

**On behalf of the Town of Wendell
North Carolina**



REQUEST FOR PROPOSALS

RFP Name:

FY26 Stormwater Consulting Services

Issue Date:

Friday May 9, 2025

Pre-Proposal Meeting:

Tuesday May 20, 2025 11am to 11:45am Via Teams. To request an invitation to this Teams meeting please email Emily Barrett at

ebarrett@centralpinesnc.gov

Closing Date:

Tuesday May 27, 2025 5PM via Email

**On behalf of the Town of Wendell
North Carolina**

Issued By: Central Pines Regional
Council (CPRC) on
behalf of the Town of
Wendell
4307 Emperor Blvd.
Suite 110 Durham, NC
27513

RFP Name: Stormwater Consulting Services

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Pre-Proposal Meeting: Tuesday May 20, 2025 11am to 11:45am via Teams

Direct Inquiries To: Emily Barrett, CPRC
(919) 538 - 0001
ebarrett@centralpinesnc.gov

Proposal Due Date: Tuesday May 27, 2025, no later than 5:00 PM EST

Delivery of Submissions:
Emily Barrett
Central Pines Regional Council
Subject Line: RFP—Stormwater Services
Via Email:
ebarrett@centralpinesnc.gov

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1. PROJECT PURPOSE AND BACKGROUND

Central Pines Regional Council (CPRC) on behalf of the Town of Wendell (Town) is soliciting applications through this Request for Proposals (RFP) from qualified consulting firms (Consultant) to provide stormwater mapping and training services. In accordance with the ILA signed The Town of Wendell in western Wake County has seen dramatic population growth over the past few years, about 47% between 2020 and 2023 based on NC State Demographics Certified Population Estimates. This growth, and the corresponding development, has put increasing pressure on the Towns' ability to track and maintain their stormwater infrastructure. On January 1, 2025, CPRC on behalf of the Town of Wendell, received a 205j grant from the North Carolina Department Environmental Quality Division of Water Resources (DWR) for the "Little River Watershed Stormwater Infrastructure Mapping and Training" (LRW) Project.

This RFP is requesting consulting services for the following three objectives to help the Town of Wendell improve water quality in the Little River Watershed through the implementation of the LRW Project:

1. **Add new development stormwater infrastructure from submitted developments AutoCAD files and add them to the Towns' existing GIS system database.** Wendell has mapped a portion of their stormwater infrastructure, but new developments have outpaced their ability to keep their GIS data current. This objective will ensure all current developments are mapped and in their system.
2. **Assist with the creation of an automated system and/or process to input new as-built design plans directly into the Town's existing GIS system to incorporate future stormwater infrastructure AND assist the Town with providing a Stormwater Map on their website for viewing.** To ensure that future development doesn't overwhelm the Towns' ability to document and digitize stormwater infrastructure data, an automated system will be implemented to import submitted stormwater infrastructure data to the Towns' GIS system.
3. **Provide training to Town stormwater personnel in the use of the automated system/process and GPS survey location equipment.** This training will make sure the Town has the tools to operate and maintain the system effectively. Chosen consultant will train Staff in the use of GPS equipment to be purchased by the Town to locate stormwater infrastructure in-house and then upload the data to the Town's existing GIS system database.

The selected Consultant will work closely with the Town Engineer for work under this agreement. The LRW project duration under this RFP is anticipated to be completed by the end of FY26 (June 30, 2026) with the option of extending the agreement. The consulting services cost proposal shall not exceed \$25,000.

2. SCOPE OF WORK

The selected Consultant shall provide the following services as described below.

1. **Add new development stormwater infrastructure from submitted developments AutoCAD files and add them to the Towns' existing GIS system database.** The Town of Wendell is requesting consulting services to transfer the submitted as-built plans in AutoCAD (.dwg files) stormwater infrastructure into the existing Town's GIS system database for the following new developments:
 - (a) Wendell Falls (78,322 linear feet of stormwater infrastructure),
 - (b) Groves at Deerfield (872 linear feet of stormwater infrastructure), and
 - (c) Harpers Glen (9,779 linear feet of stormwater infrastructure).

The data to be entered into the GIS System from the AutoCAD files shall include: weir structures, stormwater manholes, stormwater inlets, catch basins, yard inlets, storm discharge points, storm outfalls, culvert points, pipe (gravity main) and open ditch conveyances. The final deliverable will be a database of new stormwater infrastructure with GIS data included.

2. **Assist with the creation of an automated system and/or process to input new as-built design plans directly into the Town's existing GIS system to incorporate future stormwater infrastructure AND assist the Town with providing a Stormwater Map on their website for viewing.** Consultant shall work with the Town Engineer to develop a uniform automated system/and or process for the submittal of future stormwater infrastructure as built plans into the Town's GIS Mapping System. Instead of having to sort through multiple layers of information that is time consuming and converting as-built AutoCAD file layers into the GIS System, the consultant shall advise and develop a system and/or written process for applicants to submit data. The Town would work with a consultant to customize the process so that it works for their specific system and needs. The deliverable in this case would be the automated system and/or process that shall be documented in writing and an updated stormwater map on the Town's website.
3. **Provide training to Town stormwater personnel in the use of the automated system and/or process referenced above and GPS survey location equipment.** Provide GPS equipment training to at least two (2) Wendell staff members for two (days) training staff on the use of GPS equipment and data entry into their GIS system so they can effectively operate it without outside support. Wendell will purchase the recommended GPS equipment prior to the training. This will allow Wendell staff to use the system to their potential and troubleshoot if problems arise. The training will also cover other GIS questions the Town would like instruction on, like how to use GPS equipment to map stormwater infrastructure themselves and how to enter AutoCAD layers to their GIS system. Training shall include locating the following missing culvert data, downloading data and entering into the GIS system.

OBJECTID	Facility Identifier	Material	Diameter	Main Shape	Shape_Length
28	CULV0021	RCP	15	Circular	18.02539163
21	CULV0016	RCP	15	Circular	21.58839582
22	CULV0017	RCP	15	Circular	20.28221417

The consultant will provide at least two full days of training to at least two staff members using the data collection procedures below.

GPS Field Data Collection Procedures

- Utilize high-precision GPS equipment to collect geospatial data points to locate stormwater infrastructure.
- Collect data with a minimum accuracy of sub-meter.
- Ensure data points capture attributes such as latitude, longitude and elevations)
- Collect GPS data within specified geographic areas as coordinated with town staff.
- Implement quality control procedures to ensure data accuracy, consistency, and completeness.
- Provide verification documentation demonstrating compliance with accuracy standards and methods used.
- Deliver collected data in CSV and shapefile.
- Include metadata details (e.g., collection date, equipment used, precision level) for each data point and submit all data via secure electronic transfer.

The deliverable will be a two-page GPS equipment instruction quick reference guide to be laminated for field use.

3 PROJECT SCHEDULE

The schedule for initial tasks will be reviewed with selected firm and will be set when Task Order is issued for each. The Town typically takes the proposed improvement list and construction bid award recommendation to Town Council for approval. **CPRC anticipates initial approval of the selected Consultant in June 2025 with the goal to begin work on July 1, 2025 once the Services Agreement is negotiated and complete work by June 30, 2026.**

4 PROPOSAL CONTENT

The following items must be addressed in your package:

1. Introductory Letter: Respondents shall submit a clear concise response identifying the following:
 - a. Name of firm,
 - b. Primary contact person working on Project and his/her contact information,
 - c. Firm's contact information (i.e., phone, facsimile, email, etc.), and
 - d. Why your consulting firm should be selected for this work.
2. Qualifications and Experience: Respondents shall submit the following information to demonstrate their experience and qualification:
 - a. Provide similar experience illustrating similar projects or work related to the technical aspects and processes described in the scope of work. Include sub- consultant (if any) capabilities as related to the scope of work. Site specific projects of a similar nature to the Project described herein and list a reference with contact information for each project cited.
 - b. Provide a minimum of three (3) references related to similar projects. Include name of project, brief description of project, and primary contact information of reference.

3. Project Approach and Schedule: A detailed description of how your firm proposes to approach this Project. Include sufficient discussion of proposed methodologies, techniques, and procedures for each work item. Indicate any new and/or innovative methods that can be applied to this project that the firm has applied in prior projects while performing similar work including innovative stormwater map interface. Provide a breakdown and description of tasks assigned per project team member. Describe the hierarchy of project management. Provide suggestions for any additional services which may enhance the value and/or affect the overall economy and effectiveness of the Project.
4. Project Team(s): Provide an Organization Chart of the project team specifying the dedicated Project Manager, key personnel, and sub-consultants (i.e. ESRI) assigned to the team. Include resumes with a brief summary identifying roles and responsibilities and general qualifications of the each team member (including sub-consultants) in disciplines appropriate to the Project.
5. Cost Proposal: Provide cost proposal for each of the Scope of Work
6. References: Provide references for similar projects and clients.

5 EVALUATION METHOD

All Proposals will be evaluated based on the following criteria:

- (1) Firm experience/reputation: The Consultant experience in similar work and the record of successful results of that work. The firm should have direct experience in stormwater system mapping, including both surface and subsurface infrastructure (e.g., storm drains, culverts, detention basins) along with knowledge of stormwater infrastructure design. The firm should be proficient in industry-standard GIS platforms (such as ArcGIS, AutoCAD Civil 3D) and other mapping tools used to visualize and analyze stormwater networks. The chosen consultant should also have the ability to manage large datasets and provide deliverables in formats compatible with local government systems (e.g., shapefiles for GIS). The firm should be adept at using tools for field data collection, such as GPS surveying to gather accurate geographic and topographic data and provide training to municipal staff. **Previous Project** Examples of successfully completed stormwater mapping projects for local government municipalities and/or counties. Applicants must also provide examples of training projects.
- (2) Response to the project objectives outlined in the scope of work: The proposed approach for performing the work for this Project, including demonstrated understanding of scope of work for this Project and Project deliverables. Ideas that are innovative, cost effective, or demonstrate overall improvements that are feasible for the Project will be given weight.
- (3) Experience of the personnel assigned to this project team: A Consulting firm provides the resources but the individuals assigned to a project are how the job gets done. The Town will give considerable weight to the individual qualifications of the project team members who will be assigned to the Project. Consideration will include the Project Manager's individual qualifications, experience, and location, which key personnel will be assigned to the Project, and any sub-consultant's individual experience, qualifications and location
- (4) Schedule: Consideration will be given to the firm's ability to meet the project schedule and responsiveness to Town of Wendell staff.
- (5) References: Excellent reputation from past clients for similar stormwater mapping projects.

6 RFP QUESTIONS

Questions concerning this RFP shall be submitted via email to Emily Barrett ebarrett@centralpinesnc.gov **no later than 5PM EST, on May 21, 2025**. Indicate RFP name in the subject heading of the email. A pre-proposal meeting is scheduled via Teams on May 20, 2025 from 11am to 11:45am for all respondents to

attend. Please email Emily Barrett at ebarrett@centralpinesnc.gov to request an invitation to this online Microsoft Teams meeting.

7 PROPOSAL SUBMITTAL REQUIREMENTS

The Respondent shall submit the proposal via email in a digital version of the proposal (in PDF format) **Responses must be received no later than 5:00 P.M., Eastern Standard Time (EST) on Tuesday May 27, 2025.** If you do not receive an acknowledgement of your submittal via email then you should not consider your proposal submitted. Accordingly, please plan to submit your firm's proposal a few hours ahead of the deadline so any technical issues may be resolved within the deadline limits. Links to shared drives are an acceptable way to submit large files for this opportunity.