



## **CITY OF FORT BRAGG**

### **SCOPE OF WORK FOR STORMWATER ASSET MANAGEMENT PLAN**

The City of Fort Bragg is seeking proposals from qualified consultants interested in contracting with the City to prepare a **Stormwater Asset Management Plan (AMP)** that integrates existing GIS mapping, the 2004 Storm Drain Master Plan, BMP inventory, and Stormwater Funding Best Practices Technical Memo. The AMP must ensure compliance with **MS4 Permit requirements (Attachment D, Sections D4.9–D4.12)** for the first three years of the permit term and include a **public outreach and education campaign**.

### **PROJECT DESCRIPTION**

The City seeks to develop a Stormwater Asset Management Plan (AMP) that consolidates existing resources and ensures compliance with the MS4 Permit. The AMP will provide a framework for asset inventory, condition assessments, maintenance planning, and long-term financial forecasting, while also supporting a public outreach campaign to build awareness of stormwater program needs and costs.

### **BACKGROUND, PURPOSE, AND NEED**

- The City maintains a GIS-based MS4 map, a BMP inventory, and a 2004 Storm Drain Master Plan.
- Most capital projects identified in the Master Plan remain unbuilt and should be rolled forward into future CIP.
- The Provisions of the MS4 Permit requires asset inventory, condition/effectiveness assessments, routine maintenance planning, and long-term financial strategies.
- The City has a budget of **\$82,566** for this project.
- Public education is critical to build awareness of stormwater program needs and costs.

### **SCOPE OF WORK**

Services shall generally include:

#### **1. Task 1 – Project Initiation**

- a. Kick-off meeting with City staff.
- b. Review existing GIS, BMP inventory, and Master Plan documents.
- c. Confirm available data and identify gaps.

#### **2. Task 2 – Asset Inventory Integration**

- a. Consolidate existing GIS and BMP data into a unified AMP database.
- b. Populate required MS4 attributes and document confidence levels and data gaps.
- c. Asset inventory deliverables shall be developed using the **Environmental Finance Center (EFC) Toolkit framework** or similar tools as a baseline standard to ensure compatibility with state and federal expectations.

### 3. Task 3 – Levels of Service and Condition Assessment Framework

- a. Define Levels of Service (LOS).
- b. Develop a risk-based framework for condition/effectiveness assessments.
- c. Provide a schedule for public structural control assessments.

### 4. Task 4 – Routine Asset Maintenance Plan

- a. Develop a prioritized, risk-based maintenance plan.
- b. Include annual inspections of catch basins and public BMPs.
- c. Document procedures and reporting templates.

### 5. Task 5 – Program Cost Forecast (20-Year Minimum)

- a. Estimate costs for O&M, permit compliance, and capital/O&M for future infrastructure.
- b. Provide a **20-year cost forecast** tied to LOS and risk prioritization.
- c. Forecasting shall be prepared in formats consistent with the **EFC Toolkit fiscal sustainability guidance** (or similar), ensuring outputs are usable for regulatory reporting and funding applications.

### 6. Task 6 – Public Outreach and Education Campaign

- a. Develop a narrative linking stormwater needs and costs to community impacts.
- b. Examples of program needs and costs to highlight include:
- c. Funding **urban runoff treatment projects** to reduce pollutant discharges to waterways
  - **Street sweeping** to reduce debris and pollutants entering the storm drain system
  - **Capital projects** to maintain and repair storm drain infrastructure
  - **Water quality inspections and enforcement**
- d. Prepare outreach materials (fact sheets, presentations, web content).

### 7. Task 7 – Reporting & Compliance Alignment

- a. Format deliverables for **MS4 annual reporting**, including SMARTS-compatible tables and maps.
- b. Provide a **compliance crosswalk** showing how each deliverable meets Attachment D requirements.
- c. Deliverables shall be structured to align with the **EFC Toolkit baseline framework** (or similar), ensuring outputs are compatible with state and federal expectations.

## **8. Task 8 – Performance Metrics**

- a. Define measurable outcomes (e.g., % of assets inventoried, % of BMPs assessed, accuracy thresholds).
- b. Require consultants to propose **key performance indicators (KPIs)** for AMP implementation.

## **9. Task 9 – Deliverables**

- a. Consolidated Asset Inventory (GIS-compatible).
- b. LOS framework and assessment schedule.
- c. Routine Asset Maintenance Plan.
- d. 20-year Program Cost Forecast.
- e. Public Outreach Campaign materials.
- f. SMARTS-compatible reporting tables/maps and compliance crosswalk.
- g. Performance metrics and KPIs.

## **10. ADD-ALTERNATE TASKS (if budget available)**

- a. **Alternate A:** Expanded financial strategy with funding scenarios and sensitivity analysis.
- b. **Alternate B:** Full Long-term Asset Operation and Improvement Plan with prioritized schedule for maintenance, rehab/replacement, and new assets.