

NOTICE OF REQUEST FOR QUALIFICATIONS / PROPOSALS
Engineering Design and Construction Management Services
White River Fish Passage and In-Stream Habitat Restoration Project

Issue Date: October 4th, 2021

Proposal Due Date: October 27th, 2021, 1:00 PM at WMSRDC

Mandatory Pre-Bid Mtg.: October 12th, 2021, 10:00 AM virtual

Site Visit: October 12th, 2021, 1:00 pm

Project: **White River Habitat Restoration**
under the NOAA/West Michigan Regional Development Commission Regional
Partnership for Great Lakes Habitat Restoration

This project is funded through the National Oceanic and Atmospheric Administration/West Michigan Shoreline Regional Development Commission Regional Partnership for the Lake Michigan Rivers and Coastal Wetlands Restoration Project.

Address Proposal to: Mrs. Erin Kuhn, Executive Director
West Michigan Shoreline Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440
Phone: 231-722-7878

Attention: **Fallon Chabala**, Program Manager, WMSRDC
Phone: 231-722-7878 x 130
E-Mail: fchabala@wmsrdc.org

AWARD OF CONTRACT / REJECTION OF PROPOSALS:

The Contract will be awarded to the most responsive consultant based on the West Michigan Shoreline Regional Development Commission (WMSRDC) review of the Respondents ability to provide the required products/services.

Competitive negotiation proposals are being solicited from an adequate number of qualified sources to permit a reasonable comparison consistent with the nature of competitive negotiation. The Request for Qualifications / Proposals (RFQ/P) identifies all significant evaluation factors to ensure equal information is given to all vendors involved in the bidding process. The award of the bid will be made based on the recommendation of the procuring party with consideration being given to whose proposal will be the most advantageous rather than the lowest cost.

WMSRDC reserves the right to reject any and/or all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in WMSRDC's best interest. The Respondent to whom the Award is made will be notified at the earliest possible date.

The Contract shall not be considered executed unless signed by Erin Kuhn, Executive Director, West Michigan Shoreline Regional Development Commission, and funds are available from the National Oceanic and Atmospheric Administration (NOAA) Lake Michigan Rivers and Coastal Wetlands Restoration Project.

SIGNATURES:

The Proposal and Award page and any proposal notifications, claims or statements must be signed in ink by an official of the proposing organization authorized to bind the Respondent to the provision of the RFQ/P.

NOT TO EXCEED OR NON-APPROPRIATION:

The Respondent hereby recognizes that funding for **White River Fish Passage and In-Stream Habitat Restoration Project** is being provided by grant funds received by WMSRDC from NOAA. If, for any reason, funding is not available, or discontinued for any reason from NOAA to WMSRDC, WMSRDC may terminate this agreement without incurring any liability. WMSRDC will only be responsible for reimbursing the Respondent for the expenditures that are eligible for reimbursement from NOAA.

TYPE OF CONTRACT:

It is proposed that a contract entered into as a result of this RFQ/P will have a fee structure with a specified maximum, not to be exceeded, cost. Negotiations may be undertaken with those Respondents whose proposal as to price and other factors show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be that which is most advantageous to WMSRDC, price and other factors considered. WMSRDC reserves the right to consider proposal modifications received at any time before the award is made, if such action is deemed to be in the best interest of WMSRDC.

CONTRACT EXTENSIONS:

This contract will be for a period from approximately **November 10th, 2021, through August 31st, 2023**. A contract extension may be available under this funding source. If WMSRDC receives additional funding for project continuation or if the grant agreement contract sunset dates are extended, the contract may be extended mutually by WMSRDC and the Respondent but is limited to the terms and conditions of this request and any resulting contract.

INCURRING COSTS:

WMSRDC shall not be liable for any costs, including any travel, incurred by the Respondent prior to award of the contract(s). Total liability of WMSRDC is limited to the terms and conditions of this request and any resulting contract.

NO THIRD PARTY RIGHTS:

It is agreed and understood that the contract is made solely for the benefit of WMSRDC and the Provider of Services, not made for the benefit of any third party, and that no action or defense may be founded upon this contract except by the party's signatory hereto.

ORAL PRESENTATION:

Respondents who submit a proposal may be required to make an oral presentation of their proposal to WMSRDC. These presentations will provide an opportunity for the respondent to clarify its proposal to ensure mutual understanding of its contents.

ACCEPTANCE OF PROPOSAL CONTENT:

The contents of the proposal of the successful Respondent will become contractual obligations, if a contract is issued. Failure of the successful bidder to accept these obligations will result in cancellation of the award.

REQUEST FOR QUALIFICATIONS / COMPETITIVE NEGOTIATION PROPOSAL

White River Fish Passage and In-Stream Habitat Restoration Project

BACKGROUND: The West Michigan Shoreline Regional Development Commission (WMSRDC), under an agreement with the National Oceanic Atmospheric Administration (NOAA) is requesting proposals for a consultant to assist WMSRDC with ecological engineering design and construction management services for four (4) fish and wildlife habitat restoration sites in the White River, Oceana County Michigan. The WMSRDC is the overall project administrator for the cooperative agreement with NOAA. The WMSRDC, Oceana County Road Commission (OCRC), Oceana County Drain Commission, Grand Valley State University Annis Water Resources Institute

(GVSU-AWRI), White River Watershed Partnership, NOAA, and private landowners will provide input and guidance for the project (Project Team).

The project location is in Oceana County. The sites lie within the jurisdiction of Oceana County Road Commission and the Township/s of Elbridge and Greenwood.

Locations: White River Watershed Road/Stream Crossings (4), Oceana County, Michigan: At each of the four (4) sites, the existing fish passage barrier will be replaced with NOAA approved, permitted, engineered design, allowing unrestricted fish passage via open span bridge/pipe arch.

- A. 144th Ave / Swinton Cr Crossing Location: 43.6373, -86.1979; Replace 48inch dia. perched culvert
- B. Buchanan Road / Swinton Cr Road Crossing Location: 43.6279, -86.1973; Replace two (2) 36-inch dia. plugged culverts (Designated County Drain).
- C. Pierce Rd / Swinton Cr Road Crossing Location: 43.6209, -86.1915; Replace 48inch dia. perched culvert (Designated County Drain).
- D. Roosevelt Rd / Cushman Cr Road Crossing Location: 43.4820, -86.0583; Remove three 6 inch vertical, tiered, perched weirs.

Resources to Benefit: This project focuses on two high quality, designated trout, cold-water tributaries to the White River, a designated Country Scenic River under Michigan's Natural River Act. At four (4) road/stream crossings, the undersized, damaged, and perched culverts will be replaced, providing fish passage for 7.24 miles of cold-water habitat to lake-run, potamodromous and resident species. Restoration will reconnect 7.24 miles of stream and an estimated 7.6 acres of wetland floodplain habitat, restoring 1,000 lineal feet of in-stream habitat. Soil erosion and sediment will be reduced at the crossings, improving water quality, protecting in-stream fish and aquatic insect habitat. **The project has received USFWS sea lamprey clearance.**

The NOAA Technical Monitor assigned to this project will also be invited to participate, give input and attend meeting/s to provide input and approvals on the QAPP, Engineered Designs (30%, 70%, and 100%), and to complete the NEPA review and secure NOAA approval.

As part of the project, GVSU-AWRI will complete an element of the pre-restoration and post-restoration Tier-1 Fish Barrier monitoring plan. Early coordination and communication between the project consultant and GVSU-AWRI will be integral to the project's success during the E&D Phase. The AWRI monitoring plan is included with this RFQ/P.

This RFQ/P is for Engineering & Design and Construction Management Services for the White River Fish Passage and In-Stream Habitat Restoration Project

WMSRDC will enter into a contractual agreement with a Project Consultant. Phase I, Engineering and Design (E&D) and Phase II, Construction Management/Construction Oversight will be funded through the existing NOAA/WMSRDC Regional Partnership. Funding for Phase II construction oversight and implementation is available but is dependent upon NOAA's approval of the Phase I Engineered Designs.

Engineering design and construction management services for this project is to be completed no later than **August 31st, 2023**. (*Monthly and final status reports, invoices, and WMSRDC professional reimbursement request forms are to be submitted to WMSRDC no later than the fifth day, following each month*).

Phase I Services - Engineering & Design under:

1. Completion of up to four (4) In-Stream Habitat Restoration engineered design plans (covering 1,000 LF) (*based on permitting requirements and NOAA approvals of 30% and 70% preliminary design layouts*),

with input from the Project Team (Project Team: WMSRDC, NOAA, OCRC, GVSU AWRI, private landowners, and the White River Watershed Partnership)

2. Completion of a Quality Assurance Project Plan for survey and sampling information to be collected during engineering and design. Project Consultant will coordinate with Oceana County Road Commission for culvert design methods and with GVSU AWRI for the (NOAA Tier I) pre-restoration monitoring information. The consultant will lead QAPP development and include the GVSU AWRI monitoring plan as an appendix in the QAPP. *NOAA and EPA Great Lakes Restoration Initiative QAPP guidelines are included with this RFQ/P (engineering/design of construction/restoration projects). The draft QAPP is to be submitted to WMSRDC and NOAA for comments and review. Updates will be made to ensure NOAA's final approval before engineering and monitoring information can be collected.*
3. Pre-restoration NOAA Tier I Fish Passage Monitoring Plan (*including GVSU's Tier I monitoring elements*).
4. In-stream Habitat & Elevation Surveys for upstream/downstream habitat at the four (4) road / stream crossings. Up to 250 LF / crossing, for a total 1,000 LF. In-stream restoration may be located within stream corridors, as identified by consultant, landowners, and Project Team input and approval.
5. Completion of pre-restoration vegetative and invasive species vegetation survey at habitat restoration sites.
6. Wetland delineation of proposed sites, including OCRC ROW for permitting requirements
7. Photo documentation (before) at proposed in-stream habitat restoration sites.
8. Soil samples (up to 8 @ 2 per site).
9. Permit applications/acquisitions/and permit fees (*and pre-application meetings as needed*) for all local, state, and federal permits (*e.g., Oceana County Soil Erosion Sediment Control, Oceana County Drain Commission, MDNR – Natural Rivers Act, EGLE/USACE, others*).
10. Provide information needed for NOAA's NEPA review and approval (*preliminary and final NOAA approval on engineering/design will be required*)
11. Meetings with OCRC, as needed, to coordinate development of four (4) road/stream crossing engineered designs and landowner contacts.
12. Preliminary Landowner Maintenance Plans (one for each affected landowner, approximately four to eight plans) to be finalized during the Phase II construction oversight phase.
13. Monthly status report in support of invoices
14. Regular phone and email communications and updates, and any miscellaneous information that WMSRDC may need for grant reporting purposes on a semi-annual basis.
15. Project Partner meetings.
16. Other items as may be needed (please describe)

Phase II Services – Construction Oversight/Construction Management Services (*based on NOAA's approval of the final, engineered designs*):

1. Completion of construction bid package for the four (4) In-stream Habitat Restoration sites with construction specifications and contract documents
2. Assistance for WMSRDC with a competitive selection/construction bid process.
3. Review of construction bids with written input to WMSRDC on the selection of a contractor(s) for construction/restoration activities
4. Construction oversight and weekly management of contractor activities
5. Review and approval of monthly construction pay applications, and overall project cost control activities
6. Electronic "As-Built" construction drawings and GIS shape files with delineation of the amount of habitat types restored
7. Completion of NOAA Tier I Fish Passage Monitoring Plan (with GVSU's Tier I monitoring elements included).
8. Completion of post-restoration vegetative and invasive species vegetation survey at habitat restoration sites to confirm no introduction of non-native / invasive species vegetation from construction activities.
9. Photo documentation (after) at proposed in-stream habitat restoration sites.

10. Finalize the Landowner Maintenance Plans (*preliminary plans developed during Phase I / E&D*)
11. Participate in public, stakeholder meetings and/or educational site tours (1).
12. Monthly status report in support of invoicing and any miscellaneous information that WMSRDC may need for grant reporting purposes on a semi-annual basis.
13. Other items as may be needed (please describe)

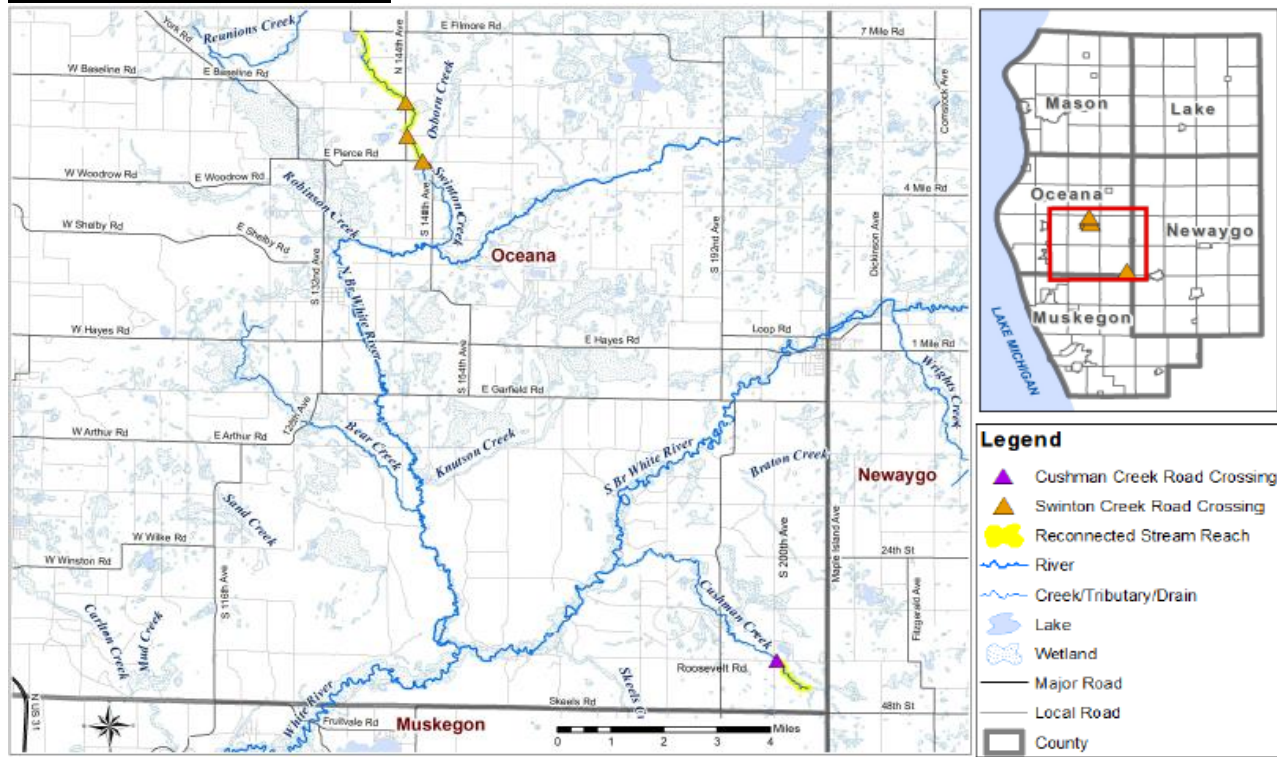
WMSRDC will make payments for services, according to a contractual agreement to be negotiated upon selection of a consultant/contractor. WMSRDC will act as the primary project contact for media communications, project partners, and grant reporting to NOAA.

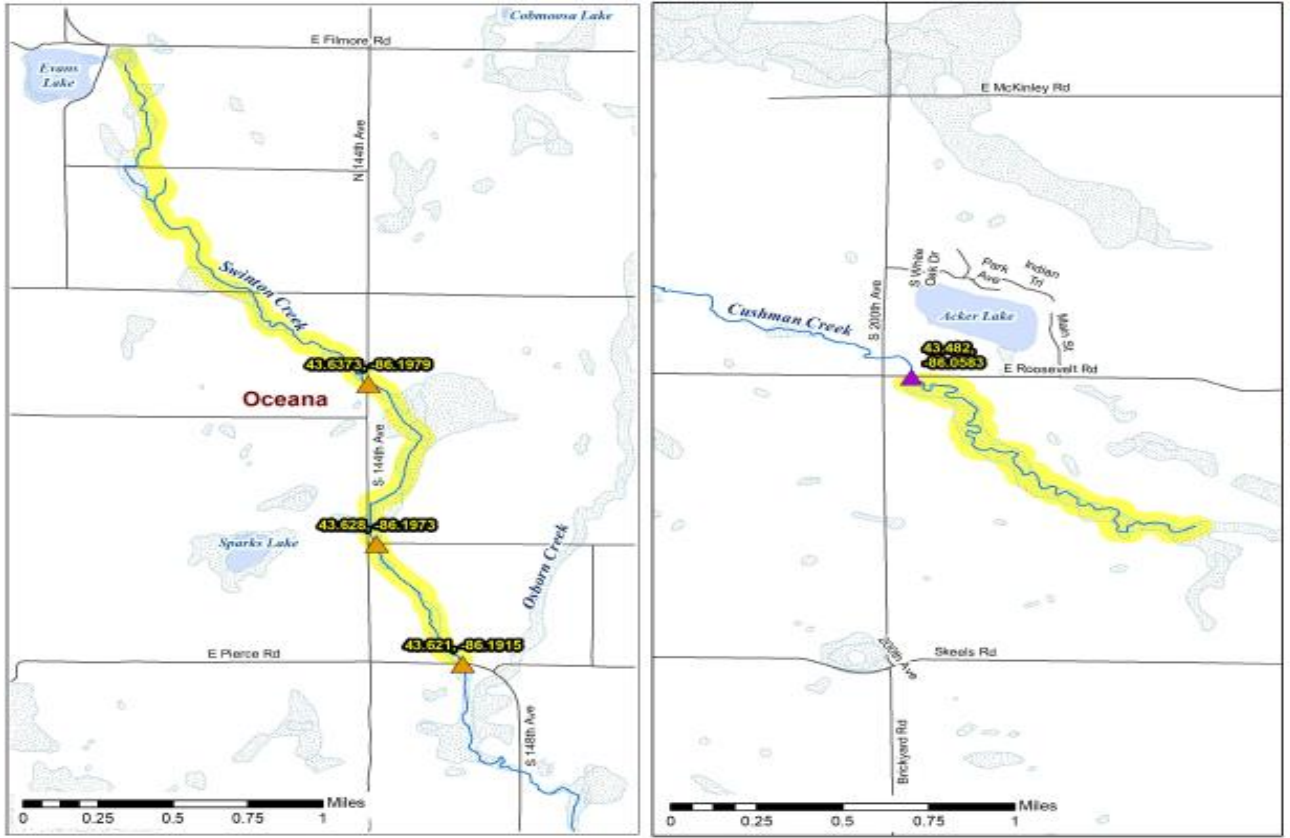
SITE PROPOSED FOR RESTORATION:

The project sites are located in the White River Watershed (Country Scenic designation under MI Natural Rivers Act), Oceana County, Michigan. Restoration designs will consist of measures to address environmental conditions relating to road crossings, fish passage and the improvement of in-stream fish and wildlife habitat.

The proposed four (4) road/stream crossing sites for restoration are at and adjacent to the Oceana County Road Commission (OCRC) easements as described above. In stream habitat restoration may be implemented immediately upstream and downstream of the road/stream crossings with written permission from the adjacent property landowners. The 1,000 LF of in-stream habitat restoration is proposed adjacent to the four (4) road/stream crossings sites; however, in-stream habitat restoration may occur within the stream corridor, as identified by consultant and project team approval. No contacts have been made with these landowners.

LOCATION MAP OF SITES:





(See White River Road/Stream Crossings 2021 Site Layout Fact Sheet for further details)

SITE RESTORATION SUMMARY:

Restoration Needs and Objectives:

Historically, fish habitat was degraded by culvert failure (crushed/collapsed/perched/tiered concrete bottom resulting in a lack of fish passage opportunities and the loss of in-stream habitat for fish and wildlife

Specific Restoration Implementation, Investigation and Design Needs:

1. Coordinate with Oceana County Road Commission with the design of four (4) road/stream crossings with the lowering, removal and replacement of crossings to connect up-stream/downstream segments and allow for unrestricted fish passage.
2. Engineering and Design of native fish and wildlife structures/habitat at the four (4) road/stream crossings.
3. Engineering and Design for up to 1,000 ft. of in-stream habitat structures. Allowing for 250 ft. of in-stream habitat structures to be installed at each crossing with approximately 125 ft. placed upstream and 125 ft. downstream. The upstream and downstream locations may also include 75 ft. of native habitat improvements on either side of the stream to enhance fish cover opportunities.

Restoration quantities to be restored / enhanced (designed):

1. Up to 1,000 ft. of in-stream habitat (native vegetation, lunger structures, large woody debris, and/or field stone as appropriate).

Time period for Phase I and Phase II:

1. Engineered design and permitting (applications and fees) will be completed no later than July 30th, 2022.
2. Construction oversight/management services will be coordinated with OCRC designs and will be completed by August 31st, 2023.

PRODUCTS and SERVICES:

WMSRDC is requesting an Engineered Ecological Restoration Design (Phase I). Construction Management Services Oversight (Phase II) for the White River Watershed Fish Passage and In Stream Habitat Restoration Project, described above.

PROPOSAL FORMAT:

The proposal statement shall include, at a minimum:

1. A Project Understanding Statement
2. Itemized Scope of Services, based on your understanding of Project Goals, Tasks and Sub-Tasks
3. Not-to-Exceed Cost Proposal, by Task, Personnel, Subcontractors, Hours, Rates and applicable Fees and Unit Prices
4. Qualification Statement (shall include, at a minimum):
 - a. Project Team and their Relative Experience (on similar projects during the last five years)
 - b. Resumes of the Project Team (respondent and any project team subcontractors)
 - c. Statement about your Firm (as it relates to this type of project)

Cost Proposal Table

The cost proposal table should show the Tasks and Sub-Tasks under these category headings:

1. Task (with brief task description)
2. Hours (for each task by project personnel)
3. Costs (for project personnel and subcontractors)
4. Unit costs (where applicable)
5. Total, Not to Exceed Cost
6. Any other additional, relevant categories
7. A separate table with hourly rates for project personnel

Scope of Work and Cost Proposal Table

Show these Tasks and Sub-Tasks (and include any other necessary tasks, as appropriate for each phase):

Phase I – Engineering Design / Permitting / Coordination with OCRC Designs for Road/Stream Crossings

1. Engineered Design for Habitat Restoration

- a. Development of engineered ecological restoration design, with project team input
- b. Development of QAPP (*requires NOAA approval before investigation and monitoring information can be collected*)
- c. In-stream habitat / elevation and pre-restoration vegetative and invasive species vegetation surveys
- d. Wetland delineation of proposed sites, including OCRC ROW for permitting requirements
- e. 8 soil samples, per design needs and EGLE/USACE Permit requirements
- f. Provide information as needed for NOAA to obtain NEPA review and approval.
- g. Coordination with OCRC designs for road/stream crossing
- h. Project partners meetings
- i. Photo documentation (before) at proposed in-stream habitat restoration sites.
- j. Preliminary landowner management plans
- k. Pre-restoration NOAA Tier I Fish Passage Monitoring plan, including GVSU's Tier I monitoring elements.
- l. Other items that may be needed (please describe)

2. Permitting Assistance

- a. Acquire EGLE/USACE, MDNR Natural Rivers Act, Oceana County Drain Commission and SECS permits, including permit application, payment of permit application fees and responses to subsequent permit application information requests from the agencies, on behalf of WMSRDC and the landowners. Attend any permit pre-application meetings as needed.
- b. Acquire access permission from landowners and others as needed
- c. Other items that may be needed (please describe)

3. Project Administration and Reporting

- a. Monthly status report in support of invoicing and any additional information that WMSRDC may need for grant reporting purposes on a semi-annual basis.
- b. Other items that may be needed (please describe)

4. Please List and Describe Any Additional, Relevant Tasks that are Necessary for the Project

5. Phase I Grand Total

Phase II - Construction Management Services and Oversight (*Phase II funds are dependent upon NOAA approval of the Phase I engineered designs*)

1. Contractor Selection Process (Phase II)

- a. Develop a competitive bid package, including contract documents and specifications (to be approved by WMSRDC), to seek competitive bids for a contractor(s) to perform construction according to the approved engineered designs. (In-stream habitat)
- b. Provide WMSRDC with services for a mandatory, pre-bid contractor meeting to review proposed restoration designs (*in person or virtual*), followed by an on-site visit, and follow-up Q&A.
- c. Review of construction bids and recommendations to WMSRDC on the selection of a contractor(s) for implementation of construction/restoration activities
- d. Other items that may be needed (please describe)

3. **Construction Oversight**
 - a. Construction oversight and management of contractor activities
 - b. Electronic “As-Built” construction drawings and GIS shape files with delineation and amount of habitat types restored.
 - c. Finalize pre-restoration landowner habitat management plans per installed in-stream habitat structures
 - d. Post-restoration vegetative and invasive species vegetation surveys
 - e. Other items that may be needed (please describe)

4. **Project Administration and Reporting**
 - a. Provide WMSRDC with monthly status reports of progress at restoration/construction sites, including restored acreages, linear feet, disposal quantities, and any additional information that may be required by WMSRDC for NOAA reporting requirements. *NOTE: WMSRDC will require timely submission of monthly status reports, itemized invoices, and professional reimbursement request forms to meet grant reporting and grant fund drawdown and payment requirements.*
 - b. Review contractors pay applications in support of monthly contractor payment approvals by WMSRDC
 - c. Completion of NOAA Tier I Fish Barrier Monitoring plan (*including GVSU’s Tier I elements*).
 - d. Other items that may be needed (please describe)

5. **Please List and Describe Any Additional, Relevant Tasks that are Necessary for the Project**

6. **Phase II Grand Total**

MANDATORY PRE-PROPOSAL (Virtual) MEETING AND OPTIONAL TOUR OF RESTORATION SITE:

To further explain the project, a mandatory pre-proposal (virtual meeting) and optional site tour is scheduled for **Tuesday, October 12th, 2021, 10:00 a.m. Optional Site Tour to follow at 1:00 p.m.** Participants will meet at the 144th Ave and Swinton Creek stream crossing at 1:00 p.m. (See attached map for location.)

TIMELINE: Upon selection of a consultant/contractor, WMSRDC will develop a contract between the consultant/contractor and WMSRDC for final agreement (within in approximately 7 - 10 days).

Sealed Proposals: Four (4) copies of your proposal must be submitted in a sealed envelope marked “White River Watershed Project,” addressed and delivered to:

Mrs. Erin Kuhn, Executive Director
 West Michigan Shoreline Regional Development Commission
 316 Morris Avenue, Suite 340
 Muskegon, Michigan 49440
 - *Attention: RFQ/P – Fallon Chabala*

REQUIRED TIME FOR RECEIPT OF PROPOSALS:

Sealed Proposals must be received in the office of the West Michigan Shoreline Regional Development Commission no later than 1:00 PM, October 27th, 2021. Late submittals will not be accepted and will be returned unopened.

A Public Bid Opening will be held at 1:30 PM, October 27th, 2021 at the West Michigan Shoreline Regional Development Commission office.

CONSULTANT SELECTION PROCESS: WMSRDC staff, along with representatives from the Oceana County Road Commission will review and evaluate the proposals.

At the discretion of the WMSRDC:

1. Interviews may be held as part of the evaluation process. (Virtual if needed)
2. Negotiations may be a part of the selection process.

If the WMSRDC chooses to negotiate an agreement using the terms of the original proposal as a basis, the negotiations will be held beginning with the top ranked firm and proceeding in order until an acceptable agreement is reached with a firm.

SCHEDULE:

WMSRDC will implement the following schedule for the RFQ/P process:

- A. RFQ/P distributed by WMSRDC to a number of interested, qualified consultants and posted on the WMSRDC Web Site on October 4th, 2021.**
- B. Mandatory Pre-Proposal (Microsoft Teams) Meeting: October 12th at 10:00 AM
An Optional Site Visit will follow (map attached).**

Join Teams Meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjI2MzdkYWItNTE5Yi00MTFhLWFmMTctYTk0NjVhNGE2OTc0%40thead.v2/0?context=%7b%22Tid%22%3a%22dc44d34b-db49-4cf1-a5c4-cb0a13a55bf8%22%2c%22Oid%22%3a%2255bca1a2-305b-4313-8e03-4c0d28c64d93%22%7d

- C. Pre-Bid Meeting Follow-up Questions may be submitted, in writing, to fchalaba@wmsrdc.org until 4:30 p.m. October 19th, 2021. Responses will be provided to all who attend the Mandatory Pre-Proposal meeting as questions are received and no later than 12:00 p.m., October 20th, 2021.**
- D. Hard Copy Proposals Due (via regular postal mail or carrier) by 1:00 PM, October 27th, 2021 at: WMSRDC, 316 Morris Ave., Suite 340, Muskegon, MI 49440**
- E. Public Bid Opening: October 27th, 2021, 1:30 PM**
- F. Proposal Review and Selection: Within 7-10 business days, following public bid opening**
- G. Notification of Selection: Within approximately 3-5 business days following the selection date**
- H. Contract Award Date: Within approximately seven days following the notification date**

Attachments: Attachments are available at the WMSRDC website: <https://wmsrdc.org/wmsrdc-seeking-rfp-qs-for-white-river-fish-passage-and-in-stream-habitat-restoration-project/>

Attachment includes the following documents:

- NOAA Tier 1 Monitoring Guidance
- Tier 1 Monitoring Plan
- Stream inventory worksheets (2016 White River Watershed Partnership)
- USFWS Proposed Crossing Lamprey Barriers Approval
- White River Atlas Maps – Hydrology, Soils, Land use, Stream Slope, Velocity Maps
- White River Road/Stream Crossings 2021 Site Layout
- Oceana County Drain Commission – Drains Map

Additional links:

- USEPA Link to QAPP Development Guidance: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf>
- Michigan Natural River Act – MDNR website: https://www.michigan.gov/dnr/0,4570,7-350-79136_79236_82211---,00.html