Request for Proposals

2026 Hermosa Drainage and Sewer Assessment and Improvement Plans

Introduction

The Town of Hermosa, South Dakota is seeking proposals from qualified and experienced consulting engineering firms to provide the Town with drainage and sanitary sewer assessment and preliminary design services. The project will build on flood mitigation and drainage assessment work the town has done to date. It will include assessment, feasibility analysis, environmental planning, and design. The intent is to identify and prioritize drainage and sewer projects through feasibility analysis, conceptual design, environmental planning, design, and grant writing for construction funding. The prioritized projects will be those that provide the most flood and drainage resiliency for the community and will improve equity outcomes by mitigating flood risk while strengthening the community's overall resilience to disasters.

General Background

The Town of Hermosa, located in rural southwestern South Dakota within Custer County, has a population of 397 (2021 American Community Survey). The town is highly susceptible to sudden flash flooding caused by severe rainstorms. Battle Creek, along with its secondary channel and floodplain, runs south of town, while Old Dairy Drainage flows west to east across the northern extents. These waterways, combined with the town's stormwater system, frequently flood during significant rain events, overtopping roads and damaging critical infrastructure. Additionally, surface runoff and high groundwater infiltration place strain on the Town's sanitary sewer system. To enhance the community's resilience to future flooding and related hazards, the Town of Hermosa seeks a comprehensive assessment of its drainage and sanitary sewer systems, along with recommendations for necessary improvements.

This project is funded through the Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) Grant Program. As a recipient of BRIC funding, the Town of Hermosa is committed to ensuring that all aspects of this project comply with FEMA's grant requirements, including but not limited to federal procurement standards, reporting obligations, and compliance with applicable federal, state, and local laws.

All proposals submitted in response to this RFP must acknowledge that the funding for this project is made possible through a grant from FEMA BRIC. The successful bidder will be required to adhere to **all grant conditions** and provide any necessary documentation to support compliance with FEMA regulations.

Project Study Area

The project study area includes the Town of Hermosa and an approximate one-mile buffer outside the Town boundary. Most of the drainage and sewer project focus areas are the Ferguson subdivision and the residential area south of Highway 40 between Highway 79 and the railroad tracks.

Scope of Work

The Town of Hermosa seeks to enhance community resilience to flooding by conducting a comprehensive assessment and improvement plan for its drainage infrastructure throughout town and its sanitary sewer system serving the Ferguson Subdivision. This project will provide detailed evaluations, prioritize mitigation efforts, and develop designs that position the Town for future funding opportunities. The two primary initiatives are:

1. Drainage Assessment and Improvements – Evaluate and implement strategic drainage solutions to mitigate flood risk across key areas of Town. Key project areas include but are not limited to the following:

- Residential area south of Highway 40 between Highway 79 and the railroad tracks. Drainage infrastructure is lacking and existing roads/alleyways are improperly graded in this neighborhood causing ponding stormwater runoff.

- Fairgrounds Place and Highway 40 - The existing roadside ditch along Highway 40 is currently blocked by the Fairgrounds Place road. There is no culvert to allow a continuous flow path so stormwater ponds at the southwest corner of Fairgrounds Place and Main Street overflows to the south and east impacting nearby residences.

2. Sanitary Sewer Assessments and Improvements in Ferguson Subdivision – Assess the impact of flooding on the sanitary sewer system and develop improvement plans to reduce infiltration, prevent damages, and make the sewer system more resilient. The Town of Hermosa sanitary sewer lift station off Ferguson Street experiences increased flows during rain events. This is believed to be an inflow and infiltration issue. Existing sewer manhole lids appear to not be watertight. Most manholes (20+) are located in the FEMA 100-yr floodplain or floodway. Stormwater runoff and/or flood waters are contributing to the increased flows to the lift station. The lift station is not designed to handle the increased flow. The Engineer shall perform an Inflow and Infiltration study for the system and evaluate system alternatives to the current lift station including but not limited to alternative gravity system options.

Specific project Tasks are detailed below.

Task 1 – Data Gathering / Project Prioritization

The Project Team will review existing flood, drainage, and relevant sanitary sewer studies. Building on this information, the team will identify priority project areas to assess further in future tasks. Preliminary project areas are identified above.

Task 2 – Drainage Feasibility Analysis

The Engineer will use the projects identified in Task 1 to conduct an alternatives analysis and feasibility analysis. This includes the following:

- Develop preliminary design alternatives.
- Develop preliminary hydraulic and/or hydrological modeling to assess alternatives.
- Re-asses flood reduction benefits.
- Calculate opinion of probable construction cost based on alternatives identified.
- Conduct community engagement.

The outcome of Task 2 will be the clear identification of preferred project(s) that are implementable and that will benefit the community by reducing flood risk and/or improving drainage infrastructure to protect the residents of the Town of Hermosa.

Task 3 – Conceptual Drainage Improvement Plan development

The Engineer will use the preferred project alternative identified in Task 2 for two to four projects and develop Conceptual Plan designs for each. This includes the following:

- Collect additional survey information as needed.
- Develop more detailed hydraulic and/or hydrologic modeling necessary to design projects.
- Develop conceptual designs.
- Conduct a formal Benefit Cost Analysis using FEMA BCA Toolkit and estimates of probable construction costs.
- Conduct community engagement.

Task 4 – Sanitary Sewer Inflow and Infiltration study

Engineer shall conduct an Inflow and Infiltration study for the sanitary sewer system serving Ferguson Subdivision. Specific tasks include the following:

- Data Collection - Review existing sanitary sewer system maps, reports, and historical I&I data. Evaluate past maintenance records and known problem areas. Conduct stakeholder meetings with utility staff to gather insights on system issues.
- Flow Monitoring & Field Investigation - Perform dye testing to trace stormwater inflow pathways. Use closed-circuit television (CCTV) inspection to assess pipe conditions and locate structural defects. Conduct manhole inspections to identify sources of infiltration. Purchase of a CCTV camera is not anticipated for this task.
- Data Analysis & System Assessment - Identify priority areas based on severity of I&I, system vulnerabilities, and rehabilitation feasibility. Assess the impact of I&I on wastewater treatment costs and system capacity.
- Recommendations – Develop a prioritized list of recommended repairs with cost estimates.

Reporting - Prepare a comprehensive report summarizing findings, analysis, and recommendations. Present findings to Town Board and utility staff.

Task 5 – Sanitary Sewer Feasibility Analysis and Concept Design

The Engineer will conduct a feasibility analysis and concept design for a gravity system alternative in place of the current lift station serving Ferguson Subdivision.

Task 6 – Environmental Planning

Recommended drainage and sanitary sewer projects shall be designed to comply with the requirements set forth under the National Environmental Policy Act (NEPA) of 1969, in accordance with regulations of the Council on

Environmental Quality (CEQ) for implementing NEPA (40 Code of Federal Regulations [CFR] parts 1500-1508). The selected consultant shall perform the following environmental services for the proposed project:

a. Environmental Resource Review. Create project location maps, to include:
    i. Identification of environmental resources with the project's area of potential effect. A legend shall be included describing the environmental resources identified.
    ii. Identify any Section 4(f)/6(f) eligible properties, such as public parks, recreation areas, and wildlife/waterfowl refuges, or historic sites of local, state, or national significance.
        - If Section 4(f) or 6(f) resources are present, determine if the project can be included as an exemption or would have a de minimis impact. The appropriate documentation letter would be prepared for agency review and concurrence.
    iii. Desktop delineation of wetland or other waters of the United States (OWUS).
b. Agency Coordination
    i. Determine level of agency involvement based on environmental resources identified within Environmental Resources Review task.
        - If a grant is obtained, federal monies will be utilized for projects, necessitating compliance, at a minimum, with the Endangered Species Act and Section 106 of the National Historic Preservation Act. Coordination with the US Fish and Wildlife Service and the South Dakota State Historical Preservation Office, and USACE would occur.
        - For projects occurring in FEMA mapped floodplain resources, coordination with the local floodplain manager would also be required.
c. Wetland Delineation
    i. A field wetland delineation shall be conducted for each project location in accordance with the 1987 U.S. Army Corps of Engineers (USACE) Wetlands Delineation Manual and the appropriate Regional Supplement. A wetland delineation report would be completed for each project location to be utilized in the Section 404 permitting process.
        - Field data would be collected with a Global Positioning System (GPS) unit capable of sub-meter accuracy and delivered in datum as appropriate based on the project location.
        - Wetland delineations remain valid for a 5-year timeframe which would need to be considered prior to fieldwork occurring as compared to the proposed construction timeline.

Task 7 – Design

The Engineer will proceed with 60% design of the drainage improvements and sanitary sewer projects identified and assessed in Tasks 1 through 6. This scope includes the following:

- Complete detailed hydraulic and/or hydrologic modeling for final design.
- Develop final design plans and specifications.
- Develop a construction cost estimate.
- Conduct community engagement.

Task 8 – Construction Grant Application Preparation

The project scoping and design activities discussed in Task 1 through 7 will result in the development and design of projects to mitigate flooding and improve utility resiliency in the Town of Hermosa. The outcome of this activity will be the development of projects that will require future construction funding for implementation. The Engineer will assist the Town in applying for future grants to construct and implement the projects identified in this scoping effort.

Expected Outcome

This project will result in a comprehensive, prioritized plan for drainage and sanitary sewer **improvements, including 60% engineering designs and grant applications for future construction funding**. By addressing both stormwater and sewer system vulnerabilities, Hermosa will be better equipped to mitigate flood risks and protect critical infrastructure.

Consultant Responsibilities and Deliverables

The selected consultant will work under the direction of the Town Board and will be responsible for consultation with the major stakeholder groups and public engagement. In addition, the consultant is responsible for the following items:

a. General management of the project
b. Management of the FEMA BRIC grant supporting this effort including but not limited to quarterly reports to the State of South Dakota Office of Emergency Management.
c. Produce all materials for public presentations and provide to the Town in reproducible formats
d. Drafting and preparation of the plan documents, graphics, and mapping for stakeholder groups and Town Board review
e. Data collection, analysis and presentation
f. Organization and facilitation of public meetings
g. Public comment summary
h. Presentations at public community meetings and Town Board meetings.

Task specific deliverables are detailed below.

Task 1 – Data Gathering / Project Prioritization

a. List of prioritized projects.

Task 2 – Drainage Feasibility Analysis

a. Technical Memorandum including conceptual design alternatives, associated modeling, preliminary cost, and summary of assessment and findings.

Task 3 – Conceptual Drainage Improvement Plan Development

a. Additional survey data and refined hydraulic/hydrologic modeling.
b. Conceptual design drawings for 2-4 selected projects.
c. Cost estimates for conceptual designs.
d. Benefit-cost analyses.
e. Technical Memorandum detailing final project selections.

Task 4 – Sanitary Sewer Inflow and Infiltration Study

a. I&I study report detailing assessment, findings, and recommendations.

Task 5 – Sanitary Sewer Feasibility Analysis and Concept Design

a. Feasibility study report evaluating gravity sewer alternatives.
b. Concept design drawings and system layout.
c. Comparative analysis of gravity sewer vs. lift station operation.
d. Cost estimates for proposed alternatives.

Task 6 – Environmental Planning

a. Environmental Resources Map – Identification of environmental constraints and compliance requirements.
b. Agency Coordination Plan – Summary of required regulatory agency involvement.
c. Wetland Delineation Report – GPS-mapped delineations for permitting purposes.
d. Section 404 Permitting Documentation – Compliance report for Clean Water Act requirements (if applicable).

Task 7– Design

a. Topographic Survey Data – Collected field data for hydraulic modeling and design verification.
b. 60% Hydraulic Modeling Report – Detailed modeling results supporting project design and permitting.
c. Plans and Specifications – Construction-ready design documents at 60% completion.
d. Updated Cost Estimate – Unit cost breakdown and total construction cost projection.
e. Updated FEMA BCA and Hydraulic Model – Adjusted analysis based on design refinements.

Task 8 – Construction Grant Application Preparation

a. Final Project Scoping Report – Comprehensive summary of project design and environmental considerations.
b. Grant Application Package – Submission-ready materials including project plans, cost estimates, and regulatory compliance documentation.

Respondents to the Request for Proposal (RFP) must be prepared to meet all requirements for work funded by the Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) Grant Program. As well as meeting all Environmental Review standards required by Federal & State agencies, in addition to the Federal Water Pollution Control Act, Protection of Wetlands, and the Endangered Species Act of 1973. Consultants who are Minority, Women, Disadvantaged, Small Businesses, and/or Small Businesses in rural areas are strongly encouraged to apply. The items listed in the scope of services are representative of the services and items that may be required but are not meant to comprise an exclusive list of services and items that may be required.

Proposed Project Schedule

The project timeline will be approximately 20 months from the notice to proceed. At a minimum, monthly progress meetings shall be held and may be conducted through video conferencing and/or webinars, set up and organized by the consultant. The consultant is expected to schedule and attend public participation activities and present to the Town Board as detailed in the scope of work.

The Town anticipates the following general timeline for receiving and evaluating the proposals, selecting a consultant, and completion of the plan. This schedule is subject to change if it is in the Town's best interest to do so:

Advertise for Consultant Proposals	January 7, 2026
Proposals Due	January 20, 2026 5:00 p.m.
Evaluation of Proposals	January 20 – February 2, 2026
Notice of Award	February 2, 2026
Project Completion	20 months from Notice to Proceed

Qualifications

The chosen consultant must have extensive multidisciplinary experience in hydrology, hydraulics, stormwater management, sanitary sewer system assessment and design, civil engineering, GIS analysis, community engagement, hazard mitigation planning, and FEMA grant administration, with demonstrated experience on projects of a similar nature. The ideal consultant will bring both technical expertise and stakeholder coordination skills to ensure that flood mitigation solutions are data-driven, feasible, and publicly supported. Strong communication and public engagement skills are essential, as the consultant will be expected to collaborate effectively with developers, engineers, and community members. Additionally, the consultant must be able to develop solutions that align with the Town's requirements while taking a comprehensive approach to the overall community flood resiliency.

Proposal Content

Proposals should address the following items in numerical order and must not exceed 25 pages in length. Resumes may be included as an attachment and will not count towards the page limit. A cover page, cover letter, table of contents, and section dividers will not count towards page limits. Electronic submissions are encouraged to incorporate hyperlinks when referencing work samples.

1. **Qualifications** – Provide a detailed background on the firm, including its history, expertise, and experience. Include biographies or resumes of key team members assigned to the project. Include proof of required licensing and insurance required for compliance with the FEMA BRIC grant contract with the Town of Hermosa.
2. **Relevant Experience** – Outline previous experience with projects of a similar nature.
3. **References** – Supply at least three references, including contact details, for comparable projects. References should specifically relate to the proposed project manager and key personnel. The Town reserves the right to contact any listed references.
4. **Review of Scope of Work and Schedule** – Evaluate the scope of work and provide insights into the consultant's understanding of the project, their role in fulfilling the outlined tasks, and any suggested additional services that may enhance project outcomes. Include a schedule aligned with key project milestones, incorporating any recommended changes.
5. **Project Approach and Community Engagement** – Describe the methodology and activities required to achieve the project's objectives. Include details on community engagement strategies, including the use of social media or web-based platforms for public input and approaches to conducting public meetings.
6. **Project Impact and Cost Breakdown** – Consultant should demonstrate an understanding of the benefits of the mitigation project and the associated costs to help leverage the projects value for finding future funding for construction. Consultant should demonstrate that their scope of work aligns with the communities' priorities in growth and economic development. Present a detailed cost breakdown for professional services and related expenses, categorized by project components and hours allocated per task. Provide an itemized list of reimbursable expenses.

Town of Hermosa will not be responsible for any costs incurred by consultants in the preparation and submission of their proposals, including travel expenses for pre-award interviews.

Proposers must submit one (1) PDF proposal for items one through five above via email to terri@hermosasd.com and one (1) PDF proposal cost (item six above) via email to boardvp@hermosasd.com. Submissions must be received no later than 5:00 p.m. local time on **Tuesday, January 20, 2026.**

Late submissions will not be considered.

Any questions or requests for additional information must be submitted via email to **Terri Cornelison, at** terri@hermosasd.com no later than **1:00 p.m. local time on January 13, 2026**.

The Town of Hermosa reserves the right to reject any or all proposals, waive any technical or legal deficiencies, and accept the proposal deemed to be in the Town's best interest.

Evaluation of Proposals and Selection Process

Following the submission deadline, the Town will promptly begin reviewing proposals. The Town reserves the right to request further details and to reject any or all submissions. As part of the review process, applicants may be invited to present their proposals to Town representatives.

Proposals will be assessed based on the following key factors:

1. The overall quality and responsiveness of the proposal, including its completeness, clarity, conciseness, and understanding of the project scope.
2. The qualifications of the consulting team are demonstrated through their knowledge, skills, and relevant experience.
3. Proven experience in developing master drainage plans and sewer system assessment and design or handling similar projects.
4. A track record of effective public engagement strategies across diverse community groups.
5. References from past clients for projects of comparable scope.
6. The proposed timeline for completion and budget considerations.

Consultants should note that services may be discontinued if the project is canceled for any reason.