



**City of Sandusky, Ohio**  
**Sandusky Bay Initiative**  
**Request for Qualifications (RFQ)**

**Responses Due: March 24, 2017, 11:30 am**

The City of Sandusky (City) invites qualified professional environmental consulting and design firms to submit qualifications to undertake up to four (4) projects associated with Sandusky Bay Initiative. Qualification packages are due no later than 11:30 AM on Friday, March 24, 2017.

**Scope of Services**

The City of Sandusky, who is assuming the role of a *local restoration partner*, has entered into a contract with the State of Ohio, Department of Natural Resources (ODNR) to conduct investigation and design projects as part of an initiative aimed at restoring aquatic habitat through innovative designs within Sandusky Bay. Each project shall be designed individually and holistically to beneficially reuse dredge material to restore in-water coastal wetland habitats, improve nearshore water quality by reducing nutrient and suspended sediment loads, and to enhance wildlife, waterfowl, and fisheries habitat in Sandusky Bay.

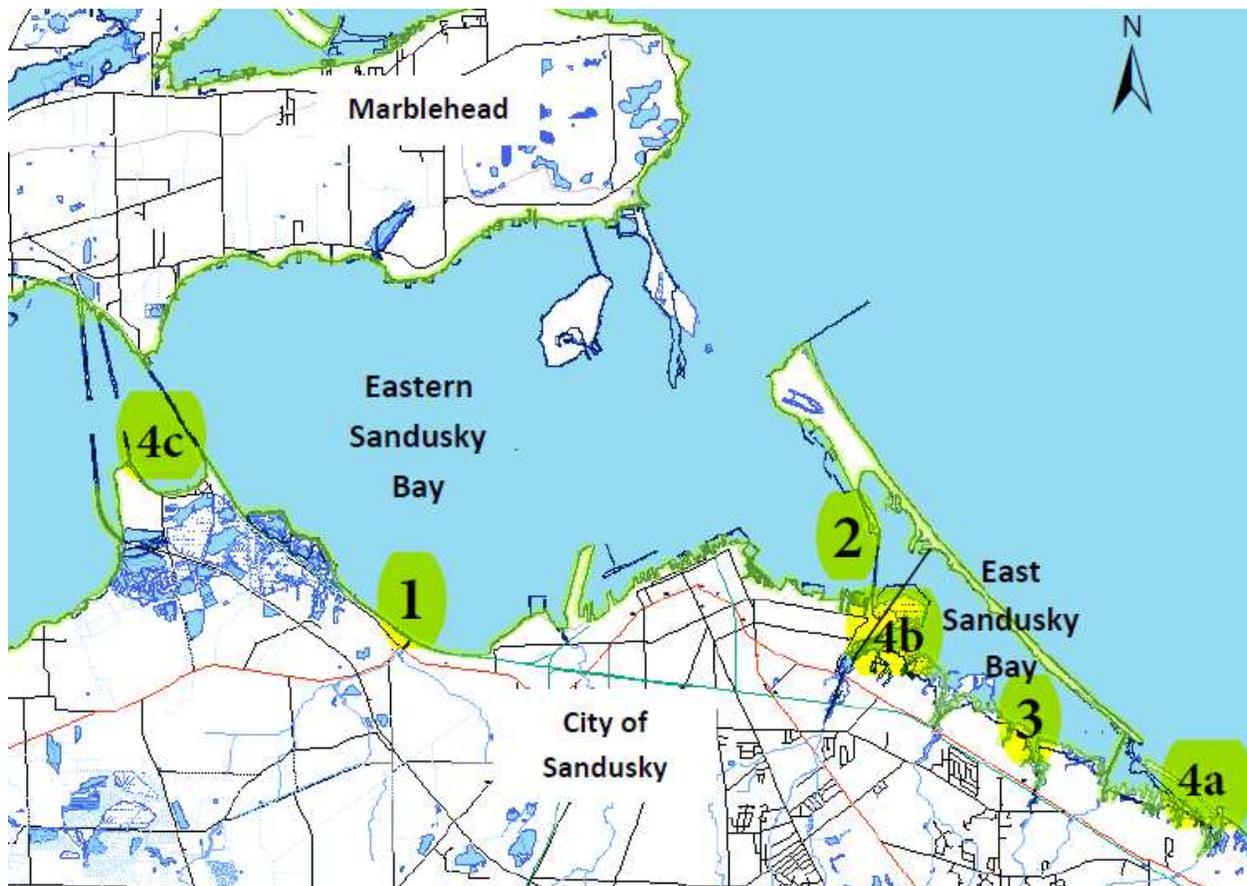
A criterion is that projects must consider the reuse of dredge material towards the goal of eliminating the need for open-lake disposal from the Sandusky navigation channel for more than a decade. Implementing these beneficial use projects would assist in meeting the July 1, 2020 ban on open-lake disposal in the Ohio waters of Lake Erie (Ohio SB 1). These initial projects will complement overall objectives of the Sandusky Bay Initiative and will provide significant leveraging opportunities for future externally funded grant opportunities.

The final proposed project sites and fund allocations will be determined based upon responses to the RFQ and review by a Local Selection Committee. Potential project areas to be considered include, but are not limited to:

1. Nature-based/living shoreline and nearshore wetland enhancement project demonstrating the beneficial reuse of dredge material along selected reaches of the south shore of Eastern Sandusky Bay. The area under consideration is located east of the Sandusky Coal Dock in water depths ranging from 1 - 5 feet. (\$400,000)
2. Local nature-based/living shoreline and nearshore wetland enhancement project demonstrating the beneficial reuse of dredge material adjacent to the Cedar Point Causeway. Nearshore water depths range from 1 - 4 feet. (\$250,000)
3. Local nature-based/living shoreline and nearshore wetland enhancement project south shore of East Sandusky Bay. The East Sandusky Bay encompasses 900 acres of open water and the outlet of Pipe Creek. The project area encompasses approximately 200 acres of shallow open water and will

be implemented with local partners including the ODNR Old Woman Creek Estuarine Research Reserve, Erie Metroparks, and the City of Sandusky. (\$150,000)

4. Subject to available funding, additional pilot projects or enhanced monitoring sites may be selected by the local partners (in collaboration with the State of Ohio) that will demonstrate and support the beneficial reuse of dredge material, nutrient reduction, water quality improvements, and in-water habitat enhancements (up to \$200,000). These pilot/demonstration projects may include:
  - a. A beach nourishment/dune creation for beach barrier restoration and enhancement project at the Sheldon Marsh Nature Preserve;
  - b. Flow through wetland creation and habitat enhancement project(s) associated with tributary outlets flowing into Sandusky Bay (e.g. mouth of Pipe Creek, Mills Creek, and Cold Creek); and/or
  - c. In-water wetland creation and habitat enhancement project(s) within the Edison Bridge corridor.



Through dedicated state capital budget funding available through the Healthy Lake Erie Fund (HLEF), the City of Sandusky will coordinate project management and administration of up to \$1,000,000 in HLEF funds towards consultant services for engineering, design, and permitting costs for up to four projects in the eastern portion of Sandusky Bay.

Tasks required from the consultants for each project are as follows:

<p><b>Task 1: Site Conditions and Analysis</b> Meet with City, ODNR 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 topographic surveying, bathymetric surveys, sediment and vegetation conditions, habitat and species conditions, open water conditions including wave and fetch, weather and water level patterns and associated open water and adjacent land uses and compatibility. Property information including plat and existing submerged land leases. Identify immediate and long term data gaps for this and possibly future projects.</p>
<p><b>Task 2: Establish Habitat and Restoration Goals and Targets for Site Design</b> Present information obtained in Task 1 to City, ODNR and stakeholder groups (when needed) to develop end goals and targets for each project. Develop long-term evaluation criteria on a project-by-project basis and for the overall Sandusky Bay Initiative. Goals and targets must meet current planning documents, regulations and programs established by the City and ODNR and any other regulatory agency.</p>
<p><b>Task 3: Site Design Concepts</b> Develop no less than two concept design options for each individual site based upon goals, targets, and site conditions established in Tasks 1 and 2.</p>
<p><b>Task 4: Site Engineer Plans and monitoring requirements</b> Develop 50%, 90% and 100% engineered plans, material specifications and other documents required for bid, construction and/or permitting. Consultant team(s) must also create short-term and long-term monitoring requirements for each project based on Tasks 1, 2 and 3. Plans shall include proposed sequencing of major events during construction. Develop list of monitoring requirements and possible plan modifications between final design and construction in case the project is not immediately implemented.</p>
<p><b>Task 5: Implementation and Operations Plan</b> Develop an implementation and coordination plan including logistics for beneficial reuse of dredged material, if applicable, during construction. Develop minimum annual post-construction Management, Operation, Maintenance &amp; 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 certain materials. Continual reuse of dredged material shall be considered for all MOMM plans.</p>
<p><b>Task 6: Identify and complete any permitting requirements</b> <i>(subject to available funding)</i></p>
<p><b>Task 7: Cost Estimates for Implementation</b> 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.</p>

## Tentative Schedule:

March 24, 2017	Qualification packets due to the City of Sandusky
April 5, 2017	Selection Committee to Review and Score Qualifications
April 26-28, 2017	Interview up to four (4) firms
May 4, 2017	Notify all firms of selection and begin Design Scope of Services
May 26, 2017	Deadline to finalize Scope of Services and contracts
May 31, 2017	City Engineer to send contracts to City Commission for approval
June 12, 2017	City Commission to approve contracts
June 16, 2017	Sign contracts

Final deliverables, detailed consultant schedules and parameters for background information will be discussed during the Scope of Services negotiations with the selected firm. The selected firm must develop and adhere to a design schedule as proposed by the City of Sandusky, but based on the agreement with the State of Ohio, Department of Natural Resources. Quarterly reports will be required.

Please include with the qualification packet:

- Experience of firm and personnel assigned to this project that will uniquely qualify your firm to complete this work, including résumés and locations of key project team members (max. 8 pages)
- Description of the firm's overall understanding of the project and recommended scope of services to accomplish the stated goals. (max. 2 pages)
- A project management schedule showing all milestones and completion dates based on "Schedule of Activities" (max. 1 page)
- Project staffing plan (max. 1 page)
- References (max. 1 page)

Qualified firms must submit their Federal ID number and DUNS number.

The City of Sandusky will form a Selection Committee comprised of City staff, ODNR representatives and others, if desired. The Selection Committee will evaluate and select the most qualified consultant(s). The City reserves the right to award all four projects to up to four (4) consultants as deemed to be the most qualified for those projects. For example, the City may contract with one (1) consultant for all four (4) projects or may contract with one (1) consultant for each project, up to four (4) total consultants. **Competitive price selection will not be utilized under the selection process.**

The following criteria will be used in the consultant selection process:

- Strength of project manager and strength/experience of key team members and proposed subcontracted firms' key personnel,
- Past performance and experience with projects of similar scope and size, including innovative techniques for nearshore habitat restoration, beach nourishment, living shoreline enhancements, coastal wetlands, and beneficial reuse of dredged material,
- Demonstrated understanding of historical and future issues facing the Sandusky Bay, the City of Sandusky and region,
- Innovative project approach, which includes all listed items in the Scope of Work, including outreach and coordination with various groups or entities, and
- Location of key staff

Based on the qualifications submitted, the Selection Committee may conduct interviews of firms that best demonstrate an understanding of the City's objectives and that adequately addressed all elements of the RFQ. Whether interviews are performed or not, the City shall enter into contract negotiations with the preferred firm for a particular project to determine the final scope of services and project budget. If negotiations fail, the City shall enter into negotiations with the second highest ranked firm for that particular project. This process shall continue until a contract is successfully negotiated or the City determines to issue a second RFQ. The contract must be approved by Sandusky City Commission.

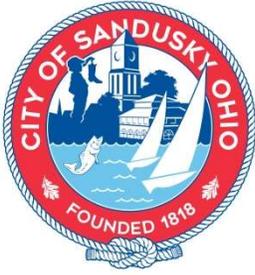
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One original qualification packet and one electronic copy on CD or via email in PDF or MS-Word format shall be submitted by Friday, March 24, 2017 at 11:30 am to:

**Aaron M. Klein, P.E.**  
**Director of Public Works**  
**222 Meigs Street**  
**Sandusky, Ohio 44870**

If under 10MB, the requested electronic copy can be emailed to Megan Stookey at [mstookey@ci.sandusky.oh.us](mailto:mstookey@ci.sandusky.oh.us). Call (419) 627-5878 with questions.

Sandusky Register: March 9 & 16, 2017



**Evaluation Form  
City of Sandusky  
Request for Qualifications  
Sandusky Bay Initiative**

Name of Firm:

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Name of Evaluator:

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	<b>Criteria</b>	<b>Points</b>	<b>Score</b>
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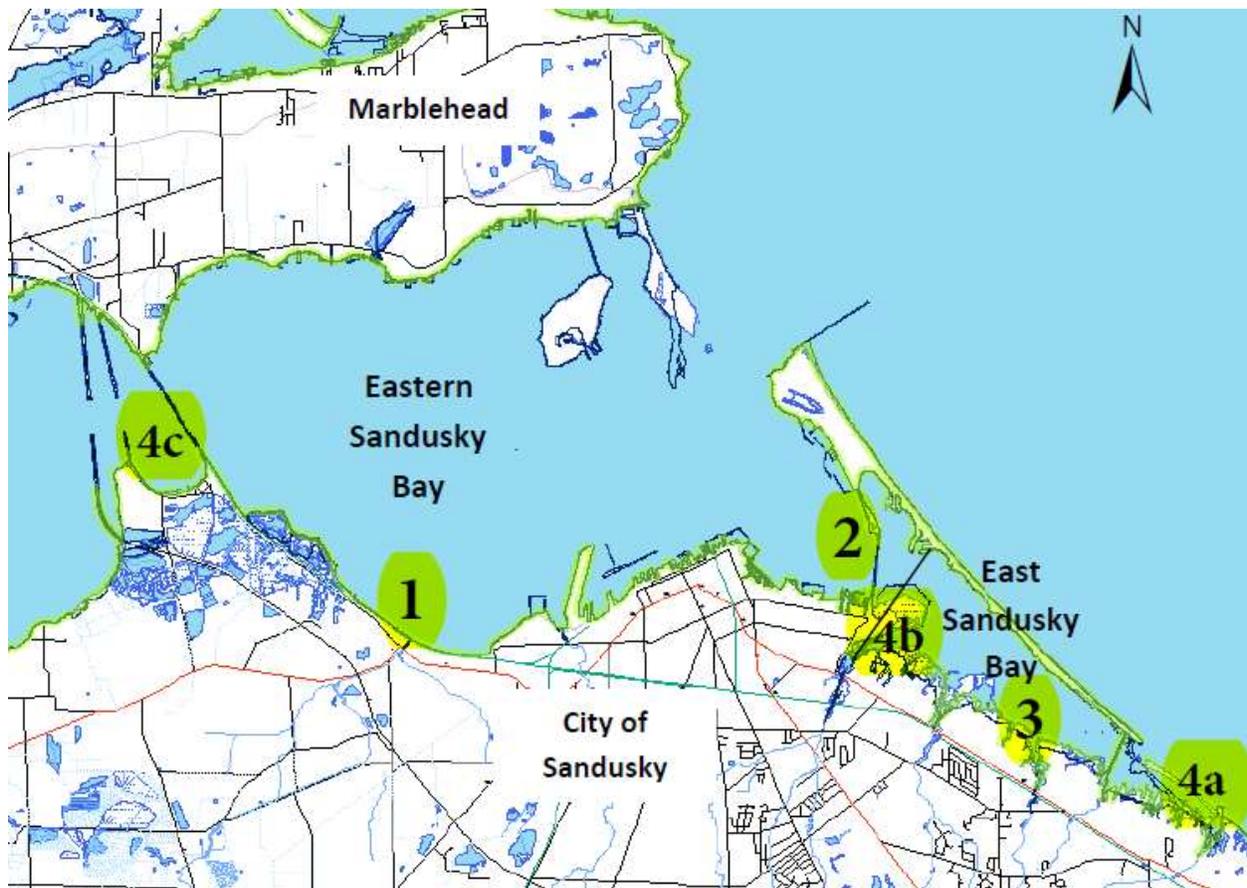
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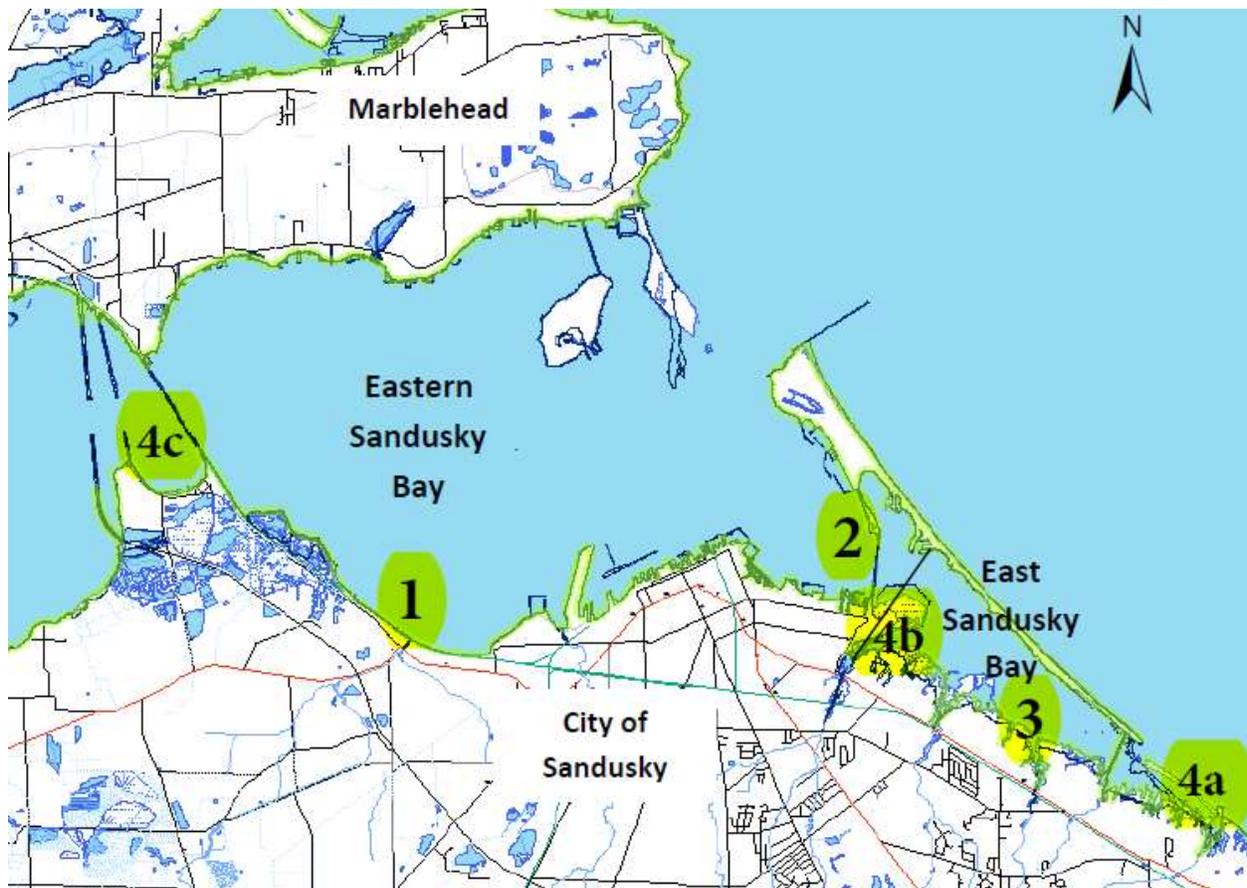
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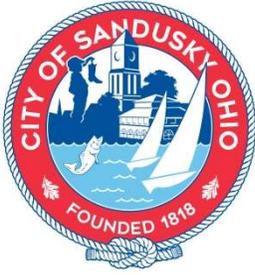
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**Sandusky, Ohio 44870**

If under 10MB, the requested electronic copy can be emailed to Megan Stookey at [mstookey@ci.sandusky.oh.us](mailto:mstookey@ci.sandusky.oh.us). Call (419) 627-5878 with questions.

Sandusky Register: March 9 & 16, 2017



**Evaluation Form  
City of Sandusky  
Request for Qualifications  
Sandusky Bay Initiative**

Name of Firm:

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Name of Evaluator:

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	<b>Criteria</b>	<b>Points</b>	<b>Score</b>
1	Strength of project manager and strength/experience of key team members and proposed subcontracted firms' key personnel	25	
2	Past performance and experience with projects of similar scope and size, including innovative techniques for biohabitat restoration, beach nourishment, living shoreline enhancements and beneficial reuse of dredged material	30	
3	Demonstrated understanding of historical and future issues facing the Sandusky Bay, the City of Sandusky and region	10	
4	Innovative project approach, which includes all listed items in the Scope of Work, including outreach and coordination with various groups or entities	25	
5	Location of key staff	10	