



## STAFF REPORT

Meeting Date: December 14, 2015

Agenda Item #: 11j

**TO: Mayor and Town Council**  
**FROM: Susan Parker, Town Administrator**  
**TITLE: Stormwater Management Plan RFQ Award**

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**Summary:** The Town Council approved funding for a Stormwater Management Plan during the FY15/16 budget process. Staff developed a Request for Qualifications (RFQ) based on our needs for the development of a 5-10 year Stormwater Capital Improvement Plan and an annual maintenance schedule. In addition, the RFQ included a funding analysis to determine affordability and funding options.

**September 22, 2015:** Request for Proposals posted on Town Website

**September 23, 2015:** Request for Proposals published in the Raleigh News & Observer

**September 24, 2015:** Request for Proposals published in the Wilmington Star News

**October 14, 2014:** Request for Proposals Due Date

All responses were complete and included the following firms:

McGill Associates, Cary, North Carolina

McAdams, Durham, North Carolina

HDR Engineering, Inc. of the Carolinas, Sunset Beach, North Carolina

East Coast Engineering and Surveying, P.C., Shallotte, North Carolina

Moffat & Nichol, Raleigh North Carolina

Staff reviewed the submitted proposals and as a follow-up contacted each respondent with a follow-up question related to timelines.

After careful review, staff recommends negotiating a contract with McGill Associates. In review of their proposal, the preferred response items included the additional scope options, local infrastructure familiarity, and experience with small coastal communities, and optional deadlines based on the aggressiveness of process.

**Council Action:** Direct staff to negotiate Stormwater Management Plan Contract for presentation at the next regular Town Council meeting.

**Motion:** Move to direct staff to negotiate a contract with McGill Associates to develop a Stormwater Management Plan.