



**CITY OF OAK RIDGE, TENNESSEE**

**REQUEST FOR QUALIFICATIONS**  
from  
**PROFESSIONAL CONSULTANT FIRMS**  
for  
**STORMWATER UTILITY STUDY**

The City of Oak Ridge (City), Tennessee, an Equal Opportunity, Affirmative Action Employer, is soliciting a Request for Qualifications (RFQ) from qualified firms capable of assisting the City in a stormwater utility study. Following the completion of the study, and upon favorable feedback, the City would consider proceeding with a stormwater fee based implementation for the purpose of a dedicated, consistent source of revenue. The City anticipates using the funding from this stormwater utility for an annual stormwater capital improvement program, the annual National Pollutant Discharge Elimination System (NPDES) permit requirements, and an annual stormwater maintenance program.

From this process, the City intends to select a consultant capable of analyzing necessary stormwater data, State/Federal laws and City ordinances, developing a feasibility study, preparing a rate study, determining service levels and costs, leading stakeholder and community meetings, and evaluating the establishment of a fee based program implementation. The general scope of professional services required may include, but are not limited to:

1. **Project Management**  
The Consultant will provide assistance for overall project management of the study including planning, periodic status meetings, work session meetings, leading stakeholder meetings and briefings to the City Council as needed.
2. **Preliminary Cost of Services Analysis**  
The Consultant will identify and define the types and levels of service the City currently provides for their stormwater management programs and will identify the types and levels of service the City may wish to expand into the future. The Consultant will utilize the information developed to estimate the current cost of stormwater management services. The Consultant will estimate the future needs of the system with all costs projected for the first five years of the program budget for the stormwater utility.
3. **Billing Options**  
The Consultant will complete a review of various datasets as they relate to development of a stormwater utility billing system. A billing mechanism and GIS system of record will be identified and an analysis will be determined whether the City has the capacity to support the stormwater billing process (software, hardware, data updates, staff support, etc.). The billing system must include a process for identifying and changing the billing rates when parcels are modified through construction and/or land use.
4. **Stormwater Rate Comparison**  
The Consultant will complete an analysis of at least three different rate methods on a random sample of City parcels that represent all future utility customer user groups. The analysis will predict the monthly stormwater fees for each of the three rate methods suggested, and future rate increases. The Consultant will offer a recommendation of the best rate method. This method should be compared to other utility fee rates locally and nationally. The Consultant will also present available credits/adjustments and describe the advantages and disadvantages of each.

5. Implementation

Identify policy changes to be considered with respect to implementing a stormwater utility, analyze policy issues, and recommend solutions. Create draft policy documents and final reports as needed, which may include stormwater utility ordinance, user charge resolutions, feasibility report, future needs report, etc. Develop a public outreach program with City staff.

The consultant's RFQ submittal shall include the following minimum information:

- Stormwater utility experience of the firm.
  - Indicate how many stormwater utility projects your firm has developed and how many stormwater utility rate systems your firm has analyzed.
  - The qualifications of your firm to complete the required study, including the resumes of the proposed project manager and project team. Indicate how many stormwater utilities and utility fee calculation studies the proposed project manager has assisted in developing.
  - A listing of projects/studies completed by your firm which are of similar function and scope.
  - References for similar work completed by the project manager. Please include address and phone numbers.
  - Public education and outreach experience of the firm.
- The consultant's project approach.
  - Include a general synopsis of the recommended steps for developing a stormwater utility for the City of Oak Ridge.
  - A preliminary schedule for completing the project is required. This should include all work and meetings recommended by the Consultant which clearly corresponds to the Consultant's approach to the project.
  - Indicate if your firm has in-house GIS/data management capabilities and if the City can utilize this service as a long-term data management option if needed.
  - Indicate the estimated time needed to complete the work, or any suggested deviations for the tasks indicated above.

The RFQ shall be limited to a maximum of 10 pages, excluding resumes and cover letter.

The intent of the RFQ is to select a qualified firm to provide professional stormwater services for the City of Oak Ridge. It is anticipated that the firm that ranks highest by the City on the basis of qualifications will be selected to provide these services and the scope and associated cost shall be negotiated with the selected firm. Qualifications shall be evaluated utilizing the following point system/scale.

Firm Experience .....	40 points
Experience of Project Manager and Key Personnel .....	30 points
Understanding of the Project and Approach .....	20 points
Quality of RFQ .....	10 points

Questions concerning this solicitation shall be submitted to Lyn Majeski at [lmajeski@oakridgetn.gov](mailto:lmajeski@oakridgetn.gov) . The deadline for questions is January 10, 2018.

All RFQ's are due by January 19, 2018 at 4:00 p.m. All respondents shall submit four (4) copies and an electronic file copy saved on a flash drive.

All RFQ's shall be in a sealed envelope and sent to the following address:

In Person or By Overnight Delivery

Attn: Lyn Majeski  
Finance Department  
City of Oak Ridge  
100 Woodbury Lane  
Oak Ridge, TN 37830

Regular Mail

Attn: Lyn Majeski  
Finance Department  
City of Oak Ridge  
P.O. Box 1  
Oak Ridge, TN 37831-0001

No Electronic (emailed), telephoned or faxed RFQ's will be accepted.

The City of Oak Ridge reserves the right to reject all or any part of any RFQ submitted.