



**Cuyahoga Soil and Water Conservation District  
Cuyahoga County**

**Request for Proposals  
for Design/Build Services**

**Lacustrine Refuge in the Cuyahoga AOC  
Wetland and Stream Restoration Project**

**Issue Date: October 30, 2010**

**Issued By:  
Cuyahoga Soil & Water Conservation District (SWCD)  
6100 West Canal Road  
Valley View, Ohio 44125  
(216) 524-6580, ext. 16**

**PROPOSALS DUE  
*December 1, 2010*  
4:00 pm Local Time**

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**Cuyahoga Soil & Water Conservation District  
6100 West Canal Road  
Valley View, Ohio 44125  
(216) 524-6580**

NOTICE TO DESIGN/BUILD TEAMS

Sealed proposals will be received at the Cuyahoga Soil & Water Conservation District (SWCD), 6100 West Canal Road, Valley View Ohio 44125 until 4:00pm (local time), **December 1, 2010** for the following:

**Lacustrine Refuge in the Cuyahoga AOC Project**

**PER OUR SPECIFICATIONS**

The successful Design/Build Team will enter into a contract with SWCD. No other party is involved in this process and will owe no duty and have no legal obligations to the successful Design/Build Team.

**INTRODUCTION**

The Cuyahoga Soil and Water Conservation District is soliciting a Request for Proposal (RFP) and intends to enter into a contract for wetland and stream restoration consulting services in connection with the Great Lakes Restoration Initiative that is being funded through an Assistance Agreement with the United States Environmental Protection Agency (US EPA). Firms interested in being considered should reply with a complete proposal no later than 4:00 pm, **Wednesday, December 1, 2010**. Statements received after this deadline will not be considered.

SWCD will receive Project Management Services from an outside entity to provide technical assistance and oversight of the Design/Build Team on behalf of SWCD. This Project Oversight Manager (POM) will review the engineering and design at critical stages, oversee construction of the project and keep the project on schedule. The Design/Build Team will coordinate with the Project Oversight Manager in addition to SWCD staff throughout the scope of the project.

**I. TECHNICAL REQUIREMENTS**

A. BACKGROUND

**Qualifications:** Each Design/Build Team who wishes to be considered for selection to perform this scope of services shall submit to SWCD a concise description of:

**1. *Organization.*** Include a description of the Design/Build Team including information regarding its primary business, its background and history, its organizational structure, QA/QC program, and the number of employees. This section should contain any additional information about the firm that the Design/Build Team feels will assist SWCD in better understanding the qualifications of

the firm.

**2. *Qualifications.*** All proposals will include a list of the top three key employees to be assigned or employed on the Project by the Design/Build Team. The resume of each such person shall be attached to the proposal (limit of 1 page each). The proposal shall identify the person who will be the primary day-to-day contact with SWCD and the following two alternate personnel to be assigned to the project. SWCD requests that significant effort should focus on highlighting the key employees and their relevant qualifications and past experiences that will most likely be comparable to work as detailed in this RFP. Client references shall be included (see Appendix 1-3).

**3. *Project Approach.*** The Design/Build Team shall include a description of their management approach and technical approach for the proposed scope of services.

**4. *Abilities to perform scope of services.*** At a minimum, please demonstrate how your firm meets the following qualifications.

- a. A minimum of three (3) years of professional Design/Build stream restoration experience including any relevant wetland and lacustrine wetland floodplain construction with a minimum of five (5) Design/Build stream and/or wetland restoration project examples, including at least two (2) stream and two (2) wetland projects. Each project reference should include a short description of the scope of work, the engineering and construction budget amount, the actual final project cost, the timeframe required for completion, and any exceptional successes or challenges encountered during the duration of the project.
- b. Detailed knowledge and ability to competently conduct the appropriate Ohio Environmental Protection Agency (Ohio EPA) Qualitative Habitat Evaluation Index (QHEI) and Index of Biotic Integrity (fish) for Lake Erie freshwater estuaries as required.
- c. Detailed knowledge and ability to competently conduct stream classification evaluations utilizing appropriate methodologies (Rosgen Methodology preferred).
- d. Detailed knowledge and ability to competently conduct wetland delineation and Ohio Rapid Assessment Method for Wetlands v. 5.0 (ORAM), and the Vegetation Index of Biotic Integrity for Ohio Wetlands using Ohio EPA and US Army Corps of Engineers (ACOE) methods.
- e. Experience coordinating with and obtaining required regulatory restoration permits from the United States Army Corps of Engineers, Ohio EPA, and local permitting authorities.
- f. US EPA grant management, quality systems documentation and reporting experience.
- g. Experience working within US EPA Areas of Concern, specifically with Beneficial Use Impairments and Delisting Criteria.
- h. Demonstrated knowledge of stream hydrology, stream morphology and limnology.
- i. Familiarity with the Ohio EPA's Total Maximum Daily Load (TMDL) program.

**5. *Capacity to Perform Work.*** Provide a description of the Design/Build Team's capacity to perform work requested SWCD by describing the Design/Build Team's current workload and the availability of the staff to meet required schedules. Please describe the methods utilized to track

work progress, budgets, and deadlines. Please describe any support personnel or equipment the Design/Build Team plans to use to assist in performing work as requested, on schedule, and within budget. Design/Build Team will be expected to track and update project schedule.

**6. *Licensures and Other Documentation.*** Design/Build Team shall provide professional licenses held by firm, certificate of current professional liability insurance (\$2 million level for liability and travel) and any associations of which you are a member.

**Evaluation of Qualifications:**

Proposals will be reviewed and evaluated by an Interview Team made up of SWCD and ODNR staff and several technical stream and wetland restoration experts and a botanist; and three (3) to five (5) finalists will be selected. These finalists will be contacted no later than **December 20, 2010**. The Interview Team may conduct interviews with short listed firms after submittals are reviewed.

RFP's shall be evaluated based upon the Design/Build Team's ability to meet the requirements set forth in this RFP as submitted by the Design/Build Team, in addition to, any clarifications that the Interview Team may request from individual Design/Build Teams, and from the criteria set forth in the subparagraphs below. SWCD reserves the right to give each of the following criteria such weight as it deems appropriate in its sole and complete discretion.

1. The competence of the Design/Build Team to perform the required services as indicated by the technical training, education, and experience of the Design/Build Team's personnel who would be assigned to perform the work
2. The ability of the Design/Build Team to perform the required services competently and expeditiously as indicated by the Design/Build Team's availability of necessary personnel, equipment, and facilities
3. Past performance of the Design/Build Team as reflected by the evaluation of SWCD personnel with respect to such factors as quality of work, success in controlling costs, and success in meeting deadlines
4. The Design/Build Team's experience in performing services on Projects similar to the one set forth in this RFP
5. The Design/Build Team's understanding of SWCD's requirements as expressed in the proposed RFP scope of services.

Evaluation of these criteria will be based on well written proposals as well as the strength of the interview for the short listed firms.

## II. SELECTION PROCESS

A. The Interview Team will review and evaluate all properly submitted proposals that are received on or before the deadline. The Interview Team will then rank the proposals taking into account, but not limited to, the evaluation factors set forth below:

1. Background and Related Project Experience, including a thoughtful natural design approach: This consists of a review of the professional services background and experience of the Design/Build Team. Provide a history of the submitting organization, including the number of employees (identify professional staff and support staff), resumes or curriculum vitae of the top three (3) staff to be assigned to this project, available facilities and office equipment.

Related project experience, similar to the requested work, should be included in this section. Specify relevant experience with governmental entities. Identify the cities, the dates of service, and the key contacts.

2. Performance on Previous Projects: The Design/Build Team should also provide a summary of performance for each project relevant to timeliness, actual performance and any savings or benefits that were provided to the agency. List any projects similar to the requested work with other governmental agencies. Specifically indicate projects funded by US EPA.

List references for all similar projects previously completed using the format outlined in Appendix 1-3. Provide at least two (2) references for projects conducted within the last five (5) years that can attest to the Design/Build Team's qualifications to do the work requested for this project. Include names of contact persons, telephone numbers, project objectives, strategy, service rendered, budget, and beginning and completion dates for each referenced project.

3. Office Location: Name and address of submitting organization and the state in which it is incorporated. This should include the location of the Design/Build Team's primary office and whether there will be a local office available for handling the requested service. This should also include a discussion on staff accessibility for the project and the amount of work to be performed.

4. Familiarity with Relevant Local, State, and Federal Standards and Requirements:

*Local and State Requirements:* The construction of this project must comply with the City of Cleveland (land owner) and Ohio Department of Natural Resources, Cleveland Lakefront State Park (land manager) permits and requirements.

*Federal Requirements:* All services assigned by SWCD are federally

funded through the US EPA Great Lakes Restoration Initiative (GLRI) program. Therefore the Design/Build Team must comply with all US EPA requirements. It is the responsibility of the Design/Build Team to understand and obtain all information related to US EPA contract requirements. This includes, but is not limited to:

- The preparation of periodic project progress reports
- The documentation required for performance reports, Great Lakes Accountability System Reporting (GLAS) assistance, fiscal reporting and reimbursements
- The preparation of Quality System Documentation (QSD)
- The management of MBE/WBE contractors through the project implementation

5. Current Workload: The Design/Build Team will be evaluated on their ability to perform this job based on the work load that they currently have under contract. Each designated team member will be evaluated based on an estimated hourly work load that they have currently committed to other jobs.

6. Understanding of the Project: The Design/Build Team submitting a proposal shall describe in detail the services to be rendered to complete the project and perform the tasks listed in Section II, Scope of Services.

*The response should include a statement of understanding - which shall be concise, yet detailed enough to indicate that you understand the scope of work and the teams intended responsibilities.*

*Also, include on a separate page your description of tasks or deliverables in which you feel are missing from the RFP, and which might be necessary to complete the project.*

7. Staffing and Schedule: The Design/Build Team shall provide a detailed project schedule and workflow diagram for all tasks identified in Section II, Scope of Services. Provide a list of staff members assigned to this project. Designate a primary and alternate contact within the organization and include electronic mail addresses and telephone numbers (voice and facsimile).

8. Cost Summary: Must include unit pricing for engineering and design services, permitting, project meetings, monitoring, mobilization and demobilization, construction, final site preparation and plantings.

9. Monitoring and Assessment: The Design/Build Team shall provide a detailed baseline and post-construction monitoring plan.

**B.** Failure by the Design/Build Team submitting a proposal to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation. SWCD reserves the right to accept or reject any or all proposals. SWCD also reserves the right to elect not to award a contract based on

this Request for Proposal for any reason. All proposals are limited to thirty (30) typed pages, single sided, using a font no smaller than 12-point. Thirty page limit will include copies of resumes, work experience, and any other type of company literature.

C. Provide a conflict of interest statement indicating that the firm or firms, and the individuals assigned to this project do not have, and shall not have for the duration of the subject contract any other interests in or business association with SWCD.

D. Reimbursement Limitations: SWCD is not liable for any costs incurred by the Design/Build Team in responding to this RFP, or for any costs incurred in connection with any discussions or correspondences required for clarification of any subject contained in this RFP. Any and all costs incurred in responding to this RFP, including oral interviews, site visits, and coordination of the site visits, demonstrations, or other related activities shall be the responsibility of the Design/Build Team.

E. ***Selection Criteria.***

The Interview Team will review and evaluate all proposals submitted in response to this RFP. SWCD will consider whether all proposals submitted are complete and whether they meet all of the requirements outlined in the Request for Proposal and the specific criteria for evaluating competitive proposals earlier detailed in this section.

F. ***Selection Procedures.***

The selection of the Design/Build Team will follow the outline set forth below.

1. The Interview Team shall review each proposal. The criteria outlined in this section will be used to review all the proposals.
2. The Interview Team may require on-site interviews with the top three (3) to five (5) qualified Design/Build Teams. These interviews will be at the expense of the Design/Build Teams without reimbursement by SWCD.
3. Upon completion of review, SWCD shall enter into negotiations with the best possible Design/Build Team as determined solely by SWCD. If successful negotiations are not completed within a reasonable time period, then negotiations shall commence with the next best Design/Build Team. A reasonable time period is at the discretion of SWCD.

SWCD reserves the right to reject any and all proposals where the Design/Build Team fails to meet the terms and conditions of the RFP, including, but not limited to, standards, specifications, and requirements, or where the response to the RFP contains significant inconsistencies and/or inaccuracies.

SWCD reserves the right to reject, in whole or in part, all proposals, where SWCD, taking into consideration factors including, but not limited to, price and the results of the evaluation process, has determined that award of a

contract would not be in the best interest of SWCD or US EPA.

SWCD may cancel and/or re-issue the RFP, in whole or in part, when the services offered are not in compliance with the requirements, specifications, and terms and conditions set forth in this RFP, or pricing offered is considered to be excessive in comparison with existing market conditions or exceeds the available funds of SWCD, or it is determined that award of a contract would not be in the best interests of SWCD and/or US EPA.

All proposals will be considered firm and in the event a contract ensues as a result of this solicitation, the Design/Build Team selected will be required to fulfill the contractual obligations at the amount quoted in the cost proposal.

In the event a contract ensues as a result of this solicitation, the Design/Build Team selected will be required to sign a statement protecting the confidentiality of all individuals served.

Pursuant to Section 149.43 of the Ohio Revised Code, the proposal may be considered a public record and be released upon request.

The SWCD will treat any documents submitted with the proposal as a public document unless informed in writing by Design/Build Team that it considers the document to contain trade secrets under Ohio law. The SWCD may require additional information in support of such a claim.

### **III. SCOPE OF SERVICES**

#### *Project Background:*

The past 100 years of urban development has left the entire Euclid Creek watershed over 80% developed. In 2005, the Euclid Creek Total Maximum Daily Load (TMDL) assessment was completed and approved by USEPA. This TMDL indicated that impairments to fish species were the major factor in the stream's inability to meet full attainment under the Clean Water Act. Much of this impairment can be attributed to the absence of aquatic habitat in the lower section of the watershed which has severely limited the number and diversity of fish species found throughout the stream. The absence of habitat in lower Euclid Creek is exacerbated by the fact that the lower estuary section of the stream was filled a number of years ago using material dredged from Wildwood Marina to create an oxbow island. This island currently stands 6-10 feet above the existing creek channel and has resulted in this section of the stream losing almost all of its estuary wetland characteristics.

Along with the impacts to fish species, watershed development has greatly reduced the habitat available for migratory bird species. The North American Waterfowl Management Plan of 1986 sets the framework for the conservation of migratory bird habitats. Euclid Creek is part of the Lower Great Lakes Regions of Continental Significance for ducks, geese, and swan as identified in the Plan. In addition, the lower section of Euclid Creek is part of the Atlantic Flyway route, one of the major North American Migration Flyways. However, habitat for these migratory birds in the vicinity of the project is scarce. Re-establishing the estuarine habitat in lower Euclid Creek will provide increased habitat for these and other migratory bird species.

In addition to the absence of habitat for fish species, the lower section of Euclid Creek is also faced with the pervasiveness of a number of invasive species such as Japanese knotweed, garlic mustard, and phragmites. The presence of these invasive plant species has drowned out the growth of native vegetation species and has further reduced the habitat available for the area's flora and fauna.

Lastly, in 1999 the Ohio Department of Natural Resources (ODNR) and the Ohio Environmental Protection Agency developed a strategy to address the continuing loss of wetlands in the State of Ohio through the Ohio Wetland Restoration and Mitigation Strategy Blueprint. The blueprint identifies Cuyahoga County as having the lowest wetland reserve of the seven counties bordering Lake Erie, and identifies it as a county that is continuing to lose wetlands at an alarming pace.

*Project Description / Location:*

The project site is located roughly ¼ mile upstream of the mouth of Euclid Creek, which flows directly into Lake Erie and is located in the Cuyahoga River Area of Concern (AOC). Ohio EPA river mile maps list the beginning of the project area upstream of Park Road at RM 0.3 and end of project area at Lakeshore Boulevard at RM 0.65. Euclid Creek, draining twenty-four square miles of land, is situated in Cleveland, Cuyahoga County, Ohio between the two major river systems of the Cuyahoga and Chagrin Rivers. At the present, freshwater estuaries are extremely scarce along the Lake Erie shoreline with only a few remaining. In restoring the estuarine functions of Lower Euclid Creek, the project would create fish habitat for a number of important Lake Erie fish species many of which are of interest to the fishing public, and the improved habitat conditions will create improved fishing opportunities yielding a significant economic benefit by creating jobs in a region acutely impacted by the current recession.

This urban coastal lacustrine estuarine refuge is unique in the Cuyahoga AOC since it is located in Wildwood Lakefront State Park, a protected public park, which is part of the Ohio State Parks System. The park is owned by the City of Cleveland and managed by the Ohio Department of Natural Resources (ODNR). The project provides a rare opportunity for residents of an urban area to connect with nature and experience native plant species long extirpated from our region and to enjoy wildlife species that have disappeared. Both the City and ODNR are eager to begin project implementation and both support this project.

Goals of the Project:

- To aid in delisting the Cuyahoga River Area of Concern (AOC) by increasing habitat for degraded fish and wildlife populations by the following means:
  - Restore five (5) acres of urban coastal wetlands and restore a minimum of 1500 feet of shoreline habitat to serve as a fish habitat refuge and nursery for the urban coastal estuary zone of this Lake Erie freshwater system
  - Re-establish and improve the migration and spawning of freshwater coastal species of fish and wildlife
  - The wetland areas shall have the following basic ecological goals for wetland areas: 1) less than 10% of its total area as “unvegetated open water”; 2) greater than 75% of its total area vegetated with native, perennial hydrophytes (FAC, FACW, OBL) cover; and 3) less than 5% of its total area with invasive species (*Phragmites australis subsp. australis*, *Lythrum salicaria*, *Phalaris arundinacea*, *Typha angustifolia*, *T. x glauca*, *Polygonum cuspidatum*)
  - Wetland areas shall have a hydrologic regime equivalent to other Lake Erie

- freshwater estuaries with unrestricted hydrology
- Upland areas associated with the shoreline restoration or upland buffer zones shall be vegetated with appropriate native Ohio upland shoreline or floodplain species and shall have less than 5% of the total area in invasive plants especially garlic mustard (*Alliaria petiolata*) and Japanese knotweed (*Polygonum cuspidatum*)
- Meet a minimum QHEI and Index of Biological Integrity (IBI) score for the equivalent of warmwater habitat for a Lake Erie freshwater estuary
- A Vegetation IBI score of at least 50 (Wetland Habitat/Category 2) as specified in Table 8 in Mack and Micacchion (2006)<sup>1</sup> for Lake Erie coastal river mouth wetlands

Project area maps are included in this proposal (Appendix 1-4).

The Lacustrine Refuge project will use natural stream design and ecological restoration principals. The aquatic habitat within the Euclid Creek lacustrine will be restored to have characteristics similar to great lakes coastal wetland and lacustrine marsh habitats where ecology and hydrology are highly influenced by their proximity to the lake. The restoration should help filter pollutants and trap excess nutrients and sediment helping to improve water quality, in addition to being an important feeding and breeding ground for aquatic and terrestrial life.

A concept plan for the project was developed with input from a number of nationally and regionally recognized experts in Lake Erie estuary habitats. The general concept is to re-establish the emergent wetland areas within the estuary zone by regrading the existing oxbow to create a wetland consisting of varying shallow wet areas. This plan is a concept and should not be viewed as a limit to the Design/Build Team. In addition to regrading the oxbow area and creating an estuary wetland area, improvements to the stream channel will be made to the 1500 feet adjacent to the oxbow to improve shoreline habitat. The project will also attempt to eliminate the presence of invasive plant species found throughout the lower section of the stream, and replace these invasive species with species native to the area. The stream restoration area may extend upstream to just below Lakeshore Boulevard.

Preliminary sediment analysis done by the Army Corps of Engineers found that no significant contamination was present on the Lacustrine Refuge site (report available upon request).

Excavated soil will be managed to minimize any environmental impacts from newly exposed areas. If possible, soils will be managed on-site.

The Design/Build Team shall meet all of the following project requirements listed below:

**Task A      Baseline Project Review**

**Subtask A-1      *Review of Existing Information and Evaluation of Project Area***

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<sup>1</sup> Mack, J. J. and M. Micacchion. 2006. Addendum to: Integrated Wetland Assessment Program. Part 4: Vegetation Index of Biotic Integrity for Ohio Wetlands and Part 7: Amphibian Index of Biotic Integrity for Ohio Wetlands. Ohio EPA Technical Report WET/2006-2. Ohio Environmental Protection Agency, Wetland Ecology Group, Division of Surface Water, Columbus, Ohio.

The objectives of this task are to assemble and review existing information, and review and evaluate the project area and the problems affecting the stream. The Design/Build Team shall assemble necessary background information pertinent to the execution of this project (including but not limited to historic channel location maps, basis of design documents, inspection reports, base map data, contract plans and specifications). The Design/Build Team shall review the existing information obtained under this task in order to:

- Determine its adequacy for mapping
- Determine its adequacy for use in the development of the hydraulic and hydrological analysis
- Identify data deficiencies and gaps
- Develop performance objectives to guide the design of improvements

**Subtask A-2            *Evaluation of Project Site Report***

The Design/Build Team shall furnish an evaluation report for the Lacustrine Refuge project to document the parameters, assumptions, calculations and decisions used or made in deciding how the project site should or could be designed and built under the funding available. The Design/Build Team shall provide three (3) hardcopy and three (3) electronic versions on CD of the evaluation report containing the following information:

- Background information on site
- Existing hydraulics and hydrology
- Geotechnical considerations
- Other considerations for protection of existing infrastructure
- Scope of channel and wetland floodplain excavation

**Task B                    Preliminary Tasks**

**Subtask B-1            *Baseline Survey***

The Design/Build Team shall establish a baseline survey to which the project stationing and all geometrics will be referenced. The Design/Build Team shall locate critical elevations and establish a reference benchmark circuit for all construction. The Design/Build Team shall locate critical existing utilities and pertinent property lines from the baseline survey. The Design/Build Team shall perform all research and procure all information necessary to establish existing right-of-way, property, and existing easement lines. The survey shall include an appropriate number of stream channel cross-sections of both the main channel and the oxbow that will provide the necessary data needed for completing restoration design details. Also, the Design/Build Team shall field locate and identify topographic details, provide services needed to fully describe and detail the design drawings, and perform spot survey checks to verify the accuracy of the topographic mapping. All elevations and horizontal coordinates are to be referenced to State Plane.

The Design/Build Team will be expected to locate existing utilities by obtaining drawings from utility companies, field verifying all information, and as much as possible, having utility locations out-marked by the utility companies.

*Any wetlands on the site will need to be delineated and categorized in accordance with state and federal delineation and categorization procedures. The team shall include in their proposal all permits and meetings with the US Army Corp; Ohio Environmental Protection Agency; and Federal Emergency Management Agency.*

### **Subtask B-2      *Permits and Easements***

The Design/Build Team shall prepare legal descriptions, calculations and plats for any necessary permits and permanent and temporary easements, which will be needed during construction of the project. Any major technical efforts in support of the acquisition or negotiation of permits and easements shall be documented by the Design/Build Team and included as part of the Final Project Compendium. Additionally, copies of all permits and temporary easements should be included. All significant issues that are resolved in the permitting process and in support of ecological expectations should be documented.

The Design/Build Team shall take the lead in obtaining and coordinating the information required by the various agencies and entities from which permits and/or approvals are needed for the project. The Design/Build Team shall also take the lead in applying for, negotiating, and acquiring the necessary permits and approvals.

### **Subtask B-3      *Monitoring Plan and Baseline Monitoring***

The Design/Build Team shall provide baseline monitoring taking project objectives and goals into consideration. The first objective is increased usage of the project area by Lake Erie Fish species. The Design/Build Team shall use the appropriate Ohio EPA biological sampling protocols for fish species assessments in Lake Erie freshwater estuaries. Additional sampling each year shall assess life stage distribution of native fish species and compare to pre-project levels in order to determine whether objectives are being met. The second objective consists of establishing increased native species plant cover with a target goal of 95% cover being native.

Wetland Monitoring shall generally follow *Integrated Wetland Assessment Program. Part 6: Standardized Monitoring Protocols and Performance Standards for Wetland Creation, Enhancement and Restoration v. 1.0.*<sup>2</sup> Deviations from this protocol should be noted in the proposal.

The Design/Build Team will also create an ecological performance monitoring plan to evaluate baseline conditions and conditions post-construction with the plan laying out monitoring on an annual basis for five (5) years after project construction. The monitoring plan should be developed using the parameters and five critical elements established through the National Estuary Restoration Act (2000) as a guideline. Monitoring post construction will be conducted with project partners from the Northeast Ohio Regional Sewer District and Ohio EPA.

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<sup>2</sup> Mack, J. J., M. S. Fennessy, M. Micacchion and D. Porej. 2004. Integrated Wetland Assessment Program. Part 6: Standardized Monitoring Protocols and Performance Stanards for Wetland Creation, Enhancement and Restoration v. 1.0. Ohio EPA Technical Report WET/2004-6. Ohio Environmental Protection Agency, Division of Surface Water, Wetland Ecology Group, Columbus, Ohio.

The Design/Build Team will create Quality System Documentation, including a Quality Management Plan (QMP), a Quality Assurance Project Plan (QAPP) or such other documentation which demonstrates compliance with American National Standard Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs, ANSI/ASQC E4-2004.

**Subtask B-4      *Invasive Species Management Plan***

The Design/Build Team shall inventory and record where invasive species are located within the project area in order to develop a management plan for invasive flora and fauna during the project time frame and for long term invasives control plan and cost estimates (e.g. recommendations for setting up a long term volunteer invasives monitoring program). Invasive species management will occur pre- and post-grading. Proposed management conducted pre-grading will be reviewed and approved by the SWCD, ODNR, Advisory Committee, and Project Oversight Manager.

The Design/Build Team shall also prepare a detailed cost estimate for implementing these management recommendations and a schedule of anticipated activities that should be expected over a period of 5 (five) years following construction. Recommendations under this task shall be included as part of the Final Project Compendium.

**Task C      Preliminary Design**

**Subtask C-1      *General***

The Design/Build Team shall design, in all necessary and usual detail, elements of the stream and wetland restoration for a 30% design submittal. The preliminary design shall be submitted to the ODNR, City of Cleveland and Ohio EPA for review in order to determine if further approvals are needed. Additionally, the Design/Build Team is required to submit 6 copies of all preliminary, intermediate, and final design drawings and any other submittals to the SWCD to disperse to project partners who will review and approve all submissions. The Design/Build Team will also produce a report and recommendation for alternate project delivery methods. At this point, the Design/Build Team should determine, and recommend, how much additional design work is needed on the project to proceed to the *Build* stage of this project. Justification for this decision should be included in the recommendation report.

Design documents shall include bioengineering, hydrology and hydraulics, structural, and geotechnical elements needed to convey the tributary flow within natural channel design guidelines and protect existing infrastructure. The design document should include the project goals listed in Section III and how the proposed design will meet those goals. The documents should establish requirements for materials and construction techniques. The Design/Build Team shall determine methods to convey existing flows during construction and quantify the flows to be conveyed. The Design/Build Team shall provide hydraulic calculations to the SWCD for all sections of the project showing adequate stream conveyance and conditions to support ecological habitat during low flow conditions and adequate capacities without negative ecological or structural consequences for high flow conditions. The Design/Build Team shall develop sketches, drawings and other back-up data required to complete the design.

The Design/Build Team shall investigate and report on the expected impacts on existing structures along and downstream of the proposed alignment. The design will be examined by the Advisory Committee and Project Oversight Manager.

## **Task D      Final Design**

### **Subtask D-1      *General***

Following the recommendations made under Task C, and upon approval from the Advisory Committee and Project Oversight Manager, the Design/Build Team shall proceed with final design plans for the project, where applicable.

### **Subtask D-2      *Geotechnical Investigations***

The Design/Build Team shall utilize a geotechnical professional, as needed, either internally or through the services of a Design/Build Team who specializes in geotechnical consulting to prepare the preliminary and final geotechnical report. The Design/Build Team will provide a detailed resume of the geotechnical professional in the proposal. The proposed geotechnical professional will need to have five (5) years of recent geotechnical experience to be considered qualified. This geotechnical professional shall assist the Design/Build Team in determining the parameters of a soil boring program that is specific for each of the project areas, including prescribing the necessary tests, the number of soil borings to be taken, and evaluating the resulting data. A geotechnical baseline report shall be included as a section to the final project compendium.

The final boring logs shall be the result of the data gathered in the field and lab. The logs shall be incorporated into the final geotechnical data report, which will be issued with the construction bid documents. The geotechnical data report shall contain boring logs and laboratory analysis results. A geotechnical baseline report shall contain the evaluation of the subsurface materials discovered and the conditions, which the Design/Build Team can expect to encounter. The geotechnical baseline report shall serve as the baseline for differentiation between expected subsurface conditions and differing site conditions. In addition, the geotechnical baseline report shall include discussion of appropriate construction techniques and support requirements necessary to properly construct this project.

### **Subtask D-3      *Plans***

The Design/Build Team shall prepare detailed plans that include the following:

- a.** Title Sheets including a location plan (1" = 500'), index or list of drawings, appropriate signatures, and the professional engineer stamp, registered in the State of Ohio, of the Design/Build Team's project manager.
- b.** A Storm Water Pollution Prevention Plan (SWPPP) shall be provided for the construction of the project. The SWPPP should show all requirements detailed in Part III G, SWPPP Requirements, of the Construction General Permit (OHC000003). In addition, special conditions related to 401 and 404 permits, non-sediment pollutants, etc., need to be addressed as

part of a comprehensive SWPPP. A SWPPP Recommendation of Approval (ROA) from the Cuyahoga SWCD is required before the Design/Build Team will be fully compensated.

**c.** Baseline surveys including benchmark and control point locations. Benchmark and control point tie-off diagrams shall also be provided.

**d.** Plan and profile sheets at scales of 1" = 20' horizontal and 1" = 5' vertical for existing features and demolition, proposed site plan, proposed grading plan, stream profile, cross sections, planting plan, and other construction techniques.

**e.** The plan view shall show, at a minimum, the following details:

- Existing and proposed contours at 1-foot intervals
- Existing surface features such as driveway and parking areas (type and width), driveway culverts (size and material), bridges, utility poles, catch basins, manholes, and trees (type and trunk size)
- All existing property, right-of-way, and city limit lines, with labels indicating the permanent parcel and sub lot numbers, present property owners and municipalities. Permanent parcel and sub lot numbers and property owners' names may be provided on separate right-of-way plan sheets to avoid design sheet congestion as approved by SWCD.
- Existing and new easement limits and new easement numbers
- All existing utilities, storm sewers, irrigation lines and road or cart path culverts including type, length, dimensions and any necessary relocation plans
- Thalweg baseline surveys, including benchmark and control point locations and stationing of both lines. The stationing along the new thalweg shall be the predominant stationing on the plan sheets.
- Soil boring locations and numbers
- A sediment sieve analysis (Sediment D50)
- Limits of construction
- All upstream and downstream culvert invert elevations
- Types of structures and sizes
- Benchmarks shall be referenced to the nearest NAVD88 benchmark
- Reference the current FEMA NFIP map and zone limits
- All wetlands shall be delineated within the project area location
- Proposal shall include a wetland inspection, delineation, and mitigation proposal, if applicable
- Soil borings shall be to a depth 5 feet below the lowest excavation on the final plan
- Benchmark locations and elevations used in survey
- Stream flow direction
- Planting limits, lists, and costs (e.g. woody vegetation, wetland plants, etc.)
- Trees to be removed and protected
- Bankfull limits
- Reference to cross section views
- Current and proposed stream bank delineations
- Current and proposed channel and thalweg
- Grading and demolition plans

- Proposed methods of access for channel maintenance
- A specification of the vegetation class(es) (e.g. emergent, scrub-shrub, or forested), to be constructed. The Design/Build Team will develop the specs for the plantings. Species selection will utilize the following documents for reference:
  - Appendix to Integrated Wetland Assessment Program. Part 2: An ordination and classification of wetlands in the Till and Lake Plains and Allegheny Plateau regions.<sup>3</sup>
  - Characteristic Ohio Plant Species for Wetland Restoration Projects v. 1.0.<sup>4</sup>
  - Preference will be given to proposals which utilize the following assemblages:

Emergent Marsh

*Asclepias incarnata*  
*Bidens cernua*  
*Bolboschoenus fluviatilis*  
*Carex comosa*  
*Cyperus erythrorhizos*  
*C. odoratus*  
*C. strigosus*  
*Echinochloa muricata*  
*E. walteri*  
*Eclipta prostrata*  
*Eleocharis erythropoda*  
*E. palustris*  
*Eupatorium perfoliatum*  
*Galium tinctorium*  
*Hibiscus moscheutos*  
*Iris versicolor*  
*Juncus torreyi*  
*Lobelia siphilitica*  
*Lycopus americanus*  
*Mimulus ringens*  
*Polygonum amphibium*  
*P. lapathifolium*  
*P. pensylvanicum*

*Rorippa palustris*  
*Rumex verticillatus*  
*Sagittaria latifolia*  
*Schoenoplectus tabernaemontani*  
*Scirpus atrovirens*  
*S. cyperinus*  
*Scutellaria galericulata*  
*Sium suave*  
*Sparganium eurycarpum*  
*Typha latifolia*  
*Verbena hastata*

*Nymphaea odorata*  
*Peltandra virginica*  
*Pontederia cordata*  
*Potamogeton nodosus*  
*Spirodela polyrhiza*  
*Zannichellia palustris*  
*Zosterella dubia*

Shrubs/Trees

*Cornus amomum*  
*Populus deltoides*  
*Salix amygdaloides*  
*S. eriocephala*  
*S. exigua*

Aquatic Bed

*Ceratophyllum demersum*  
*Elodea canadensis*  
*Nelumbo lutea*  
*Nuphar advena*

<sup>3</sup> Mack, J. J. 2004. Appendix to INTEGRATED WETLAND ASSESSMENT PROGRAM. Part 2: An ordination and classification of wetlands in the Till and Lake Plains and Allegheny Plateau regions. Ohio EPA Technical Report WET/2004-2. Ohio Environmental Protection Agency, Division of Surface Water, Wetland Ecology Group, Columbus, Ohio.

<sup>4</sup> Mack, J. J. 2007. Characteristic Plant Species for Wetland Restoration Projects in Ohio v. 1.0. Ohio EPA Technical Report WET/2007-1. Ohio Environmental Protection Agency, Division of Surface Water, Wetland Ecology Group, Columbus, Ohio.

- f.** The profile and cross section views shall show, at a minimum, the following details:
- Existing and proposed grade lines
  - Existing and proposed elevations
  - Bankfull elevation
  - All potentially impacted utilities, irrigation lines including storm sewers and road culverts, giving their respective type, dimensions, outlines and clearances
  - Elevation of proposed stabilization and channel features
  - Reference to plan views
- g.** Separate 1" = 20' or larger scale site plans for proposed special structures and other congested work areas with profiles as appropriate in an AutoCAD drawing.
- h.** All necessary details for the construction techniques(s) specified in the final design, including, but not limited to, location and elevation of proposed features, excavation dimensions, primary support, and dewatering
- i.** Miscellaneous details, including site restoration, special and standard details, plans for maintaining traffic, sequencing of construction, erosion control, and other details as necessary and required, including impact on school facility construction staging and stockpile areas, including vehicle access and crossings on site disposal areas, if proposed.
- j.** Geomorphic calculations such as width, mean and max depth at flood prone area, longitudinal profile for the stream bed and surface water elevation must be included in the proposal.

#### **Task E                      Project Construction**

The Design/Build Team shall perform the construction/build portion of this project per the design plans as approved by the SWCD, the Advisory Committee and the Project Oversight Manager. This construction will be overseen by the Design/Build Team and the Project Oversight Manager.

Once construction has been completed, the Design/Build Team will provide post construction monitoring recommendations for the project site, as well as to develop on going monitoring and invasive species management recommendations and cost estimates that SWCD can implement following construction (as detailed in Subtasks B-3 and B-4).

#### **Subtask E-1: *On-going Maintenance Recommendations / Estimate of Cost***

The Design/Build Team shall provide recommendations to the Advisory Committee for post-construction maintenance of the entire project area. Particular emphasis should be placed on the recommendations for maintaining the stability, overall ecological integrity, and on going functionality of various channel features, bank stabilization, maintenance access, and plant success. Maintenance recommendations should take into consideration that project

improvements be maintained under a routine maintenance program. The Design/Build Team shall also prepare a detailed cost estimate for implementing these maintenance recommendations and a schedule of anticipated maintenance activities that should be expected over a period of 5 (five) years following construction. Recommendations under this task shall be included as part of the Final Project Compendium.

As-builts should be provided and added as part of the Final Project Compendium.

## **Task F      Project Administration**

The Design/Build Team shall provide coordination between the Advisory Committee, the Project Oversight Manager and any other subcontractors selected to carry out project tasks. The Design/Build Team shall be responsible for the overall quality of task work, including tasks performed by a sub consultant. The Design/Build Team is expected to maintain a strong and responsive local presence to assure effective sub consultant management and prompt response to SWCD questions and concerns and coordination with the ODNR - Cleveland Lakefront State Park staff and impacts on daily operations.

### **Subtask F-1:      *Project Organization and Management***

The Design/Build Team shall work with SWCD and the Project Oversight Manager to develop and maintain a detailed master project schedule for the Lacustrine Refuge Project identifying milestones, deliverables, and key coordination meetings. The master schedule shall be regularly updated and forwarded to the Advisory Committee. The project completion date is November 30, 2011.

The Design/Build Team shall include any documentation that is compiled under this task as a part of the Final Project Compendium.

All sub consultants shall be listed in your response (including any liability insurance such as auto and general, workers compensation, and I-9 if needed) along with their estimated time on the project and team members if known.

The successful Design/Build Team shall provide a Tentative Schedule of Completion of the design, bidding, and construction in the response.

### **Subtask F-2:      *Progress Meetings***

Progress meetings between the Advisory Committee, the Project Oversight Manager, and the Design/Build Team shall be held, in general, on a quarterly basis. The Design/Build Team shall prepare status reports to be submitted to the SWCD at least five (5) working days prior to the meeting. The project status reports shall set forth the following information, for both the Design/Build Team and any sub consultants:

- Current scope of work completion status versus anticipated status,

- Summary of budget status, including MBE/WBE utilization,
- Project information and decision needs including the anticipated source, expected response
- Time and any issues or problems that could delay the expected response,
- Anticipated tasks and accomplishments for the coming month,
- Questions, comments, problematic issues and suggestions,
- Identification of out of scope task work, and
- Invoicing issues and proposals to address such issues.

Monthly progress update meetings will be held with the SWCD Project Manager and Project Oversight Manager to provide regular updates in between quarterly meetings. The above listed items are to be discussed and the update meetings may be held in person or by conference call. Once construction begins, weekly meetings will be held to provide progress updates and construction status.

The Design/Build Team will produce meeting minutes for all meetings to be attached to grant progress reports.

**Subtask F-3:                    *Public Education and Outreach***

Cuyahoga SWCD’s Project Manager will coordinate the project education and outreach process through the existing Euclid Creek Watershed Program (facilitated by the Euclid Creek Watershed Council’s Public Involvement and Public Education Program) including creating educational brochures, educational signage and dissemination of information.

Cuyahoga SWCD’s Project Manager will coordinate two public meetings with support from the Design/Build Team in preparing materials for the meetings (e.g. designs, maps, etc.). The meetings will include a project kick-off meeting and a construction completion public meeting.

**Subtask F-4:                    *Document and Data Management***

Hard copies of all required reports shall be submitted in bound format. One of the copies shall be unbound. Upon completion of work, all final reports and electronic data shall be submitted to the Advisory Committee in a timely manner.

**IV. PROPOSAL REQUIREMENTS**

**A. PRE-PROPOSAL ON-SITE MEETING**

There will be a Pre-Proposal meeting at the Lacustrine Refuge project site on **November 8, 2010 at 10:00 am**. The Pre-Proposal meeting will be held at Wildwood Lakefront State Park. The entrance is located at E. 174<sup>th</sup> Street and Lakeshore Boulevard, meet at marina parking lot.

**It is strongly recommended that interested Design/Build Teams attend the Pre-Proposal On-Site Meeting.**

Design/Build Teams should come to the Pre-Proposal On-Site Meeting prepared to ask questions regarding the Request for Proposals.

**B. ADDENDA**

Any changes or additions to the specifications will be delineated in the form of an addendum which will be emailed to those who attend the Pre-Proposal On-Site Meeting and posted on the SWCD project website. No addenda will be issued later than Wednesday, November 24, 2010.

**C. PROPOSAL SUBMISSION DEADLINE**

The proposal documents must be received at the following location by no later than 4:00 pm local time on the date below:

*December 1, 2010*

**Claire Posius, Euclid Creek Watershed Coordinator  
Cuyahoga Soil and Water Conservation District  
6100 West Canal Road  
Valley View, Ohio 44125**

The proposal documents shall be submitted in a sealed envelope which is clearly identified as:

**“SEALED BID”  
“Request for Proposals for the  
Lacustrine Refuge in the Cuyahoga AOC Project”**

**PROPOSALS DUE: December 1, 2010, 4:00 pm, Local Time**

**LATE PROPOSALS WILL BE UNOPENED AND AVAILABLE FOR PICK UP  
AT THE SWCD OFFICES.**

**D. PROPOSAL DOCUMENT REQUIREMENTS.** The Design/Build Team shall submit the following documents with the proposal (see Appendix for forms):

**1. Pricing Document(s) (Original Signature Only)**

All Design/Build Team’s submitting proposals must submit this document signed. This document is to be Design/Build Team generated. The budget for this project is not to exceed **\$1,170,000.00**.

**2. Non-Collusion Affidavit (Original Signature & Notarized)**

All Design/Build Team's submitting proposals must submit this signed and notarized document for the proposal to be considered.

**3. Design/Build Team's Reference Sheet**

All Design/Build Team's submitting proposals must submit this document for the proposal to be considered.

Item 1 (Pricing Document) must be generated by the Design/Build Team in a format which provides line item budgets for the aforementioned tasks found under the Scope of Services section contained within this RFP. Blank copies of documents listed under items 2, and 3 above have been included in the Appendix of this specification for completion and submission by the Design/Build Team.

**In addition, only the Non-Collusion Affidavit shall be notarized.**

**Proposals that do not contain the Pricing Document with an original signature, a notarized Non-Collusion Affidavit with an original signature, and the Design/Build Team's Reference Sheet, will be rejected.**

**4. Design/Build Team's Experience.**

The parameters to be evaluated are on page 5 under "Evaluation of Qualifications".

**5. Copies of Proposal.**

Responses must be submitted with one (1) original and eight (8) copies, in addition to, one (1) cd-rom pdf document of the proposal with all required information. Each proposal is limited to 30 pages, single sided. All proposals submitted will become the property of the SWCD and will not be returned. The original proposals shall be postmarked as such or be readily identifiable as the original.

**E. GENERAL TERMS AND CONDITIONS FOR AWARDED CONTRACT**

The following terms and conditions shall apply to the proposals:

1. No proposal shall be withdrawn after it has been submitted to SWCD.
2. All proposals submitted will be in effect for one hundred twenty (120) calendar days from the due date. Proposals will be accepted or rejected within one hundred twenty (120) calendar days.

3. The SWCD assumes no responsibility or liability for costs incurred in the preparation and/or submission of any proposal.

4. Corrections of errors in a proposal after the opening of proposals shall not be allowed except for extension errors and/or math errors which are clearly evident. Correction of errors allowed by this paragraph must be accomplished within two (2) working days after the opening of proposals.

5. The SWCD reserves the right to consider all elements entering into the question of determining the responsibility of a Design/Build Team.

6. The SWCD reserves the right to reject any or all proposals for any reason.

7. Any proposal which is incomplete, conditional, obscure, or which contains additions or deletions not called for or irregularities of any kind shall be rejected.

8. It is understood that time is of essence and this provision applies to all terms and conditions contained herein.

#### F. MISCELLANEOUS

If any Design/Build Team finds any perceived conflict, error, omission or discrepancy on or between any provision of this RFP or between any part of the RFP and any applicable provision of law, the Design/Build Team shall submit a written request for interpretation or clarification to **Claire Posius at [cposius@cuyahogaswcd.org](mailto:cposius@cuyahogaswcd.org)**.

**Any oral communication will be considered unofficial and non-binding on the SWCD. Design/Build Teams should only rely on written statements issued by the SWCD.**

**Appendix**

Design/Build Team's Pricing (Design/Build Team Generated) .....1-1

Non-Collusion Affidavit .....1-2

Design/Build Team's Reference Sheet .....1-3

Project Area Maps .....1-4

**Appendix 1-1**

**DESIGN/BUILD TEAM'S PRICING SHEET**

**DESIGN/BUILD TEAM GENERATED**

Appendix 1-2

NON-COLLUSION AFFIDAVIT

*(THIS AFFIDAVIT MUST BE EXECUTED AND NOTARIZED FOR THE PROPOSAL TO BE CONSIDERED)*

STATE OF OHIO )  
 ) SS.  
COUNTY OF CUYAHOGA )

\_\_\_\_\_ being first duly sworn, deposes and says that

he/she is \_\_\_\_\_ of the party making the foregoing proposal: that such proposal (sole owner, partner, president, etc.) is genuine and not collusive or sham: that said Design/Build Team has not colluded, conspired, connived or agreed, directly or indirectly, with any contractor or person to put in a sham proposal, or that such other person shall refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price of affiant or any other contractor, or to fix any overhead, profit or cost element of said price, or of that of any other contractor, or to secure any advantage against the Cuyahoga Soil and Water Conservation District or any other persons interested in the proposed contract; and that all statements contained in said proposal are true; and further that all statements contained in said proposal are true; and further that such contractor has not, directly or indirectly submitted this proposal, or contents thereof, or divulged information relative thereto to any association or to any member or agent thereof

\_\_\_\_\_  
AFFIANT

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:

**Appendix 1-3  
DESIGN/BUILD TEAM'S REFERENCE SHEET**

**INSTRUCTIONS:**

List a minimum of three (3) references that most closely reflect a similar scope of work projects within the past 5 years. Provide all data requested below for each reference listed. Use additional sheets if desired.

<b>ORGANIZATION'S NAME:</b>	<b>CONTACT PERSON'S NAME:</b>
<b>ORGANIZATION'S FULL ADDRESS:</b>	<b>CONTACT PERSON'S TELEPHONE NUMBER:</b>  <b>DATE SERVICE(S) PROVIDED:</b>
<b>SPECIFY THE SERVICES PROVIDED:</b>	
<b>ORGANIZATION'S NAME:</b>	<b>CONTACT PERSON'S NAME:</b>
<b>ORGANIZATION'S FULL ADDRESS:</b>	<b>CONTACT PERSON'S TELEPHONE NUMBER:</b>  <b>DATE SERVICE(S) PROVIDED:</b>
<b>SPECIFY THE SERVICES PROVIDED:</b>	
<b>ORGANIZATION'S NAME:</b>	<b>CONTACT PERSON'S NAME:</b>
<b>ORGANIZATION'S FULL ADDRESS:</b>	<b>CONTACT PERSON'S TELEPHONE NUMBER:</b>  <b>DATE SERVICE(S) PROVIDED:</b>
<b>SPECIFY THE SERVICES PROVIDED:</b>	

**Appendix 1-4  
PROJECT AREA MAPS**

