



**COMMISSION ON STORM WATER ISSUES
VIA VIDEOCONFERENCE
Tuesday, June 1, 2021
6:00 p.m.**

**IMPORTANT NOTICE REGARDING
PUBLIC ACCESS & PARTICIPATION**

On March 20, 2020, City Manager Gregory Rose declared a State of Emergency for the City of University City due to the COVID-19 Pandemic. Due to the ongoing efforts to limit the spread of the COVID-19 virus, the June 1, 2021 meeting will be conducted via videoconference.

Observe and/or Listen to the Meeting (your options to join the meeting are below):

Webinar via the link below:

<https://us02web.zoom.us/j/87208620334?pwd=Yko2VDhJWG1lcHdsUVV2MINtNXdTUT09>

Password: 344313

Audio Only Call

iPhone one-tap :

US: +13126266799,,87208620334# or +19292056099,,87208620334#

Or Telephone:

US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 872 0862 0334

Citizen Participation and Public Hearing Comments:

Those who wish to provide a comment during the "Citizen Participation" portion as indicated on the agenda; may provide written comments to Sinan Alpaslan ahead of the meeting.

ALL written comments must be received **no later than 12:00 p.m. the day of the meeting.** Comments may be sent via email to: salpaslan@ucitymo.org, or mailed to the City Hall – 6801 Delmar Blvd. – Attention: Sinan Alpaslan. Such comments will be provided to Board/Commission member prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting.

Please note, when submitting your comments, a **name and address must be provided.** Please also note if your comment is on an agenda or non-agenda item. If a name and address are not provided, the provided comment will not be recorded in the official record.

The City apologizes for any inconvenience the meeting format change may pose to individuals, but it is extremely important that extra measures be taken to protect employees, residents, and elected officials during these challenging times.



AGENDA

COMMISSION ON STORM WATER ISSUES MEETING

STORMWATER MASTER PLAN CONSULTANT SELECTION

June 1, 2021 at 6:00 p.m.

Via Zoom

1. MEETING CALLED TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
5. CITIZEN PARTICIPATION

Procedures for submitting comments for Citizen Participation and Public Hearings:

ALL written comments must be received **no later than 12:00 p.m. the day of the meeting.** Comments may be sent via email to: salpaslan@ucitymo.org, or mailed to the City Hall – 6801 Delmar Blvd. – Attention: Sinan Alpaslan. Such comments will be provided to the Commission on Storm Water Issues members prior to the meeting. Comments will be made a part of the official record and made accessible to the public online following the meeting *Please note, when submitting your comments, a **name and address must be provided.** Please also not if your comment is on an agenda or non-agenda item. If a name and address are not provided, the provided comment will not be recorded in the official record.*

6. NEW BUSINESS
 - a. Request for Proposals/Qualifications for Storm Water Master Plan – Update (please see Attachment)
7. OLD BUSINESS
8. SUBCOMMITTEE REPORTS
9. MISCELLANEOUS BUSINESS
10. COUNCIL LIAISON COMMENTS
11. ADJOURNMENT

Please call (314) 505-8572 or email salpaslan@ucitymo.org to confirm your attendance.

MEMORANDUM
DEPARTMENT OF PUBLIC WORKS

TO: Todd Thompson, Chairman – Commission on Storm Water Issues

FROM: Sinan Alpaslan, Director of Public Works, Staff Liaison to Commission

DATE: May 28, 2021

RE: Evaluation of submittals in response to Requests for Qualifications (RFQ) for Stormwater Master Plan – Selection Recommendation

Staff evaluation interview panel completed their review along with the interviews of the shortlisted firms (listed below) in the work week of Monday, May 3.

- 1) HR Green-Reitz&Jens
- 2) EDM Incorporated
- 3) Intuition&Logic-AMPM Consulting

Staff comments for each interview are as follows: (the consultants are listed starting with the group scoring the highest average points (see attachment) per the evaluation of all submitters' statements of qualifications. The strengths offered by each group are then listed):

HR Green-Reitz&Jens:

- Strong understanding of problems and concerns in rather densely urbanized communities such as University City and knowledge of effective methods to advance solution proposals within the municipal processes.
- Proven ability to manage a wide range of stakeholders and sources of data in beneficial manner to studies of similar scope.
- Balanced economical approach to the master planning work with demonstrated interest in University City's community objectives as included in the Request for Qualifications (RFQ) document (see attachment).

EDM Incorporated:

- Good municipal experience with the development and later implementation of a construction improvements program for stormwater.
- On-the-ground ability to solve general stormwater problems and meet community objectives with flexibility to adjust guiding policy as needed.
- Emphasis on maintenance for good performance as well as additional benefits such as Community Rating System (CRS) designation.

Intuition&Logic-AMPM Consulting:

- Well-developed method for study work proposing specific committees for additional input and analysis.
- Robust public involvement and program management models for buy-in.
- Practical design experience with good track record of implementation.

The consultant interviews process has added more depth into staff panel's qualification of the best candidate for the stormwater master planning work in University City. Overall, we feel that the leading group has not changed after the interview process, but the ranking of the 2nd and 3rd consulting groups has switched making the Intuition&Logic-AMPM Consulting the 2nd in the ranking.

HR Green-Reitz&Jens group offers the best approach and background/experience to handle the stormwater master planning task and recommended by staff for selection. Intuition&Logic-AMPM Consulting is the next best candidate bringing forward an expansive and well thought-out method. EDM Incorporated is our third choice at the current level of University City's stormwater management efforts and is likely a strong candidate to assist the City's future capital improvement program work once a master plan has been established.

I'd recommend that the Commission evaluate the staff analysis as outlined above and make a motion to forward a recommendation to City Council in the matter. Based on this action, staff will work with the recommended consulting group to negotiate a services contract and propose that for approval. The possible remaining Fiscal Year 2021 regular Council meeting dates for this action are: June 14, and June 28.

Please advise of any comments and revisions to this plan as the Commission deems necessary for the Stormwater Master Plan consultant evaluation and selection.

Attachments: Documents used in consultant evaluation

Firm	Gene Kuelker	Mark Zaionzt	Sinan Alpaslan	Average	
* EDM	96	82	80	86	2nd
Horner & Shifrin	98	72	60	77	
* HR Green	95	87	92	91	1st
M3 Engineering	95	77	65	79	
* Intuition & Logic	94	77	71	81	3rd
Access Engineering	95	57	65	72	
Meco-Heneghan	93	72	55	73	

* Interviewed



Request for Qualifications

Stormwater Master Plan

Project #:	1483
RFQ Issued:	Wednesday, February 24, 2021
Submittal Due Date:	Tuesday, March 16, 2021 @ 4 p.m. CST

Public Works Department

REQUEST FOR QUALIFICATIONS

University City is an inner-ring suburb of the city of St. Louis in St. Louis County, in the state of Missouri. According to the 2010 census, the city has a total area of 5.90 square miles (15.28 km²) and a population of 35,371 people. The city is one of the older suburbs in the St. Louis area. Much historic architecture remains in the southern, older portion of the city, particularly along Delmar Boulevard. The northern portions of the city developed mostly after World War II and are more suburban with shopping centers and more automobile-centered development.

The City Council is the legislative and governing body of the City of University City. The City Council has seven members, one of whom serves as Mayor. Each of the City's three wards has two representatives, who are elected to four-year terms. The Council appoints both the City Manager and City Clerk. The City Manager is responsible for the day-to-day operations of the University City government. The University City government is comprised of 12 Departments: Administration, Human Resources, Legislative Services, Finance, Communications and Technology, Economic Development, Fire, Municipal Court, Police, Planning and Development, Parks & Recreation & Forestry, and Public Works. The Public Works Department is comprised of Engineering, Streets, Solid Waste, and Facilities divisions.

The Public Works Department is soliciting qualifications from engineering and planning consulting firms to develop a Stormwater Master Plan for University City. The community is located in the Upper River des Peres watershed and is nearly built-out. River des Peres (RDP), meaning "River of the Fathers" in French, and its tributaries are a natural resource as well as a hazard during flood conditions. The riparian corridor associated with RDP offers many benefits such as locating trails and parks within its proximity and is also a public way often used for the Metropolitan St. Louis Sewer District's and other utilities' underground or overhead infrastructure to better serve the area residents. The management of the River des Peres channel is challenging at best and lies on the shoulders of public agencies having jurisdiction in its reaches. Recently more emphasis is being placed on public-private partnerships to tackle this task with our residents especially being more active in regional initiatives such as River des Peres Trash Bash, University City government maintaining compliance with the area Municipal Separate Storm Sewer System (MS4) permittee regulations and organizations such as River des Peres Watershed Coalition working to raise awareness of this asset throughout the St. Louis metropolitan area. University City Council approved the formation of a new Commission on Storm Water Issues in April 2020 with the Commission beginning its work in the August of that year. This Commission was formed on the heels of a Stormwater Task Force, of which many current Commissioners were members, and that Task Force completed as a result of 2 years' busy work and presented a very detailed report of their findings to University City Council in January 2020. The report is attached to this document for a review. The Commission on Storm Water Issues is advisory to City Council and, along with professional staff, looking forward to the development of the City's Stormwater Master Plan to inform future work in this function area in University City.

Anticipated Scope of Services:

A three-phased study scope is outlined with sample tasks listed under each phase for guidance in the development of consultant qualification submittals as follows:

Phase I – Data collection and analysis: (Consultant to gather data, coordinate input from various entities (City and otherwise), and classify problem areas):

- Attend kick-off meeting with City Project Manager and other City team members.
- Develop Stormwater Concern Form for distribution to residents (by City) for the purpose of collecting and documenting stormwater problems.
- Review existing stormwater studies, reports, complaint logs obtained by the City and obtained by the City from MSD, reports from the Corps of Engineers, and the Storm Water Task Force Citizen Survey.
- Complete necessary field visits to analyze identified stormwater problem areas.
- Map/delineate University City watershed and sewer sheds (this is a field survey as well as data research task) to create a drainage map of University City including important infrastructure location and sizes.
- Use Storm Water Task Force Citizen Survey results to pinpoint areas of storm water complaints to overlay on the drainage map for the development of recommendations for stormwater improvement program priority zones.
- Develop definition to distinguish between public and private stormwater problems.
- Recommend design criteria for stormwater controls applicable to new development and redevelopment projects.

Phase II – Prioritization of improvements: (Consultant to develop a single and objective end-product centered on prioritized or ranked list of projects that the City can use to make decisions on capital improvements):

- In cooperation with City Staff, revisit the problem areas generated by Phase I. From the problem areas cataloged in Phase I, identify specific stormwater projects and conceptual cost estimate for those projects.
- In cooperation with City Staff, review data, analyze conditions and improvements, and recommend methodology for setting priority levels for maintenance and minor improvements work relative to resolutions for storm water issues.
- Identify problem areas where a reasonable accommodation can be made to address water quality in addition to water quantity. Generate an alternate conceptual cost and ranking accordingly.
- Rank the projects and organize the data to aid in City budgeting and grant applications.
- Incorporate, as applicable, MSD project ranking scheme for OMCI tax fund utilization into the City stormwater capital improvement program proposed prioritization system.
- Review City ordinances and codes and recommend revisions to improve water quantity and quality.

Phase III – Implementation: (this phase is not included for a response on this RFQ and it is to be conducted in the future as City Council allocates funding):

- Formulate standards for implementation and develop recommendations to effectively integrate projects with operations and maintenance.
- Identify, assess, and prioritize opportunities for water quality improvement on publicly-owned property.
- Provide recommended program management procedures including an ongoing feedback loop utilization.

The below tasks apply to all phases of the work, as appropriate:

- Obtain public feedback (including up to 2 ea. public meetings) at appropriate phases of work development.
- Present draft work product to City staff for review and comments.
- Provide periodic updates to Commission on Storm Water Issues, obtain feedback.
- Provide mid-study update to City Council, obtain feedback.
- Incorporate review comments and feedback into final work product.
- Conclude the study work with report of findings and recommended actions and present the proposed Master Plan to City Council.

Timeline of Submittal:

Qualification submittals are due at 4 p.m. noon on Tuesday, March 16. Please make an appointment for dropping off documents at City Hall at 6801 Delmar Blvd., University City, Missouri 63130 as the facility is currently closed for public access except for daily limited openings at 9-10 a.m. and 3-4 p.m.

Instructions for Preparing Proposal:

Proposals (3 ea. hard copies) can be assembled in any format including but not limited to a Letter of Interest or Cover Letter, Qualifications package and any applicable Attachments. However, the length of the submittals shall not exceed 15 pages (single-sided) and all submittals shall be provided together with an electronic copy (either emailed to sinan@ucitymo.org or transmitted via a thumb drive).

Please do not contact the City staff for project understanding and instructions beyond what's provided in this document. However, contacting the City staff (Department phone number: 314-505-8560) for clarifications or document submittal arrangements is not restricted.

Selection Process and Criteria:

The statements of qualifications (SOQ) will be evaluated by the City's review committee consisting of various City personnel. The criteria that will be utilized to score the SOQs are listed below:

- Qualifications of firm (25 points).
- Qualifications for Project Manager and Project Team (25 points).
- Relevant Storm Water Experience (25 points).
- Approach (25 points).

Important Considerations:

The scope of this study and master plan development is intended for the selected consultant to assist the City Staff with devising an objective tool and establishing a basis of data systems to utilize for stormwater management. The resulting tool and systems are transparent to residents and property owners, and defensible by the City.

Attachment:

Storm Water Task Force Report

END OF DOCUMENT "REQUEST FOR QUALIFICATIONS – PROJECT #1483"

Stormwater Master Plan – Consultant questions:

1. (Mark) What is your current workload and what is the timeframe in which you think this project can be completed?
2. (Gene) What is your method of follow-up on all project items?
3. (Sinan) Who would be the lead contact person from your firm for this project, and what is their availability like throughout the day? (Alternative or together) How many projects has this team worked on together?
4. (Mark) Do you have any other subconsultants?
5. (Gene) Please elaborate on your method of analysis, more specifically for open channel flow.
6. (Sinan) Please elaborate on your method of developing program/project work prioritization.
7. (Mark) Describe challenges and solutions you've encountered working on similar projects.
8. (Gene) What challenges do you see for this project (Possible answer topics: data collection/analysis/coordination/policymaking advice/public input/implementation-maintenance)?
9. (Sinan) What opportunities do you see coming out of this project and the master planning study (Possible answer topics: publicly defensible plan, better partnership and collaboration with other agencies, better justification of projects funding, increased leveraging of available funding, better response to resident concerns)?
10. (Mark) Describe the range of incidentals you'll work into your budget for this project.
11. (Gene) What is your process for proposing supplemental agreements, if needed?
12. (Sinan) What does your firm offer that is unique to the others?