



Coastal Bend Bays & Estuaries Program, Inc.

1305 N. Shoreline, Suite 205, Corpus Christi, Texas 78401 • 361-885-6202 • 361-883-7801 (fax)

Request for Qualifications For Professional Engineering Services

January 21, 2011

1. Introduction

1.1. Background

Coastal Bend Bays & Estuaries Program, Inc (CBBEP) is a nonprofit 501(c)(3) organization dedicated to protecting and restoring the Coastal Bend Bay System, one of 28 EPA-designated “estuaries of national significance. The CBBEP project area consists of open water, submerged habitat, emergent wetlands, and upland environments covering more than 11,500 square miles in 12 South Texas Counties.

CBBEP has identified a need for action in six broad areas: habitat and living resources, human uses, water and sediment quality, freshwater resources, marine commerce and dredging, and public education and outreach. Utilizing federal, state, local, and private funding, CBBEP implements dozens of projects each year – with each project designed to achieve goals pertaining to one or more of these areas.

1.2. Purpose

CBBEP is seeking Letters of Interest and Statements of Qualification from professional engineering firms to assist with design and construction activities associated with coastal habitat protection and restoration projects within the Texas Coastal Bend area. The firm(s) selected will be pre-approved to provide services on various projects over a 4-year period, with the possibility for subsequent renewal.

1.3. Eligibility

To be eligible for consideration, firms must possess four (4) years of demonstrated experience in providing engineering services for projects with coastal habitat protection and restoration elements (as described in section 2).

2. Scope of Services

Depending on its size and complexity, a coastal habitat protection or restoration project may involve any or all of the following three phases.

Phase 1: Feasibility Studies and Permitting Assistance

The selected firm may be required to conduct necessary feasibility studies and document the findings. Feasibility studies may include (but are not limited to) environmental assessments, environmental impact studies, and alternatives analysis. Tasks typically conducted during a feasibility study include conceptual design, determination of needed permits/permissions, state land surveys, geotechnical surveys, bathymetric and topographic surveys, wind and wave analysis, habitat assessments, and estimates of probable cost.

Phase 2: Project Design

Project design tasks include (but are not limited to) the preparation of detailed engineering design drawings, specifications, GIS maps, and cost estimates.

Phase 3: Bidding Assistance and Construction Oversight

The selected firm may be required to prepare construction bid packages (based on engineer's design drawings and specifications) and assist in the contractor selection process. The selected firm may be required to oversee the completion of construction (and related) activities that are specified during project planning and design. Construction oversight activities may include (but are not limited to) conducting site visits, preparing progress reports, reviewing survey results, and otherwise carrying out inspections as needed to verify that construction activities are completed in accordance with engineer's design drawings and specifications.

Examples of construction activities related to coastal habitat protection include:

- constructing breakwaters and bulkheads
- constructing groins and jetties
- placing dredge or imported fill material
- shoreline grading
- planting terrestrial and sub-aquatic vegetation
- other shoreline restoration and stabilization actions
- constructing roads, paths, piers, docks, and boat ramps
- limiting public access (via fences, bollards & cables, etc)
- installing informational signs

Individual project requirements will be specified on a project-by-project basis.

3. Statement of Qualification Submittal Requirements

3.1. Introductory Letter

The interested firm must submit a cover letter that expresses the firm's interest in being pre-approved for services related to coastal habitat protection and restoration.

3.2. Statement Format

3.2.1. Previous Coastal and Marine Habitat Protection and Restoration Projects

Provide examples of a minimum of three completed habitat protection or restoration projects designed by your firm that involved coastal or marine elements (as described in section 2.2). Select projects of varying scopes, degrees of complexity, and budgets.

Include the names of the project owner(s), sub-contractors or project partners you worked with on the planning and design activities, the estimated and the actual design costs, and the estimated and the actual schedules for completion of design activities.

If the project was constructed, also include the name of the primary construction contractor, the estimated and the actual construction costs, and the estimated and the actual schedules for completion of the construction activities.

3.2.2. Qualifications of Firm Personnel

Provide details as to the professional qualifications of key firm personnel – including education, licensure, and relevant experience. Personnel should be able to demonstrate adequate environmental knowledge and engineering skills.

3.2.3. Potential Project Partners and Sub-Contractors

Provide a list of potential project partners and/or sub-contractors. If appropriate, include a brief description of their key personnel and relevant experience.

4. Submittal of Statement

4.1. Number of Copies

Three (3) complete copies of the Statement of Qualifications (as described in section 3) must be submitted.

4.2. Point of Contact

Statements of Qualification (as well as any questions or comments) should be addressed to:

Dustin Cravey
Project Manager
Coastal Bend Bays & Estuaries Program
1305 N Shoreline Blvd, Suite 205
Corpus Christi, TX 78401
(361) 885-6162
dcravey@cbbep.org

4.3. Deadline

All Statement of Qualification requirements must be received in the CBBEP offices (at the above address) no later than 3:00 PM, Wednesday, February 23, 2011. Late proposals may not be considered.

For submittals via messenger delivery, please note that CBBEP's offices are located in the Port Engineering Services/Harbormaster's Office Building (Port Annex), immediately adjacent to Shoreline Blvd. Port of Corpus Christi security procedures require all visitors to obtain a Visitor's Pass from the front desk of the neighboring Administrative Building. This pass is needed to enter the Engineering Services Building.

4.4. Ownership, Confidentiality, and Compensation

All Statements of Qualifications and other material submitted or presented in response to this RfQ will become property of CBBEP. CBBEP expressly reserves the right to reject any submittal. All submitted or presented information will be kept confidential, except as otherwise required of firms implementing publicly funded projects.

No monetary compensation will be afforded to participants in the RfQ process.

5. Selection Process

A Selection Team comprised of CBBEP staff will evaluate the Statements of Qualifications and notify the top candidate(s), who may be asked to provide additional information and/or make a presentation to the Selection Team as to their qualifications and capabilities. Presentations will be scheduled at the time of notification, and will be conducted at the CBBEP offices.

The winning firm(s) will be contracted to provide services over a 4-year period, with the possibility for subsequent annual renewal.

Throughout the time period for which they are under contract, the winning firm(s) may be given goals, budget requirements, and other criteria for the implementation of coastal and marine habitat protection and restoration projects. For each project, the firm will be asked to submit a suggested Scope of Services based on the given project criteria. If the Scope of Services satisfies all applicable project criteria and is approved by CBBEP staff and other key parties, CBBEP will issue project Work Orders (governed by the Contract for Engineering Services) for the completion of engineering services.