

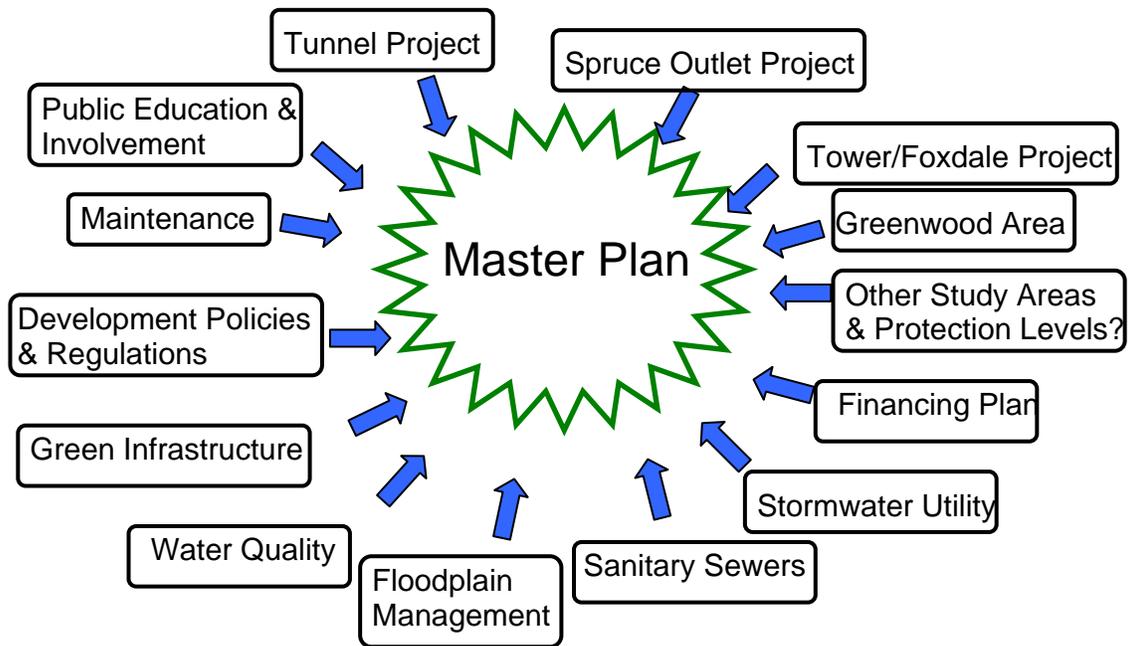
Agenda Report

Subject: Stormwater Update – February 21, 2012

Prepared By: Steven M. Saunders, Director of Public Works/Village Engineer

Date: March 1, 2012

Stormwater Master Plan: Request for Proposals. At the February 16, 2012 Budget Study Session, staff presented the idea of developing a Stormwater Master Plan to guide the Village in planning, financing, constructing, and maintaining improvements to its storm and sanitary sewer systems, and reviewing its policies and codes to ensure that state-of-the-art practices, including Best Management Practices (i.e. “Green infrastructure) are being implemented where practical. This effort will unify the various initiatives being undertaken or planned to be undertaken, into a single policy and implementation plan for use by the Village now and in the future. The following illustration conceptually shows the elements of this effort.



The Council authorized staff to solicit engineering proposals for preparing and compiling a Stormwater Master Plan. Staff has developed an RFP, which has been distributed and advertised, with responses being due March 23. Staff intends to present a recommendation for contract award at the April 17, 2012 Council meeting. A copy of the RFP is attached.

Recommendation:

Informational Report.

REQUEST FOR PROPOSALS

VILLAGE OF WINNETKA



STORMWATER MASTER PLAN

RFP 12-003

ISSUED: March, 2012

RESPONSES DUE: March 23, 2012, 11:00 a.m.

PREPARED BY:

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I. INTRODUCTION

The Village of Winnetka is requesting qualifications and proposals from qualified engineering firms for the preparation of a Stormwater Master Plan. The overall objective of this project is to compile a document which provides a clear and concise explanation of the Village's existing stormwater management program, presents a detailed investigation into key components of stormwater as it is related to the Village, establishes stormwater management goals for the future, presents tools to meet or exceed established goals and provides a foundation for future policy decisions. The final product should be a document which helps the Village guide the stormwater program for the next five to 10 years.

II. BACKGROUND

It is the intent of this contract to provide professional services for developing a Stormwater Master Plan for the Village of Winnetka. Since 1994, the Village of Winnetka has completed a number of stormwater capacity improvements, including new and replacement storm sewers, stormwater pumping stations, and outfall improvements. The total value of these improvements, which have been funded using General Fund revenues on a pay-as-you-go basis, is approximately \$3,567,000.

While these projects have provided needed improvement to flood prone areas, several extreme weather events in recent years have highlighted a need for additional improvements in these areas, and other areas subject to stormwater flooding. The Village has contracted with Christopher B. Burke Engineering, Ltd. (CBBEL) to evaluate eight different drainage areas and develop recommended improvements to address the 10-, 25-, 50-, and 100-year rain events. The Village plans to begin implementing the first set of these improvements in 2012, however funding source for the full set of improvements, estimated to cost \$38.9 million, remains undetermined.

The Village is also addressing or plans to address several other items related to stormwater or sanitary sewer management. The Village Council has determined that a Stormwater Master Plan process will facilitate concurrent activities being undertaken or proposed. The Village desires to unify all of these activities in the framework of a Stormwater Master Plan. The Village has an ambitious goal to develop a comprehensive, multi-faceted plan to manage stormwater runoff quality and quantity, and sanitary sewer discharges, that protects and enhances property values and promotes a thriving and sustainable community. This master plan is a key component to achieve that goal.

III. PROJECT GOALS

The following is a list of items the Village would like considered in the Stormwater Master Plan:

- Stormwater Capital Improvements. Over the past 3 years, the Village has completed flood risk reduction studies for 8 separate drainage basins that have exhibited significant flooding of streets or property. These studies have resulted in a series of recommended stormwater conveyance improvements to reduce flooding in key areas. Summaries of these recommended improvements are shown in **Attachment 1**. The Village Council has authorized engineering for three of these improvements (the Tower Road Relief Sewer, the Lloyd Place Outlet, and the Greenwood Area Relief Sewer) in 2012, with construction to follow in 2013. The remaining 5 areas (the North Study Area, South Study Area, Provident Study Area, Underpass Study Area, and Cherry Street Outlet Study Area) are anticipated to be served by a single project consisting of a large, 8-foot diameter storm sewer conveying runoff from the western watershed east to Lake Michigan. It is anticipated that work done to date on these recommended improvements will be referenced and restated for inclusion in the proposed Stormwater Master Plan. It is also anticipated that the Master Plan will include an implementation plan for needed improvements.
- Evaluation of other Village areas. While the 8 study areas referenced above account for the most frequent and severe flooding locations, there may be other sections of the Village that are served by undersized storm sewers, or where adequate overland flow routes do not exist. **Attachment 2** illustrates areas of the Village where drainage studies have been undertaken and hydrologic/hydraulic information may be obtainable. The Village anticipates that part of the Stormwater Master Plan will include evaluating areas not addressed by prior studies, and recommending potential improvements to these areas.
- Financing, including a possible stormwater utility. The Village has identified some preliminary methods for funding the improvements currently under consideration, including using cash reserves, using debt, seeking grant or other governmental funding, increasing property tax rates, implementing a stormwater utility, or combinations thereof. The Village intends to conduct a stormwater utility rate study in 2012, concurrent with the Stormwater Master Planning process, to determine feasible and likely rate methodologies and revenue estimates, should the Village choose to implement a stormwater utility. The Village anticipates that the Stormwater Master Planning process will incorporate the results of the stormwater utility rate study and further the financing discussions to develop a financial implementation strategy for funding identified improvements.
- Sanitary Sewer Inflow/Infiltration (I/I). The Village has awarded a contract to Strand Associates, Inc. to perform a flow monitoring study of its sanitary sewer system to identify portions of the system that may be subject to excessive I/I. Upon completion of this flow monitoring study, additional detailed analyses will be undertaken in basins exhibiting the greatest amount of I/I to identify needed public or private improvements. It is expected that the Stormwater Master Plan will include a strategy for identifying and completing needed improvements to reduce I/I in the sanitary sewer system.
- Floodplain Management. The Village of Winnetka is bounded by the Skokie River on the west and by Lake Michigan on the east. The Federal Emergency Management Agency (FEMA) has mapped areas of the Village within the 100-year floodplain of

each of these bodies of water. The Village is a participant in good standing in the National Flood Insurance Program (NFIP) and manages floodplain development accordingly. The Village is also preparing to apply for participation in the Community Rating System (CRS) to improve its floodplain management practices and to potentially reduce flood insurance premiums for property owners within the Village. It is anticipated that the Stormwater Master Plan will address the CRS requirement to develop a Floodplain Management Plan to address repetitive loss properties, as part of a floodplain management program.

- Water Quality. The Village is blessed to be located between two water bodies, the Skokie River and Lake Michigan. These two water bodies provide recreational and environmental benefits to the Village, however they also serve as the receiving waters for the Village's stormwater runoff. Specifics in the Village's NPDES Phase II permit establish the Village's baseline approach to addressing water quality, and should be included in the Stormwater Master Plan. The Stormwater Master Plan should identify additional opportunities to protect or enhance water quality.
- Green Infrastructure. State of the art practices for stormwater management include Best Management Practices (BMP's) such as rain gardens, permeable pavements, infiltration strips, bio-swales, etc., to reduce runoff volumes and improve runoff quality. The Stormwater Master Plan should include a strategy for encouraging the use of BMP's in both private and public improvements to the extent practical as an important component of overall stormwater management.
- Development Stormwater Policies and Regulations. The Village regulates stormwater impacts from commercial and residential development, and it is expected that the Stormwater Master Plan will include recommendations and strategies for reviewing and updating development regulations to ensure that they express the state of the art in stormwater management.
- Operations and Maintenance. Any stormwater management system is dependent on effective preventive and long-term maintenance. The Stormwater Master Plan should provide a strategy for scheduling and funding maintenance activities associated with the storm and sanitary sewer systems.
- Implementation Plan. The Stormwater Master Plan should include a plan and timeline for implementing recommendations contained in the plan.
- Public Education and Involvement. During recent severe floods (2007 windstorm, 2008 hurricane "Ike" remnants, 2011 flash flood) there were a number of properties that experienced flooding caused by issues not connected to the Village's infrastructure or systems. In these cases, implementing private improvements could significantly reduce the risk of flooding. The Stormwater Master Plan should provide a strategy for educating and working with property owners on measures they as individuals can take to protect their properties. In addition Winnetka has a long tradition of public involvement and discussion on matters of public policy. The Stormwater Master Plan should include ample opportunity for public input and involvement.

IV. PROJECT MANAGEMENT

The selected consultant shall work closely with Village staff to develop a product that meets the Village's expectations. Multiple meetings will be required at key intervals to ensure the plan is maintaining the desired focus. Much of the data needed for the analysis is available through the Village's GIS and various other data sources. Other data necessary to provide an accurate report shall be the responsibility of the Consultant.

In addition to meetings with Village staff, the consultant will need to meet and present draft and final reports to the Village Council and the public. These meetings shall require enough visual aids to sufficiently present the report. The Consultant shall also be required to provide meeting minutes for these meetings for the duration of this project. A detailed communication plan shall be developed, approved by the Village, and shall be adhered to throughout the project.

V. PROJECT SCOPE

At the end of this project, the Village desires a Stormwater Master Plan that provides a comprehensive policy to guide efforts in flood management, stormwater drainage (detention, retention and sewers), stormwater quality, floodplain management, green infrastructure, and wastewater. The responding firm shall set forth a detailed work plan indicating how this goal will be accomplished. The responding firm shall also include a schedule which graphically depicts the milestone and benchmark dates for performing each task, for providing reports and presentations and the final recommendations.

General Tasks. The following list is to be considered as a guide to express the Village's understanding of the project. Mere reiterations of the tasks set forth in the general list below are strongly discouraged, as they do not provide insight into the consultant's ability to complete the engagement.

- Project initiation and existing data review. The consultant should plan to hold a project initiation meeting and to review existing data including but not limited to:
 - Sanitary and Storm Sewer System Maps
 - GIS Data (deliverable electronically. A required data sharing agreement is contained in **Attachment 3**)
 - Previous drainage studies
 - Summaries of previous Village Council discussions and meeting materials
 - Flooding reports and records
 - NPDES permit and activities
 - Village Comprehensive Plan "*Winnetka 2020*"
 - Village codes and ordinances as applicable
- Review previous stormwater studies and recommended improvements. The consultant should propose a scope that incorporates these previous drainage studies and recommended improvements into the Master Plan.
- Identify other needed stormwater improvements or areas in need of further study. The scope should include a strategy for addressing areas not covered by previous drainage studies.

- Review sanitary sewer flow monitoring study and recommendations. The scope of work should incorporate the results of the ongoing sanitary sewer flow-metering study and recommended future activities, expected August-September 2012.
- Evaluate regulations. The consultant should include tasks for reviewing the Village's stormwater management regulations and recommending modifications or improvements. The consultant should also evaluate the Village's regulations in light of future regional, state, or Federal regulations that may be enacted, such as the pending county-wide Watershed Management Ordinance being contemplated by the Metropolitan Water Reclamation District of Greater Chicago.
- Identify "Green Infrastructure" opportunities. The scope of work should include evaluating possible opportunities for "Green Infrastructure" projects or regulations.
- Review FEMA regulations and CRS. The consultant should incorporate the Village's FEMA regulations and policies, including requirements and activities associated with the CRS program, into the Master Plan.
- Water quality. The scope of work should address activities the Village could undertake to maintain and improve water quality in stormwater runoff and the receiving waters to which the Village is tributary. This should include activities currently being performed under the Village's NPDES permit.
- Develop recommendations for maintenance. The consultant should develop short- and long-term maintenance recommendations for the Village stormwater and sanitary sewer systems, including any recommended Green Infrastructure improvements.
- Financial plan. The consultant should develop recommendations for financing proposed improvements, as well as ongoing maintenance. The scope of work should include incorporating the results of the proposed stormwater utility rate study into the financial plan.
- Public involvement and education. The scope of work should include strategies for providing information to the public about stormwater and sanitary sewer management, opportunities and strategies that homeowners can use to protect their property, runoff reduction and water quality, and other issues related to stormwater and sanitary sewer management.
- Implementation Plan. The consultant should include an implementation plan and schedule for any recommended improvements contained in the Stormwater Master Plan.
- Plan Document Draft and Final. The scope of work should include sufficient effort to prepare a draft document incorporating existing and new information and plan recommendations, as well as sufficient effort to edit and revise as necessary in response to input from staff, elected officials, and the public.
- Public Presentations. The consultant should plan on sufficient public and Village Council presentations to obtain all necessary input to develop a successful and inclusive Stormwater Master Plan.

Communications and Meetings. The responding firm should develop a communication plan that provides for frequent and effective communication between the consultant, staff, elected officials, and the public, in order to keep all parties apprised of activity and progress on the project. The communication plan should facilitate input and make use of electronic communication via the Village's website or other portals.

Schedule. The Village desires to complete this engagement by adopting a final Stormwater Master Plan by April, 2013. The responding firm should provide a detailed project schedule that meets this desired timeframe.

Deliverables. The responding firm shall provide a list of all intermediate and final deliverables associated with the project. The deliverable list shall include provision of 15 bound copies and one .PDF copy of the final Stormwater Master Plan.

VI. SUBMITTAL REQUIREMENTS

The deadline for submitting proposals is **11:00 a.m. on March 23, 2012**. Three (3) copies of the proposal should be submitted to:

Raymond D. Restarski, Purchasing Agent
Village of Winnetka
1390 Willow Road
Winnetka, IL 60093
(847) 716-3504
(847) 716-3599 (fax)
rrestarski@winnetka.org

The Village may elect to conduct interviews prior to Consultant selection and hopes to have the project awarded within 4 weeks of submittal.

To be considered for this project, the Consultant must submit an informative statement of interest to the Village, which also includes the following information, organized in the following manner to facilitate review:

Introduction

- Introductory letter summarizing why your firm should be selected for this project
- Firm name, contact person, address and telephone number
- Table of Contents

Project Understanding

- Understanding of the project purpose and goals
- Critical success factors
- Key challenges

Firm experience and workload

- Related experience on similar projects
- Contact name and phone number for references for the three most recent relevant projects
- List of current projects and percent complete for the office which will be conducting the work

- Firm name, contact person, address and telephone number for each sub-consultant proposed to work on this project

Project Team

- Organizational chart showing the proposed project team and the role of each member
- Description of all personnel in the organizational chart (including subconsultants) including name, location, years of relevant experience, education (school, degree and year of graduation), professional registration, availability to work on this project, and a brief summary of relevant experience

Project Approach

- A detailed scope of work. Specific task methodologies should be proposed where appropriate.
- Description of major tasks assigned to each person or sub-consultant
- Examples of how the firm has used or provided innovative stormwater practices in the past
- Proposed project management and communications approach

Project Schedule

- A proposed schedule from kickoff through completion of the final report for the project
- The firm's procedures and methods for assuring that the schedule will be met
- The person responsible for assuring the schedule, and a record of their proven performance in schedule compliance

Budget

- An itemized, not-to-exceed budget to complete all outlined work items is required. The budget should include the hourly rates of the staff members assigned to the project, any direct costs, and a breakdown of project hours by task to complete the project. **The budget shall be submitted in a separate, sealed envelope clearly marked "Project Budget".**

Compliance Affidavit

- A completed Compliance Affidavit (**Attachment 4**) must be submitted with the proposal.

VII. PROPOSAL EVALUATION

Proposals will be evaluated with regards to all required content. Key areas of focus will be on the project understanding, project approach, experience and demonstrated ability of the project team members who will actually perform substantial amounts of the work on this project, and project schedule. A short-list of engineering consultants may be selected from among those submitting proposals on this project for further presentations and interviews.

Proposals will be evaluated based on the following criteria:

1. Project understanding. Understanding of the purpose and goals of the project, critical success factors and potential obstacles to success.
2. Project approach. Technical approach, management approach, innovative approaches to stormwater management and regulatory understanding, and the ability to present technical data in a user-friendly format with appropriate use of graphics.
3. Firm experience and workload. Experience of the firm in similar stormwater management planning and regulatory work and record of successful results of that work, the firm's ability to take on additional work, demonstration that the firm's organizational structure has sufficient depth for its present workload, and firm's ability to offer the breadth and quality of services required for the project.
4. Project team structure and personnel experience. Project team member's individual experience and qualifications, project manager's experience, sub-consultant's individual experience and qualifications. Proposals will be evaluated primarily on the demonstrated ability of the project team members who will actually perform substantial amounts of the work on this project.
5. Schedule. Proposed schedule for performing the work for the project and how the firm proposes to achieve the project's time goals. Once a contract is awarded, the selected firm must be in a position to begin work immediately and move promptly towards completion.
6. Fee. The Village of Winnetka will consider cost in overall evaluation of the proposals. This project will not necessarily be awarded to the firm with the lowest prices, but cost is one criterion and will be considered among the other factors.
7. Interview (optional). If deemed necessary, short-listed firms may be asked to appear for an informal interview. If an interview is called for, each firm will be given a minimum of three (3) days notice to prepare. The interview will consist of a presentation of the firm's understanding of the critical success factors for the project, experience on similar projects, explanation of any ideas the firm has that have a bearing on overall project success, and a question/answer period.
8. Contract Award. Award of a contract for this work requires approval by the Village Council. The Village President and Board of Trustees reserve the right to reject any and all proposals.

VIII. INDEMNIFICATION

Respondents to this RFP shall understand that the successful proposer shall indemnify and hold harmless the Village of Winnetka, its agents, and its employees against any and all lawsuits, claims, demands, liabilities, losses or expenses, including court costs, and

attorney's fees, for or on account of any injury to any person or any death at any time resulting from such injury, or any damaged property, which may be alleged to have arisen out of the negligent acts, errors, or omissions of the Consultant. It is further understood that this indemnification shall not be construed to cover the negligent acts or omissions of the Village of Winnetka, its agents, or its employees. It is additionally understood that this indemnification shall not be construed to cover the negligent acts or omissions of parties unrelated to this contract.

IX. ATTACHMENTS

1. October 2011 Christopher Burke Report and Exhibits
2. Study Areas
3. Data Sharing Agreement for GIS Data
4. Compliance Affidavit