

REQUEST FOR PROPOSALS (RFP)

SERVICES REQUESTED –

INDIANA COUNTY STORMWATER MANAGEMENT PLAN –

ACT 167 PHASE 2

Proposal Due Date: **May 8, 2025**

Indiana County Office of Planning & Development
801 Water Street
Indiana, Pennsylvania 15701-1705

SECTION 1- REQUEST FOR PROPOSALS (RFP)

Purpose: Assistance in completion of Act 167 Stormwater Management Plan – Phase II Plan and Model Ordinance for Indiana County, Pennsylvania

Contact: Josh Krug
jkrug@ceo.co.indiana.pa.us

Proposal Submission: Josh Krug, AICP, Deputy Director, Planning
Indiana Office of Planning &
Development 801 Water Street
Indiana, PA 15701-1705

Proposal Deadline: **Thursday, May 8, 2025**

SECTION 2- PROJECT BACKGROUND

2.1 Purpose: The County of Indiana in the Commonwealth of Pennsylvania is preparing for the completion of the Act 167 Stormwater Management Plan – Phase II Plan and Model Ordinance. Phase I was completed in 2015 and the County was granted permission from the PA Department of Environmental Protection (DEP) to move forward with Phase II, for which the scope of work was included in the Phase I document. The County has since entered an agreement with the US Army Corps of Engineers (USACOE) under the Planning Assistance to States (PAS) program, and USACOE has completed watershed modeling for two watersheds, Two Lick Creek and Black Lick Creek and some technical analysis from the Scope of Work for Phase II. The County is matching their work with in-kind contributions from staff and other partners. An additional proposed match component is the cost of hiring a professional consultant as an addition to the project team.

Indiana County is seeking proposals for services that are necessary to supplement the work of the current project team in order to successfully complete the Phase II project, including the development of the Plan document and Model Ordinance. Services will include technical analysis and interpretation, proposed and solutions associated cost estimates for problem areas identified in the Phase I document, Model Ordinance preparation, Plan document development and other services that may be necessary to complete the project. A scope of work for Phase II was included in the Phase I document, available here: https://icopd.org/assets/indianacounty_act167_phase1_finaldraft.pdf , and we have included with this Request for Proposals a proposed breakdown of tasks and subtasks to

be completed by designated members of the project team. This should serve as a guide regarding the services that Proposal submissions should address/include.

2.2 Community Background: Officially founded in 1803, Indiana County is a largely rural County located in Western Pennsylvania. There are currently 38 municipalities within Indiana County, including 14 Boroughs and 24 Townships. As of the Census Bureau's 2023 American Community Survey (ACS), the estimated population of the County was 83,094. The County seat, Indiana Borough, is the most populated of the boroughs at 14,082 people (ACS 2022) and includes one of the Pennsylvania state schools of higher education, Indiana University of Pennsylvania (IUP). White Township, which completely surrounds Indiana Borough, is the most populated municipality in the County with 15,312 people (2022 ACS). There are four Watershed Basins that Indiana County is a part of. They are the Conemaugh, Kiskiminetas, Middle Allegheny- Redbank, and the Upper Branch Susquehanna. Indiana County is also part of or totally contains 15 identified Watersheds, 1,883 miles of streams and 308 miles of impaired waterways.

SECTION 3- GENERAL REQUIREMENTS

3.1 County's Right to Modify, Rescind, or Revoke RFP. The County reserves the right to modify, rescind, or revoke this RFP, in whole or in part, at any time prior to the date on which the authorized representative or representatives of the County executes a contract with the selected proposer.

3.2 County's Right to Reject. This RFP does not commit the County to select a proposer or to award a contract to any proposer. The County reserves the right to accept or reject, in whole or in part, any proposal it receives pursuant to the RFP.

3.3 Schedule of Events. The County will make a good faith effort to follow the timeline set forth in Section 6 for evaluating, negotiating and issuing an award.

3.4 Ownership of Proposals. All proposals become the physical property of the County upon receipt.

3.5 Proposal Effective Date. All proposals must remain in effect and shall not be withdrawn for ninety (90) days from the proposal submittal deadline. Proposals may be withdrawn in writing prior to the deadline that proposals are due at the County.

3.6 County's Right to Select. The County reserves the right to select the proposal which it judges to be in the best interest of the County. Should the County receive only one

proposal, the County reserves the right to initiate negotiations with the proposer or to reject the proposal at any time during the said ninety (90) day period that proposals remain effective and initiate a new proposal process.

SECTION 4- SERVICES REQUESTED

4.1 Services and Expectations. We are requesting services necessary in order for to assist the project team in completing the Act 167 Stormwater Management Plan – Phase 2 document and the accompanying Model Stormwater Management Ordinance. Examples of the services that may be needed in order to successfully complete the project are below.

- A. Stormwater Management Planning. The consultant is expected to have a thorough knowledge of Stormwater Management Planning and related best management practices. Direct experience in working with Act 167 Stormwater Management Planning in Pennsylvania is preferred.
- B. Civil and Environmental Engineering Services. The consultant is expected to possess the technical expertise necessary to suggest potential solutions and associated cost estimates for both water quantity and water quality issues throughout the county with a focus on the problem areas identified in the Phase I document.
- C. Technical Analysis. The consultant will need to provide further analysis and interpretation of the Modeling and Technical Analysis completed by the Army Corps of Engineers.
- D. Model Ordinance Preparation. Based upon the modeling results and the interpretation of the technical analysis, the consultant is expected to lead in the development of a Model Stormwater Management Ordinance for adoption by local municipalities throughout the County.
- E. Other proposed services. The consultant may propose other services based upon their experience and understanding of the project and review of the Scope of Work proposed in the Phase I document.

SECTION 5- PROPOSAL CONTENTS

5.1 Provision of Information. Each proposal must include current, accurate, complete information about all of the following in support of its proposal. Each proposer shall submit five hard (5) copies and one digital copy of the proposal that contains the following items:

- A. Letter of Interest. A letter of interest, signed by the duly authorized official of the firm

and addressed to Mr. Josh Krug, must be provided that:

1. Identifies the lead firm, contact person, and key staff.
 2. Includes complete contact information for the key person responsible for the proposal including telephone and fax numbers as well as an email address.
 3. States that the proposal will remain in effect and shall not be withdrawn for ninety (90) days from the date the proposal is due at the County;
 4. States that the proposer understands the services requested and is qualified to perform the services proposed.
- B. Project Narrative. The proposal shall include a statement that the proposer has a clear understanding of the services requested, and a written narrative that describes the following:
1. The proposer's understanding of the request, with specific references to this RFP.
 2. The proposer's ability to provide the services requested.
- C. Work Program. The proposal must describe how the proposer intends to provide the services requested and include the following information:
1. General methodologies, techniques, and approach.
 2. A breakdown of the work into tasks and sub-tasks with a description of each.
 3. Any unique or innovative technologies or approaches to the work program that the consultant proposes to use.
- D. Work Schedule. The proposal shall include a time table for the performance of the services requested, including the completion of all tasks and delivery of all materials.

5.2 Consultant Qualifications and Experience. The proposal shall clearly describe the qualifications and experience of the consultant who is to perform the work. Qualifications must include expert knowledge of Stormwater Management Planning and best management practices, relevant engineering expertise and qualifications, and knowledge of pertinent Pennsylvania law.

- A. Firm Experience. The proposal shall include a summary of recent and relevant work completed by the consultant's firm. At least three examples of recent and relevant work shall be provided.

- B. References. At least three references shall be provided.
- C. Consultant Participation. The qualifications, experience and title/position of each member of the Consultant's staff who will likely participate in the provision of services must be provided.

5.3 Cost Proposal. A separate cost proposal shall be submitted in a sealed envelope clearly marked "Engineering Services Requested- Indiana County Stormwater Management Plan- Phase 2", with the name of the proposing firm on the envelope.

The cost proposal shall include the following information:

- A. Copy of the signed letter of interest
- B. Labor hours and labor rates for each key staff person, and labor category for other staff
- C. Labor overhead
- D. Detailed breakdown of expenses including Travel, Printing, Mailing, Telecommunications, and Other.

SECTION 6- SELECTION PROCESS

6.1 Submission of Proposals. Proposals shall be due May 8, 2025. Five (5) hard copies of the proposal and one digital copy (thumb drive) shall be addressed and delivered as follows:

Josh Krug, AICP, Deputy Director, Planning, Indiana County Office of Planning & Development, 801 Water Street, Indiana, PA 15701-1705.

6.2 Procedures for Questions. Questions about the RFP may be submitted in writing to Josh Krug at the above address, or by e-mail to jkrug@ceo.co.indiana.pa.us.

6.3 Consultant Selection Criteria. The Planning Staff at the Indiana County Office of Planning & Development along with representatives of the Indiana County Planning Commission and the Indiana County Watershed Planning Advisory Committee (WPAC) will review and evaluate each proposal and select consultants or firms that provide the best proposals for the County, with consideration for all criteria. The following criteria will be used to evaluate proposals:

- A. Key personnel, previous experience, and the role they will fill
- B. Realistic ability to provide services requested

- C. Technical approach to accomplish the work
- D. Capabilities to meet specialized requirements
- E. Record of past performance on similar projects
- F. Demonstrated ability to meet deadlines
- G. Other

6.4 Interviews. After review of the proposals by County staff, finalists will be interviewed at the Indiana County Office of Planning & Development. Interviews are expected to take place two to three weeks after the deadline for submission of proposals.

6.5 Final Selection and Negotiations. The selected consultant will be notified as soon as possible after completion of all interviews. Final costs and other matters will be negotiated between the selected consultant and County following notification to the consultant. If the selected consultant and County are unable to reach agreement, the County will cease negotiations and contact the proposer with the next highest rating.

6.6 Commencement of Work. The agreement shall commence as soon as a fully executed contract has been obtained and in accordance with the work plan provided in the RFP.

Highlight = ICOPD

Orange = USACOE

Green = Consultant

<i>General Summary of Phase II Scope of Work</i>	
Element & Task #	Description
<i>Major Work Element 1</i>	Project Organization & Administration
<i>Major Work Element 2</i>	Preparation of the Plan
<i>General Task 2.01</i>	Data Collection, Reviews, Preparation, and Analysis
<i>Subtask 2.01.1</i>	Data Collection
<i>Subtask 2.01.2</i>	Municipal Ordinance Reviews/Evaluations
<i>Subtask 2.01.3</i>	Data Preparation for Technical Analysis
<i>Subtask 2.01.4</i>	Technical Analysis
<i>Subtask 2.01.5</i>	Modeling
<i>Subtask 2.01.6</i>	Compilation of All Technical Standards
<i>Subtask 2.01.7</i>	Implementation of Technical Standards and Criteria
<i>Subtask 2.01.8</i>	Conceptual Solutions for Existing Problem Areas, Including Innovative Stormwater Management Designs and/or Best Management Practices
<i>Subtask 2.01.9</i>	Priority Project and Funding Identification
<i>General Task 2.02</i>	Plan Preparation and Adoption
<i>Subtask 2.02.1</i>	Plan Report Preparation
<i>Subtask 2.02.2</i>	Model Ordinance Preparation and Enforcement Model Development
<i>Subtask 2.02.3</i>	Plan Adoption and Submission to DEP
<i>Major Work Element 3</i>	Public & Municipal Participation
<i>General Task 3.01</i>	Plan Advisory Committee, Public Participation, and Implementation Workshops
<i>Subtask 3.01.1</i>	Watershed Plan Advisory Committee (WPAC)
<i>Subtask 3.01.2</i>	Educational Materials
<i>Subtask 3.01.3</i>	Municipal Implementation & Funding Workshop(s)
<i>Subtask 3.01.4</i>	Public Education Workshop(s)