

# Request for Qualifications

Kaysinger Basin Regional Planning Commission (KBRPC) and the City of Warsaw is requesting qualifications for next phase of a stormwater analysis for the City of Warsaw.

Based on the outcome of the stormwater section of the Comprehensive Plan, in 2019 the City of Warsaw took the next steps to develop a stormwater analysis. The analysis focused on the technical hydrologic analysis to provide a better understanding of how stormwater is managed in Warsaw and reviewed the assumptions for the currently effective floodplain that surrounds Town Branch Creek. This analysis will provide a baseline to understand current performance and make decisions for future stormwater improvements to preserve and improve stormwater management within Warsaw. As this analysis has been completed, critical next steps for the City will be to address the planning and policy-side of stormwater management that protects the community from negative impacts to the watershed in the future.

On behalf of the City of Warsaw, KBRPC has received funds from the Missouri Department of Natural Resources to perform the next steps.

Exhibit A provides information for what is to be achieved.

The RFQ has to be delivered to the City of Warsaw by, March 11th, 2021 3:30 pm. Mailing address is, City Offices, 201 W Main, Warsaw, Missouri 65355

Include documentation of compliance with E-Verify requirements.

The city encourages the participation of MBE/WBE and that the City of Warsaw is an equal opportunity employer. The City supports the Disadvantaged Business Enterprise (DBE) program and encourages using disadvantaged firms when possible. The DBE program is intended to ensure a level playing field and provide equal opportunity.

# Exhibit A

CONSULTANT will review the OWNER's current policy as it relates to stormwater requirements for capital projects and development and/or redevelopment projects within the OWNER's jurisdiction. As part of this evaluation, CONSULTANT will review the following current policy components:

1. Enforcement Mechanism (Code of Ordinances)
2. Design Criteria
3. Standard details
4. Construction specifications
5. Existing process for enforcement (checklists, forms, etc.)

Following the evaluation of existing policy, CONSULTANT will make recommendations on next steps to update and/or revise policy to mitigate impacts of flooding from future development and redevelopment projects. CONSULTANT shall provide recommendations on design rainfall events, considering localized flooding and riverine flooding. Recommendations shall include proposed implementation of criteria by the City of Warsaw staff.

## Task 1: Project Management

CONSULTANT will provide project management activities, including coordination of the project team and monthly invoicing. CONSULTANT's Quality Control Program will be implemented on all phases of the project to provide an independent review of the work. Quality control reviews will include checks for conformance with regulatory agency requirements, completeness and correctness of evaluations, design accuracy, feasibility of implementing recommendations, adherence to contract requirements, and adherence to CONSULTANT's standards.

*Deliverable:*

- *Monthly project status reports and invoices*

## Task 2: Detailed Review of Applicable Code of Ordinances

CONSULTANT will review stormwater and flood control applicable Chapters of City of Warsaw Code of Ordinances. From this review, CONSULTANT will identify weaknesses, ambiguities and inconsistencies in the current policies related to stormwater, and provide recommended next steps for policy updates. CONSULTANT will also identify policy that may preclude implementation of green infrastructure and provide recommended next steps for policy updates.

Prior to full review, CONSULTANT will provide to the OWNER a summary list of ordinances for detailed review for OWNER review and approval.

*Deliverable:*

- *Agenda, meeting material including summary list of ordinances for detailed review, and meeting minutes for one (1) virtual meeting*
- *Summary of review*

## Task 3: Evaluate Current Stormwater Design Criteria

City of Warsaw's currently adopted standard for design criteria is the 1997 Edition of the Kansas City Metro Chapter of the American Public Works Association (APWA) Design Guidance Documents. The

latest edition of the Kansas City Metro Chapter APWA's stormwater drainage systems and facilities criteria was updated in 2011. The currently adopted APWA criteria also precedes the first version of the Mid-America Regional Council Manual of Best Management Practices (MARC BMP Manual) that is recommended by APWA for post-construction BMP requirements.

CONSULTANT will review the City of Warsaw's currently adopted standard for stormwater design criteria. Evaluation will include review of current applicability of design criteria, and potential updates to the adopted standards. The criteria review will also include an evaluation of the City's current implementation of green infrastructure for management of more frequent rainfall events, identifying current design criteria that inhibit the implementation of these practices. CONSULTANT will provide recommendations for next steps to update stormwater criteria, considering opportunities to phase updates over a defined time period.

*Deliverable:*

- *Draft report section of evaluation of currently adopted standard.*

#### **Task 4: Evaluate Regional Stormwater Standards**

CONSULTANT will review up to four (4) regional stormwater criteria, policy, and standards for applicability and/or adoption for Warsaw. The goal of this review is to identify an existing regional standard that the OWNER can reference for criteria and standards, and to identify how these items have been adopted in policy. Review will include stormwater technical design criteria and implementation through applicable stormwater or flood control code of ordinance. Stormwater criteria, policy, and standards reviewed as part of this task will include:

1. Springfield, Missouri
2. Columbia, Missouri
3. Kansas City Metropolitan Chapter APWA 5600 (2011 version)
4. Mid-America Regional Council Manual of Best Management Practices (MARC BMP Manual)
5. Kansas City, Missouri Green Stormwater Infrastructure Manual (August 2018 version)

*Deliverable:*

- *Draft report section of regional stormwater criteria review for applicability to OWNER. Task 5:*

#### **Evaluate Current Planning Processes**

CONSULTANT will review the current Planning process to identify requirements that may be prohibitive or contradictive of stormwater and flood control policies and design criteria. OWNER will provide existing Planning process and policy for CONSULTANT review, including an example of a private development application received through the Planning process. CONSULTANT will provide recommendations for next steps to update Planning process and/or requirements to correlate with next steps recommended for policy and design criteria (Tasks 2, 3 and 4).

*Deliverable:*

- *Draft report section of Planning process review and recommended next steps.*

#### **Task 6: Development Community Engagement**

CONSULTANT shall assist OWNER with facilitation of initial community engagement related to current use of stormwater policy and design criteria and Planning processes in the local development community.

Engagement will include development of an online survey to solicit feedback from the development community that serves Warsaw. The goal of the survey will be to listen and understand feedback from the development and design community, to better understand peer community stormwater design requirements the development community serves, and to assist in identification of enforcement mechanisms that are viewed as either amenable or challenging to encouraging resilient development that benefits both the community and the developer. Survey will be distributed to up to twenty (20) technical, construction, development, or community professionals targeting the following audiences:

- Community Stakeholders
- Designers
- Contractors
- Developers (city processes)

CONSULTANT shall develop survey content. OWNER shall develop contact list and facilitate distribution of the survey to the targeted audience. CONSULTANT shall summarize findings of the survey.

*Deliverable:*

- *Draft report section of survey results, correlated to the findings of Tasks 2, 3, 4 and 5.*

## Task 7: Existing Stormwater Policy/Design Criteria Evaluation and Recommendations Report

CONSULTANT will present the analysis and draft recommendations to the OWNER as these are developed in each respective task. OWNER will review these draft recommendations and provide consolidated comments to the CONSULTANT. On receipt of consolidated comments, CONSULTANT will provide a draft report summarizing the existing stormwater policy and design criteria evaluation and recommendations for next steps, considering opportunities to phase recommended updates. Draft report will include a summary of policy and criteria evaluated, identified risks to the City with the existing policy requirements and recommendations for next steps to update the policy or develop additional criteria. The draft report shall also include recommendations for implementation of the proposed policy and criteria by City of Warsaw staff, including suggestions for expected roles and responsibilities in the proposed updates.

OWNER shall review draft report and provide consolidated comments. On receipt of consolidated comments, CONSULTANT shall schedule a virtual meeting to review comments. CONSULTANT shall incorporate review comments into final report.

CONSULTANT will prepare a presentation for the Board of Alderman/City Council to review the recommendations and proposed changes impacting the existing code of ordinances. CONSULTANT will provide virtual attendance of presentation to Board of Alderman/City Council.

*Deliverable:*

- *Draft Report summarizing existing stormwater policy review and recommendations (PDF)*
- *Virtual Review meeting of Draft Report*
- *Final Report (PDF)*
- *Presentation content for Board of Alderman/City Council on recommended policy revisions (Powerpoint)*
- *Virtual attendance at Board of Alderman/City Council meeting*