

City of Sharon**Request for Proposals (RFP)****Stormwater Fee Development – Including Impervious Surface Assessment****Issue Date:****RFP Number:** RFP 2025-01**Proposal Due Date:** October 3, 2025 at 12pm**Contact Person:** Jason Tomko, Finance Director, jtomko@cityofsharon.net, 724-983-1164

1. Introduction

The City of Sharon is seeking proposals from qualified firms or individuals with expertise in stormwater management, utility fee development, and GIS-based impervious surface analysis to assist in the creation of a fair, legally defensible, and sustainable stormwater utility fee program. The program will include consideration of impervious surfaces such as parking lots, and other constructed features that prevent stormwater infiltration.

2. Background

The City of Sharon is committed to meeting federal and state stormwater management requirements, maintaining existing infrastructure, and improving stormwater quality. Current funding sources are insufficient to meet these needs. Implementing a stormwater utility fee will provide a dedicated revenue stream to ensure compliance, improve infrastructure, and reduce flooding risks.

The fee must be based on measurable impacts—specifically, impervious surface area—and follow best practices for equity, transparency, and administrative efficiency.

3. Scope of Work

The selected consultant will provide professional services that include, but are not limited to:

A. Data Collection & Analysis

1. Review and analyze existing GIS data, aerial imagery, tax parcel data, and infrastructure maps.

2. Identify, measure, and verify impervious surfaces for each property, including but not limited to rooftops, driveways, patios, and parking areas.
3. Develop an approach for properties without sufficient GIS or aerial data.

B. Rate Structure Development

1. Recommend an equitable fee structure (e.g., Equivalent Residential Unit [ERU] method, tiered rates, or other industry-accepted approaches).
2. Provide modeling for revenue projections under different rate scenarios.
3. Ensure the rate structure is legally defensible and consistent with state laws and regulations.

C. Public & Stakeholder Engagement

1. Assist with outreach materials to educate residents, businesses, and stakeholders about the fee.
2. Participate in public meetings, workshops, and council presentations as requested.

D. Implementation Plan

1. Provide recommendations for billing methods, database management, and integration with existing city systems.
2. Outline processes for appeals, credits, and adjustments (e.g., for green infrastructure).
3. Deliver a final report summarizing methodology, data, fee model, and recommendations.

4. Deliverables

- GIS-based impervious surface dataset for all properties.
 - Proposed stormwater fee model with supporting documentation.
 - Revenue and impact analysis.
 - Public engagement plan and materials.
 - Final report suitable for council adoption.
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5. Proposal Requirements

Proposals should include:

1. **Cover Letter** summarizing qualifications and understanding of the project.
 2. **Approach & Methodology** outlining the process for data collection, analysis, and fee development.
 3. **Team Qualifications** including resumes and relevant project experience.
 4. **Project Schedule** with key milestones and deliverable dates.
 5. **Cost Proposal** itemizing labor, materials, and any other expenses.
 6. **References** from similar projects completed within the last five years.
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6. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and technical expertise.
 - Clarity and feasibility of approach.
 - Understanding of local government needs and regulations.
 - Cost-effectiveness and value.
 - Quality of references.
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7. Submission Instructions

Proposals must be submitted in PDF format via email to jtomko@cityofsharon.net or in hard copy to:

City of Sharon

155 West Connelly Blvd, Sharon, PA 16146

Attn: Jason Tomko, Finance Director

All submissions must be received by October 3, 2025. Late proposals will not be considered.

8. Additional Information

The City reserves the right to reject any or all proposals, waive informalities, and select the proposal deemed in the best interest of the City.