



Posted: July 30, 2010

**CITY OF NORFOLK
DEPARTMENT OF PUBLIC WORKS
REQUEST FOR PROPOSALS**

FOR

COLLEY BAY LIVING SHORELINE DESIGN

The City of Norfolk is requesting proposals from qualified and competent engineering firms, licensed to do business in the Commonwealth of Virginia, for the purposes of entering into a contract through negotiations to perform professional services. This contract will be for services to generate detailed designs and specifications for a living shoreline project along two separate reaches in Colley Bay. The site is approximately 700 linear feet behind the Larchmont Elementary School on Bolling Avenue and approximately 475 linear feet southwest from the intersection of 51st Street and Killam Avenue (see project areas in blue in Fig. 2 below). Professional design engineering drawings and specifications should include an erosion and sediment control plan, filling and/or grading plan (including the removal of shoreline debris), landscape plan which should identify the removal of upland trees and shrubs as necessary with a revegetation with native wetland and upland plants, and infrastructure plans (for piers and/or boat launch facilities). Plans must be in a finalized form for the submission of a wetlands joint permit application and to carry out site construction.

DUE DATE:

To reply to this request, submit eight (8) copies of a proposal, including a digital copy on CD or DVD outlining how your firm would meet the project tasks and selection criteria outlined below. Return proposals no later than **4 PM on September 1, 2010** to Kristen M. Lentz, Acting Director, Department of Public Works, Room 700 City Hall Building, 810 Union Street, Norfolk, VA, 23510.

BACKGROUND

Colley Bay consists primarily of shallow water and intertidal habitats that are important as nursery grounds for fish, benthic biodiversity, and production. Proposed Living Shoreline enhancements should be designed to increase the acreage and function of natural ecosystems in Colley Bay and act as a highly visible catalyst for the implementation of similar projects throughout the Lafayette River watershed.

The City of Norfolk seeks a living shoreline design that will compliment other projects aimed at restoring the entire Colley Bay ecosystem (see Figure 2). Wetlands on Norfolk's property are being enhanced through the cessation of mowing activity. Norfolk and Old Dominion University (ODU) are actively engaged in Phragmites control and substitution with environmentally beneficial native wetlands plants. The Lafayette Wetlands Partnership, ODU's Biology Student Graduate Organization, Larchmont Elementary School students and staff, Highland Park Civic League, and Norfolk Wetlands Board staff have designed, funded, and installed community-based LS projects on adjoining shorelines. Norfolk, the Chesapeake Bay Foundation, and the Elizabeth River Project hope to install trees to replace mowed grass and enhance the riparian buffer along the



northern shoreline of Colley Bay. And Norfolk's Central Hampton Boulevard Plan calls for the development of a multi-use path along the project area to encourage recreation and non-motorized transit (see red line in Figure 2). The proposed design should restore the aesthetics and environmental functionality of two reaches along the Colley Bay shoreline, compliment existing and ongoing restoration initiatives, and inspire future restoration efforts on adjoining private property.



Figure 1: General Location Map

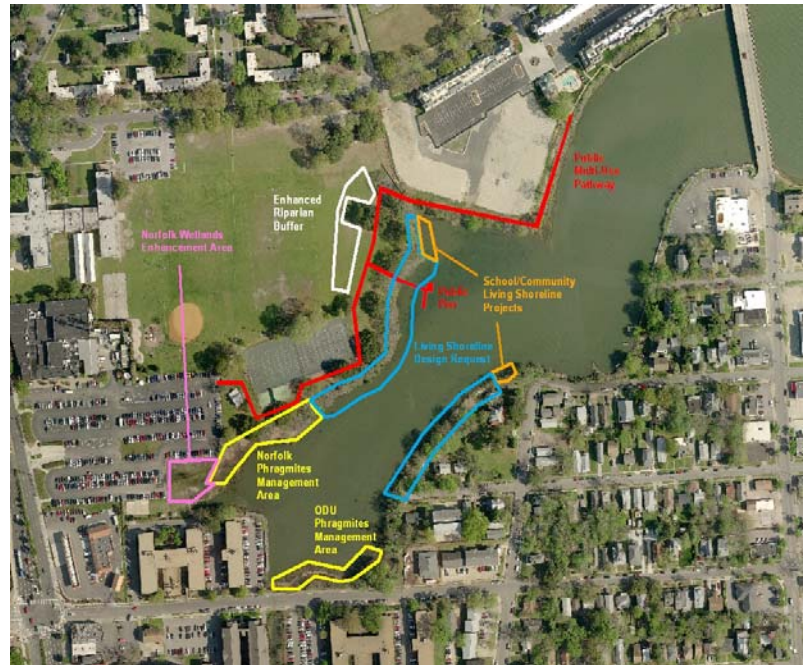


Figure 2: Comprehensive Colley Bay Restoration Concept Plan

The City of Norfolk will conduct a mandatory pre-proposal meeting on site on August 13, 2010 at 8:30 am. to discuss the City's vision for design outcomes, but, in general all submitted designs should include an intertidal wetland a minimum of 30 feet wide (with sill as necessary) at a minimum elevation of mid-tide level, a high marsh planted with a mixture of switchgrass and flowering wetlands plants up to elevation 2.69' NAVD'88 and with a minimum slope grade of 3:1, and a restored riparian buffer planted with a mixture of native trees and shrubs. Existing live oak trees shall be preserved in the design.

Even with the scattering of concrete and asphalt debris along the project's shorelines, existing wetlands are experiencing erosion. The longest fetches, which range from 0.6 to 0.7 miles, are to the NE and NNE putting the shoreline susceptible to hurricane and nor'easter generated winds and waves. Adding both the northern and southern project shorelines together, the project covers a long reach of approximately 1,175 linear feet. Investigations of buried utilities would have to be conducted. Surveying work (provided for by the City of Norfolk) including topography, wetland delineation, limited bathymetry and biological benchmarks would take several weeks in order to set up control points, document biological benchmarks, identify jurisdictional wetlands and provide the information necessary to generate the needed number of representative cross sections for a successful project design. With unknown amounts of debris fill in the project area, investigation of depths of debris will have to be undertaken to determine the need for over-excavation and necessary clean fill volumes for implementation budgeting. The number and location of investigative soil borings will be discussed at the



onsite pre-proposal meeting. City staff will work with the selected design engineer to ensure that the design will take into account anticipated relative sea level rise effects. The selected design engineers shall participate in meetings with public interest groups (civic leagues, citizens, other government officials, etc.) to explain the goals and technical aspects of the living shoreline design. Proposed public access (multi-use path, observation pier for education, passive boat launch) will be taken into consideration during the project's design phase and properly integrated into completed comprehensive restoration plans for environmental permitting.

Services Requested

The City seeks an engineering firm to provide professional services to create a living shoreline project design, participate in public meetings to integrate public input and concerns, and develop plans necessary for wetland permitting. The City of Norfolk will provide surveying and wetland delineation services in support of plan development. Consultant services will generally include but are not limited to:

- Task 1: Field investigations: This task will involve conducting subsurface debris surveys at two locations on each shoreline reach to determine suitability of soil and/or the need for over excavation and backfilling for wetland plant growth. The selected firm will be required to identify any utilities throughout the project area which will be included/considered in the final design. Geotechnical engineering services shall be provided as necessary.
- Task 2: Provide a 50% design concept plan for the project area, including a construction cost estimate (4 large size drawings; approx. 2'X 3' plus one copy at 8.5 X 11"). These drawings will be used by the project team and public to review and provide comments for the final drawings and specifications.
- Task 3: Project coordination: This task will include at least two public meetings to present the 50% and 100% plans to the community. Coordination with the project team is expected to be ongoing.
- Task 4: Completion of final design plans (100%) and specifications and construction cost estimates including, but not limited to, location and vicinity maps, standard note sheets, demolition, grading, and site plans, wetland planting and native riparian buffer landscape plans (including maintenance activities and invasive species control), erosion and sediment control plans, representative x-section plans, structural notes, and drainage and storm water management design as necessary.

The services noted above are general, and the City may request additional services, as needed, to facilitate the development initiatives within the project area. The City of Norfolk reserves the right to add or delete tasks as needed. The consultant may be expected to work closely with different City Departments and agencies and their other consultants, other governmental and regulatory agencies, franchise utilities, property owners, and the public.

Top candidates selected for interview must be prepared to give an oral presentation on their proposal including a document outlining non-binding fee proposals to the City's interview committee on September 15, 2010.



Proposed Project Schedule and Deliverables

- RFP Posting Date: **July 30, 2010**
- RFP Advertising Date: **August 1, 2010**
- Mandatory Pre-proposal meeting, **Friday, August 13, 2010**, at 8 am at the tennis courts behind Larchmont Elementary School. All Applicants who will be attending should RSVP: Kevin Du Bois (Kevin.dubois@norfolk.gov) by **August 9, 2010**.
- Proposals Due: **September 1, 2010**
- Top Candidate Interviews + Submission of Non-binding Fee Proposals **September 15, 2010**
- Notice to Proceed Date: **November 8, 2010**
- Project Completion Date: **March 1, 2011**

The City of Norfolk holds the right to change any date in the Project Schedule listed above.

Requirements of the Proposal

Proposals submitted in the public procurement process are subject to public inspection in accordance with the Virginia Freedom of Information Act. Therefore, trade secrets or propriety information must be clearly identified to prevent their disclosure, and the reason why protection is required must be stated (City Code Sec. 33.1-9).

In no event shall your proposal, including all attachments, brochures, covers, and dividers, exceed 20 sheets of paper. You are permitted to utilize the reverse side of all sheets.

SELECTION CRITERIA – Proposals should follow the specified selection criteria listed below. Failure to provide information in this format may disqualify the applicant.

A selection committee will review proposals. Selection criteria includes but is not limited to the following:

- Success with Similar Projects
- Proposed Project Approach
- Personnel Qualifications



Success with Similar Projects. Please document success with projects to design Living Shoreline or tidal wetland and riparian buffer restoration projects. Discuss experience successfully interfacing with diverse partners to design a project that meets diverse needs. Provide evidence of capacity to succeed with projects of similar scope and discuss how past projects achieved the following:

- A) Provide evidence of successful past designs for wetland restoration/mitigation projects of similar scope and nature.
- B) Documentation that cost-effective methods were used in the design of previous wetland projects. Discuss if original cost projections provided during the feasibility and design phases provided realistic guidance for the construction phase (design estimates and final costs were reasonably related).
- C) Evidence that past wetland design projects were completed in a timely fashion with a discussion on the projects' longevity and resilience in response to recent storm activity (Hurricane Isabel, recent nor'easters, etc)
- D) For each project discussed, provide a list of key staff directly involved in the design process and quantify their contribution to the final design product.
- E) Provide a minimum of two references that can verify the success of similar projects completed by your firm. Include contact name, phone, address, email and name of project. Reference contact should be the person who worked most directly with your firm. References will be contacted for all finalists.

Proposed Project Approach. The Proposal outlines a practical, realistic and proven approach that meets the needs outlined in the Project Tasks, within a reasonable schedule.

- A) Methodology provides a practical approach to address all needs outlined in this request.
- B) Schedule is reasonable and appears to consider all tasks.
- C) Methodology is proven and acceptable.
- D) Benefits of the methodology justify the costs.

Personnel Qualifications. List the names of key personnel who will be directly involved with this project and include the following information.

- A) Education, certifications, training and experience on related projects for individual team members.
- B) Percentage of time of most qualified team members to be devoted to project.
- C) Address how individual team members' roles and responsibilities commensurate with the individual's experience, training and education.
- D) Indicate team members who have worked together before on successful projects relevant to this request.
- E) Overall qualifications of the personnel who will be working on the project: Does the team have the combination of individuals that can successfully meet the objectives?

In addition, your proposal should address the proposed work and should include the following information:

- Professional qualifications of the project team, including resumes of the key staff individuals and their background.



- Profile of the firm's principals, staff, and facilities.
- Profile of the subconsultants and their background.
- Previous experience with similar types of projects, including the scope of work, the client, the status of the project, and the year the work was performed.
- Appropriate brochures, photographs or printed materials may be submitted at your option.
- A list of current/proposed contracts in which your firm is engaged.
- A written statement attesting that your firm maintains an errors and omissions liability insurance policy with a minimum limit of \$1,000,000.

Minority Participation

It is the policy of the City of Norfolk to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in the City's procurement activities. Toward that end, the City encourages these firms to compete and encourages non-minority firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. A listing of qualified businesses is available from the Virginia Department of Minority Business Enterprise (www.dmb.state.va.us). Firms are asked, as part of their submission, to describe any planned use of such businesses. Please include in your proposal whether your firm or any of your sub-consultants is a minority-owned business described by one of the following categories: African American (male), African American (female), Caucasian (female), Hispanic (male), Hispanic (female), Asian American (male), Asian American (female), American Indian (male), American Indian (female), Eskimo (male), Eskimo (female), Aleut (male), Aleut (female), Other (male), Other (female).

Norfolk Businesses

It is also the policy of the City to support Norfolk businesses and workforce development, and the City encourages companies with corporate offices in Norfolk, and which employ Norfolk residents, to compete for City contracts. Please include in your proposal information regarding the location of your offices, the offices of your sub-consultants, and the employment of Norfolk residents by your firm or by your sub-consultants.

Emergency Services

These services may also be required during emergencies. The issuance of a Declaration of Emergency Conditions by authorized government officials shall cause any agreement or contract resulting from this proposal to be activated at the terms and conditions listed in the agreement or contract. The selected firm shall make available to the City of Norfolk, during the time of emergency, its time, equipment, and expertise in those services for which the firm has been previously contracted. Failure to comply may result in termination of the agreement or contract by the City of Norfolk.

Evaluation of Proposals

Evaluation of proposals will be under the complete jurisdiction of the City of Norfolk. It is the intent of this Request for Proposal that all services (with the exception of surveying services) be prepared complete in all respects without need for engaging separate technical expertise or professional services.



Upon receipt of the proposals, the City will evaluate all materials submitted by responding firms and rank the proposals in order of qualifications by virtue of technical competence, general background experience, availability, etc. The city shall engage in individual discussions with two or more firms deemed most qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. After completion of the interview process, the City shall select, in the order of preference, two or more firms whose professional qualifications and proposed services are deemed the most meritorious. At that time, the City will enter into negotiations with the first choice firm to determine an agreeable method of compensation for service. If negotiation cannot be successfully completed with the first choice firm, the City will then negotiate with the second choice firm, etc. Upon completion of negotiations, a formal contract agreement will be prepared and executed between the firm and the City of Norfolk.

Additional Information

All proposals are due in the office of the Director of Public Works, Room 700, City Hall Building, Norfolk, Virginia 23510, no later than **4:00 p.m., September 1, 2010**. Eight (8) copies of each proposal must be submitted including a digital copy on CD or DVD. If there are any questions concerning the proposal, please contact Mr. Kevin Du Bois, P.W.S. at (757) 621-2564.

Kristen M. Lentz
Acting Director

The Virginian Pilot – August 1, 2010
DemandStar – August 1, 2010