

ADVERTISEMENT

The City of Cody is seeking Statement of Qualifications (SOQ) packages from qualified and experienced individuals or firms to perform all work associated with the completion of a Storm Drainage Master Plan and Rate Setting Study. The City is seeking a detailed analysis of the storm drainage systems within the city and a rate setting study to provide the funding necessary for the Storm Drainage Utility enterprise fund. A complete Request for Qualifications outlining the requirements of the SOQ package can be obtained on the City's website, by emailing Phillip Bowman, P.E., Public Works Director/City Engineer at pbowman@codywy.gov, or by calling 307.527.7511. SOQ packages must be received at City Hall no later than 2:00 P.M. local time (MST) on **Friday, November 18, 2022.**

<< signed >>

Cindy Baker, Administrative Services Officer

Advertised in the Cody Enterprise: October 25, November 1, and November 8, 2022.

**REQUEST FOR QUALIFICATIONS (RFQ)
STORM DRAINAGE MASTER PLAN AND RATE SETTING STUDY
CITY OF CODY, WY**

SUMMARY

The City of Cody is seeking Statement of Qualifications (SOQ) packages from qualified and experienced individuals or firms to complete all work associated with the completion of a City-wide Storm Drainage Master Plan and Storm Drainage Utility Rate Setting Study. The City is seeking to gather aerial imagery and topography for use with the study, an analysis of the existing storm drainage conveyances within and through the city, the identification of localized flooding through detailed hydrologic and hydraulic modeling, the development of a prioritized listing of storm drainage system improvements needed within the city, and a rate setting study to provide the funding necessary for the long-term operation, maintenance, and improvement of the Storm Drainage Utility. The City will undertake the master plan and rate setting study in phases through the selection of a single individual / firm / team to complete all phases of the project. It is anticipated that the master plan will be complete in in late 2023, with the rate study to follow in the spring of 2024 for use in developing the City’s FY 2025 Budget (approved and adopted in June 2024).

SOQ PACKAGES MUST BE RECEIVED BY THE CITY NO LATER THAN 2:00 P.M. LOCAL TIME (MST) ON FRIDAY, NOVEMBER 18, 2022.

The City of Cody reserves the right to accept or reject any or all statements of qualifications; to waive any irregularities, informalities, or defects in any documents which shall be deemed in the best interests of the City; and to negotiate a scope of work and fee proposal with any selected proponent.

PROCESS

The City of Cody will conduct the review, screening, and selection of a professional individual or firm to provide the services required based on the statement of qualifications received. The individual or firm is strongly encouraged to suggest additions and/or modifications to the stated scope of the project that they believe will enhance the project outcomes. The selected individual or firm will be invited to enter negotiations to develop the overall scope of the project and the Phase 1 Scope of Work and Proposed Fee, with subsequent phases to follow as work progresses. If the negotiations are not successful, the City can select another individual or firm to enter negotiations at its sole discretion.

STATEMENT OF QUALIFICATIONS (SOQ) PACKAGE SUBMISSION

Only complete responses will be considered. A sealed envelope marked “City of Cody – Storm Drainage Master Plan SOQ” shall be submitted, and shall include four (4) printed and bound copies of the SOQ and one (1) USB thumb drive with a complete PDF copy of the SOQ. All materials shall be delivered by mail or in person to:

City of Cody
ATTN: Phillip Bowman, P.E., Public Works Director/City Engineer
1338 Rumsey Ave / PO Box 2200
Cody WY 82414

If further information is desired, please provide written questions only to:
Phillip Bowman, P.E., Public Works Director/City Engineer at pbowman@codywy.gov

All written questions must be submitted prior to close of business on Thursday, November 10, 2022, with reasonable efforts made to provide written responses within three (3) business days (posted on the City’s website) and no later than the close of business on Tuesday, November 15, 2022.

PROJECT BACKGROUND

The City of Cody owns, operates, maintains, and upgrades the storm drainage facilities with the incorporated city limits through the City's Storm Drainage Utility created in August 2022. The city is approximately 10.5 square miles in size, and has approximately 17 miles of storm sewer piping with approximately 620 storm inlets and 7 outfalls discharging to the Shoshone River or other natural drainageways. The city also maintains 11 regional detention and/or infiltration ponds, 2 storm drainage lift stations, and other storm drainage conveyance elements including roadside ditches, curb and gutter, and natural (unimproved) drainage courses.

The City completed a *Master Storm Drainage Plan* in February 2001 which identified approximately \$15 million (2001 dollars) of capital improvement projects required based on existing system deficiencies at the time. It is estimated that approximately 25 to 33% of those deficiencies were addressed, leaving approximately \$10 million of uncompleted improvements. Additional growth and development have occurred within the city since that time, and new problem areas and/or worsening of the identified deficiencies is likely to have occurred. Based on construction cost escalation since the 2001 *Master Plan*, it is estimated that the City has capital improvement project needs of approximately \$20 million or more (2022 dollars).

Paper copies of the 2001 *Master Storm Drainage Plan* are available for review, along with GIS mapping of the existing storm sewer system. Any firm or individual interested in reviewing these documents prior to submitting their SOQ Package must contact Phillip Bowman, Public Works Director/City Engineer at pbowman@codywy.gov, to schedule an appointment in advance. Document review meeting times will be set for 60 minutes, and will be strictly adhered to.

SCOPE OF PROJECT

This project consists of gathering aerial imagery and developing aerial topography, hydrologic and hydraulic modeling of the storm drainage conveyance elements within the city, identifying deficiencies within the storm drainage system and localized flooding areas for the existing conditions and future conditions (full build out), developing a storm drainage capital improvement program including a prioritized project listing with cost estimates, and completion of a rate setting study to generate the necessary funding for the long-term maintenance, operation, and improvement of the Storm Drainage Utility. The City intends to complete this project in phases as follows:

Phase 1 – Aerial Imagery & Topography and Review of Available Information

- Gather aerial imagery and generate aerial topography for all work associated with the project, with estimated aerial topography accuracy developed at a one-foot contour basis (anticipated horizontal accuracy of 0.5 feet and vertical accuracy to 0.1 feet, or other as recommended by the consultant) for use in surface flow 2-D hydraulic modeling
- Review the existing storm drainage system through the City's current GIS mapping and existing detention and/or infiltration pond size and functionality, and determine if additional detailed survey information is needed on all or parts of the storm drainage system prior to future phases; all project work completed or additional information gathered will be done utilizing the City's survey control basis and will be incorporated to the City's current GIS mapping system
- Review the 2001 *Master Storm Drainage Plan* to understand deficiencies identified at the time, recommend design storm frequencies, magnitudes and duration for modeling (anticipating storm event modeling minimum of 10-year, 50-year, and 100-year events, and others as recommended by consultant), and formulate strategies for the new hydrologic and hydraulic modeling efforts

- Review of local hydrologic and soil conditions in the Cody area that will affect the storm drainage modeling, including the “Cody cobble” formations that promote storm water infiltration
- Compile and document ten to twenty (10 to 20) historic rainfall events and resulting flooding conditions to assess the overall level of localized flooding risk within the City

Phase 2 – Storm Drainage Master Plan

- Perform public outreach and/or public survey to identify areas of localized storm event flooding
- Develop hydrologic and hydraulic modeling of the storm drainage system
- Perform 2-D hydraulic modeling of areas within the City where localized storm event flooding is known or anticipated to occur
- Identify existing system deficiencies and future (full build out) system deficiencies
- Develop a prioritized list of capital improvement projects including cost estimates
- Present information about the master plan findings to City Council at public meeting work sessions, and to the public through informational meetings and/or website articles

Phase 3 – Rate Setting Study

- Based on the results of Phase 2, prepare a rate setting study for the Storm Drainage Utility
- Sample and analyze a portion of the single-family residential utility accounts within the City (approximately 4,500) using aerial imagery to determine the average impervious surface area per Equivalent Residential Unit (ERU)
- Analyze and determine the amount of impervious and semi-impervious area and resulting ERU basis to set user charges for each commercial utility account within the City (approximately 800)
- Perform financial analysis of the long-term operational costs and capital investment needs of the Storm Drainage Utility
- Provide recommendations for the storm drainage base rate, storm drainage impact fees, and commercial account credits or user charge reductions based on the presence of on-site drainage facilities

Phase 4 – On-call Storm Drainage Engineering and Support

- The consultant selected may be invited to be the City’s on-call drainage consultant for a period of up to three (3) years for the purposes of master plan updates, rate setting updates, revision of storm drainage design guidelines and standard details, land development review, storm drainage project planning and/or design, and other storm drainage related tasks as assigned

SPECIFICATIONS FOR PROPOSAL

The respondent shall submit four (4) copies of the SOQ Package with all of the information requested. All document sheets shall be 8.5” x 11” size (standard letter), contain a minimum 11-point font size, and shall be bound as a single booklet. All materials shall be submitted in a single envelope clearly labeled “City of Cody – Storm Drainage Master Plan SOQ” (REMOVE “City of Cody – Electric Division Facilities Needs Analysis”). In order to simplify the evaluation process, the City is requesting SOQ Package documents in the following format:

1. Cover letter (maximum one page)
 - a. Include the name, address and telephone number of the individual, company, and/or team of companies.
 - b. Include the name and email address of the direct contact person for project and proposal.
2. Company and/or Team Overview (maximum one page)
 - a. A brief description of the qualifications and experience of the firm(s), including overall

- qualifications, experience, and availability.
- b. Names and qualifications of outside individuals or subconsultants that will be part of the project team.
3. Project Approach and Methodology (maximum three pages)
 - a. Describe the approach and methodology for completing the tasks identified in the Scope of Project section.
 - b. Discuss proposed additions or modifications to the stated Scope of Project, and how these will lead to better outcomes for the project.
 4. Past Projects and Relevant Experience (maximum four pages)
 - a. Current and past project experience within the last ten (10) years as it relates to the scope of this request for qualifications.
 - b. Specific references and staff contact information of other municipalities, public agencies, or organizations that your firm has prepared or assisted in preparation of work similar to that involved with this request for qualifications.
 - c. Preference will be given to respondents who document specific experience with storm drainage master plans, 2-D hydraulic modeling of urbanized areas, and storm drainage rate setting studies.
 5. Key Project Personnel (maximum four pages)
 - a. Identify key staff members comprising the project team, including what specific role each will take in completing the project, what specific experience they have on similar projects, and the location where the staff are located at.
 6. Project Tasks and Schedule (maximum two pages)
 - a. Develop a detailed summary of key tasks based on the phases identified in the Scope of Project section, and provide an estimated project schedule and completion date based on a Kickoff Meeting occurring the week of January 2, 2023. The individual or firm shall also demonstrate the ability to commit the required time and resources to this project relative to their project backlog and other commitments.
 7. Assistance required from the City (maximum one page)
 - a. To the greatest extent possible, identify the types of information, data and assistance expected from the City in order to complete this project.

EVALUATION CRITERIA

City Staff will evaluate the qualifications of each respondent, and may make the selection based on their review of the SOQ Package materials only.

Each SOQ Package will be evaluated based on the following criterial

- Project Approach and Methodology (25%) – demonstration of the firm or team’s knowledge and approach regarding the details of successful project completion
- Past Projects and Relevant Experience (25%) – evaluation of past projects successfully completed of a similar scope and magnitude
- Key Project Personnel (25%) – evaluation of staff experience level, work on similar projects, and location of office where staff will be working from
- Project Tasks and Schedule (15%) – evaluation of the proposed scope breakdown and tasks, and proposed schedule to complete the entire project by or before April 1, 2024
- Past experience with City of Cody and other clients (10%) – previous work experience with the City of Cody on other projects, and quality of references contacted

At the sole discretion of the City, a maximum of three (3) respondents may be invited for an interview. In this case the proposals and oral interview results shall be the basis of selection.

SCHEDULE FOR EVALUATION AND SELECTION

The anticipated schedule for the evaluation, selection, and negotiation process is as follows:

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|-------------------------|---|
| November 18, 2022 | SOQ Proposals received by City |
| December 2, 2022 | City Staff Evaluation Complete, #1 invited to enter negotiations |
| December 16, 2022 | Phase 1 Scope of Work and Fee Negotiations Complete |
| December 20, 2022 | Professional Services Agreement for Phase 1 approved at City Council Meeting |
| Week of January 2, 2023 | Project Kickoff Meeting |

GENERAL NOTES

This Request for Qualifications does not constitute a contract or an offer of employment. The cost of preparation of the SOQ documents shall be the sole obligation of the consultant. All SOQ documents, whether accepted or rejected, shall become the property of the City.

In all cases where an electronic spreadsheet, document, or database has been created to develop the study, the individual or firm shall provide a copy of such spreadsheet in native electronic form. The City presently uses Microsoft Excel and Word and requires spreadsheets and documents to be created in or able to be translated into those formats. All documents will be furnished on paper, and in an Adobe PDF format.

All completed work including hydrologic and hydraulic models, draft reports, related documents, ancillary reports, and the final report, whether in written, video or electronic formats, becomes the property of the City at the end of the project and will be turned over to the City.

Award will be made by the City of Cody City Council. The City of Cody reserves the right to accept or reject any or all proposals, to waive any irregularities, informalities or defects in the proposals, to accept any proposal in whole or in part which it shall deem to be in the best interest of the City. The City assumes no responsibility for "late proposals". It is the sole responsibility of the individual or firm to ensure that the proposal is received at the City prior to the deadline.

ASSIGNMENT

The selected individual or firm shall not assign the contract or subcontract any portion of the work without the written consent of the City of Cody, nor shall the individual or firm assign any monies due or to become due to them hereunder, without previous consent of the City.

CANCELLATION OF RFQ

This RFQ may be cancelled. Any or all proposals may be rejected in whole or in part. SOQ's that do not comply with the criteria set forth in this RFQ are subject to disqualification.

INSURANCE

The selected individual or firm shall provide a Certificate of Insurance meeting the City's Contactor Insurance requirements prior to execution of a Professional Services Agreement.

PAYMENT

The City will develop a payment schedule based upon agreed upon milestones being accomplished, and will be negotiated with the selected individual or firm.

Technical Questions and Answers #1

Request for Qualifications – Cody Storm Drainage Master Plan and Rate Setting Study

November 15, 2022

Question: There have been general questions about the interaction of the City’s storm drainage system and local irrigation canal and ditch facilities—and if analysis of this interaction will be part of the Master Plan surface flow modeling.

Answer: There is known interaction and connectivity between the City’s storm drainage system and irrigation facilities including canals and ditches, and the Storm Drainage Master Plan modeling will be a tool to better understand this connectivity.

It is anticipated that Phase 1 of the project will include meetings with City of Cody, Cody Canal and Irrigation District (CCID), and consultant staff to: 1) identify and investigate problem areas where significant amounts of storm runoff enter the CCID facilities; and 2) identify areas where storm runoff contributes to and/or causes overtopping of CCID canals and ditches during rainfall events.

It is also anticipated that later phases of the project (specifically surface flow modeling) will include work to quantify the impacts of storm runoff on CCID facilities, as well as possible improvements to the storm drainage system that will minimize and reduce the amount of storm runoff entering the CCID facilities.