

Memorandum

To: Robert A. Zienkowski
From: Stephen F. Norcini, PE, Director of Public Works
 L. Paige Maz, PE, Chairperson of the Stormwater Management Advisory Committee
Cc: Stormwater Management Advisory Committee
Date: 3/7/2017
Re: Recommendation for Stormwater Program Administrator

Three firms submitted proposals for the Stormwater Program Administrator (SPA): CH2M, Incorporated, Borton-Lawson, and Hanover Engineering. Interviews were conducted by L. Paige Maz, PE, Chairperson of the Stormwater Management Advisory Committee and myself. We feel that all three firms are capable of performing the duties of the SPA, but one stood out of three: Borton – Lawson (please see attached Borton-Lawson Proposal).

The Request for Proposal required the following services of the SPA: to Administer the Stormwater Program in conjunction with staff, the Stormwater Management Advisory Committee (SWMAC), and ultimately the Board of Commissioners. Some of the specific duties include: assessment, capital project input, developing RFPs, project coordination, Stormwater Fund updates (in conjunction with the Finance Department), updating the Finance Department’s Stormwater Fund Billing Database, GIS program administration, and MS4 planning input.

The fees proposed by the three firms are as follows:

FIRM	Proposed Representative	** Fee Monthly/Annual
Borton - Lawson	Leonard J. Smith, II, PE	\$5,959/\$71,500
*CH2M	Dan Wible, PE	\$5,915/\$70,980
Hanover Engineering	Phillip C. Malitsch, PE	\$7,500/\$90,000
* CH2M is the Township's current SPA		
** The Annual Fee will be paid in twelve monthly installments.		

We feel that Borton Lawson can address the required tasks well, and also have the experience and ability to perform, or analyze, stormwater issues on a watershed scale basis.

We respectfully recommend Leonard Smith, PE, of Borton-Lawson, to be appointed as Stormwater Program Administrator.