

CITY OF DURHAM

To: Upper Neuse River Basin Association (UNRBA) Board of Directors
Through: Policy and Advisory Group of UNRBA
From: Michelle Woolfolk, Chair, Request For Proposals (RFP) & Re-Look Subcommittee of UNRBA
Date: September 19, 2011
Re: Consultant Recommendation to Provide Services for the UNRBA's Path Forward

In response to the Falls Lake Nutrient Strategy, many of the Upper Neuse local governments adopted Consensus Principles to guide the discussions of the Falls Lake rules. Most of the Upper Neuse local governments have participated in the UNRBA for many years, therefore this became the logical entity to continue collaborative implementation of the Consensus Principles. The Consensus Principles, as well as Session Law 2010-115, are the basis for the UNRBA adopted *Path Forward*. *The Path Forward* document describes several potential UNRBA activities, including participating in the development of a robust and innovative trading program and a re-examination of the Falls Lake strategy and costs. The UNRBA Board of Directors decided that a consultant was needed to define *The Path Forward* in policy and scientific terms. The RFP & Re-Look Subcommittee was charged with developing an RFP consistent with *The Path Forward* and Consensus Principles, with a focus on items needed for the re-examination of Falls Lake strategy. The tasks included in the RFP are as follows:

1. Develop a framework for a re-examination of Stage II of the Falls Nutrient Strategy,
2. Review existing data and reports to summarize knowledge of Falls Lake and the Falls Lake Watershed,
3. Review methods for delivered and jurisdictional nutrient loads,
4. Recommendations for future monitoring and modeling, and
5. Compile report.

The RFP & Re-Look Subcommittee followed a structured process similar to the processes local governments use when hiring contractors. This process included the following steps:

- develop an RFP that describes the work to be performed,
- notice the RFP to allow potential contractors to develop proposals,
- conduct a pre-proposal conference call to answer questions or clarify the RFP,
- review all submitted proposals based on approach, team and experience,
- select two firms for interviews,
- develop the interview process to ensure equitable evaluations, and
- make a recommendation to the Policy Advisory Group and the UNRBA Board.

This memorandum fulfills the last step in the process and contains a recommendation for the Policy Advisory Group and the UNRBA Board.

Recommendation:

By a majority vote, the RFP & Re-Look Subcommittee recommends that the UNRBA contract with CardnoENTRIX to conduct policy and scientific analysis for the Path Forward.

RFP & Re-Look Subcommittee Members:

Michelle Woolfolk, City of Durham, Chair

Lindsay Mize, South Granville Water and Sewer Authority, Vice-Chair

Sarah Bruce, UNRBA Coordinator

Randy Cahoon, City of Creedmoor

Don O'Toole, City of Durham

Sandra Wilbur, City of Durham

Jim Wrenn, Hopper, Hicks & Wrenn, PLLC

Kenneth Waldroup, City of Raleigh

Dan McLawhorn, City of Raleigh

Britt Stoddard, Wake County