New Hanover County

Request for Qualifications

Stormwater Ordinance and Stormwater Design Manual

Issue Date: February 4, 2020

Due Date: February 28, 2020

Mailing Address:

New Hanover County Engineering Department
Attn: Jim Iannucci, County Engineer
230 Government Center Drive, Suite 160
Wilmington, NC 28403
TABLE OF CONTENTS

PROJECT OVERVIEW ........................................................................................................................................ 3

I. Introduction ................................................................................................................................................. 3
II. Project Background ...................................................................................................................................... 3
III. Project Goals.............................................................................................................................................. 3

Scope of Work ................................................................................................................................................ 4

IV. Project Approach ........................................................................................................................................ 4
V. Deliverables ................................................................................................................................................ 4
VI. Project Timeline ......................................................................................................................................... 5
VII. Proposal Evaluation Criteria & Submission Procedures ........................................................................... 5

VIII. Evaluation Criteria .................................................................................................................................. 5
IX. Submission Requirements .......................................................................................................................... 5
X. Submission Procedures ............................................................................................................................... 7

Selection Process And Timeline ..................................................................................................................... 7

XI. Selection Criteria ....................................................................................................................................... 7
XII. Addenda and Clarification of Specifications ......................................................................................... 7
XIII. Acceptance/Rejection of Proposals ........................................................................................................ 8

Appendix: Reference Documents & Other Resources .................................................................................. 8

XIV. Existing Ordinances & Design Manual .................................................................................................. 8

XV.
**PROJECT OVERVIEW**

**INTRODUCTION**

The New Hanover County Engineering Department invites interested engineering firms or teams with proven experience evaluating, researching and writing stormwater regulations to provide technical guidance and assistance in updating the New Hanover County Stormwater Ordinance and Stormwater Design Manual. The existing regulations were created and adopted on September 5, 2000.

The updated Stormwater Ordinance and redesigned Stormwater Design Manual must be adapted to meet the current permitting needs as well as take into account the newly created division of Stormwater Services within the Engineering Department.

The updated Stormwater Ordinance and redesigned Stormwater Design Manual must also be formatted to be incorporated into the Unified Development Ordinance format created by the Planning and Land Use Department.

This request for qualifications seeks a professional engineering firm or team of consultants interested in providing document production assistance for the revised ordinance and the design manual. The selected consultant will be responsible for providing professional recommendations regarding needed revisions for stormwater controls and for drafting the documents after receiving policy direction from the New Hanover County. The firm will also assist in reformatting the existing ordinances into a Unified Development Ordinance format with supporting documentation.

**PROJECT BACKGROUND**

New Hanover County is located in the rapidly growing southeastern coastal region of North Carolina. New Hanover County has had a Stormwater Ordinance in place since September 5, 2000 that established regulations for stormwater management within the unincorporated areas of the county. The county has played a role in regulating facilities that control runoff from new construction and placed responsibilities on private property owners to maintain stormwater conveyances.

**PROJECT GOALS**

Current conditions make it extremely difficult for private property owners to continue the maintenance of stormwater conveyances that carry runoff across the county. The primary goals of this project are to update the ordinance and design manual to meet the current and future needs of regulating stormwater control facilities and to modify the responsibilities for managing the maintenance of stormwater facilities that convey runoff across the county. Comprehensive project goals include:

- Revise the Stormwater Ordinance to reflect current regulations for stormwater management within New Hanover County;
- Revise the Stormwater Ordinance to incorporate the newly adopted maintenance requirements per Stormwater Services;
- Update all definitions within the Stormwater Ordinance;
• Redesign the Stormwater Design Manual to include updated Stormwater Control Measures (SCMs), design methods, design calculations and procedures;

• Update all figures, tables, coefficients, terms, definitions, equations and examples in the Stormwater Design Manual;

• Revise both documents to provide a more customer focused, electronic format that is easier to use and can be readily updated in the future;

• Provide recommendations and other innovative solutions to improve overall quality of the final documents.

SCOPE OF WORK

PROJECT APPROACH

The selected consultant will work closely with Engineering staff, who will be responsible for the successful completion of this project. Project staff will include the County Engineer, Chief Project Engineer, along with technical experts in planning, land use, zoning and code enforcement.

The selected consultant will be expected to provide an evaluation of different approaches and recommendations in order to determine the best path forward. Staff will be responsible for providing the selected consultant with all pertinent background information and county information needed in developing and selecting the recommended option.

DELIVERABLES

CORE PROJECT DELIVERABLES

The selected consultant will evaluate ordinance and design manual changes and provide recommendations in the form of a draft ordinance update and revised design manual and prepare amendments, in text and graphic format, to the existing stormwater regulations in the following areas:

• **Revised Stormwater Regulations** to meet current needs;

• **Maintenance Requirements** in accordance with Stormwater Services;

• **Legal Compliance Review and Update** to bring stormwater regulations and maintenance requirements into compliance with current state and federal laws;

• **Unified Development Ordinance Coordination** to verify that the revised ordinance is compatible with the Unified Development Ordinance.

• **Updated Design Manual** that can be kept current as regulations, design methods and needs change.

ADDITIONAL PROJECT DELIVERABLES

The selected consultant will also be expected to provide technical assistance in the inclusion of the revised ordinance into the Unified Development Ordinance. Documents should be produced in Microsoft Word, though graphics may be produced in Adobe InDesign, Illustrator, and/or Photoshop. All documents should be provided in digital format, and staff shall have the ability to take ownership of and edit.
**PROJECT TIMELINE**

The anticipated project timeline shall include the following phases of activity:

A. **Project Orientation (March 2020)**

   At the beginning of the project, the consultant will meet with project staff for a project orientation meeting to ensure a common understanding of the project components. The initial briefing will include an update to the consulting team on work completed to-date, the status of work currently in progress, and the remaining steps in completion of the project. Prior to this meeting, the consultant will be responsible for reviewing and understanding the current stormwater ordinance and design manual and all relevant and applicable local, state, and federal laws.

B. **Stormwater Ordinance Update (June 2020)**

   The consultant will provide technical assistance in updating the content and layout of the Stormwater Ordinance to include all supporting graphics.

C. **Stormwater Design Manual (October 2020)**

   The consultant will provide technical assistance in revising the content and layout of the Stormwater Design Manual to include all figures, tables and supporting graphics.

**PROPOSAL EVALUATION CRITERIA & SUBMISSION PROCEDURES**

**EVALUATION CRITERIA**

Weighted specific criteria, among other factors, will include:

A. Clear demonstration of the capability to write, rewrite, consolidate, and implement projects comparable to the proposed one in jurisdictions similar to New Hanover County.

B. Clear demonstration of the ability to manage a project of this size and scope with expertise and attention to detail.

C. Recommendations from provided references.

D. The proposed design approach for the project including, but not limited to, items provided in the Submission Requirements section.

E. Understanding of local stormwater, drainage, and topographic conditions including but not limited to coastal and legal experiences related to the southeast region of North Carolina.

**SUBMISSION REQUIREMENTS**

Submitted qualification documents must include the following information:

**Section 1: Cover Letter** - A cover letter expressing interest in working with New Hanover County that includes a point of contact for the firm. The letter should include:

- A clear indication of the name of the consulting firm, mailing address, telephone and fax numbers, and e-mail address;
• A statement indicating that the firm is independent, properly licensed to practice engineering in the state of North Carolina, and has no conflict of interests with regard to any other work performed by the consulting firm for the County.

Section 2: Table of Contents

Section 3: Introduction/Summary- Qualification documents should include an introduction and summary containing but not limited to:

• The company background;
• The names of key personnel to be assigned to the project, their role on the project, their titles, education, experience, and period of service with the team;
• A description of what disciplines are included within the consulting firm;
• Current workload.

Section 4: Method of Approach- Qualification documents should include:

• A narrative that presents the services the firm will provide detailing the approach, methodology, and deliverables, including the strategy used to achieve the project objectives, and scope of services;
• A description of the approach to be taken toward completing the project scope, including the process and any deliverables resulting from each task;
• Any proposed changes to the project scope;
• Additional related services should be incorporated into the proposal if applicable
• Any tasks that will be subcontracted to other disciplines/consultants;
• Organizational chart and management approach, including the roles and responsibilities of any sub-contractor;
• Any additional information the consultant believes to distinguish their qualifications from others.

Section 5: Comparable Projects- List at least (3) comparable projects in progress or completed, including references, with the following information:

• Contact name, phone number, and email address;
• Current status of the ordinance and the completion year, if applicable;
• Size and scale of the geographic area under jurisdiction of the ordinance;
• Scope of work performed for each;
• Link to each ordinance;
• Additional relevant information may be included.

Section 6: Timeframe- Qualification documents should include:

• A description how the work will be completed in an effective, timely, economical and professional manner;
• A proposed schedule for the entire process, including the approximate timeline for completing each of the individual tasks, meetings, presentations, deliverables, and final completion;
• An estimated time that would be devoted to this project.

**SUBMISSION PROCEDURES**

The proposal responses must be submitted as a comprehensive document or package. Please submit your proposal no later than close of business on February 28, 2020 to:

New Hanover County Engineering Department  
Attn: Jim Iannucci, County Engineer  
230 Government Center Drive, Suite 160  
Wilmington, NC 28403

All applicants are required to submit (5) hard copies and one (1) digital copy of the complete submittal on February 28, 2020 at 5:00 PM EST. Late submissions will not be accepted. The costs for preparing the Qualifications document are solely the responsibility of the respondent.

**SELECTION PROCESS AND TIMELINE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 4, 2020</td>
<td>Issue RFQ</td>
</tr>
<tr>
<td>February 14, 2020 by 5:00 PM EST</td>
<td>Questions Deadline</td>
</tr>
<tr>
<td>February 28, 2020 by 5:00 PM EST</td>
<td>Qualifications Submission Deadline</td>
</tr>
<tr>
<td>March 6, 2020</td>
<td>Review of Qualifications</td>
</tr>
<tr>
<td>March 13, 2020</td>
<td>Final Selection</td>
</tr>
<tr>
<td>TBD</td>
<td>Contract Awarded and Execution</td>
</tr>
</tbody>
</table>

**SELECTION CRITERIA**

The County will conduct a fair and impartial process for the selection of the engineering consulting firm. The County may appoint a selection committee to review all proposals and select one or more teams for in-person interviews. The interviews and presentations will be determined using the applicant’s proposal document and the stated Evaluation Criteria. All consulting firms should be prepared to present to the selection committee.

**ADDENDA AND CLARIFICATION OF SPECIFICATIONS**

Any and all questions regarding this RFQ must be submitted to Jim Iannucci, County Engineer, at jiannucci@nhcgov.com. Any and all revisions to this RFQ will be made only by written addendum from New Hanover County. All questions should be submitted no later than February 14, 2020 at 5:00 PM.
ACCEPTANCE/REJECTION OF PROPOSALS

The County reserves the right to accept and reject any or all statements of proposals submitted, in whole or in part. The County reserves the right to negotiate any and all elements of the proposal by and with any consultants it deems suitable to carry out this project. New Hanover County has no obligation to award work based off this RFQ and reserves the right to re-advertise.

APPENDIX: REFERENCE DOCUMENTS & OTHER RESOURCES

EXISTING STORMWATER ORDINANCE & STORMWATER DESIGN MANUAL

The ordinances, plans, and documents listed below comprise current local land use regulations and will be extensively referenced and drawn upon throughout the development of the targeted code amendments. As such, the selected consultant should be familiar with the inventory and general content of the reference documents.

Ordinances:

- New Hanover County Stormwater Ordinance
  https://library.municode.com/nc/new_hanover_county/codes/code_of_ordinances?nodeId=COOR_CH23EN_ARTVIISTMA

- Erosion & Sedimentation Control Ordinance

- New Hanover County Zoning Ordinance

- New Hanover County Subdivision Ordinance

- New Hanover County Flood Damage Prevention Ordinance

Additional Documents:

- New Hanover County Stormwater Design Manual

- New Hanover County/City of Wilmington LID Manual