

Request for Proposal—Consultant Services

Watershed Assessment Plan and Local Stormwater Management Plan/Program
City of Windsor Heights, Iowa

Submittal Deadline: April 16th, 2010 at 2:00 p.m.

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The City of Windsor Heights, Iowa has been issued a Municipal Separate Storm Sewer System (MS4) permit by the Iowa Department of Natural Resources. To maintain compliance with this permit, the city must complete a Watershed assessment program and comprehensive land use plan.

Interested firms shall respond in written form to this RFP and submit documentation substantiating their proposal to perform the services required. At minimum, the RFP shall include:

- Contact Information—Name, address, phone numbers and e-mail.
- Statement of Proposal—A statement of the firm's experience and proposal relevant to the proposed project.
- Overview and Form of Organization—A general overview and history of the company, including form of organization, number of years in business, number of employees, corporate headquarters location, and names of principals, officers and directors of firm.
- Key Personnel—Names of key personnel, their respective titles, experience and periods of service with the firm, including resumes if desired.
- Availability—A brief statement on the availability of key personnel of the firm to undertake the proposed project.
- Project List—List of relevant projects with a brief description that have been completed by the firm. Note team participation with other firms when appropriate.
- References—Names and telephone numbers of persons the City of Windsor Heights can call for references regarding the firm's past performance, preferably on similar projects.
- Understanding and approach to the project.
- Timeline for project completion.

Watershed Assessment Plan

A. Definitions and Scope. Walnut Creek flows generally south through and area 3 counties in central Iowa. The City of Windsor Heights is located at the lower end of Walnut Creek watershed, near where the creek joins the Raccoon River.

B. Contents: The Plan shall:

1. State and map information on the hydrologic system and its components, including drainage systems previously constructed, and existing and potential problems related to them;
2. Complete an assessment of Walnut Creek as it currently exists in Windsor Heights, including but not limited to adjacent land use, streambank stability, canopy, riparian zone cover and point source locations;
3. State objectives and policies, including management principles, alternatives and modifications, water quality, and protection of natural characteristics;
4. Set forth a recommended management plan, including the hydrologic and water quality conditions that will be sought and significant opportunities for improvement;
5. Describe the effect of the plan on existing drainage system;
6. Identify high priority areas for the preservation, enhancement, restoration, and establishment of wetlands and describe any conflicts with wetland and land use in these areas;
7. Describe potential conflicts between the watershed plan and existing plans of local government units;
8. Set forth a proposed implementation program consistent with the management plan; and
9. Set out procedures and timelines for amending the plan.

Local Stormwater Management Plan/Program

A. Definition and Scope. A plan and program designed to guide and direct the City of Windsor Heights to prepare a capital improvement program and officials controls as necessary to bring stormwater management into conformance with the Watershed Plan.

B. Contents. The Plan and Program shall:

1. Describe existing and proposed physical environment and land use;
2. Define drainage areas and the volume, rates, and paths of stormwater runoff;
3. Identify areas and elevations for stormwater storage adequate to meet performance standards established in the watershed plan;
4. Map and identify areas proposed to be regulated (example: sub-watershed unit;)
5. Define water quantity and water protection methods unique to each sub-watershed that are adequate to meet performance standards established in the watershed plan;
6. Set forth an implementation program, including a description of official controls and, as appropriate, a capital improvement program project with estimated cost.

Calendar Milestones

Submittal deadline:	April 16 th , 2010 at 2:00 p.m.
Interviews:	April 22 nd , 2010 at 5:15 p.m.
City Council consultant selection:	May 3 rd , 2010 at 6:00 p.m.
Approval of final contract:	May 17 th , 2010 at 6:00 p.m.
Deadline for deliverables	To be established by contract

Evaluation Criteria

The City will evaluate proposals based on a variety of factors:

- Firm's experience with projects of similar size, scope and complexity.
- Firm's experience in meeting similar project goals.
- Firm's proposed project timeline.
- Firm's references.
- Firm's fee structure. (Please note the City will accept only proposals which offer a lump sum amount that will not be exceeded. This amount must include all costs, including staff time, copies, drawings, mapping, etc. No reimbursables beyond the lump sum amount will be accepted. The lump sum cost should be broken into categories including hourly rates, administrative costs, etc.)

Although cost is an important consideration, the City shall not be obligated to accept the lowest cost proposal, but its decision on the criteria noted above.

Based on the materials submitted, the City may invite any or all firms to make verbal presentation on their proposal. Firms are welcome and encouraged to propose a team effort with another firm(s) to complete the work.

Submission Instructions

Ten copies of the RFP shall be submitted and the proposal must also be submitted electronically.

The submittal shall:

- Be limited to 30 pages of material of your choice of firm description, project understanding, project personnel, and past projects.
- Please include 2 to 5 deliverables from prior clients demonstrating the candidate's capabilities to accomplish the scope of work indicated above.

Firms may submit the RFP in person or by mail. In any case, **submissions must be received by 2:00 p.m. on April 16th, 2010 to be considered.** Submissions received after the deadline will be returned unopened to the firm and will not be considered.

Thank you for your interest in the City of Windsor Heights.

