

# **REQUEST FOR QUALIFICATIONS**

## Floodplain Restoration and Wetland Creation

12/12/18

This Request for Qualifications (RFQ) is made available to interested consulting firms for professional design and implementation services for a floodplain and wetland creation project.

- **Project Name:** Sunny Acres Floodplain and Wetland Creation Project
- **Project Location:** Hebron, OH; Licking County

**Submittal Deadline: 4:00 PM January 14, 2019**

*Proposals are to be delivered to:*

Village of Hebron  
934 W. Main St.  
Hebron, Ohio 43025

Attn: Linda Nicodemus, Community Development & Stormwater Coordinator

Questions regarding this RFQ can be directed to Linda Nicodemus, Community Development Coordinator, by phone at 740-928-0076 or by email at [hebroncdc@midohio.twcbc.com](mailto:hebroncdc@midohio.twcbc.com)

The RFQ is organized as follows:

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## **1 INTRODUCTION**

### *1.1 Project Background*

The project area lies within the Sunny Acres Subdivision, south of High Street and west of Hebron Road. Nearly all of Sunny Acres lies within Zone AE/100-year floodplain (FIRM Panel # 39089C0478J) with floodwaters originating from swollen river conditions along the confluence of a ditch with the South Fork Licking River. Damage to residences and structures have occurred because of flooding and the Village of Hebron (the Village) has noted high maintenance costs of roads and utilities in the area. Repetitive loss structures and properties have been acquisitioned by the Village, allowing a project area of approximately 3 acres. The average elevation of the project area is 880 feet AMSL with a base flood elevation of 883.28 feet. The approximate distance to the South Fork Licking River is 0.25 miles. The Village is prepared to remove asphalt, physical structures, and utilities within the project area to prepare the site for restoration activities. Project funding is provided by the Village and the FEMA Pre-Disaster Mitigation program.

### *1.2 Project Purpose and Goals*

The goal of this project is to mitigate flood hazards by restoring natural floodplain and creating additional wetland within the project area. To this end, The Village of Hebron is searching for a consulting firm that can assist with a jurisdictional waters and isolated wetland delineation, permitting, design, construction, and planting of floodplain restoration and wetland creation areas.

## **2 PROJECT OVERVIEW**

### *2.1 Description of Project*

The Village is seeking support for the mitigation of flood hazard through floodplain restoration and wetland creation. The project area is approximately 2.8 acres and includes sewage, water, and electrical utilities, paved areas and residential structures that will be removed by the Village. The project area will be regraded to accommodate additional water storage and direct water away from occupied residential homes north of the project area. Wetland and floodplain restoration areas will then be planted with plant species appropriate to the habitat.

The project area will require a jurisdictional waters and isolated wetland delineation and necessary permit applications for potential wetland impacts. Compilation of a floodplain restoration and wetland creation plan will be required with necessary field reconnaissance photographs, notes, habitat descriptions including observed plant and wildlife species lists, design drawings, planting plan, and any other relevant field notes. A hydrologic analysis is needed to evaluate water fluctuations and appropriate water storage needs during storm events. Formal design plans should be developed by a Professional Engineer (stamped drawings) in tandem with the wetland consultant. Drawings will be used to create a bid set for contracted earthwork. The consultant will oversee the bid process and assist with contractor selection. All earthwork and planting will be supervised by the consultant.

Public education is an important component of this project. As such, the Village will rely on the consultant to prepare public meeting materials and assist with the delivery of said meetings, as well as organize public events for planting and wetland exploration.

## *2.2 Requested Tasks and Services*

Some key services associated with delivery of this project may include, but are not limited to, the following. Not all these services are required by one consultant or team. If submitting a qualification statement for consideration, please indicate those services which your firm or team can provide. Your Qualifications will be evaluated for those services indicated.

- Wetland delineation and reporting
- Wetland permitting
- Preparation of Stormwater Pollution Prevention Plans
- Soil Resource Inventory
- Floodplain restoration
- Wetland design
- Hydrologic analysis
- Ecologic surveying
- Geotechnical investigations and/or baseline report Drafting/CAD
- Specifications review
- Cost estimating
- Constructability evaluations
- Emergency support
- Plant installation
- Volunteer management

## **QUALIFICATION STATEMENTS - CONTENT AND FORMAT**

Each consultant shall submit one original and two (2) copies of the Qualification Statement, as well as an electronic version, in pdf format, on either a CD or USB drive.

Qualification Statement shall be no more than 20 printed pages, with hard copies printed on sheets of double-sided recycled paper. All pages will be counted (i.e., each side of a sheet will count as a unique page, so one double-sided sheet will be counted as two pages) unless indicated otherwise in this RFQ. Sheets that are 11"x17" shall be counted as two pages per side, or four pages if double sided.

The Qualifications shall contain the information described in the following sections.

### *3.1 Executive Summary*

Include a concise synopsis on how the consultant will address the Village's need for a valued consultant or teams to assist in the site assessment, permitting, design and construction of floodplain restoration and wetland creation, and other related projects, as they may arise during the contract duration. The team(s) will be expected to effectively handle multiple projects under design and construction simultaneously, while also providing technical support

services as requested. The consultant or consultant team should summarize their specific expertise, capacity and understanding of the requirements of this project and any key considerations that would make them a reliable source of assistance for this critical project.

### *3.2 Project Delivery*

The Village is looking for consultants that will provide excellent, efficient service and deliver quality projects for the Village. The Village expects this quality of service to extend through the entire duration of the Contract. In this section of the RFQ, present the capabilities, skills, schedule management, responsiveness and experience of your project manager as well as how you have served the Village and other local governments on prior projects. These factors will be strongly considered in selecting the successful consultant for this Contract.

The consultant's qualifications should clearly indicate what area(s) of restoration expertise they possess and will provide to this project. Formation of large teams with the intent to exhibit a wide range of expertise for this RFQ is discouraged. The Village expects the selected consultant(s) to engage as a team with other selected consultant(s) as needed for tasks associated with this project.

### *3.3 Proposed Project Manager*

The Village expects the proposed project manager to lead the consultant project team, be the single point of accountability for project delivery, and provide the primary point of communication between the Village and project team. Describe the proposed project manager's experience on similar projects, experience on other Village projects, and skills and results supporting the ability to serve the Village. The project manager is considered the most important team member and will be committed for the Contract's duration. Any change in project manager, or any other key team member, will require prior approval by the Village.

The consultant's proposed project manager must be experienced in projects of the magnitude and complexity of the Contract. It is expected that the consultant's proposed project manager will be available for frequent personal interaction with the Village. In addition, the project manager must meet the following requirements:

- Prefer a registered Professional Engineer in the State of Ohio at the time of contract and throughout the contract duration or, if a non-engineer, a project manager experienced in the ecological restoration field including a Professional Wetland Scientist or Certified Ecological Restoration Practitioner.
- Prefer project managers which have had a key role in projects of similar nature (project references should be completed in the past 10 years).
- Prefer project managers which have managed projects of similar or greater complexity and/or size.
- Prefer project managers with experience with task order type contracts or multiple projects occurring at once.

### *3.4 Performance on Municipal Projects*

Summarize your team's experience on Village of Hebron projects and/or projects performed with other municipalities. List the staff that you worked with and would be most familiar with your work. Your prior performance on municipal projects is an important consideration in the selection process. Firms new to working with the Village are encouraged to submit.

Please provide information and background on up to 3 wetland creation or mitigation projects completed in the last 10 years that are similar in size and scope to this project. These past projects should be those where municipalities were the primary client. Please include approximate budget, area or extent of the project, primary points of contact, and any qualitative or quantitative assessments of the performance of the projects completed. Please include information on change orders and reasoning for these change orders.

### *3.5 Experience of Key Team Members on Similar Projects*

Because of the important nature of the work described within this RFQ, the Village seeks services from highly experienced and qualified teams with adequate capacity to support this project. The team must be able to staff this Contract with qualified individuals, experienced in the key technical disciplines needed, who shall remain committed to this work from inception through completion. The consultant should be able to discuss and demonstrate the firm's capacity to perform Contract services. A clear and comprehensive organization chart must be presented to illustrate the organization of the team and key team members, including sub consultants.

Include brief resumes of key staff members (excluding the proposed project manager, who should be addressed as noted in section 3.3) and/or sub consultants proposed to work on the project. The information should be focused on experience on similar and/or complementary projects undertaken as part of this Contract. The information for these projects shall include, at a minimum, the following: project description, key staff member's role, client, client contact information, construction cost (as applicable), and year completed. The roles proposed for each sub consultant as well as their qualifications in that area shall also be identified.

Key consultant staff may include but are not limited to project manager, technical discipline leads, design manager, designer, geomorphologist, resident construction representative, and other key staff on the top or mid-levels of the proposed organization chart. The ability to identify and highlight key staff in the RFQ will be considered when evaluating your qualifications.

In addition, the qualification statement should include a description of the most recent projects/programs/efforts that included similar scope of work for the prime consultant and any relevant sub consultants. The following information shall be included for each project:

- Project title
- Firm name and role
- Proposed team members involved
- Project description

- Client name
- Client contact (address, phone, e-mail)
- Year completed
- Total Cost (\$)

### 3.6 Project Approach

The consultant should demonstrate their comprehension of wetland and ecological restoration projects and their approach to management of the contract in this section. Key activities and approaches that improve the chances of success of projects should be presented, along with key issues, risks and challenges with wetland and ecological restoration projects. The consultant may present information related to concepts that significantly enhance the management, accuracy, efficiency or reliability of the work. The consultant should discuss a recommended approach for an effective strategy to manage and track as-needed tasks, level of effort, budget, workforce availability, and other factors related to effective execution of this contract.

### 3.7 Resumes

Resumes for key team members may be included as an appendix. No more than one page per resume. Pages in this appendix will not be included toward the total page count.

### 4.0 Project Schedule

The anticipated commencement of the work described in 3.3 is 2019. Tasks will be completed and funded under the negotiated, lump sum, not to exceed amounts and approved timelines. Any changes to the negotiated costs will require a change order request detailing the reason for changes in budget. Any variances in scheduling will require agreement by both parties based on a reasonable need.

If your firm would be interested in being considered for a contract to provide the required services, please reply with a statement of qualifications no later than **Monday, January 14, 2019, 4:00PM**. Statements received after this date and time will not be considered for this project.

### 5.0 Evaluation Process

After the RFQ deadline of January 14, 2019, all received Qualification Statements will be reviewed by the Village and evaluated on the following:

- Proposed Project Manager’s Qualifications .....25%
- Performance on Municipal Projects .....15%
- Experience of team members .....20%
- Experience with needed services.....15%
- Team member availability .....10%
- Project Approach .....10%
- Knowledge of the Hebron Area .....5%

Upon completion of the scoring and ranking of the written submittals, the Village may select based on evaluation of the preceding categories. Alternately the Village may, at its sole discretion, select the top ranked firms to deliver a presentation and provide further clarification of their capabilities, experience, and approach.

If interviews are held, the scores for the presentation and interview will be considered with the scores from the evaluation of the written Qualification Statements to determine the overall score and corresponding ranking of the short-listed firms. All firms will be notified of the results and the Village will enter negotiations with the highest ranked firm to develop a final and mutually agreed-upon scope of services. If the Village cannot reach an agreement with the highest ranked firm, the Village may initiate negotiations with the next highest ranked firm.

Upon reaching agreement on the scope and total not-to-exceed price for the project, Village staff will enter into an agreement based on the outcome of the negotiations. The selected consultant cannot commence work on any aspects of the project prior to Village approval.

The Village of Hebron reserves the right to accept or reject all submittals or parts thereof and reissue the request for qualifications without stated cause.

The Village Solicitor will review the consultant's standard consulting agreement. Modifications to that agreement may be required at the Village Solicitor discretion.

## **6.0 Proposed Schedule**

1. Request for qualification issued:
  - a. December 12, 2018
2. Proposals due to the village:
  - a. January 14, 2019
3. Possible interviews with finalists and selection recommendation:
  - a. January 17 – 21, 2019
4. Council preview:
  - a. February 13, 2019
5. Village Council consultant approval:
  - a. February 27, 2019

*Please note these dates are for planning purposes only. The dates represent the village desired timeline for implementing this project. The timeline may be adjusted as needs and circumstances dictate.*