REQUEST FOR QUALIFICATIONS FOR SERVICES RELATING TO THE DESIGN OF A NUTRIENT-REDUCTION WETLAND RESTORATION

In partnership with the City of Toledo and the Ohio Department of Natural Resources (ODNR), the Toledo-Lucas County Port Authority (TLCPA) is requesting qualification statements from professional full-service consulting engineer firms to provide planning, engineering and design services in connection with the subject project. The project involves designing a nutrient-reduction wetland restoration located within the mouth of the Maumee River. It is anticipated that this project will function to reduce nutrient and sediment loads into Maumee Bay and Lake Erie and provide additional fish & wildlife habitat and associated recreational benefits to the local community. The project area includes submerged water areas adjacent to, and north and to the west of Grassy Island, and includes the open water area between Grassy Island and the Cullen Park causeway (Figure 1).

H2Ohio grant funds will be used to fund planning, engineering and design work for a flow-through nutrient reduction wetland. The total project budget for the project described below is approximately $700,000.00 The targeted design completion date is May 1, 2021.

Description of Proposed Grassy Island Wetland Restoration Project:

- The project will incorporate innovative coastal wetland design and nutrient reduction approaches that will enhance Maumee River and Lake Erie water quality. The requested work includes site characterization, modeling, planning, preliminary and final design, and public engagement activities that are anticipated to result in final permitting and construction plans for a flow-through nutrient reduction wetland located in the mouth of the Maumee River.
- Stakeholder input and comprehensive engineering design analyses are necessary to prepare project plans to implement the Grassy Island Wetland Restoration project. Engineering & design analyses for construction of a flow-through nutrient reduction wetland located within the mouth of the Maumee River will include:
  - The creation of low-relief sills and islands or other nature-based features to protect the wetland area from wave action while promoting water exchange between the river, wetland, and the Lake.
  - The redirection of natural flow through the opening between Grassy Island and the Cullen Park Causeway into the created wetland to maximize potential reductions in nutrient and sediment loads.
  - The establishment of quiet water conditions within the created wetland to promote a diverse wetland plant community and to trap and process nutrient-laden water and sediments.
  - The incorporation and use of dredged sediment to create shallow-water contours on the lakebed to maximize wetland surface area to promote sediment trapping and nutrient uptake by wetland plants while providing fish & wildlife habitat.
- The provision for recreational access and passage of boat traffic through the created wetland to maintain connectivity between the Cullen Park embayment and Maumee Bay west of Grassy Island.
- Recommendations for appropriate long-term monitoring infrastructure based on the final project design.

**Schedule of Tasks**

- **Task 1: Site Conditions and Analysis**
  Meet with ODNR, the City of Toledo, and stakeholders to gain all background knowledge and an understanding of historical information and future priorities. Identify site conditions and acquire data/information as it pertains to existing water quality, topographic surveying, bathymetric surveys, sediment and vegetation conditions, habitat and species conditions, open water conditions including wave and fetch data, weather and water level patterns, and associated open water and adjacent land uses and compatibility. Parcel information including plat and existing submerged land leases (if any).

- **Task 2: Establish Nutrient Reduction Targets and Restoration Goals for Site Design**
  Present information obtained in Task 1 to ODNR, the City of Toledo, and stakeholder groups (when needed) to develop nutrient reduction targets and restoration goals for the project. Develop long-term evaluation and monitoring criteria for the project. Nutrient reduction targets and restoration goals must align with H2Ohio goals and comply with current planning documents, regulations, and programs established by ODNR and any other regulatory agency.

- **Task 3: Site Design Concepts**
  Develop no less than two concept design options for the project site based upon goals, targets, and site conditions established in Tasks 1 and 2.

- **Task 4: Site Engineer Plans and monitoring requirements**
  Develop 50%, 90% and 100% engineered plans, material specifications and other documents required for bid, construction and/or permitting. Consultant team must also create short-term and long-term monitoring requirements for the project based on Tasks 1, 2 and 3. Plans shall include proposed sequencing of major events during construction including an implementation Timeline. Consultant team must develop a list of monitoring requirements and possible plan modifications between final design and construction in case the project is not immediately implemented.

- **Task 5: Implementation and Operations Plan**
  Develop an implementation and coordination plan that includes placement logistics for beneficial use of dredged material, if applicable, during construction. Develop minimum annual post-construction Management, Operation, and Maintenance & Monitoring (MOMM) requirements to be included by the final contractor in a final MOMM Plan. It is understood that some requirements would be established by the manufacturer of materials used in the project.
• Task 6: Identify and complete any permitting requirements *(subject to available funding)*
• Task 7: Cost Estimates for Implementation
  Cost Estimates must be established at each phase described in Tasks 3 and 4, including a final
  engineer’s estimate for the design project. A cost estimate shall also be established for MOMM
  Plan based on task. Consultant shall make recommendations for potential outside funding
  options.

**Selection of a firm will proceed in the following manner:**

1. The TLCPA will review and evaluate the statements of the qualifications filed. The first phase of the
   selection will be based on an evaluation point system as outlined below. The evaluation will be
   made by a selection team. The selection team will prepare a short list of the best-qualified
   consultants. This list will consist of a minimum of three (3) consultants. At that time the short-
   listed firms will be asked to provide a cost estimate along with additional information if needed.

**Evaluation criteria includes:**

- Professional staff qualifications; 20
- Specialized experience required to perform services for the proposed project (as described above); 15
- Capacity to complete the work in the required time/compressed deadline; 10
- Familiarity with project requirements and the proposed project area; 10
- Past record of performance of construction with TLCPA, ODNR and COT, including quality of work,
  timeliness, and cost control; 10
- Present workload; 10
- The qualifications of individuals who will be project manager for the project, including experience
  on similar design projects comparable to this project; 15
- Plan for including Minority Participation for this project 10

**TOTAL POINTS 100**

2. Project and cost proposals will be requested, and interviews will be conducted with those
   consultants on the short list. Visits may be made by the selection team to applicant’s office to
   further evaluate the capabilities of the firms.

**Contract negotiations will be conducted by the TLCPA in accordance with the following procedures:**

1. The short-listed firms will be requested to develop a project cost proposal at time of interview.
2. The Consultant ranked number one (1) will submit a final project cost proposal for design and
   construction management services and negotiations will be conducted as required.
3. Should negotiations with number one prove unsatisfactory; the Port Authority will attempt to
   negotiate a project cost with the consultant ranked number two (2).
4. Should negotiations with number two prove unsatisfactory, consultant number three (3) will be
   contacted.
5. Once negotiations have been terminated with a firm and begun with another, they will not be
   reopened with the former firm.
6. Upon completion of successful negotiations, a contract will be executed with the TLCPA.
The Port Authority will afford minority and female-owned businesses equal opportunity to submit qualifications and will not discriminate on the basis of race, color, sex, religion, or national origin.

A minimum Disadvantaged Business Enterprise ("DBE") participation of 15% is required.

Selection of a consultant and any agreement of contract entered into will be in accordance with guidelines set forth by ODOT and TLCPA.

The TLCPA reserves the right to accept or reject any or all RFQ responses without further action.

Qualification statements are limited to a total of twenty-five one-sided pages, including transmittal letter, resumes, and all exhibits, but excluding divider pages. No table of contents is required. The statements must contain the following information presented in the following order:

- Transmittal letter
  - Describe relevant experience on similar projects and type of services of the firm. Each project description should include:
    - Date of Services
    - Firm Responsibility/Role on the project
    - Construction Cost
    - Change Order Amounts (a demonstrated ability to produced finished project with minimum change orders and stay within project budget)
    - Individuals in the firm proposed for this project who worked on the project and their role.

3. Staff experience in similar projects. Provide an organizational chart of key project professional and technical staffing, individual roles and responsibilities of each person, and include resumes. The submittals should include the number of staff, including registered architects and engineers, in all disciplines, length of time the key people have been employed by the firms, and percent of time to be committed to this project.

4. Indicate present work load and projected workload for the duration of the project. Include a reference for key staff members.

5. Knowledge of and previous experience on similar projects involving design and construction oversight.

6. A brief description of the firm’s related experience and individuals’ experience, familiarity with the area, and past work experience on similar projects.

7. Program Approach and other relevant comments. Indicate which disciplines will be in-house, which will be sub-consultants, and what specialty sub-consultants will be included for a complete project.

8. Proof of professional liability insurance in the amount of $2 million.

9. References on projects and services completed within the past three years (including e-mail addresses and phone numbers) and letters of recommendation.

Known / Open History of Pending / Resolved Claims within the last 10 years.
**PROPRIETARY NOTICE**

All material and information submitted in response to this Request for Qualification for Services shall become the property of TLCPA.

**PUBLIC DISCLOSURE**

The TLCPA is a public entity and subject to certain disclosures. All material submitted as part of this Request for Qualification for Services will be treated as public information with no expectations of confidentiality.

**COST OF RFQ SUBMITTAL**

The TLCPA is not liable for any cost incurred by any respondents in preparation or presentation of any qualifications.

Offerors are invited to submit three (3) hard copies, along with an electronic copy, of qualification statements to be received no later than Wednesday, January 15, 2020, at 1:00 p.m. local time, to:

Mr. Brian Perz  
Director of Facilities & Development Services  
Toledo-Lucas County Port Authority  
One Maritime Plaza, 7th Floor  
Toledo, OH 43604

*Questions concerning this RFQ must be submitted in writing or via email* to: Ms. Tina Perkins, Project Administrator ([Tperkins@Toledoport.org](mailto:Tperkins@Toledoport.org)). All questions and answers are public information.
Figure 1. Location map for the Grassy Island Wetland Restoration Project.