

CONSULTING FOR STORMWATER UTILITY FEASIBILITY

EVENT NO. 5071

**SECTION II
SCOPE OF WORK**

2.0 Broad description of Project: The purpose of this event is to receive proposals from consulting firms, experienced in the successful implementation of stormwater utility programs for counties and municipalities, for determining the feasibility of a stormwater utility (or other alternative funding system) for use in equitably funding the City's efforts in managing the stormwater work plan. The stormwater work plan consists of operations and maintenance, environmental administration, and construction in progress. Electronic submissions will not be accepted for this proposal.

2.1 Background

The City of Savannah went through a similar process in the late 2000's, and possesses filed copies of reports from that effort. Using geographical information system (GIS) information from on or around 2003, a consultant sampled GIS information to predict a table of projected fees from different average bill milestones to use in producing an RFP for assisting the City in procuring a stormwater utility. GIS database exists for use toward the effort, although "impervious area" does not exist as a layer within GIS.

Currently, stormwater management is funded through the City's general fund, with some of its Capital Improvement Programs (CIP) funded through Special Purpose Local Option Sales Tax (SPLOST). The City's infrastructure is aged, regulatory requirements are more demanding, and the City's budget is limited. Thus, the successful proposer shall provide professional services in support of the following general steps to determine feasibility of the implementation of a storm water utility for the City of Savannah.

2.2 Scope of Services

The consultant shall review existing information, including levels of service and funding, and develop plans to implement a fair and legally defensible program for providing needed services and means by which to fund the program. This may include the following items:

- A. Program mission statement.
- B. Key policy issues that must be decided and recommendations.
- C. Menu of funding methods to evaluate.
- D. Organization, management, and operational options that relate resultant fees to various levels of service.
- E. Possible legal pitfalls.
- F. Alternative approaches to public information, involvement, and education.

- G. Suggested ordinance amendments.
- H. Strategy for gaining approval of utility and any other options or issues.

Expected components of the consultant's work include, but are not necessarily limited to, the following:

- A. Evaluation of existing data.
- B. Stormwater needs assessment.
 - 1. Program elements.
 - 2. Level of service (LOS) both present and post utility implementation.
 - 3. Costs of existing service.
 - 4. Costs for higher service.
- C. Evaluation of other possible stormwater funding options.
- D. Stormwater utility evaluation including implementation plan with timeline.
- E. Conceptual plan of the public awareness, education, and involvement process including groups that should be involved.
- F. Describe consultant's rate modeling approach.
- G. Stormwater utility report. This is foreseen as the basis for an RFP for actual implementation of the utility including determination of what the RFP will request and what City staff will do.

The goal is to create a successful utility that will stand up to known legal challenges and can be implemented as soon as possible, in order to create revenue sufficient to operate a significant portion of the City's stormwater maintenance, operation, and possibly capital and environmental expenditure needs. The term utility shall be understood as being a system of legally billing the public for the services provided.

The plan, process, procedure, and workings of the completed stormwater utility must be conducted in compliance with all applicable laws and regulations of the State of Georgia.

Items that are not intended to be a part of this work include the following:

- A. Project Execution
 - 1. Execution of supporting the entire stormwater utility development process.
 - 2. Provide professional consulting throughout the entirety of the project to assist with management of the process.
- B. Public Relations and Education
 - 1. Assist with public relations activities to achieve public participation in the process.
 - 2. Assist in public meetings, presentations, and guidance for staff and elected officials.
 - 3. Produce high quality presentation materials for the public process.
 - 4. Public information program.
- C. Utility Details
 - 1. Data collection.
 - 2. Utility policies.

- a. Rate structure options.
 - b. Recommend exemptions/credits.
 - c. Fee adjustment models.
 - d. Recommended rate model.
 - e. Funded activities.
 - f. Assignment of billing basis.
3. Preliminary revenue project/rate model.
 4. Billing assessment (non-ad valorem).
 5. Aerial and parcel coverage City wide.
 6. Impervious area calculations.
 7. Field verification/review.
- D. Stormwater utility release to the City
1. Sending out the first bill.
 2. Assist in training City customer service representatives including 311, water/sewer billing, and stormwater management utility staff on responding to questions and complaints regarding the new utility.
 3. Establish a mechanism to add a bill for new annexations, developments, or changes to impervious surface.
 4. Develop a system to build five (5) and twenty (20) year planning into the basis for fee.
 5. Assist in training the billing staff to collect the fee for the first 120 days, after initial billing.
 6. Document the process at the successful conclusion of the project.

2.3 Proposal Response Requirements

Proposing firms must provide proposals addressing the following items:

2.3.1 Experience

Provide summaries and project descriptions of at least five (5) projects completed within the past five (5) years (at least two (2) must be in Georgia) similar in nature, scope, and complexity as proposed utility, Include information on court challenges, current status of utility, type of rate structure utilized, and reference names and telephone numbers for each project. Each proposer shall submit a detailed summary of their qualifications and experience. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate. List the names and address of the firm's headquarters and the branch office that will perform the services described in this RFP. Provide current and projected workload for the key project team members to the project. Provide executive summaries (one page) of financial statements for the past five (5) years for your firm.

2.3.2 Methodology

Describe how your firm conducts these types of projects, including a description of the role of City staff. Describe how your firm sees the City of Savannah's needs as paralleling your typical plan, or how it needs to be different if that is your opinion. Include a schedule for overall implementation of a stormwater utility for Savannah. The City of Savannah's City Manager has expressed interest in sending out the first

bills this year.

2.3.3 Fees: Proposer shall submit fees based on the detailed listing in Section 3 of the RFP. Provide Hourly Fees for Services not specifically shown in the Scope of Services that may arise.

2.3.4 Schedule: Each proposer shall submit a proposed time schedule for the project.

2.3.5 A bidder or business shall be considered a local vendor if it meets all of the following requirements:

- a) The bidder or business must operate and maintain a regular place of business with a physical address within the corporate limits of the city, and
- b) The bidder or business must at the time of bid or quotation submission, have a current city business tax certificate issued by the city, and
- c) The business owner must serve a commercially useful function, meaning performance of real and actual service in the discharge of any contractual endeavor. The contractor/vendor must perform a distinct element of work for which the business owner has the skills, qualifications and expertise, as well as the responsibility for the actual performance, management and supervision of the work for which he/she has been contracted to perform.

2.4 Information Available

Proposing firms should assume that the following information is available for the successful consultant's use in executing the project:

- A. City code
- B. Property tax records
- C. Color aerial photography
- D. City municipal limits
- E. Property maps
- F. Rights of way maps
- G. SAGIS resources
- H. Public Information Office for public outreach including government television, commercial spots, etc.
- I. City drainage plans
- J. Neighborhood maps
- K. Drainage maintenance records for past several years
- L. 2010 era preliminary study for a stormwater utility for City of Savannah, including an estimated SRU and ERU estimate using early 2000's GIS information.
- M. Interviews with City Staff

2.5 Proposal Format: Proposals shall be submitted in the following format and include the following information.

- a) Detailed description of capabilities as requested
- b) Fee Proposals per instructions in Section III signed by responsible party

- c) Proposed Schedule of Minority and Women owned Business Participation and Non-Discrimination Statement.

2.6 Basis of Award: Proposals will be evaluated according to the following criteria and weight:

- a) Proposer's qualifications and experience, including support capabilities *(20 points)*
- b) Methodology *(30 points)*
- c) Fees *(20 points)*
- d) Schedule *(25 points)*
- e) Local vendor (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) participation *(5 points)*

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system.

A short list may be developed and interviews conducted with those proposers deemed to be most qualified. The City reserves the right to conduct interviews of any or all proposers at the City's discretion. The City also reserves the right to request a Best and Final Offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

2.7 Copies: One (1) unbound, printed and signed original, five (5) identical, printed copies, and one electronic copy (on a flash drive) of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

2.8 Contacts: Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page

2.9 Acknowledgement of Addenda: Vendor is responsible for determining and acknowledging any addenda issued in connection with this RFP. Addenda must be acknowledged in order for proposals to be considered.

2.10 Insurance Requirements

2.10.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no "x, c or u" exclusions with the following minimum limits:

- Each occurrence - \$2,000,000
- Damage to Rented Premises - \$1,000,000

- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.10.2 Professional Liability

\$ 1,000,000 per occurrence limit

2.10.3 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.10.4 Workers Compensation

Contractor shall carry a workers compensation policy including all statutory coverage required by Georgia state law

Minimum employer's liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.10.5 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$2,000,000 per occurrence
- \$2,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate

2.10.6 General

All insurance shall be placed with Georgia admitted carriers with a current Best's rating of A (minus), X, or better

Any modifications to specifications must be approved by the City

SECTION III

FEE PROPOSAL

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE TO BE AWARDED AN EVENT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED. PROPOSALS MUST BE SUBMITTED ON THIS FORM.

I have read and understand the requirements of this request for proposal RFP Event No. 5071 – Consulting for Stormwater Utility Feasibility and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fee shall include all labor, material, and equipment to provide the services as outlined including any travel or per diem expenses and any other miscellaneous expense involved. The fee for providing the required service is:

Review of records	\$ _____
Needs Assessment/Level of Service Determination	\$ _____
Evaluation of Stormwater Funding Options	\$ _____
Stormwater Utility Evaluation	\$ _____
Public Relations and Education Planning	\$ _____
Stormwater Utility Report	\$ _____
Other Services (include rate sheets as an attachment)	\$ _____
TOTAL	\$ _____

*Fee proposals shall be accompanied by hourly rate sheets.

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #
DATE _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name Authorization Signature Date

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):

CHECK ONE:

_____ NON-MINORITY OWNED _____ ASIAN AMERICAN
_____ AFRICAN AMERICAN _____ AMERICAN INDIAN
_____ HISPANIC _____ OTHER MINORITY Describe _____
_____ WOMAN (non-minority)

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted.** **Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City’s evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____ Event No. _____

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime’s subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE.** Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal.** It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah’s certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company’s subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.