

DRAFT

REQUEST FOR PROPOSAL

Comprehensive Stormwater Assessment for the Town of Somerset

Responses to this RFP are due by _____ at the Town Hall [4 weeks from date of publication]. The price quotation (including budget broken down as described below) should be submitted in a separate envelope. On [14 days from date of publication], a pre-bid conference will be held at which a Town representative will answer questions and provide any necessary clarification to potential bidders. [Insert specifics on location and time of conference.]

Introduction: The Town of Somerset is soliciting proposals for a comprehensive conceptual assessment of stormwater impacts within the Town and of strategies and options for mitigating those impacts. The Town is a small incorporated community in Montgomery County, MD. It has historically been committed to maintaining environmental and natural values that contribute to a high quality of life in the midst of a highly urbanized metropolitan area. This has been reflected in the Town's commitment to the appearance and quality of its parks and natural areas, including the Little Falls Branch creek, which flows through the Town. In recent years, stormwater runoff has threatened these natural values, as reflected in noticeable erosion and the disappearance of forms of life that were previously found in the creek. Redevelopment within the Town is believed to be increasing the volume of stormwater.

Purpose: Development of a comprehensive conceptual assessment of stormwater impacts within the Town, including:

- Identification of primary sources of stormwater runoff within the Town, and sources outside the Town that impact Town natural resources such as (but not limited to) Little Falls Branch creek;
- Analysis of the impacts of stormwater, both quantitatively and qualitatively;
- Identification of options for mitigating those impacts, including but not limited to technical solutions, legal solutions, and best practices.
- Guidance on the possible stormwater management strategies that the Town could consider, and analysis of the relative merits of such strategies.
- Guidance on stormwater management strategies that could be adopted by individual homeowners within the Town, and analysis of the relative merits of such strategies.

Background Information:

The Town of Somerset was incorporated in 1906 and has about 1400 people and approximately 410 homes.

- The Town’s principal water body is Little Falls Branch, which enters the Town from Wisconsin Avenue near Dorset Avenue, and exits at River Road near Willard Ave. Stormwater from the Town also drains to other tributaries of Little Falls Creek.
- In recent years, Town residents have become concerned about the impact of stormwater runoff on Little Falls Branch, both as a result of increased volume due and pollution in runoff from lawns and streets.
- Over the past ten years, new construction has increased the amount of impervious surface and has also tended to channel runoff directly to streets. Precise statistics on these factors have not been created.
- The Town is also assessing improvements to the Town Hall, pool and surrounding public areas. Separate contracts are being sought for work to be done in those areas which will specify that steps be taken to manage stormwater runoff.
- A map of storm drains and outfalls will be made available on request. In addition, a hydrologic study of the town conducted in 1999 will be made available to avoid repetition of past work.

Project Description and Requirements:

The Town invites proposals to provide a comprehensive conceptual assessment of stormwater runoff sources, impacts, and potential strategies for reducing those impacts, consistent with the purposes described above. The assessment is to consist of a report of approximately 20 pages (exclusive of appendices), including an executive summary, narrative description addressing the topics below, and a map of the town indicating general stormwater flows, discharges, and “hot spots.”

The proposal should address:

- Identification of the principal sources of stormwater draining to water bodies in the Town, including Little Falls branch and other tributaries, approximate volumes contributed by these sources and relative importance of each in contributing to overall volume and impact of stormwater runoff. This analysis is not intended to be a lot by lot assessment, but a general identification of source categories and main routes through which stormwater flows to water bodies. The analysis should include sources outside the town and approximate relative contributions from those sources.
- A general mapping of the flows of stormwater within the Town, including both runoff across private or public land, and a mapping of storm sewers and outfalls.
- A qualitative assessment of the impacts of such runoff on Little Falls Branch and on water bodies downstream, including but not limited to erosion and impact on habitat.
- An approximate estimate of the volume of stormwater runoff in the Town at the current time and, to the extent possible, trends in stormwater volume over the past ten years.
- An assessment of pollutants found in stormwater runoff in the Town and of pollutants detected in Little Falls Branch.

- Conceptual recommendations on engineering options for the control of stormwater impacts, suggestions on the potential location of such options in the Town, and an estimate of the cost of such options. This component is intended to involve general conceptual descriptions of potential options, but not detailed plans or designs.
- A general survey of stormwater management practices that may be adopted by individual homeowners and the relative value of such practices, including practices that may be used at the time of new construction or redevelopment on private property. Information available from other sources may be summarized and incorporated by reference; this portion of the report is intended simply to serve as a convenient guide for town residents and potential resource for town officials.
- General information on model ordinances or ordinances that have been adopted in other municipalities to reduce and manage stormwater runoff, and comparison with current County and Town codes. The Town will provide a summary of relevant current County and Town ordinances. An exhaustive survey of ordinances is not required, but to the extent possible examples of the “state of the art” are desired.

Required Information:

Proposals shall include a projected time frame, schedule and budget for completing the assessment. The proposal shall include resumes for staff undertaking the work and a summary of experience in working on stormwater issues.

The budget shall, to the extent possible, be subdivided into the following components:

1. Survey of principal sources of stormwater runoff within the town, and relative contributions of each source.
2. Identification of sources outside the town and their relative contribution.
3. Mapping of stormwater flows within the Town.
4. Assessment of volumes, pollutants, impacts, and trends.
5. Conceptual identification of technical options for managing stormwater runoff (other than at the Town Hall and pool)
6. Conceptual identification of technical options for managing runoff from the Town Hall and pool.
7. Survey of potential homeowner practices, and steps that can be taken in connection with construction or redevelopment of private lots.
8. Survey of current code and other ordinances.

Proposals shall also include information regarding:

- The demonstrated expertise of the firm
- The demonstrated expertise of the individual(s) to perform the work
- The technical approach(es) to be used
- Cost and cost effectiveness considerations