



# **Town of Waynesville, NC**

## **Request for Qualifications**

**Professional Engineering and Grant Administration Services  
for Comprehensive Stormwater Master Plan**

**Pursuant to NCGS Chapter 143, Article 3D**

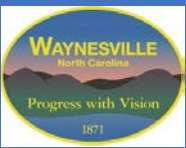
**Date Issued: 7/05/2023**

**Response deadline: 8/02/2023**

**Direct all submissions and inquiries concerning this RFP to:**

**Olga Grooman, Land Use Administrator**

**[ogrooman@waynesvillenc.gov](mailto:ogrooman@waynesvillenc.gov)**



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## I. Town of Waynesville

Waynesville is a vibrant and growing town in the Appalachian Mountains of Western North Carolina, about 30 miles west of Asheville. The town is approximately 6.9 square miles and has a population of 10,140 residents. It is the largest town in Haywood County and the County seat.

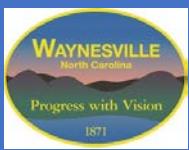
Every year, Waynesville attracts thousands of visitors looking to explore the mountains, kayak in rapid rivers, swim in scenic lakes, drive along the Blue Ridge Parkway, or visit the Great Smokey Mountains National Park- the most visited national park in the country. Besides natural wonders, Waynesville offers rich arts and food scene along with pedestrian-friendly, historic neighborhoods.

Waynesville is located in the Richland Creek watershed, part of the Pigeon River subbasin of the French Broad River watershed. It provides aesthetic value and high quality water for recreation. Richland Creek supports populations of trout and is managed as a Hatchery Supported Trout Waters by the NC Wildlife Resource Commission (WRC). This creek and its tributaries flow northeast through many heavily developed areas of the town. Richland Creek is currently impaired and on the 303d state list for fecal coliform. Richland Creek Watershed is also one of the US EPA Region IV Restoration Watersheds and is a priority stream for the Tennessee Valley Authority (TVA).

There are several FEMA mapped streams in Waynesville. Many streams within the town carry primary designations as Trout Waters, Class C fishable/swimmable waters, or class B protected waters for recreation. About 21% of the town's properties are in the 100-year floodplain that extends mostly in the northeast to southwest direction. In many areas, the floodplain runs adjacent to the railroad and through densely developed urban areas.

The floodplain also encompasses a sizable portion of Hazelwood, a southern area of Waynesville. In 1995, Hazelwood, a formerly active industrial town, merged with Waynesville. By then, many industries had already left Hazelwood, leaving behind spacious manufacturing sites as well as aging stormwater, water, and sewer infrastructure.

Waynesville holds a National Pollutant Discharge Elimination System (NPDES) permit issued by the NC Department of Environmental Quality (NC DEQ) on August 19, 2021. The Town partners with Haywood Waterways Association to manage its stormwater program. Despite its thorough approach, Waynesville encounters numerous challenges in stormwater management. They include: mountainous topography, flood hazards, rapid urban growth, staffing limitations, insufficient funding, and aging infrastructure.



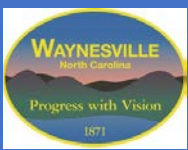
## II. Project Description

Waynesville is seeking proposals from qualified firms (the “Consultant”) with expertise in stormwater master planning, capital improvement project (CIP) development and prioritization, GIS modeling, funding identification, as well as grants management consistent with the requirements of various federal, state, and local funding programs. The Town seeks to identify the best qualifying firm to provide professional engineering and grant management services related to comprehensive stormwater master planning. The firm must comply with all federal, state, and local laws and regulations, including Waynesville ordinances and policies. The Consultant must be available to complete all the work and close the grant by the end of 2026.

The Town has received the Local Assistance for Stormwater Infrastructure Investment (LASSII) Planning Grant from the American Rescue Plan Act (ARPA) by the NC DEQ. The state is currently determining the final amount of funding, with the total grant not to exceed \$400,000. This grant would allow the Town to update its long-term Stormwater Master Plan to include additional system mapping, condition assessment, development of a capital improvement and financial plan, funding needs, as well as a resiliency plan that accounts for growth impacts and the storm drainage infrastructure. The projects identified will address both water quality and water quantity issues that impact Richland Creek, its tributaries, and any impediments to the NPDES compliance.

The project will also focus on aligning the new Stormwater Plan with the Waynesville 2035 Comprehensive Land Use Plan to identify crucial needs for stormwater infrastructure improvements and risk mitigation. The areas that will be assessed for stormwater-related planning and improvement include, but are not limited to, Town facilities and properties, drainage infrastructure (including outfalls, catch basins, and culverts), mitigation measures along impaired streams, recommendations on a stormwater utility fee, and staffing needs for effective stormwater management.

The proposed planning process will involve public education and outreach, public participation, illicit discharge detection and elimination, as well as pollution prevention and good housekeeping for municipal operations. It will also align the Stormwater Master Plan with the Town’s NPDES permit goals. Throughout the process, the Town will look for ways to integrate stormwater education to proposed projects (i.e., community workshops, public hearings, advertisement on social media, Town’s web pages, and local stakeholder involvement). Waynesville will also target projects that connect people to the environment (i.e., water quality parks near greenways and recreational facilities, encourage low impact developments, etc.).

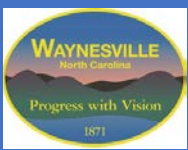


### III. Deliverables

The role of the selected firm will be to work with the Waynesville community and the Town to create a 10-Year Comprehensive Stormwater Master Plan. This plan will serve as both a physical plan and policy guide, and it will be used by elected officials and appointed boards, staff, community members, and other stakeholders. The preliminary scope of services is outlined below:

- Meet with staff to review project scope and timeline
- Conduct asset inventory and assessment of existing infrastructure: potential mitigation sites, environmentally sensitive areas, and Town properties
- Field inspection of sites
- Analysis of current conditions: culverts, outfalls, catch basins, other drainage infrastructure
- Data gap analysis, data collection
- Identify stormwater improvements and repairs
- Identify CIP, prioritize, provide cost estimates
- Statement of current conditions and resiliency
- Mapping, database update, reporting, and recommendations
- Create editable GIS maps
- Compile and analyze information
- Plan for stormwater infrastructure replacement and best management practices
- Long-term maintenance plan based on the age and condition of the stormwater infrastructure
- Analysis of future impacts and identification of at-risk structures, areas of future growth, and opportunities for resiliency plan actions
- Assessment of financial needs, stormwater utility fee, and staffing needs
- Identify potential flooding hazards by targeting a wide array of measures including green infrastructure, natural channel design, and engineered drainage infrastructure
- Carry out community outreach meetings, workshops, facilitate public meetings, present plan drafts and findings to the boards and stakeholders
- Review stakeholder feedback, summarize, and incorporate it into the plan
- Develop a final version of the 10-Year Comprehensive Stormwater Master Plan
- The Plan must include CIP, cost estimates, preliminary designs, maintenance plans
- The Plan must include recommendations on effective and sustainable long-term stormwater management, including the potential for a stormwater utility fee and staffing needs identified in the process.

The scope of services may be adjusted based on needs and priorities. More detailed deliverables, expectations, and schedule will be established at the first meeting between the Town staff and selected firm.



## IV. Qualification Criteria

**Responding firms should be licensed North Carolina Professional Engineers.** The proposals shall be no more than 20 pages in total length. Firms will be evaluated in part on the basis of the following criteria:

### **Firm Information:**

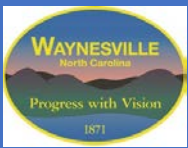
- Firm name, address, contact information (phone, email, and website)
- Address of principal office where work will be performed
- Name and information of the individual who will be the Town's primary contact and project manager

### **Proposed Project Team Qualifications:**

- Provide a complete description of project staff and summary that addresses individual roles and responsibilities.
- Provide a resume for each staff member involved in the project. Identify specific roles performed in the past relevant to the deliverables of current project.
- Provide information on your firm's stormwater expertise, ability to manage grants, write comprehensive long-range plans, finish projects within the budget and within the project limits, GIS mapping, experience with public meetings and presentations to the community and a Board of Elected or Appointed Officials, and creation of user-friendly reports and maps.
- Provide a narrative of your firm's prior experience and qualifications. The narrative should contain information on projects similar to a Comprehensive Stormwater Plan. Specifically, list similar projects your firm has conducted for local NC governments with a modest description and timeline for each project.
- Provide a detailed description of the approach and process that your firm would use to complete the tasks for Waynesville. Include potential challenges and concerns.
- State the time your team has to dedicate to Waynesville.

### **References:**

- Provide at least three (3) references that the Town may contact to verify your experience and qualifications related to stormwater planning and grant management. Include name, title, phone numbers, emails, website, and physical address for each reference.



## V. Evaluation Criteria

The Town intends to select the best qualified firm based on the following evaluation criteria:

Consultant Criteria
1. Information about the firm is provided.
2. Firm demonstrates project experience of comparable size and complexity.
3. Project team shows experience providing professional services related to stormwater master planning.
4. Firm demonstrates experience to locate, apply, secure, and administer state or federal grants for clients.
5. Firm demonstrates experience and understanding of contracting and reporting requirements under both State and Federal laws.
6. Project team demonstrates expertise in GIS mapping, data collection and analysis.
7. Firm shows experience in conducting public workshops and presentations for Elected or Appointed Boards.
8. Organizational structure of the proposed team: clearly defined roles for personnel and defined lines of communication.
9. Firm demonstrates ability to provide scope of services to the Town of Waynesville in a timely manner and to provide an effective planning document.
10. Firm provides at least three (3) verifiable references with contact information.



## VI. Selection Timeline

**All the proposals will be received until Wednesday, August 2, 2023, at 4 pm.** All proposals may be submitted either physically or electronically via email and must be properly identified with “RFQ Waynesville Comprehensive Stormwater Master Plan Submittal”.

Email proposals: [ogrooman@waynesvillenc.gov](mailto:ogrooman@waynesvillenc.gov) or deliver to:

Olga Grooman  
Development Services  
9 S. Main St, Suite 110,  
Waynesville, NC 28732

An Ad Hoc Committee consisting of several department representatives of the Town will be selecting the best qualifying firm based on the criteria above. The Committee will determine if interviews are needed in order to finalize selection among top candidates. **Respondents will be contacted by the end of August 2023.** Upon selection, the Consultant will be contacted to meet with staff, finalize the contract, fee structure, and project timeline.

## VII. Disclaimers

**Late Submissions:** Any proposals received after the deadline will not be accepted or considered.

**Withdrawal of Proposal:** Respondents may withdraw all or any portion of a proposal at any time during and after the review and award process, up to the ratification of an agreement between the Town and the designated firm.

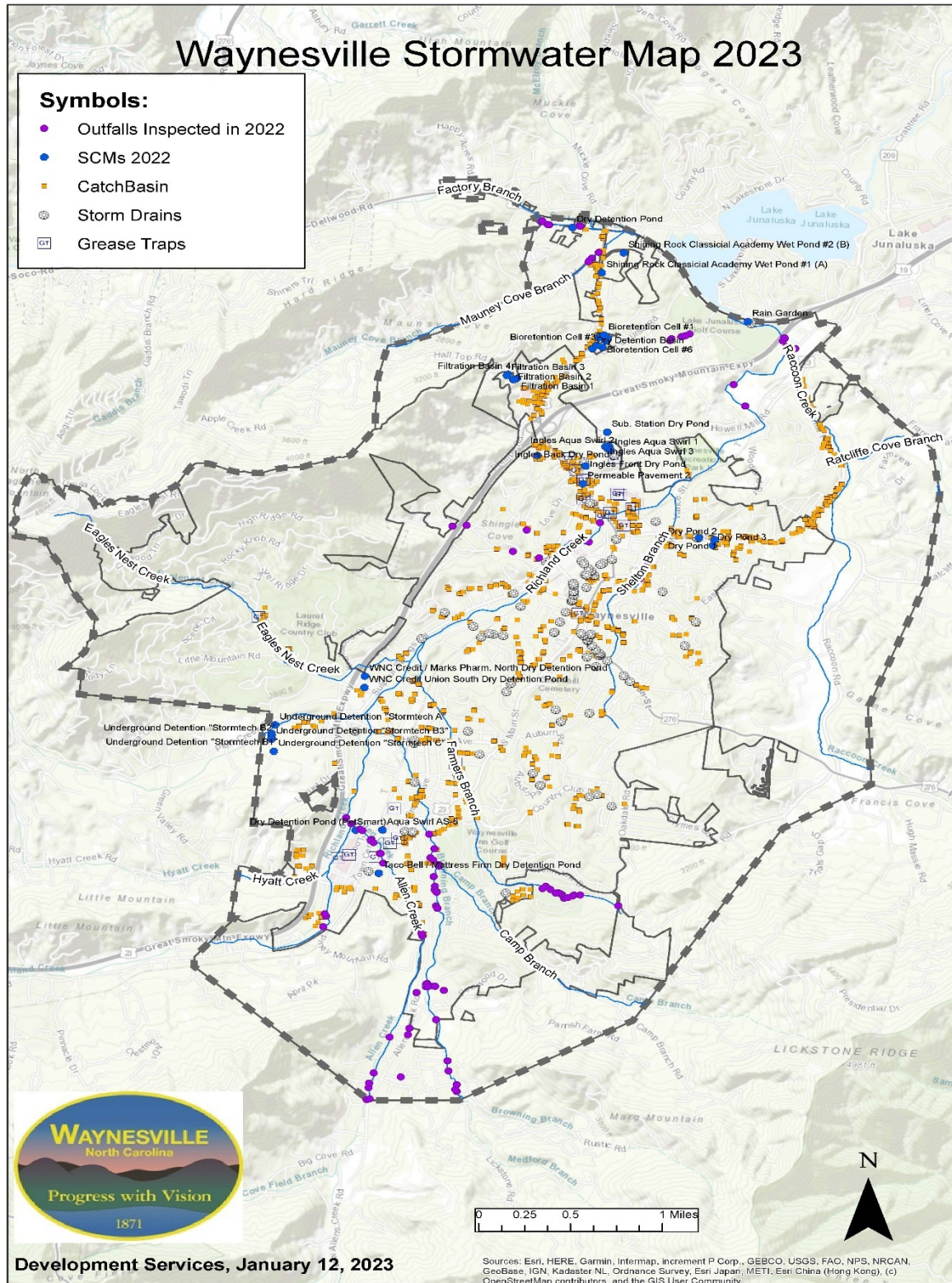
**Withdrawal of Request for Proposal:** The Town retains at all times the right to cancel or withdraw this RFQ, to refuse to accept a proposal from any respondent and to modify or amend any portion of this RFQ. Notification will be provided to all consultants involved in the process.

**Applicable laws shall apply:** The contract awarded shall be governed in all respects by the laws of North Carolina, and the consultant awarded the contract shall comply with applicable Federal, State, and local laws and regulations.

**Confidentiality:** RFP responses will become public record and therefore are subject to public disclosure.

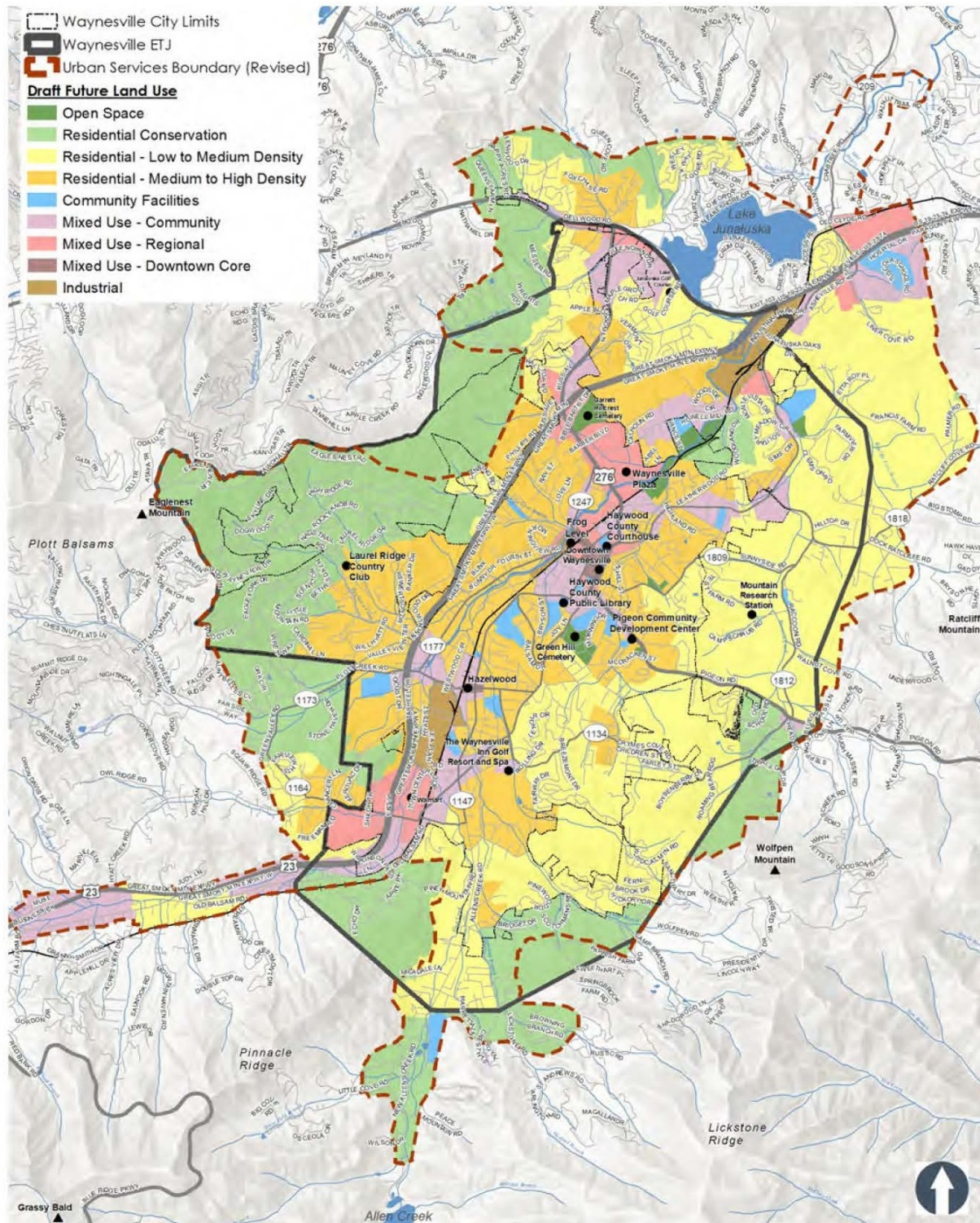


## VIII. Attachment A: Waynesville Maps



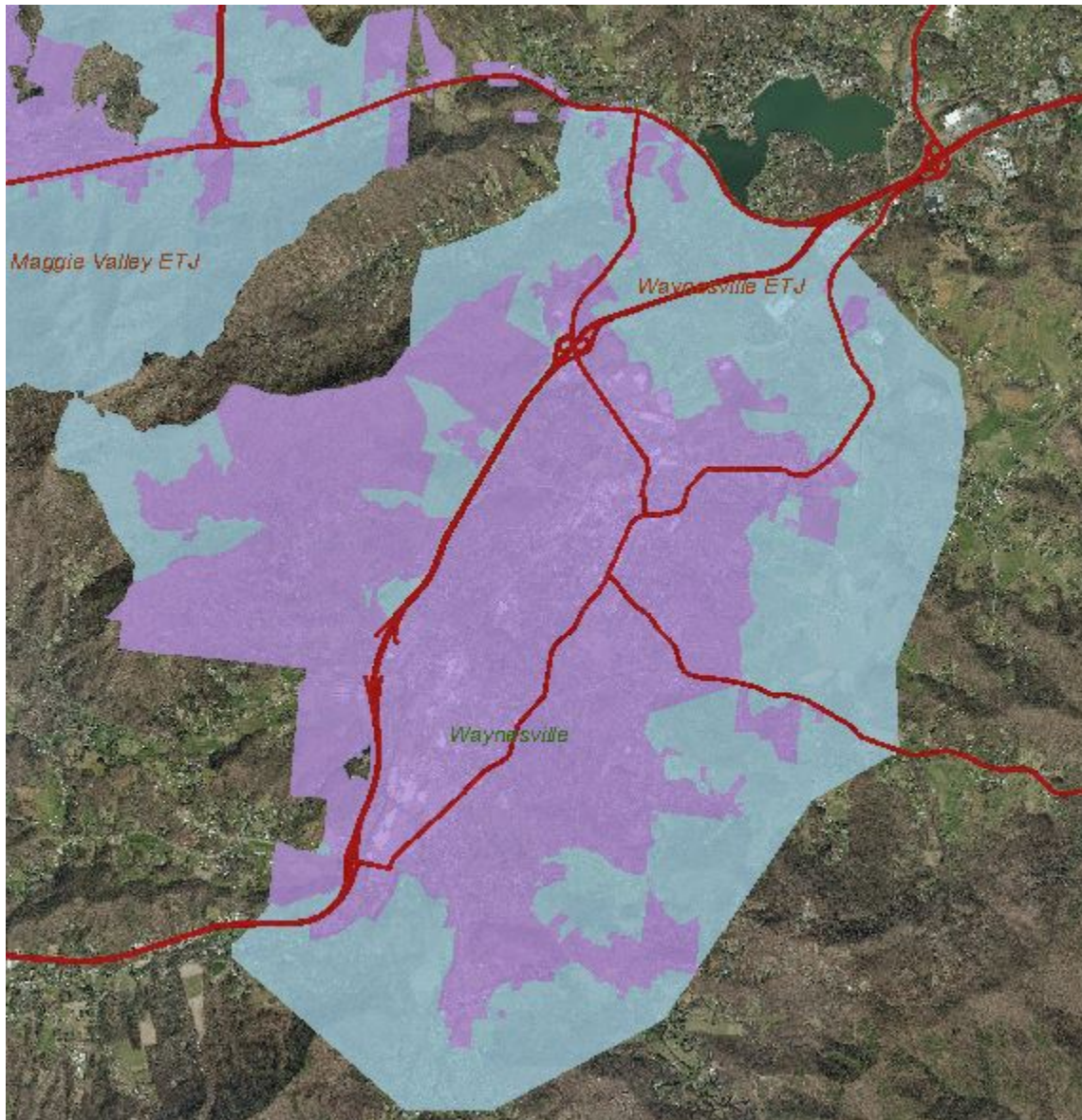


## Future Land Use Map





## Town of Waynesville Corporate Limits and Extraterritorial Jurisdiction (ETJ)



Haywood County GIS: <https://maps.haywoodcountync.gov/gisweb/default.htm>



