

TOWN OF SCARBOROUGH, MAINE
RED BROOK WATERSHED
MUNICIPAL STORMWATER MANAGEMENT PROGRAM

Request for Qualifications-(RFQ)

The Town of Scarborough, Maine requests qualifications for technical assistance in the development of a framework for a Municipal Stormwater Management Program (MSMP), stormwater management ordinances for new development and identify funding mechanisms to implement the plan meeting 06-096 Code of Maine Rules (CMR) Chapter 500.9A associated with the Red Brook watershed.

This effort is in response to Town policy for a more pro-active, comprehensive and orderly approach to growth management, and the environment, given the identified growth area within the watershed and the fact that Red Brook is an impaired Class C stream under the Maine Department of Environmental Protection (DEP)'s 303(d) list; and it is intended to build on the outcome of the actions taken by the Town as discussed in section I below.

I. BACKGROUND

The Town's Comprehensive Plan identified a portion of the Red Brook watershed as a growth area. However, Red Brook is an impaired Class C stream with the impairment due to loss of habitat and associated wildlife in an altered and disturbed lower segment of the stream corridor and PCB contamination. In response to the impairment, the identified growth area, and Town growth management policy, a watershed management plan for Red Brook was recently developed with funding assistance through a grant issued pursuant to section 604(B) of the Federal Clean Water Act. The plan provided initial insight into the characteristics and impairment of the stream, and for a range of broad actions that would lead to the long term restoration of Red Brook to its State statutory water classification. The plan was partially funded by a grant from DEP and complies with the nine EPA criteria identified in their guidance document for watershed management plans to restore waters impaired from non-point source pollution (NPS) under the Clean Water Act.

The Town and DEP have accepted the plan for their respective administrative responsibilities with respect to the requirements of the grant.

The link on the Town's web-site to the Red Brook Watershed Management Plan is:
[http://www.scarborough.me.us/planning/documents/Red Brook Watershed.pdf](http://www.scarborough.me.us/planning/documents/Red%20Brook%20Watershed.pdf)

II. PROJECT OBJECTIVE

Given Town growth management policy, identified growth area and environmental concern for the impaired stream by the Town, and the State, it became necessary for the Town to identify an efficient, predicable and orderly regulatory approach to locally facilitate the State stormwater management permit process with the Town approval process for new development in this watershed or other appropriate unique stormwater management district boundary within the Red Brook watershed. To identify that approach, the Town sought consultation with the Division of Watershed Management, Bureau of Land & Water Quality, Maine Department of Environmental Protection. That consultation led to the recommendation by DEP to the Town to develop a Municipal Stormwater Management Program (MSMP) meeting the 06-096 Code of Maine Rules (CMR) Chapter 500.9A.1-3.

There are two key desirable outcomes for the Town with an approved MSMP program. First, it allows the Town to meet our pro-active growth management policy goal because an approved MSMP program is a substitute for an individual site-specific State Stormwater Permit for applicable developments; and second, it allows the Town to meet our policy goal towards the environment by including the restoration of Red Brook to its statutory classification.

To develop an MSMP program, the Town has enlisted the assistance of the Division of Watershed Management, Bureau of Land & Water Quality, Maine Department of Environmental Protection, (see attached correspondence from Don Witherill, Director, Division of Watershed Management). This division will be a key partner and advisor to the project providing guidance to the project team to insure that the individual program tasks identified and completed will meet the requirements of Chapter 500, section 9. Finally, a prerequisite for the development of the MSMP is the integration, as appropriate, of the broad recommendations identified in the completed watershed management plan for Red Brook. However, through this effort those recommendations will likely be subject to adjustments and refinements as the program is implemented in order to meet the requirements of Chapter 500, Section 9.

The development of a MSMP program framework, stormwater management ordinances and identifying funding mechanisms is the first step of a multi-year effort to implement the program to provide for efficient, orderly growth management and restoration of Red Brook to its State statutory classification.

III. SCOPE OF SERVICES

Given the project objectives and uncertainty of DEP's requirements under 06-096 Code of Maine Rules (CMR) Chapter 500.9A.1-3, the Town has chosen a *two-step process* of selecting a qualified consultant as a team member and then *moving forward with a request for a cost proposal* from that selected consultant for the priority first phase work plan to develop a framework for a MSMP, stormwater management ordinances for new development, and identify funding mechanisms to implement the plan.

The Town budget for this initial effort is \$30,000.00. However, given the nature of the project and objectives the Town anticipates that the chosen consultant, for continuity and efficiency, would provide continued consultant services support to the Town during implementation of the program.

IV. QUALIFICATIONS and SUBMISSION REQUIREMENTS

The Town of Scarborough is looking for a consultant project team with the following qualifications;

- Can demonstrate strong technical and management experience with development from a municipal and private owner perspective in stormwater and environmental permitting,
- Can demonstrate strong ordinance writing capabilities, preferable in the State of Maine, and technical writing,
- Can demonstrate strong skills in methods of public outreach,
- Can demonstrate strong technical skills in stormwater hydrology, hydraulics and infrastructure design, construction and maintenance, geology and geotechnical engineering, stream biology, geomorphology and water quality,
- Can demonstrate strong project management, and verbal and written communication skills with the ability to listen to the client and Public; as well as, the ability to change organizational direction in the program to respond to unforeseen challenges and continue to fully support the project,
- Can demonstrate clear, broad, detailed technical and management experience of success with similar, or the same type of projects, in the continuously evolving regulatory domain of stormwater management, water quality, and stream geomorphology, impairment and biology,
- Can demonstrate a clear knowledge of funding mechanisms to support the implementation of the MSMP program,
- Can demonstrate a clear willingness and capability to work closely with clients to meet the project objectives and challenges with municipal funding,
- Can demonstrate a clear willingness to commit their team for a long term client relationship.

The qualifications submission shall include the following:

- Detailed experience and role of the consultant(s) team members with the disciplines and project types identified above,
- Detailed experience of the consultant(s) in stormwater management planning, design, construction and maintenance for public/private development on a local and State permitting basis, ordinance development and public outreach,
- Listing of hourly rates of employment classifications,
- Provide a list of three (3) to ten (10) clients with whom the company has done business similar to that required in this RFQ in the last five (5) years. Include points of contact (person's name, company name, address, and telephone number) and a brief description of the project. If contacted, all references must verify that a high level of satisfaction was

provided. The Town will determine which, if any, references are contacted. The results of any reference checks will be provided to the review team and used when evaluating the RFQ.

- The qualifications package can include brief separate overview narratives of how you propose to approach the development of the MSMP framework, stormwater management ordinance and funding options given the understandings for this RFQ identified in the scope of services
- Consultant contact information.

The consultant shall deliver five (5) hard and one electronic copy of their qualifications to the **Town of Scarborough, Maine, P.O. Box 360, Scarborough, Maine 04070-0360, Attn: James Wendel, PE Town Engineer, Planning Department by 4:00 PM, March 1, 2012.** Any submittals received after that time shall not be considered.

Comments or questions may be directed to:

James Wendel, PE, Town Engineer (207) 730-4043, or at jwendel@ci.scarborough.me.us.

Responses to questions considered significant will be in written form and sent to all consultants meeting the submission deadline.

V. QUALIFICATIONS REVIEW/SELECTION PROCESS

The review period is three (3) weeks from the submission deadline date. The review committee, at a minimum, will include the Town Engineer, Town Planner and Public Works Director.

The review team will evaluate the consultant's solely on the information provided in the submission package. The consultant teams will be evaluated on the depth of capabilities, equally, in the nine (9) qualification requirements identified above in section IV.

Given the uncertainty and nature of this effort and the quality of the consultant's qualifications, the review team may select several consultant teams for interviews to present and expand on their capabilities to successfully execute this effort. The Town reserves the right to reject all qualified submissions and reassess the need to re-advertise for qualifications.

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Specific Red Brook RFQ mailing list:

<p>Robyn L. Saunders, Project Manager GZA GeoEnvironmental, Inc. 4 Free Street Portland, Maine 04101 358-5114 Direct robyn.saunders@gza.com</p>	<p>Tata & Howard 222 St John Street, Suite 301 Portland, Maine 04102 518-9500 portland@tatandhoward.com</p>
<p>John Q. Adams, PE, PTOE Maine Regional Manager 100 Commercial Street, Suite 417 Portland, Maine 04101 541-9544 233-7287 cp johna@miloneandmacbroom.com</p>	<p>William Hoffman, PE Deluca-Hoffman Associates, Inc. 778 Main Street, Suite 8 South Portland, Maine 04106 775-1121 dhai@delucahoffman.com</p>
<p>Al Palmer, PE, Principal Gorrill-Palmer Consulting Engineers, Inc. P.O. Box 1237 15 Shaker Road Gray, Maine 04039 657-6910 apalmer@gorrillpalmer.com</p>	<p>Peter B. Tubbs, PE SYTDesign Consultants 160 Longwoods Road Cumberland, Maine 04021 829-6994 ptubbs@sytdesign.com</p>
<p>Barry Sheff, PE, Senior Vice President Woodard & Curran 41 Hutchins Drive Portland, Maine 04102 774-2112 Ext 3266 bsheff@woodardcurran.com</p>	<p>Stantec, Inc. 482 Payne Road Scarborough, Maine 04074 883-3355 michael.morin@stantec.com</p>
<p>Rich Claytor, PE Horsley Witten Group 30 Green Street Newburyport, Mass 01950 978-499-0601 rclaytor@horsleywitten.com</p>	<p>Todd Gammon Oest Associates 511 Congress Street Portland, Maine 04101 775-5401 ofc 671-7157 cp todd.gammon@amec.com</p>
<p>Forest Bell, Pincipal FB Environmental 97A Exchange Street Suite 305 Portland, Maine 04101 650-7597 info@fbenvironmental.com</p>	<p>John E. Sevee, President Sevee & Maher Engineers, Inc. 4 Blanchard Road P.O. Box 85A Cumberland Center, Maine 04021 829-5016 info@smemaine.com</p>