



**Stormwater Committee
Committee Meeting Agenda
August 17, 2022
4:45 PM
Online**

Meeting Connection Information

As a precautionary measure to help prevent exposure to and spread of COVID-19, the Stormwater Subcommittee meeting scheduled for 4:45 p.m. on Wednesday, August 17, 2022, will be held virtually as a Zoom meeting.

Citizens are encouraged to participate and submit public comments in the following ways:

1. **Video Livestream** - Watch a live online broadcast of the Stormwater Subcommittee meeting using the following link:
<https://us02web.zoom.us/j/84447563302?pwd=RnM1Y0V5c0I4OGhGV2hCcjdRRCs2Zz09>
The public will be required to provide a name and email address to enter the meeting (the email address will not be saved or used to contact you). Citizens will have the opportunity to make public comments live during the meeting using the Zoom program.
2. **Teleconference** - Call in to the meeting by dialing (312) 626-6799 and entering meeting ID244 4756 3302 and passcode 779175 when prompted.
3. **Email** - Questions or comments that citizens wish the Stormwater Subcommittee to consider may be emailed to the City. In order for questions and comments to be considered at this meeting, those questions or comments must be submitted no later than 5:00 p.m. on Tuesday, August 17, 2022. Submit questions and comments to Sinan Alpaslan, Assistant Director of Public Works/City Engineer, at salpaslan@crevecoeurmo.gov.

I. Call Meeting to Order

II. Roll Call

III. Approval of Agenda

IV. Comments from General Public

(Citizens are asked to limit comments to three minutes and to complete a speaker card)

V. New Business

A. Draft - RFQ - Watershed Management Plan

1. Draft - RFQ - Watershed Management Plan

B. Recent Public and Private Water Damage

VI. Comments from Stormwater Committee Members

(Citizens are asked to limit comments to three minutes and to complete a speaker card)

VII. Comments from Staff and City Liaison

(Citizens are asked to limit comments to three minutes and to complete a speaker card)

VIII. Adjournment

DRAFT

Request for Qualifications

Watershed Management Plan Update

Project #:	TBD
RFQ Issued:	Tuesday, July 26, 2022
Submittal Due Date:	Tuesday, August 23, 2022 @ 4 p.m. CST

City of Creve Coeur, MO
Public Works Department

REQUEST FOR QUALIFICATIONS

The City of Creve Coeur is recognized as one of the preeminent communities of St. Louis County and the State of Missouri. It was incorporated in December 1949. According to the 2020 census, the population is 18,834. The city has a total area of 10.27 square miles with approximately 7,800 housing units. Creve Coeur's public street network size is 80 centerline miles and another 16 miles of private streets are also located in the city limits.

High quality, stable residential neighborhoods adjoin the southern edge of Olive Boulevard, one of the region's most vibrant commercial corridors. Creve Coeur is home to a large office market and medical community of regional importance with two hospitals, Mercy Hospital and BJC West County Hospital, and numerous other medical establishments. A growing plant science and ag-tech business sector, including Bayer Crop Science US and the Donald Danforth Plant Science Center employ people from all over the world. Together, Creve Coeur businesses employ over 52,000 St. Louisans. High property values are supported by a beautiful and green physical environment; easy access to community amenities, retailers, and regional transportation; and excellent public and private schools. The City government provides effective and efficient public services, utilizing strong sales tax revenues to keep costs reasonable for residents.

The City Council is the elected governing body of the City of Creve Coeur. It enacts legislation and citywide policies to protect and promote the health, safety and general welfare of the community. Each of the four city Wards elects two council members for staggered two-year terms. The Mayor is elected at large for a three-year term. The Council appoints both the City Administrator and City Clerk. The City Administrator is responsible for the day-to-day operations of all city departments. The Creve Coeur government comprises 7 Departments: Administration, Finance, Municipal Court, Police, Community Development, Parks and Recreation, and Public Works. The Public Works Department comprises Engineering, Streets, Parks, Fleet and Facilities Maintenance divisions.

The Public Works Department is soliciting qualifications from engineering and planning consulting firms to develop a Watershed Management Plan Update for Creve Coeur. The community is primarily located in the Deer Creek (55%) and Creve Coeur Creek (45%) watersheds. Within these watersheds several streams contribute to the drainage of sub-watersheds, such as Smith Creek. A Stormwater Committee consisting of volunteer city resident members is charged with reviewing problem locations referred to them by property owners or city staff and recommending solutions to city staff and the City Council. With the help of the Committee, a Watershed Management Plan was initially completed and approved in 1999 and this plan guided the implementation of several stormwater improvement projects in Creve Coeur. In an attempt to update this plan, the City sent out a stormwater questionnaire to all citizens in 2010 and, with that information and further evaluations of conditions of the watershed by a professional consultant, a Watershed Management Plan Update was completed and approved in December of 2012. As the Stormwater Committee worked closely with the City staff on the 2012 Plan Update, its role will be similar for this current task and involve advising

the city staff and City Council on consultant selection, plan development progress and implementation of a stormwater capital improvement program (CIP) pursuant to the approved plan objectives.

Anticipated Scope of Services:

A two-phased study scope (in the interest of timeliness of project delivery the city intends to award both phases to the successful firm out of this solicitation) 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 a Stormwater Questionnaire for distribution to residents (by City) for the purpose of collecting and documenting stormwater problems data.
- Review existing watershed management plan of 1999 and its 2012 update, studies, reports, complaint logs obtained by the City and from MSD, reports from the Corps of Engineers, and 2010 Questionnaire.
- Complete necessary field visits to analyze identified stormwater problem areas.
- Map/delineate Creve Coeur watershed and sewer sheds to create a drainage map including important infrastructure location and sizes.
- Use citizen feedback and analysis 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.

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 method 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.

The below tasks apply to each phase 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 the Stormwater Committee, 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 Management Plan Update to City Council.

Timeline of Submittal and Contract for Services:

Qualification submittals are due at 4 p.m. on Tuesday, August 23, 2022. Hard copies can be dropped off at the Creve Coeur Government Center at 300 N. New Ballas Rd., Creve Coeur, MO 63141. For electronic copies, please email to salpaslan@crevecoeurmo.gov or attach the files to hard copy submittals using thumb drives. Please label all submittals re: "City of Creve Coeur Watershed Management Plan Update Consultant Qualifications Submittal".

RFQ Issued:	July 26, 2022
RFQ Submission Deadline:	August 23, 2022 at 4:00 p.m.
Shortlist Notification:	September 6, 2022
Consultant Interviews:	September 14, 2022
Scoping Meeting:	September 21, 2022
City Council Meeting (Award of Contract):	October 10, 2022
Phase I: approximately 4 months	October 25, 2022 - February 28, 2023
Phase II: approximately 4 months	Completed in time for CIP FY2024-2028

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 salpaslan@crevecoeurmo.gov or transmitted via a thumb drive).

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 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 watershed management. The resulting tool and systems are transparent to residents and property owners, and defensible by the City.

Attachments:

- 1) 1999 Watershed Management Plan
- 2) 2010 Stormwater Questionnaire
- 3) 2012 Watershed Management Plan Update

END OF DOCUMENT "REQUEST FOR QUALIFICATIONS – WATERSHED MANAGEMENT PLAN UPDATE, CITY OF CREVE COEUR"