

# Decentralized Wastewater Management Plan Update



**Town of Nags Head, North Carolina**

**Advisory Team Reference: Project Overview, Scope of  
Services, and Project Timeline**

## **Project Overview**

The Town of Nags Head (the "Town") is seeking qualified consultants to update the 2005 Decentralized Wastewater Management Plan ("the 2005 Plan"). The intent of this update is to evaluate the overall effectiveness of the Plan and the Town's Septic Health program, recommend additional measures as necessary, and expand and integrate the Plan, taking into account the relationship between onsite wastewater, stormwater, and groundwater.

## **Scope of Services**

The selected firm(s) shall provide professional services for the update of The Town of Nags Head's 2005 Decentralized Wastewater Plan. The work will include, but is not limited to the following tasks:

- Identify and create a method in order to ensure input from stakeholders is disseminated into the Plan.
- Provide a descriptive narrative of the water quality, human health, and regulatory issues addressed with the Plan, as well as an evaluation of whether The Town is presently meeting human health and water quality goals.
- Summarize and evaluate the current performance of on-site wastewater systems, including the identification of any hotspots or problem areas that may exist within the Town. Further document factors influencing problem areas and steps the Town can take to mitigate these problems.
- Review and assess current and historical water quality and quantity data throughout the Town to identify trends and problems and make recommendations for programmatic changes.
- Identify and map groundwater levels; assess the impact of groundwater on the functionality of on-site septic systems.
- Employ new technologies to improve tracking and management of at-risk areas related to groundwater, stormwater, and wastewater to assist with citizen reporting and for potential future Capital Improvement Project development.
- Identify new technologies, systems and alternative management approaches that could be utilized to improve the overall management of onsite wastewater in the Town.
- Identify any programmatic changes to the Todd Krafft Septic Health Initiative to improve participation in the program, including but not limited to modifications to incentives, inspections, the loan program, outreach/education program, permit tracking and reporting, and data collection/analysis.
- Create a holistic and integrated public outreach program as part of the Plan. The program shall educate stakeholders and the public, encourage public involvement in water quality, water quantity and groundwater issues; as well as the relationship

between public health, ecosystem health, and public health advisories related to water quality.

- Summarize a process that allows for evaluation of Plan implementation; this includes measures of success for actions identified in the Plan post adoption.
- The Plan will include sufficient data to demonstrate that implementation of the Plan would be expected to achieve water quality goals.

### **Project Timeline and Phases**

The following is the proposed timeline and principal phases.

- September 2020 to October 2020 - Review of proposals and selection of consultant
- November/December 2020 - Present consultant decision to Board of Commissioners
- December to mid-January 2021 - Project kickoff
- January 2021 to Summer 2021 - Phase 2
- Summer 2021 to December 2021 - Phase 3
- January 2022 - Phase 4, consider Plan adoption
- February 2022 - Implementation; consider budget needs

#### Phase 1 – Retain Consultant for the Integrated Plan

- Develop and release an RFQ;
- Interview respondents;
- Evaluate submissions; and
- Retain a consultant

#### Phase 2 – Inventory and Assessment; Establish Goals

- Develop the vision, values, and goals for the Plan;
- Develop engagement strategy for stakeholders;
- Compile existing wastewater and stormwater performance;
- Assess surface and ground water quality and quantity conditions;
- Assess potable water usage data and its impact on groundwater conditions;
- Characterize wastewater and stormwater utility performance, conditions, and programs;
- Review and assess historical changes in the climate and impact on groundwater conditions as well as wastewater and stormwater system performance;
- Develop a range of scenarios for sea level rise and assess the impact of sea level rise on wastewater management technologies; and
- Review academic studies and reports associated with wastewater management, stormwater, and groundwater; assess relevant information and incorporate appropriate findings into the draft integrated plan.

#### Phase 3 – Drafting of Integrated Plan and Outreach

- Consultant to draft and submit sections of Plan for review by Stakeholders, Staff, Steering Committee and Boards; and

- Consultant to make necessary changes based upon comments

Phase 4 – Presentation of Final Plan; Adoption of Plan