

## 1. PROJECT DESCRIPTION

The Dauphin County Water Resource Enhancement Program (WREP) is seeking a qualified consultant to undertake a stormwater Best Management Practice (BMP) inventory for the program's eleven (11) participating municipalities. The deliverable for this project is a comprehensive geodatabase of BMP locations, their drainage areas, their condition, and other information as identified in the scope of work.

The table below establishes the number of mapped BMPs (if known) within the Township and the number of plan sets (stormwater plans, land development plans, etc..) to be reviewed to find unaccounted BMPs.

<u>East Hanover Township</u> Sq. Miles: 40 BMPs Mapped: 63 Plan Sets for Review: 180	<u>Middletown Borough</u> Sq. Miles: 2 BMPs Mapped: None Plan Sets for Review: 34	<u>Lower Paxton Township</u> Sq. Miles: 28 BMPs Mapped: 294 Plan Sets for Review: 216	
<u>Londonderry Township</u> Sq. Miles: 27 BMPs Mapped: 44 No plan set review needed.	<u>Hummelstown Borough</u> Sq. Miles: 1 BMPs Mapped: None Plan Sets for Review: 19	<u>West Hanover Township</u> Sq. Miles: 23 BMPs Mapped: 10 (all within the PRP) Plan Sets for Review: 250	
<u>Swatara Township</u> Sq. Miles: 15 BMPs Mapped: 170 No plan set review needed.	<u>Royalton Borough</u> Square Miles: 0.5 BMPs Mapped: None Plan Sets for Review: 6	<u>Lower Swatara Township</u> Sq. Miles: 15 BMPs Mapped: 97 Plan Sets for Review: 103	
<u>Steelton Borough</u> Sq. Miles: 2 BMPs Mapped: No Known BMPs: 5 Plan Sets for Review: 23	<u>Penbrook Borough</u> Sq. Miles: 0.5 BMPs Mapped: 2 No plan set review needed.		

Total Square Miles: 154  
Total Known BMPs: 688  
Total Plan Sets: 789

**There will be a pre-proposal meeting held virtually through Microsoft Teams on September 15<sup>th</sup>, 2025. To register, please contact Alexa Korber at [akorber@tcrpc-pa.org](mailto:akorber@tcrpc-pa.org)**

## 2. REQUIREMENTS FOR PROPOSALS

All proposals shall be received no later than the end of the business day on October 15<sup>th</sup>, 2025.

Two (2) hard copies and one (1) digital copy of the proposal shall be sent to the following address:

c/o Gerard Duke  
Tri-County Regional Planning Commission  
320 Market Street, Suite 301E  
Harrisburg, PA 17102

The proposal shall include the following components:

- A. Name, address, and brief description of the firm with key contact information.
- B. Resumes of key personnel to be assigned to this project.
- C. A one-page narrative as to the firm's interest, particular abilities and qualifications related to the project.
- D. Examples of similar projects completed by the firm. Include reference contact information.
- E. Firm's proximity to the work area.
- F. Estimated price to perform work as identified. The applicant shall, to the best of their ability, provide estimates of cost per municipality (as identified in the table under PROJECT DESCRIPTION) as well as total cost of the project.
- G. Disclosure of conflict of interest, either real or perceived. All personnel must disclose any relationship to any individual employed by or associated with Dauphin County, Dauphin County Planning Commission, Tri-County Regional Planning Commission (TCRPC), or any of the eleven (11) municipalities within the project area.
- H. Non-Collusion Affidavit to be executed by the member, officer, or employee of the proposer who makes the final decision on prices and the amount quoted in the proposal.
- I. Statement regarding non-discriminatory practices of the firm including compliance with the EEOC, the ADA, and all applicable federal and state law.

### 3. SCOPE OF WORK

#### Task 1. Project Kick Off Meetings

The project team or an identified representative of the project team will have a brief meeting, virtual or in-person, with each identified municipal contact to kick off the start of the project and answer any questions.

Depending on the schedule of the project team and the municipality, these meetings may be held concurrently (with more than one municipality participating). TCRPC staff will assist with contact and scheduling.

#### Task 2. Review of approved site plans and GIS data:

After a project kick-off meeting, the project team shall review existing GIS data as well as project plans and associated hydrologic calculations to identify any and all stormwater facilities and best management practices (BMPs) within the eleven (11) participating municipalities, and note and tabulate facility locations, sizes, drainage areas, land use/land cover, post-development runoff curve numbers, easements, and other applicable location information. In this task, GIS records of existing SWM facilities and BMPs should be cross-checked with the site plans to verify the data mentioned above.

Hard copy site plans are stored at the individual municipal offices in the following locations:

<b>East Hanover Township</b> 8848 Jonestown Road Grantville, PA 17028 Contact: Stephanie Harmon	<b>West Hanover Township</b> 7171 Allentown Boulevard Harrisburg, PA 17112 Contact: Mike Gossert	<b>Lower Paxton Township</b> 425 Prince Street, Harrisburg, PA 17109 Contact: Larry Stepansky	
<b>Penbrook Borough</b> 150 S. 28 <sup>th</sup> St. Penbrook, PA , 17103 Contact: Joe Hogarth	<b>Steelton Borough</b> 123 North Front Street Steelton, PA 17113 Contact: Kathy McCool	<b>Swatara Township</b> 599 Eisenhower Boulevard Harrisburg, PA 17111 Contact: Kevin Trafka	
<b>Lower Swatara Township</b> 1499 Spring Garden Drive Middletown, PA 17057 Contact: Brian Davis	<b>Hummelstown Borough</b> 261 Quarry Road Hummelstown, PA 17036 Contact: Mark Stivers	<b>Middletown Borough</b> 60 West Emaus Street Middletown, PA 17057 Contact: Ken Klinepeter	
<b>Royalton Borough</b> 101 Northumberland St. Middletown, PA 17057 Contact: Amy Burrell	<b>Londonderry Township</b> 783 South Geyers Church Road Middletown, PA 17057 Contact: Monique Dykman		

**The project team shall not remove any documentation from the municipal office without express permission of the municipal contact** but is permitted to make copies, scans, or take photographs of any relevant documentation.

Task 3. Develop a geodatabase based on information obtained in Task 2:

Two feature classes shall be developed using ArcGIS Pro or software that is otherwise compatible with the Esri suite of services. The first is a polygon feature of the drainage area (DA) to each stormwater BMP and impervious area within the DA. The second feature is a polygon of the BMP's footprint.

The data shall be created within the State Plane Coordinate System NAD83, specifically the Pennsylvania South FIPS Zone 3702.

The attribute table shall include the following fields:

<u>Column Name</u>	<u>Alias</u>	<u>Data Type</u>	<u>Description</u>
STRU_ID	Structure ID	Text	A unique identifying ID
MUNI_ID	Municipal ID	Text	The file ID by which the municipality identifies either the BMP or plan set.
STRU_NAME	Structure Name	Text	Structure name.
STRU_TYPE	Structure Type	Text	Structure type.
PCSMP	PCSMP	Text	Is there a recorded post-construction maintenance plan on file?
PC_DATE	PCSMP Date	Date	Date PCSMP recorded, if applicable.
MAINT	Maintenance	Text	Maintenance responsible party.
MAINT_CONTACT	Maintenance Contact	Text	Contact information of responsible party for maintenance of BMP.
MAINT_DATE	Maintenance Date	Date	Last maintenance date, if known.
MAINT_TYPE	Maintenance Type	Text	Type of maintenance performed
MUNICIPALITY	Municipality	Text	Municipality
ADDRESS	Address	Text	Street address
CITY	City	Text	City
STATE	State	Text	State
ZIP	Zip	Number	ZIP code
LAT	Latitude	Number	Latitude coordinate of the BMP
LONG	Longitude	Number	Longitude coordinate of the BMP
HUC8	HUC8	Text	Pennsylvania HUC 8 watershed name.
HUC12	HUC12	Text	Pennsylvania 12 watershed name.
OUTFLL	Outfall Watercourse	Text	Surface watercourse that receives the water discharged.
STRUC_CON	Structure Condition	Text	Condition of the structure.
DRAIN_AREA	Drainage Area	Number	Drainage area (acres)
IMP_ACRES	Impervious Acres	Number	Impervious drainage area of the structure (acres).
TOT_DRAIN	Total Drainage	Number	Total site area (acres).
WQ_VOL	Water Quality Volume	Number	Volume of rainfall depth in inches managed by the BMP.
RCN	Runoff Curve	Number	Runoff curve number (weighted).
HYDRO_CALC_LC	Hydro Land Cover	Text	Land cover used for hydrologic calculations.

ON_OFF_SITE	Site	Text	On or offsite structure
CON_DATE	Construction Date	Date	Date of construction, if known.
INS_DATE	Inspection Date	Date	Date of inspection.
WEA_COND	Weather Conditions	Text	Weather conditions at time of inspection.
IMAGE	Image	Image	Picture of the BMP
IMAGE_DATE	Image Date	Date	Date picture taken.
GEN_COMM	General Comments	Text	Any additional comments.
REC_DATE	Record Date	Date	Date of last change made to record.

Task 3. Field Verification:

The project team shall perform a field inspection of all existing BMPs to verify and note the following attributes:

- a. Existence and general condition of BMPs
- b. Drainage areas
- c. The extent of development within their drainage areas
- d. General description of the development within their drainage areas and condition of ground surfaces

Task 4. Final geodatabase:

Modify the geodatabase based upon field verification of the information obtained in Task 3. Submit the geodatabase to the project team for review and QA/QC. Upon receipt of final review comments from the project team, revise the geodatabase to address any concerns, corrections and/or questions.

Task 5. Cost Tracking:

The project team shall produce a report indicating the time spent working within each municipality, the personnel involved, and their hourly rate.

Task 6. Final Deliverables:

Final deliverables shall include:

- Geodatabase delivered on a portable hard drive AND uploaded to Microsoft OneDrive,
- Catalogue of images on a portable hard drive AND uploaded to Microsoft OneDrive.

#### **4. SCHEDULE OF ACTIVITIES**

Pre-Proposal Meeting: September 15<sup>th</sup> at 2 pm

Submit Proposal: By October 15<sup>th</sup> end of business day

Review Proposals: October 16<sup>th</sup> – October 31<sup>st</sup>

Select Firm: November 1st, 2025

Issue Notice of Award/Sign Agreements: November/December 2025

#### **5. EVALUATION CRITERIA**

1. Firm's history and resource capabilities to perform required services. (1-10 points)
2. Evaluation of assigned personnel. (1-10 Points)
3. Related Experience. (1-10 Points)
4. Financial Management and Cost Allocation experience and results. (1-10 Points)
5. Familiarity with local experience and results. (1-10 Points)
6. Analysis of narrative statement. (1-10 Points)
7. Reference check. (1-10 Points)
8. Price Comparison. (1-10 Points)

#### **6. SELECTION**

The selection committee will consist of two (2) TCRPC staff members and two (2) to three (3) members of the WREP Advisory Committee. Individuals will review the submitted proposals independently according to the criteria established above. A final points calculation will determine which proposal is selected.

In the event of a tie, the Executive Director of Tri-County Regional Planning Commission will conduct a review of the tied proposal and make a final selection.

The selected proposal will then be presented to the Dauphin County Planning Commission and the Tri-County Regional Planning Commission for final approval.

**After the final approval of selection, a formal agreement shall be signed by all relevant parties, as well as a Certificate of Insurance with Tri-County Regional Planning Commission named as the insured.**