CITY OF STOUGHTON
DEPARTMENT OF
PLANNING & DEVELOPMENT
381 East Main Street, Stoughton, WI. 53589

(608) 873-6619 www.ci.stoughton.wi.us

RODNEY J. SCHEEL
DIRECTOR

Date: January 6, 2010

To: Steve Tone
Finance Committee Chairperson

From: Rodney J. Scheel
Director of Planning & Development

Subject: Stormwater Utility Proposals

As requested by the Common Council at their December 8, 2009, we have received proposals from several firms responding to our Request for Proposal. Staff will continue to review the proposals and will be available for discussion at your meeting. I have also attached the Request for Proposal that was distributed to each.

	Fees
Baxter & Woodman, Inc.	$21,900
Municipal Economics & Planning	$28,590
Strand Associates, Inc.	$29,737
Vierbicher	$19,987

Copies of the proposals are being provided to the committee members.

If you have any questions, please contact me.

cc. Mayor Jim Griffin (via email)
Finance Director Laurie Sullivan (via email)

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CITY OF STOUGHTON, WISCONSIN
REQUEST FOR PROPOSALS - CONSULTING SERVICES
DECEMBER 2009

I. STATEMENT OF PURPOSE

The City of Stoughton (the "City"), invites qualified firms to submit a proposal to provide consulting services to assist the City in the creation of a Stormwater Utility. A qualified firm will have expertise in the development and implementation of stormwater utilities in Wisconsin including stormwater regulations. The ultimate goal is to establish a stormwater utility and a rate structure that is revenue sufficient, fair, equitable, legally defensible and publicly acceptable. The City anticipates this project to take approximately 6 months.

II. GENERAL INFORMATION

The City of Stoughton is a municipal corporation. The current population estimate for the City of Stoughton is 12,865. The form of government is full-time elected Mayor (at large for four-year term), with twelve part-time alderpersons (four elected by district each year for three-year terms), and eleven full-time department heads.

III. SERVICES TO BE PROVIDED

A. Provide technical assistance and guidance in an effort to prepare the City of Stoughton and elected officials to implement a stormwater utility. This shall include the development and presentation of informational and educational materials to the community during this process.

B. The Firm shall assist the City in developing a multi-year budget including capital improvement and operational items to be funded by the Stormwater Utility. The budget shall consider recent and future capital improvement project costs and all related maintenance and administrative expenses.

C. Firm shall calculate the impervious area of parcels in the City based on digitized air photographs and develop a proposed Equivalent Residential Unit (ERU).

D. The Firm shall develop a proposed rate structure to meet the stormwater utility budget as prepared in item B. The Firm shall outline billing options with pros and cons of each system and potential cash flow for 5 years for each option.

E. Firm shall develop fair, equitable and technically sound credit policy and criteria for review and evaluate impact on proposed rate structure. The Firm shall also propose an appeals procedure.

F. The Firm shall develop a storm water utility ordinance and provide technical assistance to the City Attorney in the review of this draft ordinance.

G. The Firm is expected to attend all Technical Advisory Committee meetings, public hearings, internal staff meetings and Council meetings necessary to develop a stormwater utility.

H. All documentation shall be provided to the City in appropriate electronic format for reuse by the City.

IV. PROPOSAL REQUIREMENTS

Submittals should include responses to each of the following items. Include other information as appropriate to address the services the City can expect.

A. Profile and history of yourself and/or your firm including staff in the firm who will be assigned to our project.

B. A listing of all current municipal clients in Wisconsin for whom you provide stormwater consulting services including the name and telephone number of the client contact. Specifically highlight communities your firm provided services to

consider a stormwater utility. Identify which communities have implemented a stormwater utility and individuals from your firm who worked on these projects.

C. Outline the approach and associated timeline you propose to use to implement a stormwater utility in our community.

D. Proposed fee schedule. Include any reimbursables anticipated and rates for such reimbursables.

V. EVALUATION CRITERIA

Submittals will be evaluated based on the following criteria:

A. Qualifications and experience of the firm.

B. Experience and availability of staff assigned to serve the City.

C. Scope and cost of services.

D. References.

VI. TERMS AND CONDITIONS

A. The City reserves the right to accept or reject any or all proposals or to award a contract to the most qualified firm if the successful firm does not execute an agreement within thirty (30) days after award of the proposal.

B. The City reserves the right to request clarification of the information submitted and to request additional information of one or more applicants at an oral presentation or interview.

C. All costs associated with the preparation of a submission in response to this request shall be the responsibility of the firm submitting.

D. Fifteen (15) hard copies and one electronic copy (Word or PDF format via e-mail) of the firm's proposal must be received at the address below by noon on Wednesday, December 30, 2009:

City of Stoughton
c/o Rodney Scheel, Director of Planning & Development
381 E. Main Street
Stoughton, WI 53589
E-Mail: rjscheel@ci.stoughton.wi.us

Submittals must be signed by an authorized representative of the proposing firm. All submittals shall become the property of the City. No public bid opening will be held.

E. All questions regarding this project shall be directed to Director of Planning & Development, Rodney Scheel at 608-873-6619 or rjscheel@ci.stoughton.wi.us prior to 11:00 a.m. on December 24, 2009.

VII. TENTATIVE SELECTION PROCESS / SCHEDULE

The following tentative schedule will be followed for selection (however the City may make changes at its discretion):

A. December 9, 2009 – Proposals distributed.

B. December 30, 2009 @ 12:00 PM – Proposals due to City Hall.

C. January 12, 2010 - Finance Committee to evaluate proposals and consider whether interviews will be conducted.

D. January 13, 2010 - Firms to be notified whether interviews will be conducted. If conducted, the interviews will be conducted the week of January 18th.

E. January 26, 2010 – Finance Committee makes a recommendation to the Common Council. Final selection may occur this evening, or, if necessary, completed at the February 9, 2010 meeting.

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