REQUEST FOR PROPOSALS

Stormwater Master Plan Standards Development and Pilot Project

This Request for Proposals (RFP) is being sent to firms interested in undertaking the Stormwater Master Plan Standards Development and Pilot Project. Proposals shall be no more than 75 printed pages and the font size shall be equivalent to Times New Roman 12 pt or larger (See Section 4.0).

The RFP is organized as follows:

SECTION 1.0 SUBMISSION OF PROPOSALS
SECTION 2.0 INTRODUCTION
SECTION 3.0 DESCRIPTION OF PROJECT AND SERVICES
SECTION 4.0 PROPOSAL CONTENT AND FORMAT
SECTION 5.0 PROJECT SCHEDULE
SECTION 6.0 EVALUATION AND SELECTION PROCESS
RFP List of Supplemental Information

The following supplements can be obtained by attending the pre-proposal meeting or by going to the relevant link below.

Item 1 – Rocky River Watershed Action Plan and updates are available at  
http://myrockyriver.ning.com/page/plans-reports

Item 2 – NEORSD RIDE Data DVD

Item 3 – NEORSD SWMM5 model and documentation

Item 4 – NEORSD impervious area data

Item 5 – NEORSD Stormwater Management Plan Implementation Project community meeting minutes

Item 6 – Title V of the NEORSD Code of Regulations, Stormwater Management Code

If consultants wish to examine any documents not already provided as exhibits, they will be made available upon request at the District’s Administrative Office after the pre-proposal meeting. To schedule an appointment to examine relevant District documents, contact Ms. Andrea Remias, Project Manager, at (216)-881-6600 ext. 6408 or at RemiasA@neorsd.org.
1.0 SUBMISSION OF PROPOSALS

Proposals for providing these services will be accepted until the close of business (4:30 P.M.) March 30, 2012.

Proposals are to be delivered to the following name and address:

Julius Ciaccia, Executive Director
Northeast Ohio Regional Sewer District
3900 Euclid Avenue
Cleveland, OH  44115-2504

Attn:  Kellie Rotunno, Director of Engineering and Construction

Late submittals will not be considered. Proposals not meeting the requirements of this RFP may be deemed non-responsive at the sole discretion of the District.

A mandatory pre-proposal meeting for consultants considering submitting as a prime will be held at 10:00 A.M. on February 27, 2012 in Conference Room C of the Northeast Ohio Regional Sewer District’s Environmental and Maintenance Services Center (EMSC), 4747 East 49th Street, Cuyahoga Heights, Ohio, 44125. Questions regarding this RFP shall be directed to Ms. Andrea Remias at the pre-proposal meeting or at other times by calling (216) 881-6600, ext. 6408 or e-mailing to RemiasA@neorsd.org.
2.0 INTRODUCTION

The Northeast Ohio Regional District was established by judgment entry dated April 4, 1972 under Ohio Revised Code (ORC) §6119.01(B), which authorizes the organization of regional water and sewer districts to provide for the collection, treatment, and disposal of wastewater within and without the district. The creation of a regional sewer district was the result of multiple legal actions among state, county and local political entities filed in the Cuyahoga County Common Pleas Court. Judge George J. McMonagle presided over all actions related to the creation of the District and retained jurisdiction over the matter until his death in 2002.

In 1975, Judge George J. McMonagle stated the Northeast Ohio Regional Sewer District (District) was created to “develop a detailed integrated capital improvement plan for regional management of wastewater collection and storm drainage to identify a capital improvement program for the solution of all intercommunity drainage problems (both storm and sanitary) in the District.” While the District’s initial focus was on sanitary wastewater issues, the increased impact of flooding and erosion on area communities, as well as the imposition of United States Environmental Protection Agency (US EPA) Phase II stormwater regulations resulted in the determination that it was time to develop and implement the mandated and complementary stormwater management program in the District’s service area.

Since the 1975 stormwater mandate, the District has invested over $12.5 million for a series of stormwater-related studies that resulted in the proposed regional stormwater management program. (See Table 1, below)

<table>
<thead>
<tr>
<th>Date</th>
<th>Project</th>
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<tbody>
<tr>
<td>1978</td>
<td>Regional Plan for Sewerage and Drainage Study</td>
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<tr>
<td>1997-99</td>
<td>Regional Plan for Sewerage and Drainage (RPSD) Phase I Study</td>
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<tr>
<td>2000-04</td>
<td>Regional Intercommunity Drainage Evaluation (RIDE) Study</td>
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<tr>
<td>2006-07</td>
<td>Stormwater Roadmap Development Study</td>
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<tr>
<td>2008-ongoing</td>
<td>Stormwater Management Program Implementation Project</td>
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Realizing the complexity of the 1975 Court mandate, the District initiated the Regional Plan for Sewerage and Drainage Study in 1976 to develop recommended future tasks to satisfy the Court mandate. This effort included the identification of intercommunity stormwater flooding areas and community concerns across the District, and identified future tasks needed to develop an appropriate management plan to address intercommunity stormwater problems. Study findings were published in the 1978 Plan of Study for the Regional Plan for Sewerage and Drainage report. This report clearly outlined future tasks necessary to develop an appropriate stormwater management program to address intercommunity storm drainage problems.

In 1997, the District launched the Regional Plan for Sewerage and Drainage – Phase I Study to begin the detailed development of a regional stormwater management program. Around this time frame, the US EPA was developing stormwater regulations applicable to many District member communities. These regulations, known as the US EPA Stormwater Phase II
Regulations, ultimately resulted in the issuance of National Pollutant Discharge Elimination System (NPDES) Permits to small municipal separate storm sewer system communities within the District’s service area. During the Regional Plan for Sewerage and Drainage – Phase I Study, work related to developing an understanding of the regional stormwater system, identification of current regional stormwater problems across the District’s service area and identification of community awareness and concerns regarding the upcoming Phase II Stormwater Regulations were performed. A key study finding revealed that stormwater problems in the District’s service area had more than doubled (since the 1978 timeframe) and many problems were intercommunity in nature. Member communities also cited the need for intercommunity coordination to solve these stormwater problems. A key recommendation of this study was that the District perform a detailed study to identify technical solutions and costs for intercommunity stormwater problems.

To respond to the recommendations of the Regional Plan for Sewerage and Drainage – Phase I Study, the District launched the Regional Intercommunity Drainage Evaluation (RIDE) Study in 2000. This effort, conducted over the 2000-04 timeframe, provided a more detailed assessment of regional stormwater problems, including planning level stream system computer modeling of the major watersheds within the District. The District’s Board of Trustees requested this study to outline the potential inspection, maintenance and capital improvement costs for a regional stormwater management program. Meetings were held with each Member Community to clarify specific problem areas and update surveys of community stormwater problems and priorities on a watershed basis. Study findings indicated that the number of problem areas had again grown (since the 1997-99 Regional Plan for Sewerage and Drainage – Phase I Study), with the data indicating a 374% increase in the number of stormwater problems when compared to the initial 1978 stormwater study. Significant costs for both operation and maintenance and capital improvement of the regional stormwater system were identified. Planning level project recommendations to alleviate intercommunity stormwater problems were identified.

Following the RIDE Study, the District continued framing the structure of a District regional stormwater management program. The Stormwater Roadmap Development Study, conducted in 2006-07, framed potential District stormwater program roles and basic components under each program role. The project included the assessment of existing District resource capabilities and the development of a preliminary stormwater management program outline with potential costs, ramp-up activities and resource needs. In addition, the District collected satellite-based impervious area data needed to begin to evaluate revenue and billing requirements.

In 2007 the District initiated the Stormwater Management Program Implementation Project. This effort included framing the District’s proposed Regional Stormwater Management Program roles and responsibilities, revenue and resource requirements, proposed fee structure, billing procedures, construction and operation and maintenance project locations, customer service requirements and legal and policy issues. Extensive discussions between the District and Member Community officials, as well as discussions with a wide variety of local, State and County officials, watershed groups and other interested parties occurred during this effort. The Stormwater Management Implementation Project represented the culmination of over $12.5 million in stormwater program development projects that the District has undertaken since its
inception. In January of 2010, the District’s Board of Trustees adopted Title V of the Code of Regulations (Exhibit G), which outlines the key provisions of the District’s Regional Stormwater Management Program.

Overview of the District’s Regional Stormwater Management Program

Under the District’s Stormwater Management Program, the District is responsible for the regional stormwater system. The regional stormwater system is shown in Figure 1 and is defined as the entire system of watercourses, stormwater conveyance structures, and Stormwater Control Measures in the District’s service area that are owned and/or operated by the District or over which the District has right of use for the management of stormwater, including both naturally occurring and constructed facilities. The Regional Stormwater System shall generally include those watercourses, stormwater conveyance structures, and Stormwater Control Measures receiving drainage from three hundred (300) acres of land or more. The watersheds and subwatersheds considered to be a part of the Stormwater Management Program were based on their proximity to the District’s Service Area Boundary and the delineation of the Regional Stormwater System. The subwatersheds are shown in Figure 2 and listed below:

Rocky River Watershed
- Abram Creek Subwatershed
- Baker and Blodgett Creeks Subwatershed
- Plum Creek Subwatershed
- Rocky River Main Stem Subwatershed
- Baldwin Creek Subwatershed
- Rocky River East Branch Subwatershed
- Rocky River West Branch Subwatershed
- Rocky River West Branch Above East Branch Subwatershed

Lake Erie Direct Tributaries Watershed
- Doan Brook Subwatershed
- Lake Erie Tributaries West of Chagrin River Subwatershed
- Lake Erie Tributaries East of Cuyahoga River Subwatershed
- Lake Erie Tributaries West of Cuyahoga River Subwatershed
- Euclid Creek Subwatershed
- Green Creek Subwatershed
- Nine Mile Creek Subwatershed
- Shaw Brook Subwatershed
- Dugway Brook Subwatershed

Cuyahoga River East & West Watersheds
- Cuyahoga River Navigation Channel Subwatershed
- Cuyahoga River CVNP Subwatershed
- Tinkers Creek Subwatershed
- Sagamore Creek Subwatershed
- Brandywine Creek Subwatershed
- Mud Brook Subwatershed
- Lower Cuyahoga River West Subwatershed
- Lower Cuyahoga River East Subwatershed
- Hemlock Creek Subwatershed
- Chippewa Creek Subwatershed
- Yellow Creek Subwatershed
- Furnace Run Subwatershed
- Mill Creek Subwatershed
- Big Creek Subwatershed
- West Creek Subwatershed
- Burke Brook Subwatershed
- Morgana Run Subwatershed
- Kingsbury Run Subwatershed

**Chagrin River Watershed**
- Upper Tributary to Chagrin River Subwatershed
- Beechers Brook Subwatershed
- Sulfur Springs Subwatershed
- Upper 40/ Foster's Run Subwatershed
- Willey Creek Subwatershed
- Pepper / Luce Creek Subwatershed

The District’s Stormwater Management Program includes two core program roles: Stream System Manager and Regional and Watershed Integrator.

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<th>Core Program Roles</th>
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<td>Stream System Manager</td>
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<td><strong>Regional and Watershed Integrator</strong></td>
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and serve as an information source and clearinghouse of pertinent stormwater management related information

The Regional Stormwater Management Program and Title V, the District’s Stormwater Management Code, rely on Stormwater Master Plans as the format to address the needs of the Regional Stormwater System and District watersheds. The Stormwater Master Plans are important to several components of the Regional Stormwater Management Program. These include:

- **Watershed Advisory Committees (WACs) (Title V Section 5.0504)** – WACs will be established for those portions of the Rocky River, Cuyahoga River, Lake Erie Direct Tributaries, and Chagrin River watersheds that are within the District’s service area. The role and membership of WACs is described in Title V. Any recommendations of WACs relating to construction or maintenance within a particular watershed must be considered when preparing each Stormwater Master Plan.

- **Stormwater Construction Plans (Title V Section 5.0506) and Inspection, Operation, Maintenance, and Monitoring Plans (Title V Section 5.0507)** – Construction and Maintenance Plans will be developed for the District’s service area. These Plans will include projects and activities identified through the Stormwater Master Plans.

- **Additional standards for stormwater management (Title V Section 5.0601(b))** – Based on the findings of the Stormwater Master Plans, the District has the ability to promulgate additional standards that may be necessary and reasonable to protect the Regional Stormwater System. The Stormwater Master Plans are essential to the determination of the need for additional standards and the specifics of any such standards.

### 2.2 RESTRICTIONS ON USE OF PROPRIETARY SOFTWARE

The consultant is expected to enhance the District’s flexibility to accomplish follow-up studies or design related efforts as well as other District projects. Software utilized by the consultant in accomplishing the scope of services must support this expectation, and at the District’s request must be provided for its use. Use of proprietary software which cannot be made available to the District at the end of this project is not allowed.

### 2.3 EVALUATION OF CONSULTANT PERFORMANCE AFTER SELECTION

The District will evaluate the performance of consultants on its projects, in the interest of improving project designs, ongoing consultant performance, and future project selections. The Consultant Project Performance Evaluation form that the District will use is located on the District’s web site [www.neorsd.org](http://www.neorsd.org).
3.0 DESCRIPTION OF PROJECT AND SERVICES

The scope of work for the Stormwater Master Plan Standards Development and Pilot Project shall consist of, but not be limited to, the tasks as outlined below. In order to better define the scope and effort associated with this project, the work will be accomplished in two phases as described below. It is anticipated that the two phases will be performed under two separate contracts with Phase II scope and effort being finalized and authorized by the Board of Trustees upon successful completion of Phase I.

Phase I – Standards Development
- Phase I -Task 1 Stormwater Master Plan Standards Development
- Phase I -Task 2 Stormwater Project Prioritization Process Development

Phase II – Pilot Watershed Stormwater Master Plan
- Phase II – Task 1 Comprehensive Watershed Evaluation
- Phase II – Task 2 Stormwater Master Plan Development
- Phase II – Task 3 Refinement of Master Plan Standards & Project Prioritization Process

The Consultant shall work with District staff to achieve the District’s desired scope of services. The Consultant shall carefully consider input by the District’s staff, but based on the Consultant’s own experience and ability, shall be solely responsible to provide a complete and workable product in accordance with the requirements of the scope of services and the study objectives.

The Consultant should be familiar with the documents provided in the RFP’s Supplemental Information. For the purposes of proposing, the consultant shall propose on the scope identified in Phases I and II (Section 3.1).

The Consultant shall incorporate the use of the District’s SharePoint site electronic submissions and workflow processes for all Tasks of Work as directed by the District. The Consultant shall use the SharePoint site for, but not limited to, the following: electronic upload of documents for reference and/or file, invoicing, schedules, budget transfers, etc. During the duration of the Contract the District may modify and/or add workflow processes and SharePoint usage, and the Consultant shall incorporate the modifications and additions into their work. Access to the SharePoint site and workflow processes and training will be provided by the District.
3.1 DESCRIPTION OF PROJECT

PHASE I: STANDARDS DEVELOPMENT

The District views stormwater master plans as engineering studies that focus primarily on water quantity related problems, and result in a program consisting of construction projects and maintenance recommendations. However, stormwater master plans shall have a multi-objective, watershed approach to developing solutions for a broad suite of problems in the watershed. Stormwater master plans shall recognize that flooding, streambank erosion, water quality problems, and fish and wildlife declines have related causes and that the planning and implementation of stormwater control measures in the watershed shall benefit all of the above noted problems and that public and private entities materially affected by a stormwater master plan shall be included in the planning process.

Stormwater master plans are part of larger Watershed Management Plans under the District’s Stormwater Management Program. Watershed Management Plans address three components, water quantity, water quality and resource protection. Examples of some initiatives in each of those categories in Northeast Ohio are listed below:

- Water Quantity
  - District’s Stormwater Master Plans (Further discussed in this Request for Proposal)

- Water Quality
  - Watershed Action Plans (WAP) – Per Ohio Department of Natural Resources (ODNR), the goal of a WAP is to restore and maintain the chemical, physical and biological integrity of water resources within the watershed. A WAP is generally developed by the applicable watershed organization and helps to identify impairments/problems and their sources so that appropriate and effective solutions can be formulated. The WAP will also identify specific solutions to the identified impairments/problems. The following watersheds in the District’s service area have ODNR fully endorsed WAPs developed under the leadership of applicable watershed organizations.
    - Chagrin River
    - Rocky River
    - West Creek (Cuyahoga West)
    - Tinkers Creek (Cuyahoga East)
    - Euclid Creek (Lake Erie Tributaries)
  - Total Maximum Daily Load (TMDL) – Per the guidelines of the USEPA, a TMDL is a calculation of the maximum amount of a pollutant that a waterbody can receive and still safely meet water quality standards. The
following watersheds in the District’s service area have TMDLs approved by the US EPA.

- Chagrin River
- Lower Cuyahoga River (Cuyahoga East and West)
- Rocky River
- Euclid Creek

- Resource Protection
  - Balanced Growth Initiative (BGI) and BGI Plans - The BGI is a program initiated by the Ohio Lake Erie Commission that seeks to link land use planning to the health of watersheds and major water bodies. The main features of BGI Plans are the locally determined designation of Priority Conservation Areas (PCAs) and Priority Development Areas (PDAs). BGI Plans have been developed and endorsed by the Ohio Lake Erie Commission for the following watersheds within the District’s service area under the leadership of applicable watershed organizations.
    - Chagrin River
    - Chippewa Creek (Cuyahoga East and West)
    - Big Creek (Cuyahoga East and West)

In their proposal, the Consultant shall discuss their approach to accomplishing the following under Phase I:

- Stormwater Master Plan Standards Development
- Stormwater Project Prioritization Process Development

3.1.1 Stormwater Master Plan Standards Development

The Consultant shall work with the District to develop a standard approach for stormwater master planning. The Consultant shall identify areas where standards are recommended and shall work with the District in developing these standards for implementation under Phase II of this project and all future stormwater master plan projects. The Consultant shall discuss as part of their proposal recommended areas for standard development as well as their recommended plan for coordinating with the various District departments to identify, develop, and gain concurrence on the stormwater master plan standards. At a minimum, standards development in the areas listed below are envisioned to be required. In developing the standards in each of the areas, the required extent beyond the regional stormwater system shall be considered and recommendations developed. In their proposal, the Consultant shall discuss such considerations.

- **Data Gathering and Management:** The Consultant shall develop standards for data collection and management including the development of a standard template for Data Collection and Management Plans. The standards developed shall include, but not be
limited to, procedures for updating the existing GIS database, data coordination meetings and the method by which GIS data will be delivered to the District. The Consultant shall consider data gathering and management standards developed by other regulatory agencies that might participate in any phase of The District’s Regional Stormwater Management Program implementation.

- **Support of Stakeholder Involvement:** The District will lead the stakeholder coordination during the stormwater master planning process with technical support provided by the Consultant. Stakeholder involvement will be lead through the District’s Watershed Advisory Committees (Title V, Section 5.0504). The Watershed Advisory Committees will be integrated into the Stormwater Master Plan and Construction Plan development and review process. The Consultant shall discuss as part of their proposal their recommendations for standards as it involves Watershed Advisory Committees in the master planning process including the Consultant’s role in the process.

- **Asset Condition and Criticality:** Inspection efforts should be sufficient to support condition assessment and modeling activities necessary to perform stormwater master planning. Additionally, the Consultant should recommend an approach to apply the District’s criticality methodology to stormwater assets. Criticality and condition will be used to calculate asset-related risk exposure. Condition assessment and criticality determination efforts should sufficiently support the development of recommendations including costs and schedules for re-inspection, prioritization of rehabilitation/replacement and inspection and maintenance needs. The Consultant will not be developing maintenance strategy recommendations.

- **Monitoring:** The Consultant should recommend the type of monitoring and approach to monitoring necessary to achieve the objectives of stormwater master plan including but not limited to stream gauging. Monitoring recommendations shall include standards development where applicable (e.g. data, type, location) including but not limited to determining if these efforts should be performed under separate, long-term District contracts.

- **Modeling Strategy and Standards:** Consultant shall develop a strategy and standards for model development, calibration and maintenance for use during stormwater master planning. The model will serve as the primary tool in analyzing a watershed’s current, future and recommended alternatives during master planning. Upon completion of master plan the Consultant shall provide, as a deliverable, a fully usable model with the appropriate level of documentation to maintain the models for future internal or external analysis and reference. The Consultant should also provide input on inclusion of model parameters and results into the GIS database, if appropriate. The Consultant should take into consideration the modeling/model standards currently in development by the District which include *Hydraulic and Hydrologic Modeling for Combined Sewer Systems Standards and Protocols* and *Model Maintenance Guidelines Standards and Coordination Protocols*. 
- **Level of service goals:** The Consultant shall provide recommendations on appropriate level of service goals. Consultant should review level of service goals previously developed during the Regional Intercommunity Drainage Evaluation and during the Stormwater Management Plan Implementation Project. The Consultant should evaluate their applicability to the service area as a whole and determine if level of service goals may need to be adjusted for different situations or drainage areas.

- **Mapping:** The Consultant shall develop mapping standards to be utilized for all stormwater related mapping. The Consultant shall recommend when and where different standards might apply, e.g. public information materials versus stormwater master plan technical memorandums. The Consultant should take into consideration current District mapping standards as well as other programmatic standards that might apply to the documentation of watershed analysis efforts conducted as a part of the Master Plan development (i.e. FEMA mapping standards).

- **Alternatives evaluation:** Consultant shall develop an alternative evaluation procedure to compare solutions to identified problems and provide the appropriate level of service. This procedure should consider life-cycle cost analysis, cost-benefit analysis, cost estimation standards, non-economic evaluation criteria and methodology.

- **Standard Request for Proposal for stormwater master plans:** The District intends to develop stormwater master plans for all watersheds and/or subwatersheds within the District’s stormwater service area. The Consultant shall develop a standard Request for Proposal template for future stormwater master plans. In developing the standards, the Consultant shall consider and make recommendations on the appropriate planning period (e.g. 10 years) and on how to package/define the watersheds for future stormwater master planning efforts.

- **Additional stormwater standards, as appropriate:** The Consultant shall consider the potential for additional stormwater standards and recommend, as appropriate. The process for the development of additional stormwater standards is discussed in Title V, Section 5.0601(b).

### 3.1.2 Stormwater Project Prioritization Process Development

The development of prioritization processes in the following areas is envisioned to be necessary for stormwater:

- Master Plans
- Construction Program

The Consultant shall work with the District to develop a stormwater master plan prioritization process for construction projects and inspection and maintenance recommendations identified as
part of the plan development. This process shall include all the necessary tools and shall clearly
document procedures to allow the District to consistently implement the prioritization process in
future stormwater master plans. The Consultant shall provide recommendations for such things
as prioritization criteria, ratings scale, ratings definitions and methodology. In addition, the
Consultant shall evaluate and provide recommendations on how the stormwater master plan
prioritization process may be utilized in and/or coordinated with a larger stormwater construction
program prioritization process. Utilizing the District agreed upon recommendations, the
Consultant shall work with the District to develop a stormwater construction program
prioritization process.

In developing both the stormwater master plan and construction program prioritization processes,
the Consultant shall consider the following process and procedure documents which will be
provided to the successful candidate during scope negotiations.

- The District’s Draft Watershed Advisory Committee (WAC): Policy & Procedure
- The District’s Capital Improvement Program (CIP) Planning Process – Nomination,
  Validation and Prioritization
- The concept of the “Triple Bottom Line” evaluation

Under Phase II of this project the Consultant shall utilize and refine as necessary the developed
stormwater master plan prioritization process.

**PHASE II: PILOT WATERSHED STORMWATER MASTER PLAN**

The goal of this phase is to develop a stormwater master plan including a prioritized list of
construction and maintenance projects and costs over the planning period identified under Phase
I for the pilot watershed, Abram Creek, utilizing and refining the standards/standard approach
developed during Phase I.

The Abram Creek subwatershed is approximately 10.6 sq. mi. in total area, is the northern-most
Rocky River tributary in the drainage area, and discharges into the main stem of the Rocky
River. Figure 3 shows a map of the Abram Creek subwatershed. The main stem of Abram
Creek originates in Middleburg Heights and flows northwest into Brook Park to its junction with
the Rocky River at the border of Cleveland. Also in the Abram Creek subwatershed is a portion
of Berea. About one mile of the downstream portion of Abram Creek has been culverted across
Cleveland Hopkins International Airport property to accommodate airport expansion. With
regard to topography, the upstream portions of Abram Creek are extremely flat and include a
wetland area and the downstream reaches enter a very deep ravine as the stream passes through
Brook Park and the Cleveland Hopkins International Airport.

The scope of work for Phase II will be further defined, refined, and finalized through the
execution of Phase I. As part of their proposal, the Consultant shall discuss their envisioned
approach for Phase II including the following efforts:
• Comprehensive Watershed Evaluation
• Stormwater Master Plan Development
• Refinement of Master Plan Standards and Project Prioritization Process

3.1.3 Comprehensive Watershed Evaluation

The Consultant shall perform a comprehensive evaluation of the Pilot Watershed in order to develop a comprehensive stormwater master plan. The evaluation shall have a multi-objective, watershed approach to developing solutions for a broad suite of problems in the watershed and shall be implemented utilizing the standards developed under Phase I.

Operational Performance Evaluation

The Consultant shall utilize model(s) to evaluate the existing watershed and stormwater infrastructure. In addition to the regional stormwater system, the evaluation shall include local infrastructure that may impact the regional stormwater system. The evaluation is envisioned to include the following tasks:

• Evaluate the performance of system to determine its current level of service
• Identify and/or evaluate inspection and maintenance problem areas
• Identify reaches with high velocities, areas inundated by flooding events and sub-basins contributing high runoff rates
• Evaluate identified inspection and maintenance problem areas to determine cost-effective solution alternatives
• Evaluate impacts of anticipated future development/redevelopment

Alternatives Development and Evaluation

Utilizing the model(s) and other available information, the Consultant shall identify and evaluate the effectiveness of alternatives that alleviate the identified problems and provide an appropriate level of service in order to determine and recommend cost-effective system improvements. At a minimum, the Consultant shall consider the following when developing and evaluating alternatives:

• A range of options from source control to construction of facilities to alleviate the identified problems.
• The related causes of flooding, stream erosion, water quality problems, and fish and wildlife declines.
• Techniques that work with natural processes by protecting and restoring riparian, forest, and floodplain functions, as well as increasing stream channel complexity.
• Anticipated future development/redevelopment.
• The option’s effect on water quality.
In order to determine the recommended improvement alternatives, that the Consultant shall perform a screening and “triple bottom line” analysis. The “triple bottom line” analysis shall be conducted in close coordination with the District.

3.1.4 Stormwater Master Plan Development

The Consultant shall develop a stormwater master plan that establishes a prioritized sequence of construction and maintenance projects and financial needs for the planning period identified under Phase I for the Pilot Watershed. In developing the plan, the Consultant shall work closely with District staff and other public and private entities materially affected by the plan. At a minimum, the plan shall include:

- A list of prioritized construction and maintenance projects with estimated costs and schedules that collectively manage flooding, minimize the accelerated erosion of stream banks and channels, and reduce damage to structures and threats to public safety by rehabilitating the study areas’ stormwater functions.
- Recommendations that are specific enough to set the direction and begin implementation, yet flexible enough to respond to input from Member Communities and property owners as well as goals and objectives identified in companion watershed master plans.
- Implementation recommendations that are reach or catchment specific and highly graphical in nature.
- A preliminary inspection and maintenance plan for the recommended improvements.
- Concept plans for recommended improvements.
- Policy recommendations for such things as stream and wetland protection and low impact development.
- A plan to assess the performance of new stormwater control measures.
- Recommendations for stream corridor enhancement.

3.1.5 Refinement of Stormwater Master Plan Standards

During Phase I of this project, the Consultant developed the process and standards by which all stormwater master plans would be developed. The objectives of Phase II are to develop a prioritized sequence of projects, as well as pilot the standards and procedures developed during Phase I. The Consultant shall recommend any changes or enhancements to the standards developed during Phase I. It is anticipated that the Consultant will be performing this task throughout the execution of Phase II.

3.1.6 Allowance

The District may require additional services from the Consultant for items not specifically included in the final scope of work. These services may consist of, but not be limited to, additional evaluation and/or planning services. It is the District’s intent to include no more than
10% of the negotiated costs for Phase I and Phase II for additional services under the General Allowance.

The District is considering adding a Specific Allowance for support from the applicable City Engineers during Phase II: Pilot Watershed Stormwater Master Plan that would be separate from the 10% noted for the General Allowance.

The funds contained within this task will only be used with the written authorization of the Director of Engineering and Construction. The District will negotiate the actual scope of work and cost requirements for the additional work with the Consultants on an as required basis.

3.2 PROJECT MANAGEMENT

Project management is a critical activity to be included within the execution of all tasks identified above. In order to ensure that this project is successfully completed in a timely manner and to the satisfaction of the District, project management activities including but not limited to the following will be included in the scope of services during negotiations with the successful consultant.

- Project Management Plan
- Monthly project reporting, including but not limited to statused and updated detailed project schedule, invoice in standard District template, and narrative update summary documenting key issues and risks
- QA/QC, team coordination and management, meetings, and communications

The successful consultant will be expected to meet with the District Project Manager prior to beginning work to clarify expectations regarding project management and submittals.
4.0 PROPOSAL CONTENT AND FORMAT

Each Consultant shall submit one original and seven (7) copies of the proposal, as well as an electronic version in .pdf format with bookmarks on either a CD or USB drive. The font size on all submitted materials shall be equivalent to Times New Roman 12 pt or larger.

Proposals shall be no more than 75 printed pages, with hard copies printed on sheets of double-sided recycled paper. All pages will be counted (i.e., each side of a sheet will count as a unique page, so one double-sided sheet will be counted as two pages) unless indicated otherwise in this section of the RFP. Sheets that are 11”x17” shall be counted as two pages per side, or four pages if double sided. The page count includes all submitted information listed in Sections 3.1 through 3.6 of the RFP.

The following information shall be included in the technical proposal:

4.1 EXECUTIVE SUMMARY

Include a concise synopsis of the proposal focused on how the consultant will address the District’s key issues with its approach and team.

4.2 PROJECT DELIVERY

The District is looking for consultants that will provide excellent service and deliver quality projects for the District. The District expects this quality service to extend through the entire duration of the Project. In this section of the Proposal present the capabilities, skills, and experience of your project manager as well as how you have served the District on prior projects. These factors will be strongly considered in selecting the successful consultant for this Project.

4.2.1 Proposed Project Manager

The District expects the proposed project manager to lead the consultant project team, be the single point of accountability for project delivery, and provide the primary point of communication between the District and project team. Describe the proposed project manager’s experience on similar projects, experience on other District project, and skills and results supporting the ability to serve the District. The project manager is considered the most important key team member, and will be committed for the Project’s duration. Any change in project manager, or any other key team member, will require prior approval by the District.

The Consultant’s proposed project manager must be experienced in projects of the magnitude and complexity of the Stormwater Master Plan Standards Development and Pilot Project. The Consultant’s proposed project manager shall have past project manager experience in watershed-based stormwater master planning equivalent to that required under this RFP. The proposed project manager must have within the last five years managed a stormwater master planning project that was watershed-based and included inspection, condition assessment, monitoring including but not limited to flow...
and precipitation, hydrologic and hydraulic modeling, alternatives development and evaluation including triple bottom line analysis, and life-cycle cost analysis. It is expected that the Consultant’s proposed project manager will be available for frequent personal interaction with the District project management team. The project manager must also meet the following requirements:

- Must be a registered professional engineer in the State of Ohio at the time or within 12 months of contract award and throughout the contract duration
- Must have had a key role in a minimum of two (2) stormwater planning and/or evaluation projects in the last eight (8) years
- Must have managed a minimum of one stormwater master planning project as defined above in the last 5 years

4.2.2 Performance on District Projects

Summarize your team’s experience on District Projects. List the District staff that you worked with and would be most familiar with your work. Your prior performance on District projects is an important consideration in the selection process. The successful consultant’s performance will be formally evaluated on this Project for use in subsequent procurements.

Consultants that do not have prior experience working for the District will receive a neutral rating for this evaluation criterion.

4.3 QUALIFICATIONS

Because of the critical nature of the work described within this RFP, the District seeks services from highly experienced and qualified teams. The teams must be able to staff this project with qualified individuals, experienced in the key technical disciplines needed, who shall remain committed to this work from inception through completion. A clear and comprehensive organization chart must be presented to illustrate the organization of the team and key team members, including subconsultants.

4.3.1 Experience of Key Team Members on Similar Projects

Include brief resumés of key staff members (excluding the proposed project manager, who should be addressed as noted in section 4.2.1) and/or subconsultants proposed to work on the project. The information should be focused on experience on similar and/or complementary projects. The information for these projects shall include, at a minimum, the following: project description, key staff member’s role, client, client contact information, construction cost, and year completed. The roles proposed for each subconsultant as well as their qualifications in that area shall also be identified in the Proposal.
Key consultant staff include but are not limited to project manager, technical discipline leads, design manager, design engineer, resident construction representative, permitting specialist, and other key staff on the top or mid levels of the proposed organization chart. Your ability to identify and highlight key staff in the Proposal will be considered when evaluating your understanding of the Project. The proposed project manager and key staff must be experienced in stormwater master planning, with specific experience in urban areas.

The Consultant’s proposed key staff must be experienced in projects of the magnitude and complexity of the Stormwater Master Plan Standards Development and Pilot Project. The Consultant’s proposed task leads must also have, within the last five years, led tasks on similar projects within their area of expertise.

The following lead capabilities must be demonstrated in the Consultant’s response to the RFP:

- Data Standards Development
- Stormwater Modeling – Hydrologic and Hydraulic
- Stormwater System Inspection
- Stormwater System Condition Assessment
- Water Quality Program Development

The consultant’s proposed key design task leads must be also be Registered Professional Engineers in the State of Ohio at the time or within 12 months of the Award of Contract and must maintain said registration throughout the duration of the contract period. Architectural leads must be Ohio licensed architects or within 12 months of the Award of Contract and must maintain said registration throughout the duration of the contract period.

In addition, the Proposal should include a description of three (3) of the most recent projects/programs/efforts that included similar scope of work for the prime consultant and relevant subconsultants. The following information shall be included for each project:

- Project title
- Firm name
- Role of firm
- Proposed team members involved
- Project description
- Client name
- Client contact (address, phone, e-mail)
- Year completed
• Total design fee ($)
• Construction management fee ($)
• Change Orders ($)
• Engineers estimate at bid ($)
• Bid award ($)
• Construction cost at time of completion ($)

4.3.2 Key Team Members’ Availability

It is expected that the consultant will honor its proposed project staffing and all proposed key individuals shall be assigned to the project. Substitutions will not be allowed for the convenience of the consultant. In the event a proposed individual becomes unavailable the firm must propose, in advance and in writing, a substitution. The District reserves the right to accept or reject any and all proposed substitutions.

In order to demonstrate the availability of key staff proposed for the Project, including and in particular the proposed project manager, the consultant must include a summary similar to the following table in the Proposal.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Firm</th>
<th>Project Delivery Period</th>
<th>Other Current and Projected Commitments</th>
<th>Total Availability</th>
<th>Commitment to Project</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>Design PM</td>
<td>ABC</td>
<td>1/1/12-1/1/13</td>
<td>Columbus WWTP Upgrade – 15%</td>
<td>60%</td>
<td>50%</td>
<td>Given current Project understanding, estimate need for 50% PM commitment for Project</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Contact: Joe Smith, 123.456.7899 or <a href="mailto:smithj@gmail.com">smithj@gmail.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Office Mgr – 25%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Contact: Ellen Ott, 345.678.9123 or <a href="mailto:eott@ABC.com">eott@ABC.com</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.3.3 Local and Business Opportunity Program Participation

The Proposal should include a summary of the proposed local and MBE/WBE participation, along with the percentage commitment to each category. The summary should include the roles and responsibilities of all proposed subconsultants with respect to each task. Submittals will be evaluated on both the percentage and quality of participation by Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) subconsultants, along with the estimated local participation.

Specify the locations of the office(s) where the various project services are to be performed. The level of staffing dedicated to a local office shall be clearly stated.

The Project’s consultant services goal for MBE and WBE participation is 10% for Phase I and is anticipated to be 20% for Phase II. The percentage shall be calculated upon the entire Project including allowances. The Proposal shall also include the following information:

- Statement of the overall percentage of MBE and/or WBE involvement; and
- Principal contact information for each MBE and/or WBE firm.

The MBE and/or WBE firms proposed as part of this project team shall be certified with the District at the time of Proposal. Questions regarding the District’s MBE/WBE program shall be addressed to Ms. Tiffany Jordan, the District’s Contract Compliance Manager, at (216) 881-6600, Ext. 6640. A copy of the District’s MBE/WBE policy is available on the District’s web site www.neorsd.org.

4.4 TECHNICAL APPROACH

The consultant team’s technical approach to the Project is a very important component of the selection. In the Proposal, the consultant is requested to demonstrate their project understanding related to delivery of the tasks and services discussed in Section 3.0.

4.4.1 Project Understanding

The consultant should concisely demonstrate its understanding of the Project in this section of the Proposal. Key activities and approaches that improve the chances of success should be presented, along with key issues and challenges and how they will be addressed.

A task and hour summary similar to the following table should be completed for the Project as organized and described in Sections 3.0 and 4.0 of this RFP. The table should reflect the projected effort necessary to complete the top-level tasks. The form will serve as an indicator of the consultant’s understanding of relative effort between tasks and for
the Project as a whole. The total of the hours for all tasks shall reflect the estimate of the consultant’s total labor effort needed to perform the entire project as outlined in the RFP.

Separate Task and Hour summaries shall be provided for Phase I and Phase II.

<table>
<thead>
<tr>
<th>No.</th>
<th>Task Name</th>
<th>Prime Labor Hours</th>
<th>Majority Sub Labor Hours</th>
<th>Minority Sub Labor Hours</th>
<th>Projected Total Labor Hours</th>
<th>Firms Involved</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pre-design</td>
<td>80</td>
<td>20</td>
<td></td>
<td>100</td>
<td>ABD, Good</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Design</td>
<td>125</td>
<td>90</td>
<td>35</td>
<td>250</td>
<td>ABD, Good, Franklin, Best</td>
<td>Includes standard 30/60/90 increments per the District’s Standard Scope of Services template</td>
</tr>
<tr>
<td>3</td>
<td>Bidding</td>
<td>40</td>
<td>10</td>
<td></td>
<td>50</td>
<td>ABD, Good</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CA/RE</td>
<td>150</td>
<td></td>
<td>100</td>
<td>250</td>
<td>ABD, Best</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Closeout</td>
<td>40</td>
<td>10</td>
<td>50</td>
<td>ABD, Best</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>700</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Allowances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Specific Allowance 1</td>
<td></td>
<td>100</td>
<td>100</td>
<td>Franklin</td>
<td>VE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Specific Allowance 2</td>
<td></td>
<td>100</td>
<td>100</td>
<td>Best</td>
<td>Geotech</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Specific Allowance 3</td>
<td></td>
<td>100</td>
<td>100</td>
<td>Good</td>
<td>Survey</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>435</td>
<td>220</td>
<td>345</td>
<td><strong>1,000</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The District reserves the right to request additional task and hour information to clarify the consultant’s project understanding. A prompt response of one (1) working day shall be adhered to in these requests.

4.4.2 Preliminary Project Schedule

The preliminary project schedule described in Section 5.0 should demonstrate an understanding of the delivery of the project, and will be considered as part of the project understanding.

4.5 STATEMENTS (Not included in the Page Count)

The consultant shall include the following statements in the Proposal as an appendix.

“By virtue of submitting this Proposal, I certify as a legal representative of the prime firm that I have reviewed the District’s current Standard Agreement for Professional Services available on the District’s web site www.neorsd.org. Any requested exceptions to the standard agreement are stated below.”

“By virtue of submitting this Proposal, I certify as a legal representative of the prime firm that I have examined background reports and data and agree to acquire the additional information needed to perform all aspects of the work as outlined in this RFP.”

“By virtue of submitting this Proposal, I certify as a legal representative of the prime firm that neither the firms on the team nor the key personnel presented have known personal or organizational conflicts of interest associated with this Project and/or the District, or that any known potential conflicts of interest have been communicated in written form to the District prior to the submittal of this Proposal, and that information may be considered by the District in evaluating the team’s suitability for this Project.”

4.6 CERTIFICATION FORMS (Not Included in the Page Count)

The consultant shall also provide in this appendix a completed and signed copy of the District’s Non-Disclosure Agreement.

Pages in this appendix are not included toward the total page count.

4.7 DETAILED RESUMES (Not Included in the Page Count)

Detailed resumes for key team members may be included as an appendix. Pages in this appendix are not included toward the total page count.
5.0    PROJECT SCHEDULE

The selected consultant shall adhere to the following schedule:

- Begin work immediately upon authorization to proceed.

- If selected, and following notice to proceed, consultant shall prepare and submit a detailed draft baseline schedule as required in the Standard Agreement and conforming to the requirements of the District’s Schedule Guidance Document as available on the District’s web site www.neorsd.org.

- For purposes of the Proposal, a preliminary schedule showing general tasks and anticipated dates shall be included in the Proposal’s Technical Approach section. The preliminary schedule may be submitted in tabular or Gantt chart format within the Proposal.

- For use in preparing the preliminary schedule for the Proposal, assume the NTP for the Project will be:

  June 2012

The District’s current schedule expectations, pending negotiation of the detailed scope of services and review of the consultant’s detailed draft baseline schedule following NTP, are as follows.

<table>
<thead>
<tr>
<th>Phase I: Standards Development</th>
<th>Notice to Proceed</th>
<th>June 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I: Standards Development</td>
<td>Completion</td>
<td>Within 12 months of Phase I Notice to Proceed</td>
</tr>
<tr>
<td>Phase II: Pilot Watershed Stormwater Master Plan</td>
<td>Notice to Proceed</td>
<td>Within 1 month of Phase I completion</td>
</tr>
<tr>
<td>Phase II: Pilot Watershed Stormwater Master Plan</td>
<td>Completion</td>
<td>Within 18 months of Phase II Notice to Proceed</td>
</tr>
</tbody>
</table>
6.0 EVALUATION AND SELECTION PROCESS

Once all Qualifications and technical proposals have been received, the following steps will be taken to select the Consultant:

1. The written qualifications and technical proposals will be evaluated and scored by a District Selection Committee using the following criteria:

**Qualifications and Technical Approach based on Written Proposal (65 points)**
- Clarity and organization of proposal – 5 points
- Local participation and MBE/WBE participation – 5 points
- Experience and previous performance of proposed team and staff on similar projects – 5 points
- Project team - 10 points
- Proposed Project Manager - 10 points
- Project understanding - 10 points
- Proposed methods to accomplish scope of services - 20 pts

2. Upon completion of the scoring and ranking of the written submittals, the District may select the top ranked firms to deliver a presentation and provide further clarification of their approach. The District may prepare and submit a list of questions to each of the short-listed firms to address during their interview.

The District may allot up to 90-minutes for the presentation and interview, including a 30-minute question and answer period. Key project personnel will be expected to take the lead in presenting and answering questions regarding the technical proposal. Upon completion of the presentations, the District Selection Committee will score the top ranked firms using the following criteria:

**Qualifications and Technical Approach based on Written Proposal and Presentation/Interview (65 points)**
- Clarity and organization of proposal as previously scored in Step 1 - 5 points
- Quality and clarity of presentation - 5 points
- Adequacy of response to District questions - 5 points
- Project team - 10 points
- Proposed Project Manager - 10 points
- Project understanding - 10 points
- Proposed methods to accomplish scope of services - 20 pts

3. For evaluations taken to the presentation stage, the short listed firms will be scored on the criteria presented in Step 2 to determine the overall ranking of the short-listed firms.
4. The District will enter into negotiations with the highest ranked firm to develop a final and mutually agreed-upon scope of services, using the District’s Standard Scope of Services template as a basis, and corresponding price for the services to be performed. If the District cannot reach an agreement with the highest ranked firm, the District may initiate negotiations with the next highest ranked firm.

5. Upon reaching agreement on the scope and total not-to-exceed fee for the project, the Selection Committee will make a recommendation to award to the District’s Consultant Review Committee (CRC) for review.

6. Upon approval by CRC, District staff will report to the Board of Trustees and make a recommendation to enter into a contract based on the outcome of the negotiations. The selected Consultant cannot commence work on any aspects of the project prior to the Board approval and subsequent execution of the District’s standard contract.

END OF RFP