

Request for Proposal
North Middleton Township MS4 Implementation Services
May 31, 2018

North Middleton Township (NMT) is soliciting proposals from qualified firms to assist in the development of a MS4 program as outlined under the scope of services.

Background:

NMT is a Second Class Township located in Cumberland County, Pennsylvania. A permit application and Chesapeake Bay Pollution Reduction Plan were submitted to the Pennsylvania Department of Environment Protection (DEP) on September 16, 2017. A draft permit (NPDES permit number PAI133532) was issued on May 1, 2018.

Scope of Services:

1. DATA COLLECTION AND EVALUATION

- a. Review existing GIS and other data from the Township, County and other available sources.
- b. Build a database, using GIS and other technologies, of all parcels within the affected areas of the Township, including relevant features of each parcel to be used in developing the stormwater program and fee structure.
- c. Perform evaluations of parcels, based on parcel size, use, impervious coverage, and other applicable attributes.

2. MS4 PROGRAM, PROJECTS AND PROGRAM ANALYSIS

- a. Analyze the scope of work and estimated cost for the Township for the implementation and compliance of the draft MS4 Permit.
- b. Analyze the scope of work and estimated cost to administer, operate, maintain and repair of the Township's existing Stormwater system.

3. FEE ANALYSIS

- a. Analyze funding alternatives including use of NMT funding methods, formation of a Stormwater Authority or through the existing North Middleton Authority.
- b. Evaluate various fee structures based on impervious coverage for the unique configuration of parcels within the Township.
- c. Use projected costs from all components of the stormwater program in evaluating fee structures.
- d. Analysis must take into account parcels that may qualify for a reduced fee based on stormwater facilities that have been previously permitted and installed.

4. PUBLIC MEETINGS

- a. Attend two public meetings to present an overview of the MS4 program and related costs. These may be incorporated into regular meetings of the Board of Supervisors, or be separately scheduled meetings.

- b. Prepare information for the public explaining the process, alternatives and requirements of the MS4 program including required fees to property owners.

5. AVAILABLE RESOURCES UPON REQUEST

- a. NPDES Permit application
- b. Chesapeake Bay Pollutant Reduction Plan
- c. GIS Maps of the urbanized area, outfalls, stormwater systems

6. Proposal Submission

- a. Submit one copy of a priced proposal (including Scope of Work, task and cost with appropriate breakdowns) and 2 complete copies of the technical proposal no later than 3:00 P.M. on June 29, 2018 to:

North Middleton Township
Deborah Ealer, Township Manger
2051 Spring Road
Carlisle, PA 17013
Phone: (717) 243-8550

- b. Any questions regarding this Request for Proposal should be submitted in writing, via e-mail (dealer@nmiddleton.com) or regular mail.