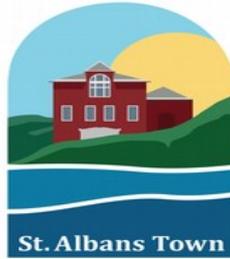


Selectboard  
Bruce Cheeseeman  
Brendan Deso  
Stan Dukas  
Jessica Frost  
Al Voegele



Anna Bourdon, Town Clerk  
Carrie Johnson, Town Manager

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## REQUEST FOR PROPOSAL STORMWATER UTILITY – ASSISTANCE

for the

**Town of St. Albans, Vermont**

May 22, 2019

### **Important Dates**

Pre-submittal questions due - 3:00 PM June 7, 2019

**Proposal Due Date - 3:00 PM June 14, 2019**

Interviews - June 18, 2019 (only if needed)

Projected Start Date - June 24, 2019

Projected Completion Date - October 18, 2019

### **Contact**

Ned Connell  
Director of Administration  
Town of St. Albans  
PO Box 37  
St. Albans Bay, VT. 05481  
Phone: 802-524-7589, Ext. 108  
Email: [nconnell@stalbanstown.com](mailto:nconnell@stalbanstown.com)

## **I. OVERVIEW**

The Town of St. Albans is requesting proposals from qualified consultants to assist in evaluating the circumstantial and financial need for a Stormwater Utility to aid in our MS4 compliance.

## **II. PROJECT GOALS**

The ultimate goal of this project is to develop a stormwater utility and ordinance that will address the specific needs of the Town. Work within this project must include the following:

- Create an excavation, erosion control, and stormwater management ordinance using a similar format as other Vermont communities. A draft version of an ordinance is available.
- Estimate potential costs to initiate and implement a stormwater utility and ordinance.
- Determine a possible rate structure based on a per Equivalent Residential Unit (ERU) of impervious surface, and estimated annual costs to meet our existing MS4 requirements by 2036.
- Provide a detailed report of required staffing levels for the initial implementation period (0 to 5 years) and then over the long-term (6 to 20 years).
- Develop a 20-year cyclical cost structure for general operations, recurring maintenance, and continuing financial self-sufficiency.
- Recommend an integration process for existing private permitted stormwater mitigation facilities within our MS4 areas and throughout the remainder of the community.
- Produce a cost benefit analysis that clearly compares the use of general tax funds to the use of stormwater utility fees to fund implementation of stormwater mitigation projects and other associated stormwater projects.

## **III. REQUIREMENTS**

- Term of Agreement: The selected entity will be expected to enter into a contractual agreement for services with the Town of St. Albans for a term from June to October 2019.
- Required Services to be Provided: St. Albans seeks a consultant to assist with creating a comprehensive Stormwater Utility and to establish a formal process to meet the requirements of the Rugg Brook FRP and the Stevens Brook FRP. The consultant will assist the Town in preparing the required analysis and other necessary analyses to adopt a Stormwater Utility by December 31 2019. The Town has a partially developed stormwater ordinance that can act as a foundation for this project and substantially reduce the level of effort for any consultant. Copies are available upon request. The other existing ordinances, impact fees, and FRP's will serve as additional sources for a starting point in this project. Finally, St Albans personnel will aid the consultant in collecting other necessary data.
- Meetings: Consultant will be expected to meet regularly with the Town Manager, town staff, and the Planning Commission as well as assist the Town with at least one public meeting.

## **IV. INFORMATION TO BE INCLUDED IN PROPOSAL**

The Town is requesting one electronic (\*.pdf) copy of the proposal with a 12-page maximum length that includes any attachments, appendices, and or cover pages. A complete response must contain the following information:

- Letter of Interest: Please include a letter of interest and a statement regarding your availability to dedicate time, personnel, and resources to this effort during a study period of June to October 2019. The letter of interest must include a commitment to the availability of

all key project personnel during the study period and on a proposed schedule designed to meet the Town's deadline for the report.

- **Project Manager/Key Staff and Recent Relevant Experience:** Please include information about the specific relevant experience and billing rates for the proposed Project Manager and the Principal-in-Charge (if that person is different from the Project Manager) and all other applicable staff. A project manager must be designated and must be the primary contact. Please provide references on the experience of the Project Manager on similar projects.
- **Proposed Scope of Work:** Please provide a Proposed Scope of Work based on experience in creating municipal ordinances in Vermont and New Hampshire. Innovative ideas and scenarios for stormwater mitigation funding and that enables St. Albans to implement our MS4 permit, meet the requirements of our 2 FRP's, our recent Phosphorus Control Plan, and an ability to fund other high priority stormwater capital improvements from 2020 to 2036. Also, the Town has a partially developed stormwater ordinance that can act as a foundation for this project and substantially reduce the level of effort for any consultant. Copies are available upon request.
- **Budget and Schedule:** Please provide a detailed budget and schedule, based on your proposed scope of work that meets the Town's proposed schedule. Please include at least 3 meeting with the Planning Commission and at least 1 public hearing with the Selectboard. If your proposed schedule exceeds the proposed timeframe, please indicate the reasons why you believe additional time will be needed to complete the project.

## V. INSTRUCTIONS TO PROPOSERS

All inquiries concerning this Request for Proposals and submissions in response to this RFP must be emailed to [nconnell@stalbanstown.com](mailto:nconnell@stalbanstown.com). The electronic (\*.pdf) copy of the consultant's proposal and scope of work with a 12-page maximum length, a maximum file size of 6 megabytes, formatted on 8.5 x 11 inch pages, and clearly marked with "Request For Proposal Stormwater Utility – Assistance" must be **submitted by email no later than 3:00 PM June 14, 2019**. All copies received by that time will be date and time stamped in addition to receiving an email reply recognizing receipt of the submission. Proposals will not be accepted after this time. Any proposal received after the time specified will be considered a late proposal. Proposals received by facsimile will not be accepted.

## VI. CONDITIONS OF REQUEST

- **General Conditions:** The Town reserves the right to cancel or reject all or a portion or portions of the request for proposals without notice.
- **Liability of Costs and Responsibility:** The Town shall not be liable for any costs incurred in response to this request for proposals. The person or organization responding to the request shall hold the Town harmless from any and all liability claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the Town of St. Albans.
- **Questions:** All questions should be directed to [nconnell@stalbanstown.com](mailto:nconnell@stalbanstown.com) and must be submitted by email no later than 3:00 PM June 7, 2019.