

**REQUEST FOR PROPOSALS (RFP)**  
**UPPER SWANNANOA RIVER 9-ELEMENT WATERSHED**  
**MANAGEMENT PLAN IMPLEMENTATION**

**TOWN OF BLACK MOUNTAIN**  
**160 MIDLAND AVENUE**  
**BLACK MOUNTAIN, NC 28711**  
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**March 3, 2017**

## **1. SUMMARY AND BACKGROUND**

The Town of Black Mountain is located in Buncombe County North Carolina and has a year round population of 8,278 as of 2015. The Town of Black Mountain regulates stormwater and has since its inception into the Phase II Stormwater program through the North Carolina Department of Environment and Natural Resources. The Town of Black Mountain became a regulated Phase II community in 2007.

The Town of Black Mountain strives to provide quality services to protect the health, safety and welfare of its citizens, exercise stewardship over its resources, promote a high quality of life, support economic prosperity, cultivate community, and honor its heritage and culture. To accomplish this, the Town works hard to assure all development practices follow the town guidelines, works to educate the public on the importance of stormwater management, and seeks transparency in its governmental activities.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the best candidate to perform the requested BMP design and implementation.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until Noon EST on Monday, March 27, 2017. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

This project is being funded by a grant from the 319H Grant Program through the North Carolina Department of Environmental Quality.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Town legal counsel and will include scope, schedule, and other necessary items pertaining to the project

### 3. PROJECT PURPOSE AND DESCRIPTION

#### **Project Purpose:**

The goal of this project is to implement three high-priority stormwater control measures (SCMs) within the Upper Swannanoa River Watershed to address stormwater runoff and work toward improving water quality. The SCMs were chosen based on many factors, including:

1. Community input during the development of the watershed management plan
2. Educational opportunities on-site
3. Location on town-owned land which simplifies installation and long-term maintenance
4. Sediment reduction and overall benefit to water quality.

The Town of Black Mountain in conjunction with Land of Sky Regional Council has been awarded funding from the North Carolina Department of Environmental Quality. All proposals must follow guidelines and requirements of the 319H Grant program. The design and construction must be completed on or before June 1, 2018.

The selected firm will be responsible for design and construction of three water quality SCMs to be constructed on municipal property. These three projects can be referenced in Exhibit A. The Upper Swannanoa River Watershed Management Plan can also be accessed for reference.

#### **Project Description:**

The three projects chosen for this work come directly from the Upper Swannanoa River Watershed Management Plan. All three projects are located on municipal property or located in municipal right-of-way. Two of the three SCMs are bioretention cells and the remaining BMP is a green street pilot project. The three BMPs are:

Black Mountain Golf Course Parking Lot 0.6 acres drainage area

- a. Bioretention
- b. Underdrains to stream
- c. Increasing vegetative strip

Black Mountain Library 0.2 acres drainage area

- a. Bioretention
- b. Underdrains
- c. Rain garden

Green Street Treatment Pilot Project on Church Street 3.0 acres drainage area

- a. Bioretention
- b. Church Street System Design Development
  - i. Detailed storm assessment for entire street
  - ii. Conceptual design

#### **4. PROJECT SCOPE**

The scope of this project includes design, construction and implementation of the three water quality SCMs listed above. These include the SCMs at the Black Mountain Golf Course, Black Mountain Library, and Church Street green street pilot project. Upon completion of the project, fully functional SCMs built and designed in accordance with the North Carolina State BMP Manual will be in place on each of the three sites. All prospective bidders are strongly encouraged to review examples of SCMs designed and constructed with the support of the EPA 319 Program

#### **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

All proposals in response to this RFP are due no later than Noon EST on Monday, March 27, 2017. Evaluation of proposals will be conducted from March 28, 2017 until March 31, 2017. If additional information or discussions are needed with any bidders during this period window, the bidder(s) will be notified. The selection decision for the winning bidder will be made no later than Monday, April 3, 2017. Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by April 7, 2017.

Notifications to bidders who were not selected will be completed by April 10, 2017.

Project Timeline:

All work, including installation of permanent water quality SCMs must be completed on or before June 1, 2018.

#### **6. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in design and construction of successful stormwater control measures designed and functioning in accordance with the North Carolina State BMP Manual
- List of how many full time, part time, and contractor staff in your organization
- Examples of SCMs previously completed by the bidder
- References from past clients related to SCMs completed
- Timeframe for completion of the project
- Project management methodology

#### **7. PROPOSAL EVALUATION CRITERIA**

The Town of Black Mountain will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- a. Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner

- b. Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- c. Previous work : Bidders will be evaluated on examples of their work pertaining to SCM design and construction as well as client testimonials and references
- d. Technical expertise and experience : Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder must submit their proposal via email to the address below by Noon EST on Monday, March 27, 2017: [josh.harrold@townofblackmountain.org](mailto:josh.harrold@townofblackmountain.org)