

REQUEST FOR QUALIFICATIONS

CITY OF PADUCAH



COMPREHENSIVE STORMWATER MASTER PLAN

RFQ

ISSUED: May 20, 2016

RESPONSE DUE: June 17, 2016

PREPARED BY:

Eric Hickman, P.E., Storm Water & Drainage Engineer

City of Paducah

Engineering & Public Works Department

300 South 5th Street

P.O. Box 2267

Paducah, KY 42002-2267

Telephone: 270-444-8511

ehickman@paducahky.gov

I. INTRODUCTION

The City of Paducah is soliciting request for qualifications from qualified and experienced consulting engineering firms for the development of a Comprehensive Stormwater Master Plan (CSMP). The overall objective of this project is to compile a document which provides clear and concise explanation of the City's existing stormwater management program, presents a detailed investigation into key components of stormwater as it is related to the City, establishes stormwater management goals for the future, presents tools to meet or exceed established goals and provides a foundation for future policy decisions.

II. BACKGROUND

The City of Paducah is located in McCracken County, Kentucky and encompasses approximately twenty-three square miles. Paducah is located at the confluence of the Ohio and Tennessee Rivers and is often called the Four-Rivers Area due to the proximity of the Ohio, Tennessee, Cumberland, and Mississippi Rivers. Paducah has approximately 25,024 residents according to the 2010 U.S. Census Bureau. The City operates under City Manager form of government. The Paducah Board of Commissioners is made up of the Mayor and four Commissioners elected at large by the citizens on a non-partisan basis.

III. SYSTEM MAKE UP

The Engineering & Public Works Department provides a full array of services through the following divisions: Engineering, Streets, Solid Waste, Floodwall, Building and Fleet Maintenance. The present stormwater infrastructure is operated and maintained by the Engineering and Street Division of which includes 110 miles of separate storm sewer, 6373 storm inlets, 850 storm manholes, 236 storm junction boxes, 51 MS4 major outfalls, 313 miles of streams and 9 miles of river. The flood protection system is an integral part of the separate and combined stormwater system. The Floodwall Division is responsible for operating and maintaining three miles of concrete floodwall, over 9 miles of earthen levee and twelve pump stations.

Nonetheless, the City of Paducah is on a network of combined sewers of which are mostly located in the downtown district. The unique situation that exists is the ownership of the combined sewer network. The City operates and maintains the storm inlet and laterals that tie into the trunk lines of the combined sewer network, while the Joint Sewer Agency operates and maintains the combined sewer trunk lines that are receiving stormwater. There are 69 miles of combined sewer along with 991 manholes and 11 combined sewer overflows associated with the

system. Therefore, a successful bidder will have had experience in situations involving multiple agencies having ownership of the stormwater and combined conveyance systems. A map of the entire storm drainage system as well as the combined sewer system can be viewed at the following link: <http://ci-ws-gis1/MapGallery/>.

The City completed a Stormwater Drainage Study in September 1989. The study concentrated on problem areas instead of taking a holistic approach on evaluating the needs of the entire City. Several extreme weather events in recent years have highlighted a need for additional improvement in the City's stormwater conveyance systems.

IV. MINIMUM REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Seven hard copies of the Statement of Qualifications (SOQ) should be mailed or delivered to Attn: Eric Hickman, P.E., Paducah Storm Water & Drainage Engineer, 300 South 5th Street, P.O. Box 2267, Paducah, KY 42002-2267. One electronic copy of the SOQ shall be e-mailed in PDF format to ehickman@paducahky.gov. The SOQ should be labeled "City of Paducah Engineering and Public Works Department". Hand delivered submittals should be delivered to the City of Paducah Engineering and Public Works Department, 2nd floor of City Hall located at 300 South 5th Street. The SOQ must be received by 3:00 (CST) Friday June 17, 2016. The SOQ shall include at a minimum the following information:

1. **Coversheet:** List project title, the name of your firm, and the name, address, e-mail, fax, and telephone number of a contact person for questions concerning this RFQ.
2. **History of Firm:** Provide a brief history of your firm.
3. **Experience of the Firm:** Provide a narrative of your firm's prior experience and qualifications. The narrative should contain information on projects similar to storm Water Master Plan requested by the City of Paducah in this RFQ. Specifically, list similar studies that your firm has conducted that have had experience in situations involving multiple agencies having ownership of the stormwater conveyance system. Include scope of project in physical terms and by cost, date, firm's project manager and contact name and number of person in local government who can speak on the project and your firm's work performance. Provide information as to your firm's ability to finish projects within budget and within the project time limits.
4. **Project Team:** Provide information related to the project manager, key personnel, and any sub-contractors who will be involved with the City of Paducah's CSMP. Include a team structure, location of each staff member and sub consultant that will participate and what their anticipated role will be on the various work items. Provide a brief resume for each person listed including experience on similar projects (including any sub consultants). We will require detailed information concerning the Project Manager

including their length of time with this firm and detailed experience in the role of project manager. Describe what other work commitments the proposed team has and state the time the team has to dedicate to the City of Paducah.

5. **Process and Work Plan:** Describe the process and work plan that your firm would use to evaluate the City of Paducah's watershed including how your firm would gather and assess information, the modeling effort and how your firm would determine cost/benefit numbers and the firm's ability to work collaboratively with multiple public agencies, stakeholders, community groups, and citizens.
6. **Approach to Communicating with the City, Stakeholders and Citizens:** Describe the firm's approach to communicating with the City and Stakeholders in regards to progress reports, status reports, recommendations, status of opinions, etc. Additionally, define the firm's method in providing a strong public outreach and facilitation skills which have resulted in successfully adopted CSMPs.
7. **References:** Provide the name, address, phone number, e-mail address, and relationship of at least four (4) references familiar with the quality of work done by your firm on similar projects that were under taken in the last five (5) years.

Inevitably, a stormwater master plan will need to be developed that identifies and prioritizes necessary or desirable capital improvements and stormwater operational costs for the City of Paducah. The master plan will ultimately identify modifications or additions necessary to address the predicted future needs for surface water collection, operations, maintenance, treatment, and storage. The planning period for this master plan is anticipated of 20 years. Offering consultants may wish to provide and/or be prepared to discuss the following topics:

- Project Management
- Data Gathering
- System Condition Assessment
- Hydraulic Modeling
- Stormwater System Capital Improvement Plan
- Staffing Level Analysis
- System Development Charge and Rate Study
- Stormwater Master Plan
- City of Paducah Plan Review

V. EVALUATION PROCESS

The procedure for response, evaluation and selection will be as follows:

1. RFQ issued.
2. Pre-proposal meeting will be held on June 9th, 2017 at 10:00 C.S.T. The meeting will be held in the Commission Chambers on the second floor of City Hall located at 300 South 5th Street, Paducah, KY 42002. This pre-proposal meeting is optional but highly recommended.
3. Receipt of qualification packages.
4. Opening and listing all responses received.
5. A selection committee, appointed by the City Manager, shall meet to evaluate each response in accordance with the requirements of this RFQ. If further information is desired, respondents may be requested to make additional written submissions or oral presentations to the selection committee.
6. The election committee will recommend to the City Manager the response(s) that the committee deem to be in the best interest of the City by using the following criteria for selection:

• Firm experience and qualifications	25
• Familiarity with project area	15
• Project approach	25
• Project team, specialized capabilities, and availability	20
• Completed previous project(s) with having similar configuration	15
Total Possible Score	100

7. The City Manager shall recommend to the City Commission the firm or firms, acceptance of which the City manager deems to be in the best interest of the City.
8. Negotiations between the selected respondent and the City shall take place to arrive at agreement terms. If the City Commission has so directed, the City may proceed to negotiate an agreement with a respondent other than the top ranked respondent if the negotiations with the top ranked respondent fail to produce a mutually acceptable agreement within a reasonable period of time.
9. A proposed contract is recommended by the City Manager to the City Commission for approval.
10. If and when a contract or contracts acceptable to the respective parties is approved by the City Commission, the Mayor and City Clerk sign the contract(s) after the selected respondent(s) has (or have) done so.

VI. ATTACHMENTS

- 1961 Master Plan Report
- 1989 City of Paducah Storm Water Drainage Study
- 2015 SMS4 Report
- City of Paducah Ordinance

Engineering firms desiring to provide these services should submit 7 copies of their SOQ to:

City of Paducah
Engineering & Public Works Department
Attention: Eric Hickman, P.E.
300 South 5th Street
P.O. Box 2267
Paducah, KY 42002-2267

Submittals are due no later than 3:00 PM (CST) Friday, June 17, 2016.