

ODC Network
REQUEST FOR PROPOSALS
for

ENGINEERING AND PROJECT MANAGEMENT SERVICES

The ODC Network wishes to contract with a consultant or team of consultants to provide engineering and project management services for a streambank restoration project (as described in section III) in the City of Holland (see map in Appendix A). THE ODC NETWORK RESERVES THE RIGHT TO POSTPONE, ACCEPT OR REJECT ANY AND ALL PROPOSALS, IN WHOLE OR IN PART, ON SUCH BASIS AS THE ODC NETWORK DEEMS TO BE IN ITS BEST INTEREST. All proposals shall be subject to all applicable federal, state and local laws. The ODC Network is an equal opportunity employer.

I. INFORMATION FOR PROPONENTS

A. RECEIPT OF PROPOSALS

The ODC Network (ODC) invites firms to submit an electronic copy of their proposal via email to danc@outdoordiscovery.org no later than **5:00 pm on April 19, 2024**. Late proposals will not be accepted. Alternate electronic means, such as sharing via Dropbox or Google drive are also acceptable provided that the link to download the proposal is sent to the email listed above by the deadline.

B. PREPARATION OF PROPOSAL

All costs associated with the preparation of the proposal shall be the responsibility of the proposing firm.

All proposals shall be signed by an officer or employee of the proposing firm authorized to contract work for the firm.

Proposals may be withdrawn by written notice at any time prior to the date fixed for the receipt of proposals. Proposals are to be irrevocable for a period of sixty (60) days from the receipt date and shall not be withdrawn, modified or altered after the receipt date.

C. PRE-PROPOSAL QUESTIONS

All questions related to this RFP shall be submitted in writing only (email preferred to danc@outdoordiscovery.org), no later than **March 4, 2024, at 5:00 p.m.** The ODC will respond to questions by end of business on **March 8, 2024**. Responses will be shared to all questions directly and have them posted on our website.

D. ADDENDA AND INTERPRETATIONS

Any supplemental instruction will be in the form of written addenda to the RFP which, if issued, will be posted on the ODC's website not later than three days prior to the date fixed for the receipt of proposals. Failure of any proposing firm to view any such addenda shall not relieve such firm from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.

E. PROPOSAL EVALUATION AND METHOD OF AWARD

All proposals received by the deadline shall be subject to an evaluation by the Project Management Team. Proposals must be complete and responsive to all sections of the RFP. Proposals that do not fulfill all program requirements or omit any of the proposal contents as described in the RFP may be rejected.

The proposals will be evaluated using the criteria outlined in Section VIII. The top ranked consultants may be asked to make an oral presentation as a part of this step. The recommendation of the Project Management Team must be considered and approved by the ODC Board of Directors.

The Project Management Team is comprised of:

- ODC Network Representatives
- Ottawa County Park representatives (landowner)

II. PROPOSAL REVIEW AND SELECTION SCHEDULE

A. ISSUANCE OF RFP: **February 19, 2024**

B. RECEIPT OF PROPOSAL: **April 19, 2024, 5:00 p.m. (EST)** via email to danc@outdoordiscovery.org Any proposal received after the above time and date will not be accepted.

C. EVALUATION OF PROPOSALS: **April 22-23, 2024**

D. INTERVIEWS (if needed): **April 24-25, 2024**

E. FEE/PROJECT SCHEDULE NEGOTIATION: **April 29-May 3, 2024**

F. RECOMMENDATION OF CONSULTANT SELECTION AND PROFESSIONAL SERVICES AGREEMENT - ODC Network Board of Directors: **early May 2024**

G. AWARD AND NOTICE TO PROCEED: **mid May 2024**

The above dates are tentative and are subject to change. The ODC reserves the right to schedule interviews for the top two ranked firms. Costs associated with the interview process are the responsibility of the proposing firm.

III. SCOPE OF SERVICES REQUIRED

A. BACKGROUND INFORMATION

This project will restore 900 feet of streambank along the Macatawa River. The site is located in Ottawa County at Paw Paw Park, property owned by Ottawa County. The park is a former golf course located within the floodplain. Extensive restoration of the site, including wetland restoration and some limited stream stabilization, were completed in 2010-2011. This site is located a few hundred feet upstream from where restoration work was completed on the Macatawa River and Noordeloos Creek in 2010-2011. The steep, highly eroded banks at this point along the Macatawa River represent a significant source of sediment and phosphorus to the Macatawa River and Lake Macatawa. Ongoing erosion has removed several large trees and jeopardizes some of the restored habitat areas. This highly visible restoration project will help reduce erosion, expand awareness of more sustainable restoration techniques, and result in higher quality habitat.

Funding for this project is being provided by a grant from the National Fish and Wildlife Foundation. As such, the selected proponent must comply with all terms of the federal grant agreement awarded to the ODC Network. This includes compliance with anti-corruption laws, anti-terrorism laws, and other laws and restrictions. Specific requirements will be included in the terms of the contract signed between the ODC and the selected consultant.

B. SCOPE OF WORK

It is required that the consulting team at a minimum include an engineer with experience using natural channel design techniques. The tasks the consultant will be expected to accomplish for the project are listed below. The budget available to design these projects is flexible, yet limited by the constraints of the grant budget. The consultant is expected to develop and submit a work plan and schedule describing how the work will be accomplished. Proponents should be prepared to proceed as of early May 2024 and deliver interim products following the schedule outlined below. The Project Management portion will extend through project construction anticipated in the summer of 2025.

It is anticipated that the engineering and project management services for this project will include, but not be limited to, the following work plan items:

1. Schedule a pre-project initiation meeting with the Project Management Team to discuss the overall project schedule including project objectives, design features and expected outcomes.
2. Prepare designs that include, but are not limited to, the following elements:

- a. All site features that will be removed including trees and other vegetation, any utilities and other on-site infrastructure. Site features to be removed must be reviewed with the site owner prior to developing the design.
 - b. Plan for protecting site features that will remain (key trees, utilities, pathways, etc.). A list of critical elements to protect will be provided by the site owner.
 - c. Plan view of proposed practices. Designs should first consider, and preferentially include, natural channel design concepts (Rosgen). Alternatives will be considered with justification, including those that propose an alternative approach or adjust the project reach.
 - d. Cross sections of the proposed design detailing dimensions, slopes, volume of cut material, volume of fill material, specifications for fill material, etc.
 - e. Specifications for any and all materials to be used in the design, including all natural and manmade materials.
 - f. Soil erosion and sediment control plan. This plan should meet Ottawa County requirements for soil erosion and sediment control permits. See <https://www.mtottawa.org/Departments/Drain/sefeesforms.htm> for more information.
 - g. Specifications for all seed mixes and other plant materials to be used for restoration. Other than temporary cover, native species must be used. All species are subject to review and approval from the site owner.
 - h. Estimate of erosion reduction and other pollutant load reductions provided by the design. Include a reference to and description of the model or methodology used to calculate these values.
3. Provide preliminary designs for comment and revision. No more than two (2) revised designs will be provided prior to final designs.
 4. Present the final designs in-person to the Project Management Team and other relevant parties.
 5. Investigate and provide information about possible permits and other approvals that will be necessary to construct the proposed projects as designed. Ensure that all design documents are prepared at a scale appropriate to submit with required permit applications. ODC Network staff will prepare and submit all required permit applications.
 6. Under the direction of ODC Network staff, prepare additional documents as required for a construction bid package.

7. Assist with the bidding process including attending a pre-bid meeting and participating in the bid opening and review. The ODC Network will manage the bid process including advertising, registering bidders and receiving bids.
8. Attend an on-site pre-construction meeting to discuss project design elements with the chosen contractor(s). This may include preparing a meeting agenda, describing the project in detail to the contractor and answering questions.
9. Provide construction management oversight including, but not limited to, weekly status meetings with the contractor(s), landowner and ODC Network. Daily site visits may be required during active excavation and grading.
10. Document any problems or challenges encountered by the contractor and record any corrective actions or change orders to the contract. Documentation should include, as appropriate, photos and/or videos as well as written descriptions. The ODC Network will develop and manage the construction contract as well as receive and manage all contractor invoices, payments and additional purchases of materials needed for the project.

IV. TECHNICAL PROPOSAL PREPARATION

All proposal information shall be submitted in pdf format and transmitted by email. The use of file sharing services, like Dropbox or Google, is acceptable. It is mandatory that the proposal contains the following information and that it is presented in the following order. There is no page limit on the proposal. **The fee proposal may be separate.**

- A. Cover that includes the address, phone number, and contact name of the submitting consultant(s).
- B. Table of Contents.
- C. A Project Plan that details completely the execution of the project, including the submission of an acceptable final design and commitment to project management tasks. The Project Plan will become part of the contract by reference of the proposal; therefore, it should describe in a specific and straightforward manner the proposed approach to completing the scope of work described above. Project methodology shall be described in sufficient detail to permit evaluation of the probability of success in achieving the objectives.
- D. A Project Team Chart that adequately displays the organizational structure of the project team and sub-consultants (if applicable). Each team member should be included on this chart.
- E. Resumes of key personnel of the Project Team including all sub-consultant staff assigned to this project.

- F. A description of your firm's relative experience within the last three years. Each referenced project should include the type of work provided, lead staff person for the project, other staff involved in the project, project budget, project size, time schedule, outcome relative to schedule and budget, client contact person and contact telephone number/email address.
- G. Other commitments of the organization and project team shall be presented in sufficient detail to indicate that the organization and all the individuals assigned to this project will be able to meet the commitment of the proposal.
- H. The time required to complete the designs shall be no more than twelve (12) weeks. The project schedule shall include timelines for each phase or task of the work, when each phase or task will begin, how long it will continue and when it should end. The timetable should clearly delineate the points in time where the project deliverables and designs are planned.

V. FEE PROPOSAL PREPARATION

The detailed fee estimate for each task, based on and directly related to the worker hour estimate, shall be submitted with the technical proposal. The fee proposal shall also include costs related to overhead, meetings/presentations, direct expenses (i.e. travel, reproduction, presentation boards, etc.) and profit. The fee proposal should not include any anticipated materials or other contractor-related costs that will be included in the construction bid package.

VI. PROJECT DELIVERABLES

- A. Any survey data collected, preliminary and final designs. Any documentation of problems or challenges encountered and corrective actions, including, but not limited to, any photos and/or videos and written descriptions.
- B. Provide the ODC an electronic copy of all project documentation including any spreadsheets, graphics, status reports, photos, and other materials developed as part of the designs.

VII. ODC NETWORK RESPONSIBILITIES

- A. Host a project initiation meeting to discuss the overall project schedule including survey work, design elements, preliminary designs, and final designs.
- B. Provide information to the consultant that we have access to regarding current site conditions and conceptual plans.
- C. Respond to consultant questions, comments and concerns about the project and serve as an intermediary between the consultant and the site owner.

- D. In conjunction with the Project Management Team, coordinate review and comments of preliminary designs to inform final designs.

VIII. EVALUATION

The ODC reserves the right to engage in negotiations to determine the proposal that is in the overall best interests of the ODC and the Project Management Team. Neither the ODC nor the selected firm shall be legally bound in any way until a contract is signed.

Proposals will be evaluated by the Project Management Team. Selection of the consultant will be made in consideration of the following:

WEIGHT	DESCRIPTION
25	The qualifications of the project team and past experience with regard to streambank engineering and natural channel designs
20	Proposed work plan and thoroughness of the proposed scope of work
20	Overall budget including availability of grant funding and consideration for willingness to provide a portion of the work as in-kind match to the grant funds
15	Timeline and project organization/tracking
10	The adequacy of the staff to meet the project timelines. The reasonableness of the allocation of resources to the various tasks.
10	The consultant's demonstrated understanding of the project and local environmental issues
TOTAL = 100	

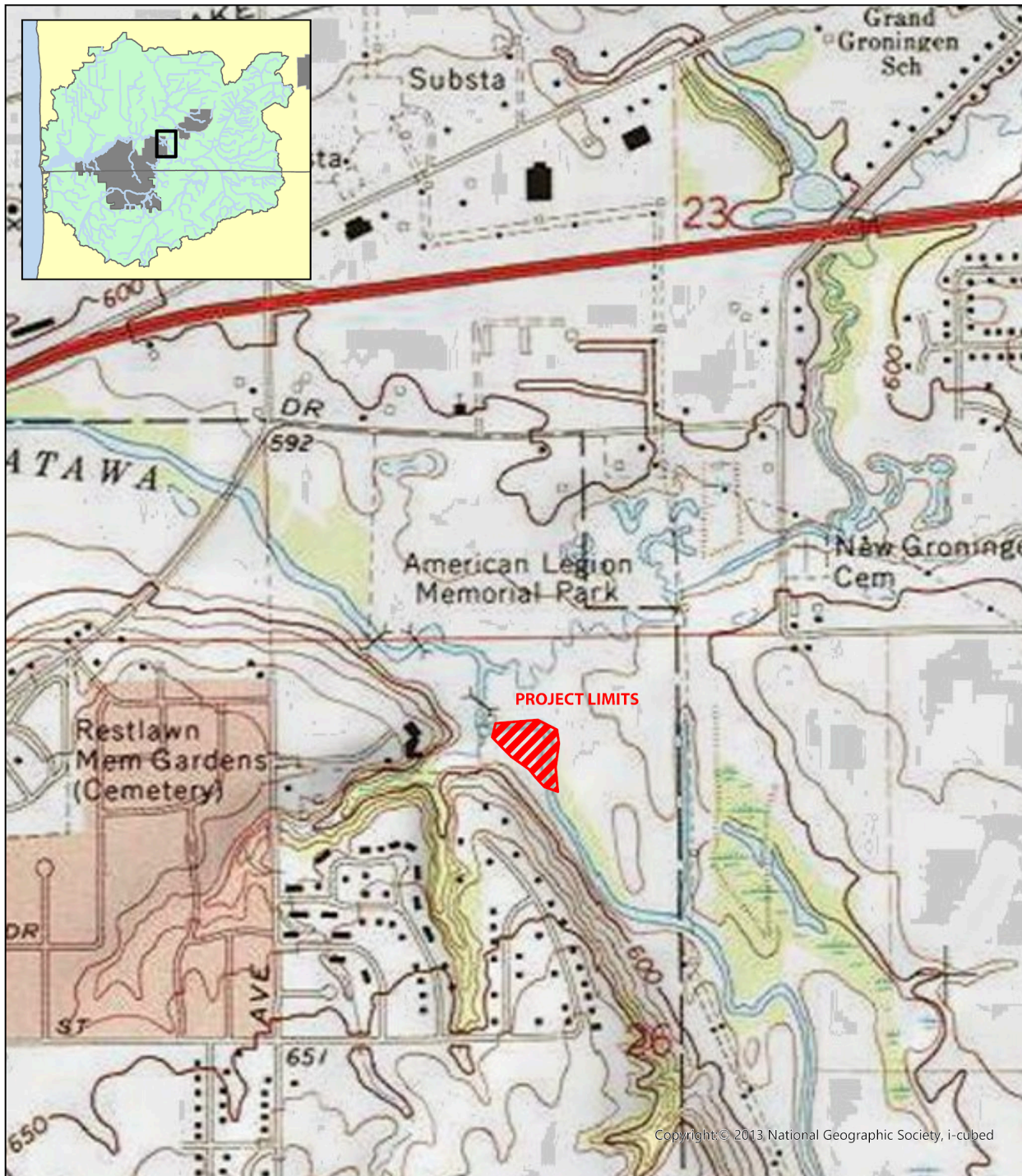
IX. ADDITIONAL INFORMATION

Any questions concerning this Request for Proposals can be directed to:

Dan Callam, Greenway Manager
ODC Network
4214 56th St | Holland MI 49423
danc@outdoordiscovery.org

APPENDIX A

PROJECT LOCATION



**Macatawa River
Streambank Restoration**

