

## **Bethlehem Township Request For Proposals (RFP)**

### **Consultant for stormwater authority/fee structure and implementation**

**September 22, 2020**

#### **Purpose of the RFP**

Bethlehem Township, a first-class township in Northampton County, Pennsylvania, is requesting proposals from experienced qualified consultants to develop and implement a stormwater authority/fee structure. The proposal should include a cost estimate covering all expected expenses to research, develop, and implement a stormwater authority/fee structure.

#### **Background**

Bethlehem Township has long been prone to stormwater flooding events, particularly in several identified floodplain areas and in older neighborhoods lacking modern stormwater infrastructure. In 2016, the Board of Commissioners appointed T&M Associates as the township's stormwater engineer and directed the company to prepare a comprehensive flood mitigation report. The report, released in early 2020, identified seven township areas with particular stormwater problems and proposed \$11 million to \$18 million in infrastructure projects to alleviate the problems. The township has since included these seven stormwater projects in its formal Hazard Mitigation Plan. Additionally, the township has filed a Pollution Reduction Plan with the state Department of Environmental Protection to meet MS4 requirements.

The township is considering creating a stormwater authority and fee structure to fund both flood mitigation and MS4 stormwater projects.

#### **Scope of Work**

1. Information gathering
  - a. Review 2020 stormwater study and flood mitigation projects;
  - b. Review township's MS4 program;
  - c. Review township's stormwater ordinances and policies;
  - d. Meet with township elected officials, staff, solicitor, stormwater engineer, and public as needed.
  
2. Development
  - a. Develop methodology for stormwater authority/fee structure, with detailed recommendations for:
    - i. Calculating impervious coverage and equivalent residential units (ERU) or other methodology;

- ii. Creating stormwater fee credits and basis for such credits (i.e., private stormwater management controls);
  - iii. Create protocols and procedures for a credit appeals system;
- b. Develop a stormwater authority/fee ordinance and legal process for adoption and implementation;
- c. Develop a public participation process for implementation.

### 3. Implementation

- a. Draft an ordinance to implement the recommended authority/fee structure;
- b. Lead documentation of legal process – public advertisements, notices, meeting schedules;
- c. Prepare and present public education materials for outreach meetings;
- d. Participate in public outreach meetings as needed;
- e. Participate in at least two public meetings of the Board of Commissioners.

## **Proposal**

Proposal shall include the following:

1. Statement of interest and qualifications.
2. Information about your firm and all consultants you will be utilizing.
3. Names and resumes of all team members and their relevant experience.
4. Your team's relevant experience with development and implementation of stormwater authorities/fees.
5. Three professional references and contact information.
6. A discussion of how you will execute the scope of work, including schedule and community involvement.
7. A detailed schedule of proposed work.
8. Proposed lump-sum fee for consultation services, with supporting documentation and hourly rates for all personnel. Proposed fees should include all reimbursable expenses, including travel.

## **Available Information**

Bethlehem Township will make available for review the township's 2020 stormwater study and any other relevant materials.

## **Submission**

Bethlehem Township reserves the right to deny any proposal that is not in conformance with the letter or spirit of these provisions. Selection of a professional consultant is the sole purview and responsibility of the Bethlehem Township Board of Commissioners. Final candidates will be expected to participate in a virtual interview process.

Submit your fee in a sealed envelope, as well as five (5) copies of your proposal in a separate envelope by 4:30 p.m., Friday, October 30, 2020, to the attention of:

Doug Bruce  
Manager  
Bethlehem Township  
4225 Easton Avenue  
Bethlehem, PA 18020

If you have any questions, please submit them to Doug Bruce at [dbruce@bethlehetownship.org](mailto:dbruce@bethlehetownship.org). The township administration will endeavor to respond to questions at least three business days prior to the proposed deadline.