



Cuyahoga
Soil and Water
Conservation
District

Request for Proposals
for Design, Engineering and Construction Oversight Services
for the
Baldwin Creek Dam Removal/Fish Passage Restoration
Project

Issued May 6, 2011

Cuyahoga Soil & Water Conservation District
6100 West Canal Road
Valley View, Ohio 44125

www.cuyahogaswcd.org

Proposals Due: June 3, 2011
4:00 PM EDT

Request for Proposals
Cuyahoga Soil and Water Conservation District
Baldwin Creek Dam Removal/Fish Passage Restoration Project

Cuyahoga Soil and Water Conservation District

The Cuyahoga Soil and Water Conservation District (SWCD) was established as a legal entity in the State of Ohio in April 1949. It is one of 88 SWCD's in the State of Ohio, each of which receives funding from County Commissioners, the State of Ohio, and special grants. Cuyahoga SWCD is administered by a five-member, elected Board of Supervisors, consisting of Cuyahoga County property owners or residents.

Cuyahoga SWCD's mission is "to promote conservation of land and aquatic resources in a developed environment through stewardship, education, and technical assistance." As part of this mission, the Cuyahoga SWCD houses the Rocky River Watershed Program, which collaborates with the Rocky River Watershed Council and partner communities and agencies throughout the watershed to implement the Rocky River Watershed Action Plan.

Authority

Section 1515 of Ohio Revised Code grants to the Board of Supervisors of soil and water conservation districts the power to implement, construct, repair, maintain and operate preventative and control measures and other works of improvement for natural resource conservation on lands within the district, as well as the power to make and enter into all contracts, leases, and agreements and execute all instruments necessary or incidental to the performance of the duties and execution of the powers granted to it.

General Description of Work

Cuyahoga SWCD is seeking a consultant to provide design, engineering and construction oversight services for the Baldwin Creek Dam Removal/Fish Passage Restoration Project.

Project Background and Location

Baldwin Creek rises in North Royalton and flows in a westerly direction through Parma, Middleburg Heights, Strongsville, and Berea before entering the East Branch of the Rocky River near the Berea water Treatment Plant. At one time, the creek was impounded to form Coe Lake. The City of Berea has since redirected the flow of the Creek to bypass Coe Lake.

Ohio EPA has assessed the lower 8.0 miles of Baldwin Creek. None of these miles are attaining designated aquatic uses. The mean QHEI score is 52.75 but individual scores are highly variable ranging from 32.0 to 67.0. This score indicates that the stream is marginally suited to supporting normal Warm Water stream communities. Overall, scouring flows and sedimentation degrades habitat. Conditions tend to worsen as one proceeds downstream reflecting the cumulative impact of urban drainage. Embedded substrates and riffles were observed at all sites, while channel modifications and limited in-stream cover characterized downstream sites. Despite these challenges, the 2001

Rocky River TMDL states, “Unlike many urban streams in Ohio, analysis of the Baldwin Creek QHEI data does lead to a conclusion that habitat restoration in the stream could have a high degree of success.” And, “if implemented in conjunction with stream channel barrier removal or enhancements, stream bank erosion protection, and storm water controls, the capability for Baldwin Creek to attain Warm Water Habitat Biocriteria would be significantly improved.”

One intact dam and two smaller, partially breached dams impede fish migration and degrade habitat throughout the project reach (see map). Dam #1 is located at the confluence with the East Branch of the Rocky River (River Mile 0.0), Dam #2 is at the Berea Water Treatment Plant Access Road (River Mile 0.06) and Dam #3 is immediately upstream of South Rocky River Drive (River Mile 0.4). Dam #1 and #2 are partially breached, while Dam#3 is intact. There is an additional dam upstream (River Mile 0.95) on private property that is not included in this project.

The QHEI in the project reach ranges from 47 to 57.5, with a mean of 51.5, while the IBI (fish community) in the project reach is 24, which is a significant departure from the WWH criteria (minimum score = 38). Additional sampling completed by Cleveland Metroparks in 2009 indicates the fish community is “marginally good” (IBI = 36) below Dam #3 but “poor” (IBI = 20) above Dam #3.

The project reach is located entirely within the City of Berea in Cuyahoga County, Ohio. The section of Baldwin Creek between Dam #2 and Dam #3 is located within the Cleveland Metroparks Mill Stream Run Reservation. The remainder of the project reach, including all 3 dams, is on city property. See attached maps.

Cuyahoga SWCD, with support from the Rocky River Watershed Council, Northeast Ohio Regional Sewer District, the City of Berea and Cleveland Metroparks, received funding for this project through the Ohio Environmental Protection Agency’s Surface Water Improvement Fund and Water Resource Restoration Sponsorship Program.

Project Goals

The project goals are as follows:

- Restore fish passage between the East Branch of the Rocky River and lower Baldwin Creek through the removal and/or modification of low head dams and dam remnants.
- Stabilize streambanks and/or prevent additional streambank erosion upstream of South Rocky River Dr. in Berea (both right and left banks). “Hard” engineering/stabilization practices will be considered only as a last resort. Furthermore, the course of Baldwin Creek shall not be substantially altered from its current alignment.
- Post-project instream habitat in the designated project reaches (downstream of and including Dam #2, upstream of South Rocky River Dr.) will meet the indicated minimum scores for the following QHEI metrics/sub-metrics.
 - Substrate: 14
 - Substrate → Quality: 0
 - Pool/Current: 8
 - Riffle/Run: 4.5

A project area map is attached.

Consultant Responsibilities

1. The selected consultant shall act as a prime consultant to the RFP and will be responsible for providing specialty services for all aspects of work necessary to assemble design, engineering and construction oversight services for this project.
2. The consultant will work with Cuyahoga Soil & Water Conservation District and the Project Advisory Team to prepare the design and engineering drawings needed for construction and present its products through iterative design refinements. The Project Advisory Team will include representatives of Cuyahoga SWCD, the City of Berea, Cleveland Metroparks, the Northeast Ohio Regional Sewer District and the Rocky River Watershed Council.
3. The consultant will work in tandem with the Rocky River Watershed Coordinator and Project Advisory Team to ensure the objectives of the project are met in timely and productive manner.
4. The consultant will be required to work with the Advisory Design Team to perform the following anticipated scope of work:

Anticipated Scope of Work

The contract for this work is anticipated to start **June 15, 2011**. Project design and engineering should be sufficiently complete to bid the construction portion of the project by **September 2, 2011**. The specific tasks to be accomplished with this proposal are listed below:

Task A: Site Assessment & Base Plan Preparation.

Sub-Task 1: Prepare Topographic Survey

Preparation of a topographic survey of the project area consisting of at a minimum the project reaches indicated on the attached map. The map should be prepared to a 1 foot contour interval and to a scale of no greater than 1"=50'. This map will be used for preparation of the conceptual and final design plans.

Sub-Task 2: Site Assessment and Data Collection

Conduct a stream survey of the project site to obtain the necessary data to determine the best design approach to attain fish passage, habitat and streambank stability goals. These specific activities may vary depending on the proposed approach to achieving the project goals, and may include (but are not limited to) any or all of the following:

Analysis of bed load composition and distribution, stream dimension, pattern, profile, final assessment of stream

morphological classification, slope, bankfull cross-sectional area, riffle/pool ratios, floodplain width, sinuosity.

Sub-Task 3: Meeting with Advisory Team and Other Stakeholders to Determine Design Goals and Parameters for Construction

Meetings with members of the Project Advisory Team and other stakeholders with a direct interest in the project will be conducted in partnership with Cuyahoga SWDC in order to inform the design and engineering process and incorporate any major stakeholder concerns.

In addition to Cuyahoga SWCD, the following stakeholders have management responsibilities at or adjacent to the project site, or direct interest in the project.

- City of Berea
- Cleveland Metroparks
- Cuyahoga County Engineer
- Northeast Ohio Regional Sewer District
- Rocky River Watershed Council
- Any additional necessary stakeholders as determined by Cuyahoga SWCD

Task B: Concept & Design Plans

Sub-Task 1: Concept Plan Alternatives

Based upon the work conducted in Task A, the consultant will prepare a conceptual design of the fish passage, bank stabilization and habitat enhancement options. Alternative concepts should include but not limited to full removal of the structures and fish passage without removal of the structures.

Sub-Task 2: Design Plans

Once a concept alternative is prioritized and selected, the consultant will prepare the design plans for that alternative.

The design plans will include, but not be limited to:

- Title Sheet
- Existing Conditions Sheet
- General Notes
- Proposed Site Plan and Profile
- Cross Section
- Structure Details
- Planting Plan
- Site Restoration Plan
- Sheet(s) showing design details pertinent to understanding the stream/habitat design approach

- Mobilization & Demobilization Plan
- Storm Water Pollution Prevention Plan. 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. SWPPP Recommendations of Approval (ROA) from the Cuyahoga SWCD and the City of Berea are required.

Design drawings will be prepared in AutoCAD® format, and made available as PDF documents.

Sub-Task 3: Design Review

Prior to approval of final design drawings by Cuyahoga SWCD, copies will be distributed for review and comment as follows:

- City of Berea
- Cleveland Metroparks
- Cuyahoga County Engineer's Office (re: South Rocky River Dr. bridge)
- Cuyahoga SWCD
- Northeast Ohio Regional Sewer District
- Rocky River Watershed Council

Meet on up to two separate occasions with Cuyahoga SWCD and the Project Advisory Team and address any questions or comments concerning the final design documents.

Task C Construction Oversight and Management

Sub-Task 1: Prepare Final Design Specifications.

Final design specifications will consist of the following:

- General Conditions
- Special Conditions
- Detailed Specifications
- Baseline Reports

Sub-Task 2: Final Cost Estimates

Based upon the design plans, specifications and construction needs for this project, the consultant will prepare Engineer's Estimate of construction costs. Assessment and evaluation of costs will be part of the iterative process throughout the project.

Sub-Task 3: Bidding Assistance

- Attend one onsite pre-bid meeting to review the proposed work with potential construction bidders and representatives of Cuyahoga SWCD.
- Respond to technical questions as necessary during the construction bidding process.

Sub-Task 4: Services During Construction

- Attend one preconstruction meeting to review the project schedule, submittal requirements, construction sequencing and other relevant construction procedures with Cuyahoga SWCD, the City of Berea and the selected contractor.
- Provide on-site project representation during construction to review construction progress, record observations, verify design and materials specifications are being met, report deviations from design documents, provide field clarifications and respond to contractor requests for information. For the purposes of this RFP, please assume 30, 8 hour days of on-site service.
- Assist Cuyahoga SWCD in the preparation of any required change orders during construction.
- Prepare a set of as-built drawings for the completed project.

Modifications/Clarifications

Cuyahoga SWCD reserves the right to prepare clarifications and minor modifications to the scope of work. Such modifications will be shared on a timely basis with the pool of consultants on the Cuyahoga SWCD proposal distribution list. To be added to this list, email jbartley@cuyahogaswcd.org. Answers to any questions will be released as weekly addenda to the RFP. The first addendum will be issued May 13, 2011. Any oral communication will be considered unofficial and non-binding on Cuyahoga SWCD. Interested parties should rely only upon written statements issued by Cuyahoga SWCD.

Cuyahoga SWCD Responsibilities

The Cuyahoga SWCD, through the Rocky River Watershed Coordinator, will conduct the following activities to support the consultant with the scope of work:

- Coordinate the project work associated with data and inventory needs.
- Coordinate and facilitate all Project Advisory Team and public meetings.
- Provide funding through its award of project grants/agreements for the project.
- Secure all required permits for the project.

Information Required in Proposal

The selected consultant will fulfill the following minimum requirements, which should be taken into account and discussed in detail in the proposal.

- 1) Proposals should provide a firm fixed cost bid proposal for the work required of the consultant, as described in this RFP.

- 2) Proposals should include details of the firm's relevant project experience and examples, and competence to perform the required work, particularly as it relates to the stated goals of this project.
- 3) Proposals should identify lead consultant, sub-consultants and key professional staff that would be assigned to carry out the work, and a listing of their qualifications and areas of expertise, and proposed project responsibilities.
- 4) Proposals should refer to the required task categories along with a more detailed schedule and demonstrate agreement to work on a timely and interactive basis with the Rocky River Watershed Coordinator and the Project Advisory Team.
- 5) Proposals should identify levels of hours by task and sub-task, costs per task and total cost.
- 6) Any modifications or revisions to the scope of work, required task categories or proposed schedule that could improve or facilitate the completion of the project should also be included in the proposal. Proposals should identify any increase or decrease in the level of effort associated with the modification.
- 7) Proposals should discuss any potential difficulties, delays, or variances in carrying out the work.
- 8) Proposals shall be limited to thirty (30) pages.
- 9) A Non-Collusion Affidavit and Reference Sheet are required and shall be included as attachments to the proposal. **They do not count toward the stated page limit.**
 - a. Non-Collusion Affidavit. All parties submitting proposals must submit this signed and notarized document (attached).
 - b. Reference Sheet. Should contain references for relevant projects completed within the past 5 years.
- 10) **One (1) original and seven (7) copies** of the proposal must be received by **4:00 pm EDT, June 3, 2011** delivered to the Cuyahoga SWCD office. The original proposal should be clearly marked as such. Late proposals will be unopened and available for pick up at the Cuyahoga SWCD office.
- 11) The proposal documents shall be submitted in a sealed envelope which is clearly identified as:

“SEALED BID”

“Request for Proposals for the
Baldwin Creek Dam Removal/Fish Passage Restoration Project”

Proposal Format

Section I. Introduction

Cover Letter Identifying RFP title and Consultant Name and mailing address and contact information.

Table of Contents

Executive Summary

Section II. Project Understanding and Methodology

Understanding of Project Purpose and scope

Pertinent issues and potential problems related to the project

Scope of Work/Solution/Project Narrative

- Specifically indicate the strategy through which the fish passage, reach stabilization and habitat enhancement goals are proposed to be met.

Deliverables

Project Schedule

Section IV. Project Management

Project Management Approach

Project Reporting

Interface with Cuyahoga SWCD and Project Advisory Team

Section V – Qualifications

Services and qualifications your firm provides that are relevant to the project.

Prior Experience

Personnel that will be key project staff or subconsultant staff working on this project, including resumes.

Section VI. – Pricing

Include the costs of tasks and pricing of hours by staff for the project.

Include the proposed schedule of payments.

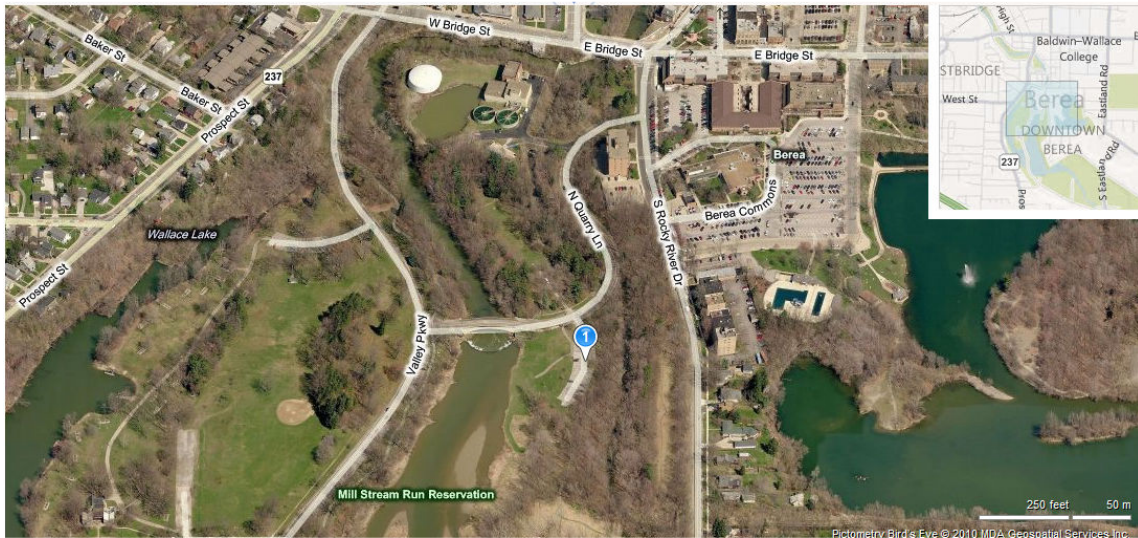
Additional Resources

The following documents, which may be beneficial in preparing a proposal, are available for download at <http://www.cuyahogawcd.org>.

- *Total Maximum Daily Loads for the Rocky River Basin* (Ohio EPA 2001)
- *DRAFT Regional Intercommunity Drainage Evaluation (RIDE) Study – Baldwin Creek Watershed Plan* (NEORSD 2004)
- *Rocky River Watershed Action Plan* (Rocky River Watershed Council 2006, updated 2010)
- Baldwin Creek RM 0.4 (Downstream of Dam #3) Fish IBI and QHEI Data Sheets (Cleveland Metroparks 2009)
- Baldwin Creek RM 0.6 (Upstream of Dam #3) Fish IBI and QHEI Data Sheets (Cleveland Metroparks 2009)
- Baldwin Creek Dam Removal and Habitat Enhancement Project Profile (Cuyahoga SWCD 2009)
- Ohio Department of Natural Resources Inter-Disciplinary Project Review (ODNR 2010)
- Limited Environmental Review and Finding of No Significant Impact – Baldwin Creek Dams Removal (Ohio EPA 2011)

Onsite Pre-Bid Meeting

In order to facilitate an enhanced understanding of the project, a pre-bid meeting will be held at 10:00 AM on Wednesday, May 25, 2011, at the Baldwin Picnic Area, on North Quarry Drive in the Cleveland Metroparks Mill Stream Run Reservation (see map below).



Consultant Qualifications

Firms responding must have qualifications in engineering, ecological restoration, biology, and natural stream channel design. The firms must also demonstrate recent experience with similar multi-discipline conservation projects. Experience in urban stream environments is preferred.

Selection Process

Representatives of the Project Advisory Team and Cuyahoga SWCD will review proposals as the Evaluation Team for the project. Proposals will be reviewed to determine if they are responsive and then evaluated by the evaluation team. Responding firms will be ranked in order of their qualifications, proposal content and cost-effectiveness. The evaluation team will rank each proposal in accordance with the following evaluation criteria:

- Understanding of the project/Methodology
- Project Management
- Experience and qualifications
- Contract Cost/Cost-Effectiveness

Based upon the evaluation and ranking of proposals, the Cuyahoga SWCD may select an individual firm or a number of firms from those responding to explore further each firm's proposal submission and qualifications through an interview process. The Cuyahoga SWCD will enter into contract negotiations with the most highly qualified firm providing the best and most cost effective proposal. Upon negotiation of contract terms and Board of Supervisors approval, an agreement shall be entered into between Cuyahoga SWCD and the firm.

Proposal Review and Selection Schedule

Day	Date	Task
Friday	May 6	Distribution of RFP to Professional Organizations and local firms and local media. Changes, if needed, will be issued as modifications.
Wednesday	May 25	Onsite Pre-bid Meeting
Friday	June 3	RFP due to Cuyahoga SWCD offices by 4:00 pm
Week of June 6		Review RFP, and develop short list selection through pre-determined scoring evaluation criteria with Project Advisory Team Members and Cuyahoga SWCD.
Week of June 13		Interview short list selection with Cuyahoga SWCD and representative Advisory Design Team members. Select firm to enter into proposal negotiations. Travel expenses will not be provided for interviews. Enter into negotiations with selected firm. Final determination of project scope of work. Execute necessary contract documents.
June 14		Board Authorization to enter contract.

General Terms and Conditions

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. Contractor and subcontractors, if any, shall make a good faith effort to purchase from Ohio companies any goods and services to be acquired.
9. Contractor and subcontractors, if any, shall make a good faith effort to purchase goods and services from certified Minority Business Enterprise (MBE) and Encouraging Diversity, Growth and Equity (EDGE) program vendors. The list of State-certified MBE and EDGE businesses may be found by accessing the following website:
<http://eodreporting.oit.ohio.gov/searchEODReporting.aspx>.

Proposals are due by the 4:00 pm EDT on Monday, June 3, 2011 and are to be submitted to:

**Jared Bartley, Rocky River Watershed Coordinator
Cuyahoga Soil and Water Conservation District
6100 West Canal Road
Valley View, Ohio 44125-3330**

Questions regarding the proposal, contact Jared Bartley at 216-524-6580 x14 or by email at jbartley@cuyahogawcd.org.

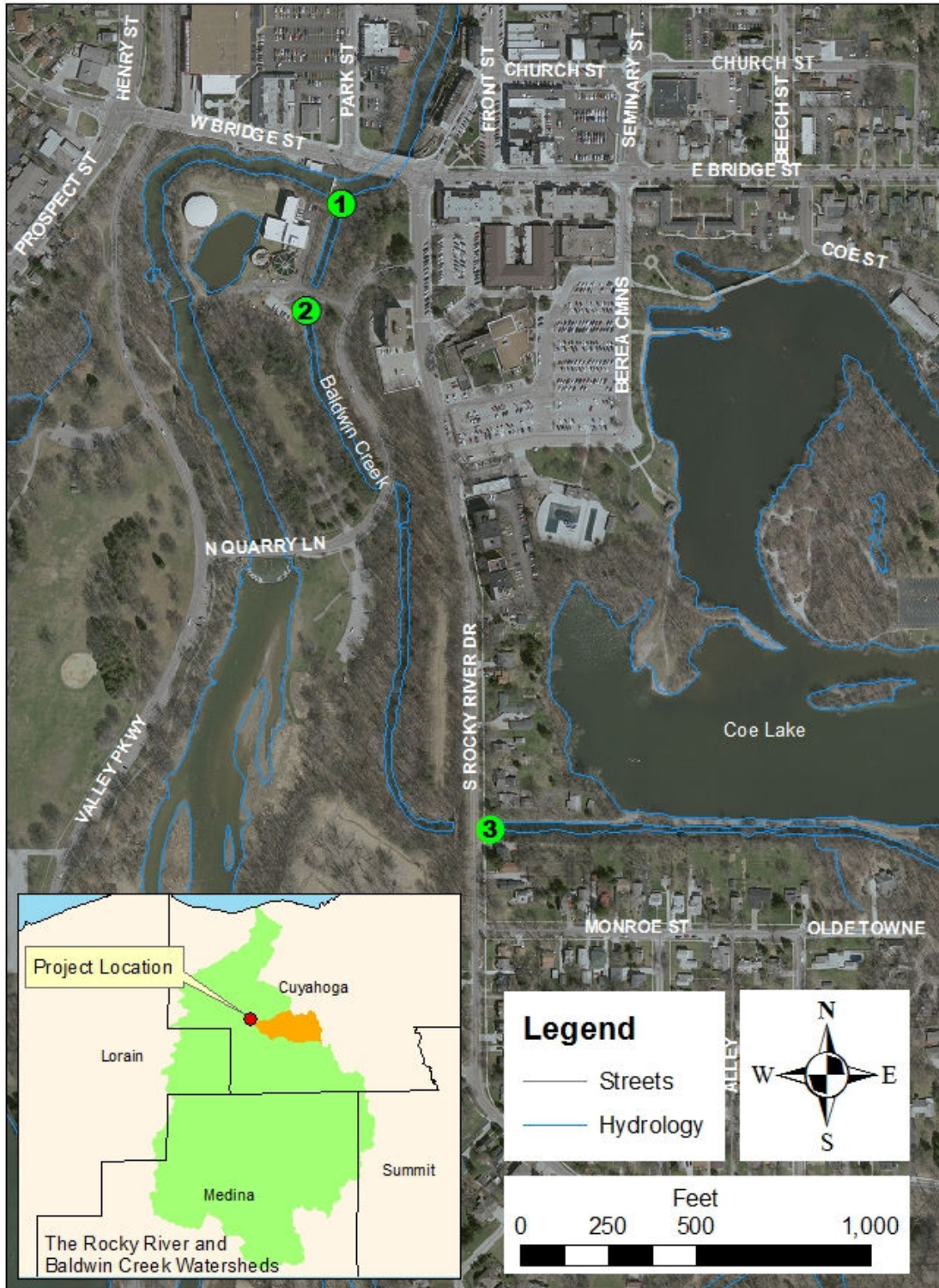
Attachment A: Baldwin Creek Watershed



Baldwin Creek Subwatershed

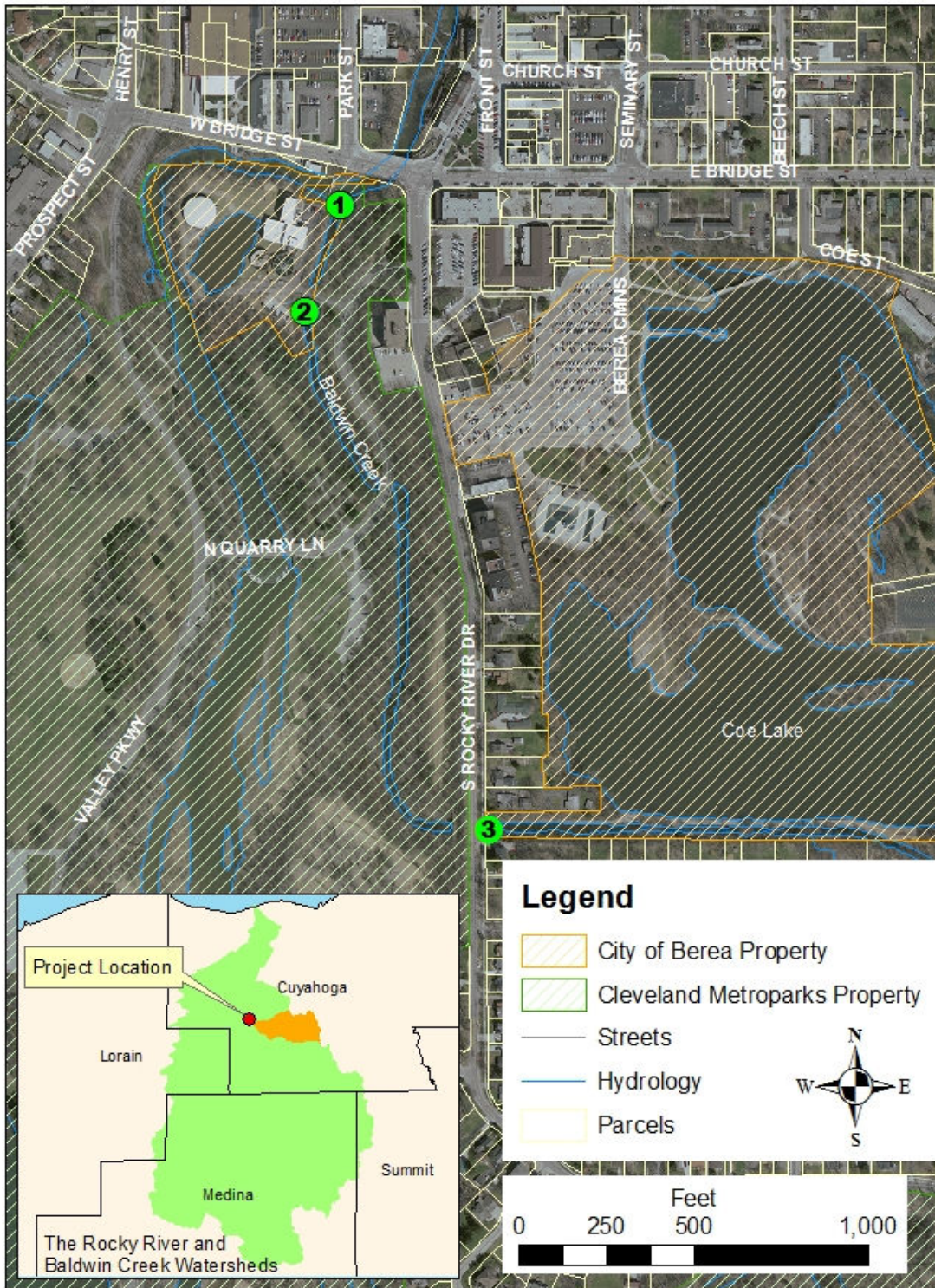
Attachment B: Project Area

Baldwin Creek Dam Removal Project Locations



Attachment C: Parcels/Ownership

Baldwin Creek Dam Removal Project Parcels



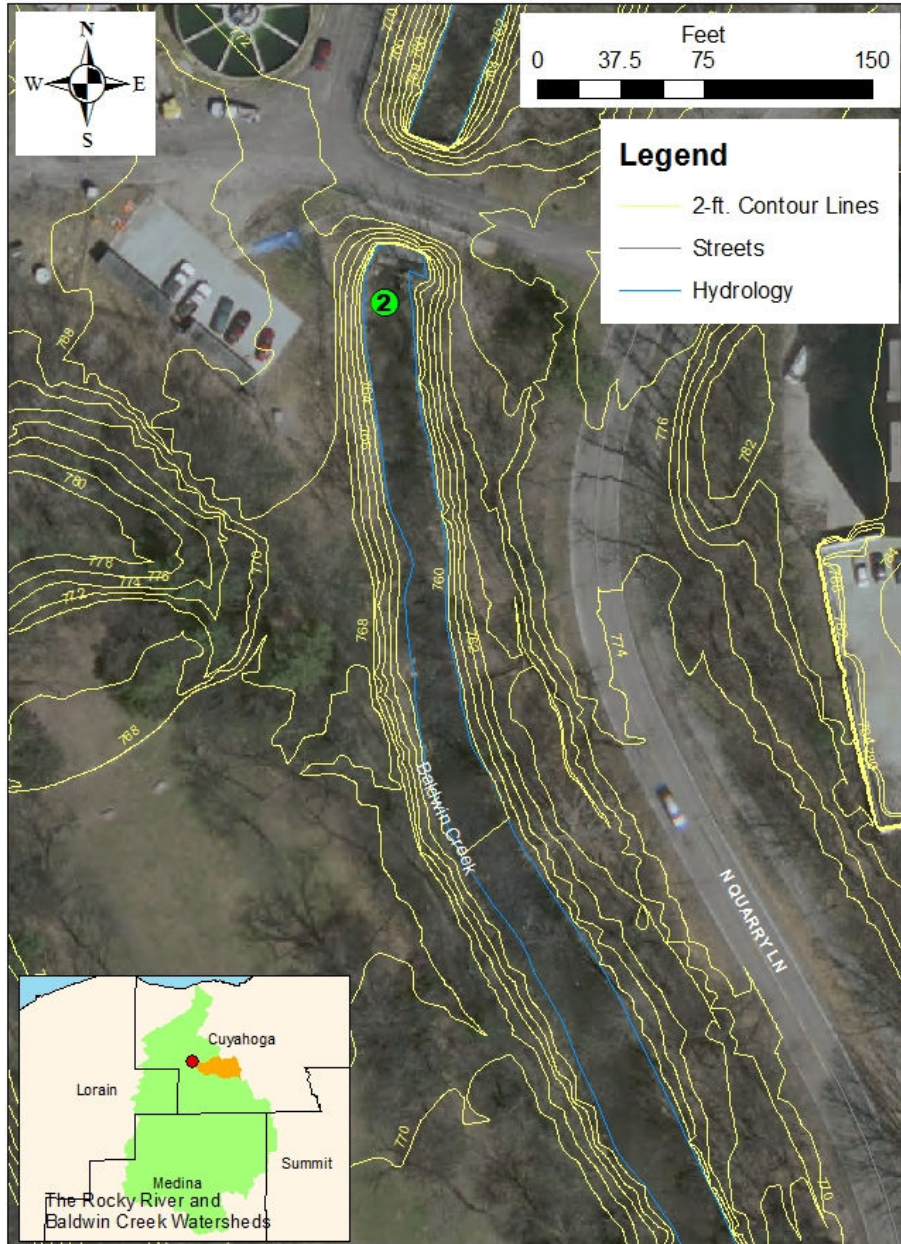
Attachment D1: Topography – Dam #1

Baldwin Creek Dam #1 Topography



Attachment D2: Topography – Dam #2

Baldwin Creek Dam #2 Topography



Attachment D3: Topography – Dam #3

Baldwin Creek Dam #3 Topography



Attachment E: Non-Collusion Affidavit

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 _____ 20 ____.

NOTARY PUBLIC

My commission expires:

Attachment F: Reference Sheet

INSTRUCTIONS:

List 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.

ORGANIZATION'S NAME:**CONTACT PERSON'S NAME:****ORGANIZATION'S FULL ADDRESS:****CONTACT PERSON'S TELEPHONE NUMBER:****DATE SERVICE(S) PROVIDED:****SPECIFY THE SERVICES PROVIDED:****ORGANIZATION'S NAME:****CONTACT PERSON'S NAME:****ORGANIZATION'S FULL ADDRESS:****CONTACT PERSON'S TELEPHONE NUMBER:****DATE SERVICE(S) PROVIDED:****SPECIFY THE SERVICES PROVIDED:****ORGANIZATION'S NAME:****CONTACT PERSON'S NAME:****ORGANIZATION'S FULL ADDRESS:****CONTACT PERSON'S TELEPHONE NUMBER:****DATE SERVICE(S) PROVIDED:****SPECIFY THE SERVICES PROVIDED:**