

**SALEM CITY**  
**REQUEST FOR PROPOSAL**  
**STORMWATER MASTER PLAN**

**11/30/2018**

Salem City (City) is now accepting Proposals for the development of a comprehensive **“Salem City Stormwater Master Plan.”** Interested consultants/firms shall submit a proposal, meeting the requirements contained herein, by 2 pm, Thursday, December 20th, 2018 at the Salem City Office located at 30 West 100 South, Salem, Utah 84653.

**BACKGROUND:**

Salem City has a population of approximately 8,000 people and a mixture of stormwater management techniques currently in use. Primarily, stormwater sumps have been used, but some piping and limited LID implementation have been used. This information will be provided to the successful proposer from the City’s GIS database. The City has an active MS4 permit.

**SCOPE OF WORK:**

The purpose of this project is to prepare a comprehensive city wide stormwater master plan. This master plan will be a guide for the City to properly plan, budget and maintain a sustainable stormwater management system over the planning period and comply with the City’s MS4 permit and state requirements. Proposers will provide their approach to completing the following items. This list is meant to demonstrate minimum expectations but should not be considered all-inclusive. Proposer are encourage to be include other items they feel will be beneficial.

**Storm Drain System**

**Phase I: Stormwater Modeling**

- The planning area will be the proposed annexation declaration area of Salem City.
- Create a model of existing conditions using Salem City GIS data. Verify accuracy and update any missing data. Provide feedback to the City requesting any missing information for City crews to obtain.
- Provide a condition assessment of existing facilities.

- Model buildout conditions including future annexation areas according to the Salem City Zoning and General Plan.
- Incorporate the State LID requirements. Identify areas where LID implementation is feasible. Provide information and include sufficient reasons why LID may not be feasible in certain areas and provide reasonable alternatives.
- Define storm distribution, duration, and frequency to be used in the models and provide recommendations on standard storm routing through the system.
- Create the model to be GIS compatible with City GIS System and provide availability to access basic model information on mobile devices.
- Work with the City to determine final model format and provide training to City staff on using the modeling software.

#### **Phase II: Storm Drain Master Plan**

- Use the model to determine any existing and future system deficiencies. Create a map of deficiencies and an accompanying table detailing the locations, causes, descriptions, and risk assessments.
- Develop/Update City construction and development standards to meet LID requirements and reflect recommended design criteria for subdivisions.
- Recommend prioritized improvements through a Capital Improvements Plan (CIP) with cost estimates. Review proposed improvements to deficiencies and alternatives for deviations from LID requirements with City Staff.
- The Central Utah Water Conservancy District is planning to install a large diameter pipeline in Salem Canal Road from the east to the west side of the City as well as pipe the Salem Canal through the same distance. Storm drain recommendations shall account for this future project.
- Evaluate existing and proposed FEMA Floodplain mapping and provide comments as necessary. Propose any changes or modifications to be considered in proposed floodplain zones.
- Prepare a master plan report including an introduction, description of the existing stormwater system and anticipated development, proposed City construction and development standards, methodology, storm drainage analysis and deficiency descriptions, and the refined CIP.

- Provide GIS database for figures included in the master plan.
- Evaluate storm drain utility rates for residential, commercial, industrial and institutional users.
- Meet with Salem City MS4 Storm Water Coordinator and review compliance with the MS4 permit and provide recommendations.
- Review and assess city owned facilities and create O&M manuals that meet MS4 permit requirements.
- Review existing storm water SOP's and recommend necessary modifications as well and recommend other needed SOP's.
- Evaluate fees for storm drain review and inspections.
- Provide recommendations for modified rates and fees.
- Review and evaluate storm water utility rates and recommend modified utility rate.
- Prepare final report.

**Phase III: Impact Fee**

- Prepare an Impact Fee Facility Plan based on the CIP in accordance with the Impact Fees Act.
- Prepare an Impact Fee Analysis in accordance with the Impact Fees Act including an independent third party financial analysis.
- Present Master Plan, Capital Improvement Plans and Impact Fee Analysis results to City Council and separate public hearing

**Proposal Requirements:**

Salem City is providing this information to assist in preparation of the consultant's Proposal.

Items that must be included in the Proposal and maximum allowable pages for each section are as follows:

1. **Cover Page (1 Page)**
2. **Cover Letter (1 Page)**
3. **Firm Information, Firm Background, Project Team (2 Pages)**
  - a. Name, address, telephone, web-site, for the firm.
  - b. Location of office where the majority of work will be performed.
  - c. Organizational listing of personnel anticipated to be used on this project.

- d. Qualifications of team members.
- 4. **Approach and Scope (3 Pages)**
  - a. Proposed approach and scope of work.
- 5. **Relevant Project Experience (2 Pages)**
  - a. Provide a brief description of at least 3 relevant projects in the past 5 years.
  - b. Name, address, telephone, and e-mail of 3 references for you which you have prepared, modified, or assisted, with the preparation of stormwater master plan and impact fee studies.
- 6. **Fee Proposal ((1) – 11x17 Page)**
  - a. Fee proposal shall be itemized to reflect a cost for the individual tasks identified within the Scope of Work, and shall include hours, billing rates, sub-consultant costs, and estimated reimbursable expenses.
- 7. **Project Completion Schedule ((1) - 11x17 Page )**
  - a. The city desires to have the project completed by June 30th, 2019.
- 8. **Appendix – Team Resumes (maximum of 1 page per team member)**

**Formatting Notes:**

11 point font or larger is required.

Double sided pages will count as 1 page per side.

All pages shall be 8.5x11 unless specifically called out as 11x17 above.

**CONSULTANT SELECTION:**

The selection of the consultant will be made by a selection committee made up of the City Staff and elected officials. This committee will review all proposals and select the firm that they feel provides the highest value and most responsive proposal based on qualifications, approach and proposed fee. The committee will make their recommendations to the City Council for approval. The intent is to award this project as soon as practical. The City reserves the right to hold applicant interviews if deemed necessary.

**ADDITIONAL INFORMATION:**

An officer of the firm empowered to bind the firm shall sign the Proposal and written responses if the City requires additional information. Upon receipt, the Proposal will become the property of

the City, without compensation to the responding firms and will not be returned. Proposals will be subject to the Freedom of Information Act.

**CHANGES:**

Firms will be notified in writing of any substantial changes in the RFP.

**RESERVATION OF RIGHTS:**

Salem City reserves its rights to:

1. Reject any and all Proposals received in response to this RFP.
2. Waive or modify any irregularities in Proposals.
3. Request additional information or modifications to Proposals prior to award if such is in the best interests of Salem City.
4. Use any ideas submitted in the Proposals received, unless covered by legal patent or proprietary rights.
5. Once a firm has been selected, the City and the selected firm will enter into final contract negotiations. In the event of unsuccessful negotiations, Salem City may enter into contract negotiations with other qualified firms that submitted acceptable Proposals.

**STATEMENT DEADLINE:**

Proposal must be received at the Salem City Office by the deadline stated above. Five (5) bound copies of the Proposal shall be placed in a sealed envelope with the firm's name on the outside, clearly identifying the project name as stated above.

Proposals are to be delivered to:

Salem City – Stormwater Master Plans  
Attn: Bruce Ward, PE, Engineering Director/City Engineer  
30 West 100 South, PO Box 901  
Salem, UT 84653

Proposals may be received by mail. The applicant is solely responsible for ensuring delivery of the proposal by the deadline. Such responses should be mailed to P.O. Box 901, Salem, Utah 84653.

**FURTHER INQUIRIES:**

All questions pertaining to this RFP should be directed to Bruce Ward, via email at [brucew@salemcity.org](mailto:brucew@salemcity.org). Information may be distributed to all interested firms if necessary. All project questions and inquiries must be submitted by email no later than December 17, 2018 at 5 pm.

Thank you for your interest in the project.