

The consultant will perform an investigation of the town's activities and operations that might be financed under a stormwater utility and will provide a comprehensive study report containing recommendations for potential fee structures, operations, and next steps.

Deliverables

The Town of Secaucus is responsible for engaging an engineering or financial consultant to provide the following deliverables:

1. Stormwater Utility Feasibility Study Report, which includes the following (at a minimum):
 - a. Stormwater Program Summary and preliminary high-level asset analysis: Assess the applicability of various stormwater utility program missions, objectives, and priorities of the town.
 - b. Needs Assessment: Conduct a program review to identify current and future stormwater management needs. Determine if the current funding program (property taxes, etc.) is sufficient to meet the stormwater program needs and goals. Review the potential service area regarding pervious and impervious areas of residential and non-residential properties to determine if a stormwater utility will benefit the community.
 - c. Organizational Infrastructure Assessment: Evaluate the organizational structure, staffing, and alignment of resources necessary to perform the stormwater management functions that would be incorporated in a stormwater utility.
 - d. Funding Options:
 - i. Detail and evaluate the Town of Secaucus' level of service options based on the above-mentioned program summary and needs assessment analyses.
 - ii. Detail and evaluate the implications of different billing unit calculation methodologies, including customer class designations, equivalent residential unit (ERU) determinations, and non-residential customer characterization for the Town of Secaucus.
 - iii. Detail appropriate policies associated with the recommended stormwater utility financial models, including cost allocations, revenue requirements, and rate methodologies.
 - iv. Detail and evaluate credit structure options in context of the Town of Secaucus' funding needs and community structure.
 - v. Optional but recommended: Recommend a billing unit calculation methodology, cost allocation policy, revenue requirements and a rate methodology, and credit structure for the locality. Present two or more options for fee levels and structures along with estimates of the revenues that would be generated.
 - e. Stakeholder/Public Outreach Assessment

- i. Identify public outreach needs to secure stakeholder input and acceptance for a stormwater utility ordinance specific to the locality.
 - ii. Provide a list of personnel, committees, residents, community groups, etc., from the locality that would be appropriate to serve as a steering committee to assist the consultant in developing the evaluation and report.
 - f. Recommendations and Next Steps for moving forward.
 - i. Utilize the information created in a, b, c, d, & e above, and recommend a menu of viable options for the locality to take to implement or not implement a stormwater utility.
- 2. Attendance at least four (4) meetings that could involve the following individuals, personnel, committees, etc.
 - a. Elected Officials, key staff members, Town Council, Members of the community, etc.