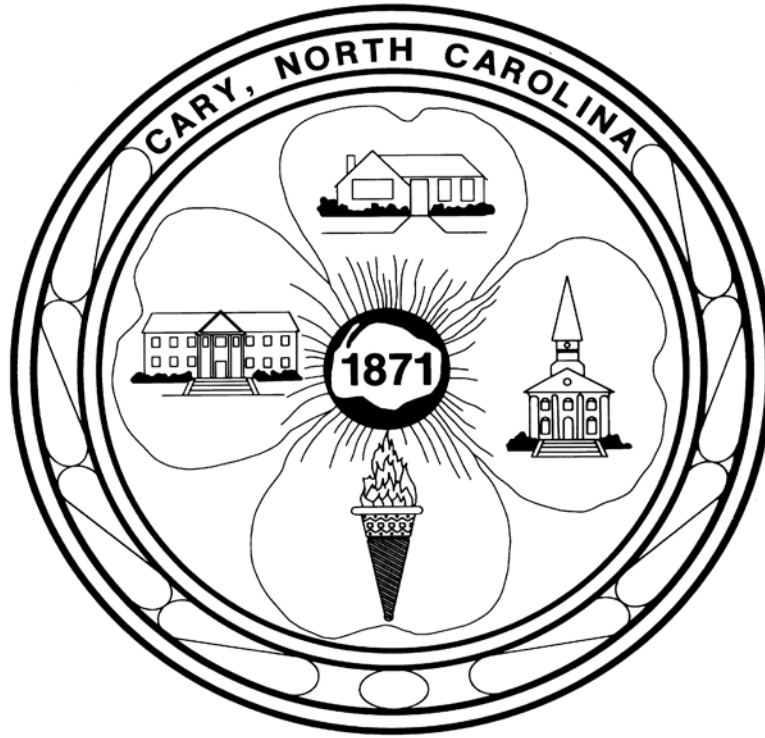


TOWN of CARY

North Carolina



REQUEST FOR QUALIFICATIONS

RFQ #354-TM25-01

Project Title: Stormwater and Watershed Protection Master Plan

Issue Date: Monday, July 1, 2024

Due Date: Tuesday, August 6, 2024, at 4:00 pm ET

Issuing Department: Office of the Town Manager, Stormwater Division

Direct all inquiries concerning this RFQ to:

Jan Patterson

Senior Project Manager

Email: Jan.Patterson@carync.gov

Table of Contents

1	INTRODUCTION.....	1
	1.1 Purpose	1
	1.2 Background	1
	1.2 RFQ Timeline	4
	1.3 Questions.....	4
	1.4 Submittal Requirements and Contact Information.....	4
	1.5 Rights to Submitted Material	5
	1.6 Communications.....	5
	1.7 Lobbying.....	5
	1.8 Gifts and Favors.....	5
	1.9 Proposer Expenses	5
	1.10 Proposer Acceptance	6
2	QUALIFICATIONS PACKAGE.....	7
	2.1 Request for Qualifications Required Document Format.....	7
	2.2 Hourly Rates.....	7
	2.3 Qualifications Package Documents.....	8
3	PROPOSAL EVALUATION.....	9
	3.1 Evaluation Criteria	9
	3.2 Final Selection	9
	3.3 Notice to Proposers.....	9
4	SCOPE OF SERVICES	10
	4.1 Advancement of Current Programs and Services:	10
	4.2 Coordination with the Development of Other Cary Guiding Documents.....	10
	4.3 Facilitation of Staff and Citizen Engagement.....	11
	4.4 Analysis within the Regulatory Environment.....	11
	4.5 Utilization of Watershed Basin Models and Related Technologies	11
	4.6 Alternative and New Programs and Approaches.....	12
	4.7 Plan Development.....	12
5	EXECUTION OF PROPOSAL	13
6	APPENDIX I: REFERENCES	14
7	APPENDIX II: HOURLY RATE SCHEDULE.....	16

1 INTRODUCTION

1.1 Purpose

The Town of Cary (Cary) is seeking one or more qualified firm(s) with which to contract for development of a Stormwater and Watershed Protection Master Plan (Master Plan). The qualified firm(s) will lead a master planning process to accomplish the following:

- a. reaffirm Cary's vision for the future of its Stormwater program,
- b. provide best practices and emerging innovations from leading stormwater programs across the country, as well as internationally,
- c. reflect current standards, regulations and practices for stormwater, floodplain, open space, and environmental management,
- d. identify potential innovative financing techniques deployed in other jurisdictions and lessons learned,
- e. align with State of North Carolina General Statutes and environmental regulations,
- f. complete the master planning process no later than one year subsequent to execution of the contract with the ultimately selected firm(s).

The Master Plan will be the foundation for a subsequent study to develop and implement a stormwater utility. The stormwater utility study will commence within nine months of execution of the contract but may extend beyond the one year allocated to development of the Master Plan. Qualifying firms are encouraged to share their knowledge about successful transitions to a stormwater utility financing model.

Cary will also use the Master Plan to guide implementation and transition to a new MS4 classification, as well as future financing options for the requirements associated with the new designation.

1.2 Background

Cary, with a size of approximately 180,000 population and 61 square miles, is located in central Wake County in the center of North Carolina. Cary has a healthy balance of developed land and open space but recognizes that continued growth and development is inevitable. The foundational principle of the Stormwater Program is to support the balance between growth, quality of life, and protection of the natural environment. This is achieved by cultivating a shared responsibility among the many key stakeholders who affect change. Functionally, this is also achieved by complementing economic development and environmental protection efforts with effective floodplain, stormwater, open space, and environmental management.

Cary has approximately 783 miles of stormwater pipes including 188 miles within the Cary right-of-way (R/W), 1,484 Stormwater Control Measures (SCMs), 96 of which are owned by Cary, 34,200 total catch basins, including 15,000 in the Cary R/W, 14 total miles of culverts, including five miles within the Cary R/W, and 600 total miles of gravity mains of which 183 miles are within the Cary R/W. Cary also owns seven lakes for which the Town maintains the dam and associated structures.

This stormwater infrastructure framework is organized by the following core functions:

- Technical resource
- Citizen consultations
- Development and design standards
- Real-time monitoring systems/IOT
- Watershed basin modeling
- Predictive programs/technology

Cary's Stormwater Division provides technical guidance and support to property owners and the public in general; works directly with developers and consultants; is a resource to staff from other Departments; and invests significant resources into Capital Improvement Projects and Natural Land Restoration Projects in order to maintain an effective stormwater network. Cary's infrastructure design standards not only meet but, often exceed local, state and federal regulatory standards.

Since the original Master Plan was completed, the Division has expanded programming to not only focus on Cary-owned infrastructure, but also to provide guidance on privately owned properties throughout Cary. Additional new programs include:

- Stream Sensors and Rain Gauges: Cary has installed stream sensors and rain gauges within its waterways to provide real-time stream elevation data and to record rainfall accumulation and intensity. This data is used internally and is made publicly accessible on Cary's open data portal.
- Modeling: Data obtained from stream sensors and rain gauges is utilized to calibrate Cary's watershed basin models to anticipate potential impacts from new development within the watershed. This predictive technology allows Cary to identify future mitigation strategies to better protect our citizens and reduce impacts to our downstream neighbors.
- Condition Assessment and Asset Management: Cary has initiated a new condition assessment program utilizing CCTV technology to identify needed repairs to the aging pipe network. The NASSCO scoring system is used to more efficiently prioritize the repairs to these assets.
- Mapping and GIS play a crucial role in establishing and maintaining Cary's stormwater network inventory. Record drawings submitted at the completion of development projects are used to update Cary's asset inventory.

As Cary's existing stormwater infrastructure ages, we recognize the necessity of utilizing these tools to prioritize capital improvements including land restoration and infrastructure repairs. These resources are also instrumental when advising property owners about storm drainage systems on private property and how to mitigate or prevent changes to the natural land. Cary's goal is to optimize the use of collected data as we transition to a more proactive and sustainable program.

In addition to Cary's Capital program above, Cary is subject to EPA's National Pollution Discharge Elimination System (NPDES) permit which is administered by the State of North Carolina Department of Environmental Quality (NC DEQ). Cary's NPDES Phase II permit contains the following six minimum measures:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Pollution Prevention and Good Housekeeping
- Construction Site Runoff Control
- Post-Construction Site Runoff Control

The permit has gone beyond the five year renewal cycle but NC DEQ has indicated they will be adding additional program requirements to closely emulate a NPDES Phase I program when the permit is renewed in 2025. The addition of new water quality monitoring for streams and industrial stormwater permitting and inspection requirements is anticipated and will need to be considered. The expected timeline for full implementation of these additional requirements over five years will be guided by the State.

Additional Stormwater and Floodplain Management Program components also include:

- **Floodplain Management:** As a member of the Federal Emergency Management Agency (FEMA) National Flood Insurance Program (NFIP), the Town regulates both FEMA mapped and Town mapped floodplains. Cary is also seeking membership to FEMA's Community Rating System (CRS), a point-based system that encourages municipalities to adopt higher regulatory standards to earn flood insurance rate discounts for its citizens. Through Cary's adaptive stormwater approach, open space has been identified as the best tool in mitigating flooding issues. Cary's goal is to become a more flood resilient community with a robust Floodplain management program.
- **Environmental and Watershed Protection:** Cary is split between two major river basins; the Neuse River basin to the East, and the Cape Fear basin (Jordan Lake) in the West. The Town regulates riparian stream buffers including additional urban transition buffers and provides wetland/stream determinations within the Jordan Lake watershed. Cary' also enforces Water Supply Watershed Protection and nutrient reduction requirements as delegated by North Carolina Department of Environmental Quality (NC DEQ) within the Neuse and Jordan Lake watersheds, as well as in accordance with the Swift Creek Land Management Plan. Cary's stormwater staff also serve as contributing members on Jordan Lake One Water workgroups, Wake County Water Partnership, and other local multi-jurisdictional entities. Cary also recognizes the important role that open space acquisition, restoration, and preservation plays in improving water quality. Cary aims to play an integral role in the development and advancement of strategies that further protect our environmentally sensitive watersheds.
- **Support Services:** Cary provides citizen and staff support for drainage concerns on private properties, riparian buffer inquiries, streambank erosion guidance, and investigates reported pollution and illicit discharges to the stormwater network and our waterways. Enhancing and elevating service levels for supporting Cary citizens is an ongoing priority for Stormwater staff.
- **Development Services:** Stormwater staff conduct plan reviews for new development projects and residential redevelopment within Cary and then monitor sedimentation and erosion control during construction as delegated by North Carolina Division of Energy, Mineral, and Land Resources (NC DEMLR). The estimated total plan review cycles for FY 2024 will exceed 700 reviews. Cary's Stormwater Division also enforces post-construction site runoff controls in accordance with Cary's NPDES permit. Cary actively seeks opportunities to improve and streamline the development review and inspections processes to more effectively serve our citizens and the development community.
- **Dams, Lakes & Ponds:** Cary owns seven dams, four of which are classified as High Hazard Dams. Two of the dams are currently being reviewed for redesign. The program should anticipate potential future maintenance and repair considerations for Cary-owned dams.
- **Green Stormwater Infrastructure (GSI):** Cary's GSI program is a newly added nature-based initiative to manage stormwater runoff and improve water quality. Cary encourages the use of GSI on new development and redevelopment projects and aims to lead by example by incorporating GSI measures for projects on town-owned properties and within the public right-of-way. As an extension to the Capital Program, the Town now also offers a grant program that provides reimbursement to property owners who wish to install eligible GSI devices on their property. Cary's goal is to build a

sustainable town-wide GSI program that includes both regulatory and non-regulatory components.

1.3 RFQ Timeline

Provided below is a list of the anticipated schedule of events related to this solicitation. The Town of Cary reserves the right to modify and/or adjust this schedule to meet the needs of the project. All times shown are Eastern Time (ET):

RFQ Process	Date and time
RFQ Advertisement Date	July 1, 2024
Deadline for written questions	July 16, 2024 before 11:59 PM ET
Town Response to Questions (anticipated)	July 22, 2024
Submittal Due Date and Time	August 6, 2024 4:00 PM ET

1.4 Questions

Requests for clarification and questions to this RFQ must be received by the Town not later than the date shown above in Section 1.3, entitled “RFQ Timeline”, for the submittal of written inquiries. The Town will not entertain any further questions after the due date. All questions related to this solicitation must be submitted in writing (via email) to the following individual:

Contact Name	Email Address
Jan Patterson	Jan.Patterson@carync.gov

Indicate “**RFQ #354-TM25-01 – Questions**” in the subject of the email. Questions submitted via telephone will not be answered.

The Town shall issue addenda reflecting questions and answers to this RFQ, if any, which shall be posted to the [NC eVP website](#). No information, instruction or advice provided orally or informally by any Town personnel, whether made in response to a question or otherwise in connection with this RFQ, shall be considered authoritative or binding. Respondents shall be entitled to rely *only* on written material contained in an Addendum to this RFQ.

It is important that all Respondents submitting to this RFQ periodically check the NC eVP website for any Addenda. It is the Respondent’s responsibility to ensure that all addenda have been reviewed and, if required, signed and returned.

1.5 Submittal Requirements and Contact Information

Electronic responses ONLY will be accepted using through the NC eVP website. In order to submit proposals electronically, interested parties must be logged into IPS. Registration information is available at [NC Electronic Vendor Portal \(eVP\)](#). Proposals must be clearly marked with name of the submitting company, the RFQ number and RFQ title (**Company Name 354-354-TM25-01 RFQ Name**).

Proposers must submit one (1) electronic version, submitted as a viewable and printable Adobe Portable Document File (PDF), on or before the submittal due date and time provided in Section

1.3. Submissions that do not comply with the stated submission method will be deemed non-responsive.

Cary reserves the right to reject any or all proposals for any reason and to waive any informality it deems in its best interest. Any requirements in the RFQ that cannot be met must be indicated in the proposal. Proposers must respond to the entire Request for Qualifications (RFQ). Any incomplete proposal may be eliminated from consideration at the discretion of Cary.

It is the responsibility of the Firm to ensure that their response arrives at the designated location specified in this Section by the due date and time specified in Section 1.3 RFQ Timeline.

1.6 Rights to Submitted Material

All proposals and supporting materials, as well as correspondence relating to this RFQ, shall become the property of the Town. The content of all submittals will be held confidential until the selection of the firm is made. Proposals will be reviewed by the Evaluation Team, as well as other Town staff and members of the general public who submit public record requests. Any proprietary data must be clearly marked. In submitting a Proposal, each Prospective Proposer agrees that the Town may reveal any trade secret materials contained in such response to all Town staff and Town officials involved in the selection process and to any outside consultant or other third party who serves on the Evaluation Team or who is hired by the Town to assist in the selection process. Proposals marked entirely as “confidential”, “proprietary”, or “trade secret” will be considered non-responsive and will be removed from the evaluation process.

1.7 Communications

All communications of any nature regarding this RFQ with any Town staff, elected Town officials, or evaluation committee members are strictly forbidden from the time the solicitation is publicly posted until award. Questions must be submitted in writing to the individual designated in Section 1.5 prior to the deadline provided in Section 1.3. Violation of this provision may result in the Firm’s proposal being removed from consideration.

1.8 Lobbying

By responding to this solicitation, the Firm certifies that it has not and will not pay any person or firm to influence or attempt to influence an officer or employee of the Town or the State of North Carolina, or any elected official in connection with obtaining a contract as a result of this RFQ.

1.9 Gifts and Favors

Contractor shall become aware of and comply with laws related to gifts and favors, conflicts of interest and the like, including N.C.G.S. §14-234, N.C.G.S. §133-1, and N.C.G.S. §133-32

1.10 Proposer Expenses

The Town of Cary will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Qualifications or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Town of Cary and/or its representatives. Further, the Town of Cary shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

1.11 Proposer Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFQ. The Town of Cary has the sole discretion and reserves the right to cancel this RFQ, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the Town's best interests to do so. The Town of Cary reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Firms if it is deemed in the Town of Cary's best interest. Moreover, the Town of Cary reserves the right to make no selection if proposals are deemed not in the best interest of the Town of Cary.

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2 QUALIFICATIONS PACKAGE

Responses must follow the format outlined below. The Town may reject as non-responsive at its sole discretion any submittal that does not provide complete and/or adequate responses or departs in any substantial way from the required format.

2.1 Request for Qualifications Required Document Format

Responses should be divided using tabs to separate each section, listed sequentially as follows:

Section 1: Cover Letter

Provide an introduction letter summarizing the unique qualifications of your Firm to meet the needs of this project. This letter should be presented on the Firm's official letterhead and signed by an authorized representative who has the authority to enter into a contract with the Town on behalf of the Firm. Include the name, title, address, telephone and email address of the individual who serves as the point of contact for this solicitation.

Section 2: Corporate Background and Experience

Include background information on the Firm and provide detailed information regarding the Firm's experience with similar projects. Provide a list of all similar contracts performed in the past 3 years, accompanied by at least 5 references, including contact persons, firm, telephone number and email address.

Include the total amount invoiced for each listed project, the length of the project, and list of personnel involved in the project who are also proposed for the subject project named in this solicitation. Failure to provide a list of all similar contracts in the specified period may result in the rejection of the Firm's proposal. The evaluation team reserves the right to contact any or all listed references, and to contact other public entities regarding past performance on similar projects.

Section 3: Project Understanding, Approach and Schedule

Provide a comprehensive narrative, outline, and/or graph demonstrating the Firm's understanding and approach to accomplishing the tasks outlined in the Scope of Work section of this RFQ. A description of each task and deliverable and the schedule for accomplishing each shall be included.

Section 4: Team Firm, Experience and Certifications/Qualifications

This section must include the proposed staffing, deployment and firm of personnel to be assigned to this project. The Proposer shall provide information as to the qualifications and experience of all executives, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. A project-specific firm chart which clearly illustrates the roles, responsibilities, and the reporting relationships of each team member should be included.

2.2 Hourly Rates

This solicitation is being issued in accordance with NCGS 143-64.31, otherwise known as the Mini-Brooks Act, and therefore price cannot and will not be a determining factor in the selection

of the successful contractor. One copy of the hourly rates for all proposed project personnel should be uploaded as a separate file using the same naming format described in Section 1.6.

2.3 Qualifications Package Documents

This RFQ is comprised of the base RFQ document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFQ in advance of any Contract award are incorporated herein by reference.

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3 PROPOSAL EVALUATION

3.1 Evaluation Criteria

This is not a bid. There will not be a public opening. Proposals will be evaluated based solely on the following criteria:

- Corporate background and experience
- Project understanding
- Project approach
- Team experience and qualifications

3.2 Final Selection

Proposals will be reviewed after opening and will be ranked in order of choice, at which point contract negotiations will begin with the most qualified firm. If negotiations are unsuccessful, the Town will then pursue negotiations with the next most qualified firm. The Town shall not be bound or in any way obligated until both parties have executed a contract. The Town also reserves the right to delay the award of a contract or to not award a contract.

The general conditions and specifications of the RFQ, including the Contractor's fee proposal, and/or written correspondence applicable to the RFQ, may become part of the contract documents. Failure of the awarded Contractor to perform as represented may result in contract cancellation.

3.3 Notice to Proposers

It shall be the Proposer's responsibility to read the Instructions, all relevant exhibits and attachments, and any other components made a part of this RFQ, and to comply with all requirements and specifications provided herein. Proposers are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFQ.

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4 SCOPE OF SERVICES

Upon execution of an agreement for Master Plan development, the qualifying firm(s) shall provide a comprehensive Scope of Work for this project.

The successful qualifying firm(s) are encouraged to present modern and innovative ideas for the master plan that will reflect and further drive Cary's high standards and desired program goals. Applicants should understand that Cary is not seeking a list of available capital project opportunities, but the following:

- strategies for utilizing opportunities as they are presented through new development and program evolution;
- methods to add additional value to the Stormwater Management program through new and improved organization and processes.

Cary's new Stormwater and Watershed Protection Master Plan will require a national and international scan of Stormwater best practices and innovations, including lessons learned or challenges, as well an assessment of the appropriateness of their application to Cary's Stormwater Program.

At a minimum, firms are required to review and apply best practices and standards gleaned from the following:

- Austin, TX – [2016 Watershed Protection Master Plan](#)
- Philadelphia, PA – [Green City, Clean Waters Initiative](#), [GSI Strategic Framework](#)
- Prince George's County, MD – [Clean Water Partnership](#)
- Montgomery County, MD – [Watershed Planning](#), [Clean Water Montgomery](#)
- Raleigh, NC – [Raleigh Stormwater](#)
- Winston-Salem, NC – [Stormwater](#)

Cary strongly encourages firm(s) to consider partnerships with other firms to ensure the broadest range of expertise and knowledge. Additionally, Cary encourages firm(s) in their responses to propose modifications to the Scope of Services that support establishment of the optimum Stormwater and Watershed Protection Program.

4.1 **Advancement of Current Programs and Services:**

Provide an assessment of possible enhancements that will advance Cary's current programs and services outlined in section 1.2 above, based on identified goals and with an eye towards growth, optimization, and resiliency that also leverages Cary's preferred technologies including GIS, Box, Salesforce, and Asset Optics, etc. Enhancements to individual programs should be identified through program and funding analysis including an evaluation of best practices, with an emphasis placed on Cary's newer programs as well as those that have defined future goals. The advancement of the overall Stormwater program framework should also consider Cary's population growth trends, infrastructure needs, and potential resource allocations.

4.2 **Coordination with the Development of Other Cary Guiding Documents**

The selected contractor shall engage with the Imagine Cary Community Plan and other Cary master plans and guide documents through their development process (as applicable) or incorporate the goals stated in finished documents. Such documents include, but are not limited to:

- Urban Forestry Master Plan
- Open Space Plan

- Parks, Recreation and Cultural Resources Plan
- Adaptive Stormwater Management
- Stormwater Business Plan
- 2013 Stormwater Master Plan
- Sustainability and Climate Action Strategy
- Wake County Multi-Jurisdictional Hazard Mitigation Plan

4.3 Facilitation of Staff and Citizen Engagement

The Stormwater Division utilizes a framework of community engagement and prioritization known as Adaptive Stormwater. This initiative entailed the extensive use of community and stakeholder engagement groups focusing on a range of topics including ordinances, basin modeling, open space, maintenance, and more.

The selected firm shall aim to achieve a similarly high level of citizen, staff, and external stakeholder engagement and communication with the public. Coordination and solicitation of input from citizens, the Mayor and Town Council, and Town staff, should be incorporated during the development of the Master Plan for feedback and educational purposes. This should be an approach that is flexible and scalable and may include facilitating regular meetings between Cary staff and citizens working on designated boards or committees, as well as preparation of a communication plan for execution through established Cary channels. The applicant is encouraged to think “outside of the box” and seek proposal partners, as appropriate, when developing stakeholder engagement and communication strategies.

Engagement with stakeholders outside of the Stormwater group allows the Division to incorporate other perspectives, understand how Division actions and goals may or may not align with competing priorities, communicate Cary’s stormwater, watershed and floodplain management efforts, and ensure that major initiatives best serve all Cary citizens, staff, and stakeholders. Incorporation of significant engagement and understanding the need to synthesize multiple priorities is essential for this Master Plan.

4.4 Analysis within the Regulatory Environment

The selected contractor shall consider the current regulatory environment with respect to the Master Plan, including:

- Jordan Lake One Water/Jordan Water Supply Nutrient Strategy (Jordan Lake Rules)
- Neuse River Basin: Nutrient Sensitive Waters Management Strategy (Neuse Basin Rules)
- NPDES Phase II Stormwater Program transition to new designation
- Water Supply Watershed Protection
- Urban Transition Buffer Protection
- N.C. Sedimentation Pollution Control Act of 1973 (SPCA)
- Swift Creek Watershed Land Management Plan
- Swift Creek Total Maximum Daily Load (TMDL)
- Flood Disaster Protection Act of 1973

4.5 Utilization of Watershed Basin Models and Related Technologies

Currently, watershed basin models serve as a basis for planning and as a technology/resource used to identify opportunities for capital improvements related to legacy issues as new development proposals are presented.

Cary has invested significant resources into the installation of stream sensors and rain gauges within the waterways of the Neuse River Basin. The stream sensors provide real-time water level data, and the rain gauges record rainfall accumulation and intensity. These technologies are part of a larger effort to monitor, study and model watersheds in Cary to assist in stormwater planning, and floodplain management. Specifically, Cary uses these technologies to select projects and opportunities that enhance the quality of life in Cary and relieve impacts to watershed. Applicants should recognize Cary's utilization of these basin models and other data analysis as the basis of proposed improvements.

4.6 Alternative and New Programs and Approaches

Cary has a well-developed set of programs that address NPDES permit requirements, citizen needs, and the Town Council's vision for Cary. There are areas of interest that are in their infancy such as GSI, open space acquisition and restoration initiatives, self-sustainable alternative funding sources, public-private partnerships, Condition Assessment, and the Community Rating System (CRS). Additionally, the potential addition of water quality monitoring and an industrial general stormwater permit program will be new commitments not currently integrated within the existing Stormwater Division framework.

Alternative approaches or new programs should be explored in consideration of anticipated future changes based on new NPDES permit requirements and the advancement of current programs.

4.7 Plan Development

In addition to identifying enhancements to each of the current program components described in Section 1.2 above, the plan should also address potential funding options for the sustainability of the Division. Certainly, a Utility is one option, but there are others that could also be considered. Ultimately recommendations of how to schedule and implement a funding program will be key to this plan. Recommendations should identify challenges faced by similar programs to address public improvement needs while still managing the expectations of private property owners. Future staffing and organizational resource needs should also be included with any assessment of current program evolution.

Program enhancements and implementation recommendations should be based on identified recommended goals and with an eye towards optimization and resiliency that also leverages Cary's preferred technologies.

Public-Private partnerships that address legacy drainage and flooding issues with new development have been success stories that cannot be ignored in Cary. Expanded use and formalization for future collaborations will necessitate identifying potential staffing and organizational needs. Identifying these resource needs should also consider the technical requirements for dynamic basin modeling and its incorporation into Cary's Condition Assessment programming for capital improvement projects and future maintenance demands.

The completed Stormwater and Watershed Protection Master Plan should reflect Cary's current standards, regulations and practices for stormwater, floodplain, open space, and environmental management while also reaffirming Cary's vision for the future of its Stormwater program. The Master Plan should identify and evaluate possible program enhancements as well as potential

innovative financing techniques including an evaluation on the development and implementation of a Stormwater Utility for Cary.

5 EXECUTION OF PROPOSAL

By submitting this proposal, the potential contractor certifies the following:

- This proposal is signed by an authorized representative of the Firm.
- The potential contractor has read and understands the conditions set forth in this RFQ to include any addenda and all attached exhibits and agrees to them with no exceptions.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

6 APPENDIX I: REFERENCES

Offeror **must** supply at least (3) three Governmental Agency or Private Company references for which Stormwater and Watershed Protection Master Plan services or similar have been performed during the past (5) five years. Offerors are cautioned to provide accurate reference information. References will be checked during evaluation period.

OFFEROR: _____

CITY, STATE, ZIP: _____

Reference #1

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #2

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #3

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #4

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

Reference #5

Agency or Firm Name: _____

Business Address _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: (____) _____ **Fax Number:** (____) _____

Email Address: _____

7 APPENDIX II: HOURLY RATE SCHEDULE

Awarded Contractor shall perform the services to be performed as set forth in this RFQ and more particularly described in Section 5 utilizing the following hourly rate schedule below.

Position Title	Hourly Rate

Firm Name: _____

Authorized Signature: _____ Date _____

Signed by: _____
[Type or Print Name]

Title of Signer: _____