

REQUEST FOR PROPOSAL

Administrative & Management Services for the Boxelder Basin Regional Stormwater Authority (BBRSA)

The Boxelder Basin Regional Stormwater Authority (BBRSA) Board of Directors is soliciting proposals for administrative and management services for the BBRSA. The work will be performed under an annual contract. The selected manager, firm, and/or other staff will not be an employee(s) of the BBRSA, but rather all work will be conducted as an independent contractor.

Instruction to Proposers

Six (6) copies of your proposal are required. No telephone, e-mail, or facsimile proposal will be accepted.

Proposals should be clearly labeled “**Boxelder Basin Regional Stormwater Authority – Proposal for Administrative and Management Services**” and are due Friday, February 17, 2012 at 3:00 PM (MST) at the following office:

Fort Collins Utilities – Stormwater Division
Attn: Ken Sampley, P.E., Stormwater and Floodplain Program Manager
700 Wood Street
Fort Collins, CO 80521
(970) 224-6021

Questions or inquiries regarding the proposals should be addressed to:

Town of Wellington
Attn: Larry Lorentzen, Town Administrator/Clerk
3735 Cleveland Avenue
P.O. Box 127
Wellington, CO 80549
970-568-3381 (office)

The total cost of proposal preparation and submission shall be borne by the proposer. Responsibility for timely submittal lies solely with the proposer. Proposals received after the due date and time will not be considered.

It is anticipated that proposals will be reviewed within 14 days of submittal deadline, and interviews will take place in late February/early March. A contract for services and a notice to proceed should be in place in March 2012.

Background

The Boxelder Creek watershed represents a vast, 260 square mile area in northeastern Larimer County. The entire town of Wellington, a portion of the City of Fort Collins, and areas adjacent to the towns of Windsor and Timnath are included in the watershed. The Boxelder Creek watershed has a long history of flooding, and currently more than 5,000 acres of land are in the floodplain.

In 2005, a number of entities together completed the Boxelder Creek Regional Stormwater Master Plan for a portion of the Boxelder Creek watershed (generally from flood control reservoirs constructed by the Natural Resources Conservation Service on Boxelder, Coal and Indian Creeks located north of Wellington extending south about 12 miles to the Cache La Poudre river). The Master Plan was adopted in 2008 by the Town of Wellington, City of Fort Collins and Larimer County. The proposer should review and be extremely knowledgeable about the Master Plan, which can be found at the following link:

http://www.larimer.org/engineering/StormwaterStandards/Final%20Boxelder%20Master%20Plan%20Report_101006.pdf

The first phase of the Master Plan identifies the following three (3) regional projects:

- Coal Creek Flood Mitigation Project;
- East Side Storage Project (also previously referenced as Edson or Indian Creek); and
- Middle Basin Improvements.

Implementation of the regional improvements in the adopted Master Plan became the responsibility of the BBRSA, a separate governmental entity created in late 2008 through an intergovernmental agreement (IGA) among the Town of Wellington, City of Fort Collins, and Larimer County. A copy of the IGA which details the responsibilities and powers of the BBRSA is included as Exhibit A. The BBRSA is charged with the design, construction, operation and maintenance of the regional improvements.

The BBRSA is governed by a 5-member Board of Directors appointed by the local jurisdictions. Board members consist of both citizens and staff. The Board oversees the administrator /manager of the BBRSA. Funding for the BBRSA and the projects comes from state and federal sources (such as a \$2.9 million dollar grant for the 1st project (Coal Creek), and stormwater fees (both one-time development fees and recurring user fees) charged to owners with developed property within the Service Area of the Boxelder Drainage Basin. There are more than 5,000 developed properties within the service area providing approximately \$800,000 in annual revenue to the BBRSA.

Management of the design and construction engineering services for the Coal Creek Flood Mitigation Project was completed by Larimer County on behalf of the BBRSA, and funded partially through a \$2.9 million FEMA Pre-Disaster Mitigation Grant. The majority of construction has been completed with final project completion scheduled by mid 2012.

Both the second project, the Eastside Storage Project and third project, the Middle Basin Improvements, are currently in the feasibility and conceptual design phase.

Scope of Work

The BBRSA Manager reports to the Board of Directors and shall function as the central point of operations for the BBRSA. The Manager will be contracted to provide administrative leadership, project management, financial management and serve as the point of contact for property owners within the BBRSA service area. Since the Manager will be performing overall program and project management services, the Manager will not be permitted to contract for detailed consulting and engineering services associated with the specific stormwater improvements outlined in the BBRSA Capital Improvement Program.

The following elements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required.

1. Develop, prepare, present, and upon acceptance from the Board implement an annual strategic plan and yearly work plan. The document should:
 - Outline the long term vision of the BBRSA;
 - Provide a broad summary of current status and proactively identify next steps;
 - Develop and maintain an updated Capital Improvements Program schedule;
 - Identify and specifically quantify strategic approaches to long range financial sustainability; and,
 - Detail how the next year's plan advances the BBRSA towards those goals.

2. Manage the implementation of the remaining elements of the regional stormwater improvements in the BBRSA Service Area. These generally include the implementation of the Eastside flood detention facility and associated downstream conveyance improvements denoted as the Middle Basin Improvements. Original estimated costs and descriptions of the improvements are outlined in the Boxelder Creek Regional Stormwater Master Plan referenced earlier. It should be noted that the BBRSA is currently investigating potential revisions to the planned Master Plan improvements to address stormwater issues for the Town of Timnath. This would require financial participation by Timnath and the approval of necessary IGA's. This work includes:
 - Planning;
 - Project development (including feasibility and cost estimates);
 - Funding;
 - Design and approval;
 - Public involvement, negotiations with stakeholders/other local jurisdictions, etc.;
 - Land or easement acquisition;
 - Bidding;
 - Construction; and
 - Maintenance.

3. Administer the day-to-day function of the BBRSA. This includes:
 - Provide administrative leadership to the Board of Directors. This includes overall strategic planning and implementation of the work plan in the form of proactively presenting options, scenarios and recommendations to the Board for consideration.
 - Responsible for monthly board meetings and associated meeting preparation, postings, announcements, agendas and board packets, reports, and minutes to the Board of Directors, other governmental entities. Provides administrative support as needed.
 - Procures engineering, real estate, accounting, financial or legal consulting services necessary to conduct the business of the BBRSA with approval from the Board of Directors.
 - Ensures appropriate records management including files, records, research, etc.
 - Respond to phone, fax and email correspondences.
 - Responsible for production of support materials – manuals, reports, etc.
 - The Manager will maintain an office with sufficient equipment to conduct the routine business of the BBRSA at the Manager's expense; including rent, utilities,

telephone, fax, copier, scanner, office supplies, etc. as needed. Hourly rates for staff shall be inclusive of these business overhead costs.

- The Manager will be reimbursed for mileage or other approved travel related business expenses if considered necessary and reasonable.
4. Responsible for the financial management and oversight of the BBRSA:
 - Develop an annual budget and other required financial reports that meet standard governmental accounting practices (in coordination with the Treasurer and to be presented to the Board);
 - Complete a detailed and accurate monthly financial report to be reviewed by the BBRSA Treasurer and presented to the Board of Directors. Monitor finances in regard to annual budget and recommend changes as necessary to the Board;
 - Manage the BBRSA funds, including account balances, deposits, invoices, and payments to be approved and signed by BBRSA Officers. Prepare checks to be signed by BBRSA Officers;
 - Maintain financial reporting to include monthly and year-end reports, prepare analysis of reports and maintain reports for future reference;
 - Pursue financing of future BBRSA projects as directed by the Board of Directors;
 - Coordination of required Audits with the Auditor.
 5. Manage the BBRSA's service area and stormwater fees:
 - Responsible for development and/or changes to the BBRSA's service area;
 - Manage annual billing of stormwater fees from developed properties in the unincorporated portion of the service area (billing can be conducted by a separate party or paid for under separate agreement);
 - Responsible for the analysis, development, and upon Board review and approval, implementation of any fee credits / waivers;
 - Maintain the BBRSA fee payer database;
 - Provide information to the Board of Directors and BBRSA Officers regarding fees.
 6. Oversee the public information, outreach, involvement and coordination activities of the BBRSA:
 - Develop, plan and actively undertake an open and transparent flow of information among and between the Board of Directors, local jurisdictions (both elected officials and staff), fee payers, citizens and area residents;
 - Coordinate ongoing communications and information for local entities, and key stakeholders for BBRSA work efforts;
 - Coordinate the development and maintenance of BBRSA website;
 - Produce and distribute BBRSA newsletter; and
 - Respond to inquiries and questions from the public.
 7. Ensure compliance with all contracts, grants, loan agreements, Intergovernmental agreements (IGA's), and other state and federal requirements.
 8. General BBRSA and project support and additional duties as determined by the Board of Directors.

Anticipated Level of Effort

It is estimated that the scope of work should be able to be completed in approximately an average of 24 hours per week. A preliminary breakdown of approximate number of annual work hours per scope category is shown below.

The work effort will vary from week to week depending on the current work items. The work can be completed by a single contract worker, or a combination of managerial and administrative staff with varying classifications and attendant billing rates. Proposals shall identify the approach to completing the work including hourly rates and a total cost for these services using the form provided in Exhibit B.

Annual strategic planning and work plan outline	40 hours
Implementation of two remaining regional stormwater projects	400 hours
Administer day-to-day function of BBRSA	200 hours
Financial management and oversight	200 hours
Manage service area and stormwater fees	120 hours
Public information, outreach, involvement and coordination	200 hours
Miscellaneous	100 hours

**The total hours is an estimate based on current processes. Throughout the first year of the contract the President of the BBRSA Board together with other Board Directors will work with the Manager to monitor activity loads and address any changes necessary to support the BBRSA.*

Qualification Requirements

The successful proposer must be capable of providing adequate, knowledgeable and experienced personnel to fulfill the requirements identified in the scope of work.

Proposal Submittal Requirements

Please provide in your proposal the following information.

1. **Executive Summary** – The Proposer may provide an Executive Summary of two (2) pages or less, which gives in brief and concise terms, a summation of the proposal. (This is optional.)

2. **Company Information**

Name of Proposer:

Physical and Mailing Address of Proposer:

(Include City, County, State and Zip)

Contact Information:

(Include telephone and fax number and e-mail address)

Type of Organization:

(Indicate whether the Firm operates as a partnership, corporation, or individual.)

3. Provide information (resume etc) on all the key personnel who will be assigned to this contract. This should include name(s), qualifications, and experience as well as degrees, certifications, and licenses, etc. that are relevant to the functions included in this RFP.
4. Provide an approach to performing the functions listed in the scope of work above. This could include an outline or schedule on how the work will be planned and accomplished on a monthly basis, and a discussion of any key issues and the proposer's approach to addressing them. Sufficient detail should be provided for the Board to be able to evaluate the thoughtfulness and completeness of the proposal. A completed Exhibit B (personnel and associated estimated hours) should also be provided.
5. Provide a statement of availability necessary to perform the functions on a monthly time frame.
6. Describe Proposer's prior experience in working for governmental, public utility and/or nonprofit agencies.
7. Describe your knowledge of and experience with either performing, overseeing, or managing the items below. If appropriate, the proposer may team or contract with other firms and/or staff to provide the experience and qualifications necessary to successfully provide the scope of services:
 - a. Program and project management, particularly associated with stormwater or other public utility-type services;
 - b. Serving in the role of executive director (manager) and working directly with boards and/or commissions;
 - c. Engineering master plan implementation and project planning, design, bidding, and construction oversight, or the contract coordination of these types of projects;
 - d. Budget and financial management of a public agency;
 - e. Service fee development, implementation, and collection; and
 - f. Public information, public involvement, and coordination among multiple public agencies.
8. References: Provide a minimum of three (3) references that can speak to current or former work completed. The work preferably should have been done within the last three (3) years, and represent the type of work noted in the scope above. Include the client name and telephone number, length of service, and the specific type of functions or services provided.
9. Insurance: The Manager shall carry, provide and maintain, in full force and effect at all times during the term of the agreement, at its sole cost and expense, workmen's compensation insurance, commercial general liability insurance and automobile insurance in conjunction with the obligations under the terms of the contract. Said

insurance shall be in amounts no less than the liability limits specified in the Colorado Governmental Immunity Act, Section 24-10-101, et seq., C.R.S. as currently exists or may be amended hereafter.

10. Professional Liability Insurance: The Manager shall carry, provide and maintain, in full force and effect at all times during the term of the agreement, at its sole cost and expense professional liability insurance necessary to perform the terms of the contract and in accordance with state and federal laws. It is estimated that the BBRSA Manager should carry at least \$500,000 in professional liability insurance coverage. The BBRSA Manager will not be bonded by the BBRSA and should also carry a Fiduciary Bond applicable to the handling of BBRSA cash or investments.
11. Cost of the Contract: Proposer must provide a rate table that identifies fully burdened hourly rates for each staff member proposed to be involved in provision of management and administration services to the BBRSA. Proposer must also complete the tabulation provided in Attachment 1, identifying the allocation of staff time to the identified potential Work Items for the total number of hours that are identified for each item. Hourly rates and resultant average monthly cost will be one of the factors considered in evaluation of proposals. The selected Manager will be reimbursed for specific actual monthly expenses on a cost reimbursable basis. It is anticipated that the contract will be for a term of one (1) year, and is annually renewable upon mutual consent of the BBRSA Board of Directors and the BBRSA Manager. An example contract is provided in Exhibit B for informational purposes.

12. Certifications

The individual signing certifies that he/she is authorized to sign this document and any contract resulting from this proposal.

The individual signing certifies that the proposer is in compliance with all rules and regulations of federal, state and local governing entities.

The individual signing certifies that the proposer is capable of complying with the terms of this RFP.

The individual signing certifies that the proposer does not have a record of substandard work and have not been debarred or suspended from doing work with any federal, state or local government. If they have been in violation of any federal, state or local laws, the information must be disclosed.

Proposer certifies all information submitted herein to be complete, true and correct.

Signature: _____

Print Name and Title: _____

Date: _____

Deadline for submittals is February 17, 2012 at 3:00 PM (MST).

Evaluation Criteria

An evaluation and selection committee comprised of members of the BBRSA Board of Directors will review and evaluate the proposals against the following criteria. Interviews may or may not be conducted before a selection is made.

Criteria and Standard	Weight
Proposal review a) Overall presentation of proposal and ease of review b) Applicability of material submitted	5 %
Understanding of and Approach to the Scope of Work Understanding of BBRSA-type work a) Formulation of successful approach to scope b) Identification of key issues and discussion of potential solutions c) Discussion of how the work will be addressed in a complete, timely, and proactive manner	40 %
Experience, expertise and capability a) Qualifications and abilities of professional personnel b) Experience with similar work efforts c) Availability and commitment of key staff to the work	30 %
Cost a) Overall cost and financial efficiency of proposal b) Hourly rates	25 %

Attachment 1

Cost Estimate for Potential Services

Please complete the table below noting key personnel, their hourly rate, and allocation of staff to each of the major work items. The sum of the hours allocated to staff for each Work Item must equal the Estimated # of Total Annual Hours in the second column. Total cost for each work item shall be calculated as the sum of the hours allocated to each staff member times their corresponding hourly rate.

Work Item	Estimated # of Total Annual Hours	Annual Hours Allocated to Staff Members				Total Cost
		Staff rate	Staff rate	Staff rate	Staff rate	
Annual strategic planning and work plan outline	40					
Implementation of two remaining regional stormwater projects	400					
Administer day-to-day function of BBRSA	200					
Financial management and oversight	200					
Manage service area and stormwater fees	120					
Public information, outreach, involvement and coordination	200					
Miscellaneous	100					
Total	1,260					
Average Monthly Cost = Total Cost divided by 12						

The Manager will maintain an office with sufficient equipment to conduct the routine business of the BBRSA at his/her expense; including rent, utilities, telephone, fax, copier, scanner, office supplies, computer, internet service, data backup and security, etc. as needed. Hourly rates for staff shall be inclusive of these business overhead costs.