



STORMWATER MANAGEMENT COMMISSION

MEMORANDUM

July 8, 2024

To: Lake County Stormwater Management Commission (SMC)
From: Mike Prusila, Planning Supervisor
RE: Lake County Comprehensive Stormwater Management Plan Update – Technical Consultant Contract

Action Requested: Authorization for the Executive Director to Negotiate and Enter into a Contract with Baxter & Woodman, Inc. for an Amount Not to Exceed \$80,000

SMC staff have begun the process to update the Lake County Comprehensive Stormwater Management Plan, which was last updated in 2002. SMC solicited Statements of Interest from technical consultants to assist with the update and received five proposals. Staff ranked all Statements of Interest received and interviewed the top two firms. Staff recommends the SMC authorize the Executive Director to negotiate and enter into a contract with the top firm, Baxter & Woodman, Inc., for an amount not to exceed \$80,000 to assist with the Comprehensive Stormwater Management Plan update. The contract will be reviewed and approved by SMC legal counsel prior to execution.

In its proposal and interview, the recommended firm, Baxter & Woodman, Inc., demonstrated the best understanding and expertise related to the scope of services required to assist with the update of the Comprehensive Stormwater Management Plan. A brief outline of the scope/topic areas for the plan update is attached. The update is expected to be completed in the Fall of 2025.

Please contact Mike Prusila at 847-377-7700 or mprusila@lakecountyil.gov if you have any questions.



STORMWATER MANAGEMENT COMMISSION

Stormwater Comprehensive Plan Update Abbreviated Scope Outline

PROJECT MEETINGS

- Kickoff Meeting
- Programmatic Structure Review Meeting
- Organizational Review Meeting
- Prefinal Project Team Meeting

PUBLIC INVOLVEMENT

- Attend two Public Meetings (SMC TAC & SMC board meeting) to garner input
- Prepare an online survey for property owners and stakeholders to provide input

EXISTING PLAN ASSESSMENT

- Review 2002 stormwater management plan
- Prioritize sections to be updated based on SMC goals

MANAGEMENT PLAN UPDATES

- Federal, State, and Local regulatory and policy changes since 2002 (e.g. Urban Flooding Awareness Act, WOTUS rulings, NPDES stormwater/TMDLs)
- Review of current SMC programs and operational structure.
- Recommendations for programmatic, operation, & organizational enhancements and updates
- Program cost estimates
- Funding mechanisms

FINAL REPORT

- Prepare a Final Report
- Present Final Report to SMC Board of Commissioners