

# SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360

(860) 889-2324/Fax: (860) 889-1222/Email: [office@seccog.org](mailto:office@seccog.org)

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## REQUEST FOR QUALIFICATIONS/PROPOSALS

### SOUTHEASTERN CONNECTICUT STORMWATER AUTHORITY PILOT PROJECT

The Southeastern Connecticut Council of Governments (SCCOG) is seeking qualifications and proposals from firms capable of assisting the Council of Governments and four member municipalities, the Towns of Ledyard, Preston, Stonington, and Waterford, in studying the feasibility of establishing municipal stormwater authorities, which will include identifying and assisting in necessary pre-requisite steps for the establishment of such authorities. Interested firms must demonstrate knowledge and expertise in engineering, planning, environmental science, municipal management, or other relevant topic areas. The SCCOG has been awarded a Municipal Resilience Grant from the Connecticut Institute for Resilience and Climate Adaptation to conduct this project.

#### PROJECT BACKGROUND

The Connecticut Legislature passed Substitute House Bill 6441, An Act Concerning Climate Change Adaptation, on May 27, 2021. The law authorizes any municipality in the State of Connecticut to establish a stormwater authority pursuant to Section 22a-498 of the Connecticut General Statutes. Prior to the passage of this law, four municipalities in Connecticut were authorized to establish stormwater authorities; one such municipality is the City of New London, a member of the SCCOG, which became the first municipality to establish a stormwater authority in the State of Connecticut, in 2018. Under the Connecticut General Statutes, municipalities with a stormwater authority may assess a fee to owners of real property, which will be used to fund costs of operating, improving, and maintaining municipal stormwater infrastructure.

The Towns of Ledyard, Preston, Stonington, and Waterford are coastal communities and members of the SCCOG. The Towns of Stonington and Waterford have significant shorelines on Long Island Sound. The Towns of Ledyard, Preston, and Waterford have shorelines on the tidal Thames River. Each of these municipalities maintains a municipal coastal management program. The Towns of Ledyard, Stonington, and Waterford are “Small MS4” municipalities, subject to the Small Municipal Separate Storm Sewer System (“MS4”) general permit requirements.

#### 2020 Census Population

<i>Town of Ledyard</i> .....	14,730
<i>Town of Preston</i> .....	4,644
<i>Town of Stonington (incl. Borough of Stonington)</i> .....	18,539
<i>Town of Waterford</i> .....	18,911

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#### Member Municipalities:

Bozrah \* Colchester \* East Lyme \* Franklin \* Griswold \* Borough of Jewett City \* City of Groton \* Town of Groton \* Lebanon \* Ledyard \* Lisbon \* Montville \* New London \* North Stonington \* Norwich \* Preston \* Salem \* Sprague \* Stonington \* Stonington Borough \* Waterford \* Windham

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## SUBMISSION REQUIREMENTS

- 1) Background statement describing the firm, its discipline capabilities, principals, staff availability, location, and financial stability.
- 2) Qualifications and position with the firm of those individuals who will be assigned to the project. Include resumes of key personnel.
- 3) Statement of experience with similar projects. Identify location of the work, clients, contact information, dates of completion, and deliverables provided.
- 4) A proposal describing the firm's approach to this two-part project, responding to the draft scope of services attached, including a schedule and proposed budget/fee for project completion.
- 5) Three (3) copies of the Statement of Qualifications/Proposal should be submitted to James S. Butler, AICP, Executive Director, Southeastern Connecticut Council of Governments, 5 Connecticut Avenue, Norwich, CT, 06360.

## SELECTION PROCESS

A selection committee will evaluate qualifications and response to the attached draft scope. The firm selected shall be based on qualifications and their proposed project scope; however, it is requested that all firms include proposed project fees and information about how these have been developed.

After selection of the most qualified firm, SCCOG will negotiate a final fee for the project based on a detailed scope of service developed by SCCOG and the selected consultant. If SCCOG and that firm are unable to negotiate a contract, negotiations will be terminated with that firm and the next most qualified firm will be selected until a contract has been negotiated with a qualified firm.

## SUBMISSION DEADLINE

Statements of Qualifications and Project Proposals must be received by SCCOG no later than **Friday, April 29, 2022 at 4:00 p.m. EST**. Statements received after this deadline will not be considered.

## ADDITIONAL INFORMATION

A preliminary project scope is attached.

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SOUTHEASTERN CONNECTICUT  
STORMWATER AUTHORITY PILOT PROJECT

Preliminary Project Scope

1. Existing Conditions Analysis:

- Analysis of each municipality’s capabilities and responsibilities related to stormwater management.
- Description of the extent and general characteristics of each municipality’s stormwater infrastructure.
- Inclusion of planned or budgeted projects related to stormwater infrastructure.

2. Feasibility Assessment and Identification of Pre-requisites:

- Assessment of the feasibility and utility of establishing a stormwater authority in each municipality.
- Identification of minimum tasks necessary for establishing a stormwater authority in each municipality, including responsible parties.
- Assessment of alternative fee structures fee assessment mechanisms for each municipality.
- Identification of stormwater infrastructure costs capable of being funded by stormwater fees in each municipality.
- Draft municipal ordinances establishing a stormwater authority in each municipality.

3. Concluding Report:

- Written summary of findings for each municipality.
- Written summary of lessons learned and model practices.

Deliverables

The project deliverables will be meeting notes from meetings with municipal staff, draft ordinances, and a concluding report and summary as detailed in the Preliminary Project Scope.

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