**SUBMIT PROPOSALS TO:**

**MONROE TOWNSHIP**

**PROPOSAL FOR PROFESSIONAL SERVICES**

**1220 BOILING SPRINGS ROAD**

**MECHANICSBURG, PA. 17055**

MONROE TOWNSHIP  
REQUEST FOR  
PROPOSALS

**Monroe Township plans to undertake a study for the purpose of establishing a stormwater fee.**

**A. General Information**

1. Monroe Township is requesting proposals from qualified firms to complete the process of conducting a study to develop a fair and equitable method of implementing a stormwater fee to fund the Township's stormwater program.
2. Monroe is a Township of the Second Class, governed by a three-member Board of Supervisors. The Township population is approximately 5,799.
3. The urbanized area within the Township is approximately 894 acres. Township population inside the urbanized area is approximately 1,487 or 25.54% of the total population.
4. The Township includes an area of 26.1 square miles. There are approximately 2,923 parcels, with 2,165 housing units, 1,864 or 86.1% of which are single family detached dwellings.
5. Non-residential zoning districts including, Highway Commercial, Neighborhood Commercial and Industrial Districts comprise a relatively small area of the Township while the Agricultural District encompasses the bulk of the Township.
6. The Scope of Services included herein will be the framework for the Stormwater Fee Study.

Additional new approaches to the process may be proposed and included in proposals.

**B. Scope of Services**

**1. DATA COLLECTION AND EVALUATION**

- a. Collect GIS and other data from the Township, County and other available sources.
- b. Build a database, using GIS and other technologies, of all parcels within the Township.
- c. Perform evaluations of selected parcels, based on parcel size, use, impervious coverage, and other applicable attributes to support the development of a stormwater fee.
- d. Township staff will provide up to the last three (3) years of stormwater and MS4 related expenditures.

## 2. PROJECTS AND PROGRAM ANALYSIS

- a. Analyze the scope and costs for projects proposed in the Township's Chesapeake Bay Pollution Reduction Plan.
- b. Develop a long-range approach for operation, maintenance and repair of the entire Township's existing stormwater system, including conveyance and flood control projects.

## 3. MS4 PROGRAM

- a. Analyze the scope and costs of the Township's annual MS4 Permit Program.

## 4. ADMINISTRATION

- a. Analyze the scope and cost to administer the stormwater program, including:
  - i. Fee assessment and collection
  - ii. Credit policy administration
  - iii. Appeals process
  - iv. GIS/Database management and updates
  - v. Third Party Support – Billing Software / Outside Vendors and Contractors

## 5. FEE ANALYSIS

- a. Evaluate various fee structures based on impervious coverage for the unique configuration of parcels within the Township.
- b. Use projected costs from all components of the stormwater program in evaluating fee structures.
- c. Analysis must consider parcels that may qualify for a reduced fee based on stormwater facilities that have been previously permitted and installed.

## 6. PUBLIC OUTREACH

- a. Attend two Board meetings to present information on the study and the results. These may be incorporated into regular meetings of the Board of Supervisors, or may be separately scheduled meetings.
- b. Prepare information for the public explaining the process, alternatives and results of the Study.
- c. Attend four stakeholder meetings (i.e., non-profits, business and industry, residents, and agriculture)

## 7. PROJECT MANAGEMENT AND COORDINATION

- a. Attend three informal meetings to coordinate with Township staff and obtain information.

### C. Instructions for Preparing Proposals

1. **Section 1: Introduction/Approach:** An introduction highlighting Consultant's experience and commitment to achieving the primary objectives of this project shall be provided. The approach should also include a detailed schedule, which includes all major milestones and timelines for submittal of interim and final reports.
2. **Section 2: Project Team:** The proposal shall delineate clearly the primary personnel (such as principals, project managers, supervisors, etc.) from the Consultant ("Project Team") and any proposed subcontracted firm, or individual, hired for specific elements of the project. Resumes of the Project Team shall be included within the Appendix of the Proposal
3. **Section 3: Experience with Similar Projects:** A list of the projects completed within the past five (5) years by the consultant firm and primary personnel must be provided. A brief description of each project should be provided. For each project, provide the following information: Project owner, owner contact (name, title and telephone number).
4. **Section 4: Project Schedule:** Provide a timetable that identifies the amount of time required to complete each component of the scope of services. The entire project must be completed within one-hundred and twenty (120) days from the date Monroe Township issues a Notice to Proceed.
5. **Section 5: Compensation:** Provide price proposal.
6. **Appendix:** Resumes of all key personnel within the Project Team shall be provided

### D. Proposal Submission

1. Submit five complete copies of the proposal and one electronic file (including Scope of Work task cost breakdowns) no later than 1:00 P.M. on February 22, 2019 to:  

Monroe Township  
Proposal for Stormwater Fee Planning Services  
1220 Boiling Springs Road  
Mechanicsburg, Pa. 17055
2. Technical Proposals should include the components listed in Section F.2. Consultant Selection Process of this document.

Any questions regarding this Request for Proposal should be submitted in writing, via e-mail or regular mail, to:

Township Engineer: Gregory R. Rogalski, P.E.  
E-mail: [grogalski@pennoni.com](mailto:grogalski@pennoni.com)  
Address: 1215 Manor Drive, Suite 100 Mechanicsburg, Pa. 17055

### E. Deliverables

1. All drafts and final documents, including maps and graphics, are to be submitted in paper and electronic format, compatible to the Township's computer system. The Township is currently using ArcMap 10.5

2. All drafts and final documents, including maps and graphics, are to be submitted in a format that can be easily posted on the Township website for public viewing.
3. All documents and electronic files submitted become the property of Monroe Township.
4. Cumberland County's existing GIS database is to be used as the base mapping for all Plan documents.

#### F. Consultant Selection Process

1. A Qualifications Based Selection (QBS) process will be used. The procedure will be as follows:
  - a. Written technical and price proposals will be received and reviewed by the Board of Supervisors.
  - b. The Board of Supervisors will review the technical proposals and rank the firms. Price proposals will then be considered.
  - c. Shortlisted firms (expected to be a minimum of three) may be invited to participate in an oral presentation/interview with the Board.
  - d. Upon successful negotiation of a fee and contract terms, the Monroe Township Board of Supervisors will enter into a contract with the firm that provides the best value of services.
2. Items to be considered in the selection process include, but will not be limited to:
  - a. General information about the firm.
  - b. Firm experience with projects similar in size and scope, including specific experience with stormwater fee analysis using GIS.
  - c. Similar studies conducted by the firm in Pennsylvania within the past three years.
  - d. Name and relevant experience of key personnel to be assigned to the project.
  - e. Size and qualifications of staff at the location where the work will be performed.
  - f. Innovative approaches to successfully completing the project.
  - g. Demonstrated commitment and expertise in using GIS to develop parcel based fees.
  - h. Demonstrated commitment and expertise in evaluating costs for stormwater facility projects.
  - i. Demonstrated technical proficiency and capacity to produce the deliverables on schedule and within the formats required.
  - j. Proposed schedule, with significant milestones, for completing the project.
  - k. Cost – Each proposal must be broken down to reflect the expected hours for each task, the hourly rates to be paid to the employees (secretarial and miscellaneous expenses are overhead and cannot be billed separately).