NOTICE OF REQUEST FOR QUALIFICATIONS / PROPOSALS

Engineering Design and Construction Management Services

Stony Creek Fish Passage and Habitat Restoration Project

Issue Date: **Monday, October 18th, 2021**

Proposal Due Date: **Tuesday, November 30th, 2021, at 1:00 pm at West Michigan Shoreline Regional Development Commission (WMSRDC)**

Mandatory Pre-Bid Mtg.: October 26th, 2021, 10:00 AM virtual
Site Visit: October 26th, 2021, 2:00 pm

Project: **Stony Creek Fish Passage and 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. Additional funding support is through the U.S. Fish and Wildlife Service-National Fish Passage Program, Michigan Department of Natural Resources-Fisheries Habitat Grant Program, and Great Lakes Fishery Trust Habitat Protection and Restoration grants awarded to the Conservation Resource Alliance.

Address Proposal to: Erin Kuhn, Executive Director
West Michigan Shoreline Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, MI 49440

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

SUPPLEMENTAL INFORMATION AND REQUIREMENTS:

AWARD OF CONTRACT / REJECTION OF PROPOSALS:
The Contracts will be awarded to the most responsive consultant based on the West Michigan Shoreline Regional Development Commission (**WMSRDC**) and Conservation Resource Alliance (**CRA**) 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 and CRA 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 Contracts shall not be considered executed unless signed by 1) Erin Kuhn, Executive Director, WMSRDC, with grant funds available from NOAA and 2) Amy Beyer, Executive Director, CRA, with grant funds available from the CRA grant funds (listed above). Note: WMSRDC and CRA expects the respondent to enter into two separate contracts for the portions of work outlined below under WMRSDC and NOAA Scope of Work and CRA Scope of Work (grant funds emanating from USFWS, MDNR and GLFT). WMRSDC and CRA Template Agreements are attached as supporting documentation.

The selection of the successful firm shall be made without regard to race, color, sex, age, religion, sexual preferences, handicap, political affiliation, veteran status, or national origin. WMSRDC and CRA are Equal Opportunity Employers.

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 **Stony Creek Fish Passage and Habitat Restoration Project** (**Project**) is being provided by grant funds received by WMSRDC from NOAA and by grant and by separate grant funds received by CRA (listed above). 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. CRA's fund sources are also finite and require fulfillment of activities in a fixed timeframe in order to be eligible for reimbursement.

TYPE OF CONTRACT:
It is proposed that a contract, resulting from this RFQ/P, will have a fee structure with a specified maximum, no-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 and CRA, price and other factors considered. WMSRDC and CRA reserve the right to consider proposal modifications received at any time before the awards are made, if such action is deemed to be in the best interest of WMSRDC and/or CRA.

CONTRACT EXTENSIONS:
This contract will be for a period from approximately November 30, 2021, through August 31, 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 and CRA 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 and CRA are limited to the terms and conditions of this request and any resulting contracts.

NO THIRD-PARTY RIGHTS:
It is agreed and understood that the contract is made solely for the benefit of WMSRDC, CRA 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 parties' signatory hereto.

ORAL PRESENTATION:
Respondents who submit a proposal may be required to make an oral presentation of their proposal to WMSRDC and CRA. 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 awards.

REQUEST FOR QUALIFICATIONS / COMPETITIVE NEGOTIATION PROPOSAL

Stony Creek Fish Passage and Habitat Restoration Project

BACKGROUND: The West Michigan Shoreline Regional Development Commission (WMSRDC), under a cooperative agreement with the National Oceanic Atmospheric Administration (NOAA) and the Conservation Resource Alliance (CRA) under three separate grant agreements are requesting proposals for a consultant to assist WMSRDC and CRA with feasibility, ecological engineering design, and construction management services for fish and wildlife habitat restoration and fish passage improvements in Stony Creek at the former Marshville Dam site in Oceana County Michigan.

The WMSRDC is the project administrator for the cooperative agreement with NOAA. NOAA has entered into a cooperative agreement amendment with WMSRDC for project management and administration. The Oceana County Road Commission, Grand Valley State University, Oceana County Parks, Conservation Resources Alliance, NOAA, WMSRDC, public and private landowners, and other critical stakeholders will provide input and guidance for the project (Project Team).

LOCATION: The project location is Stony Creek at Marshville Dam, Oceana County Marshville Dam County Park, 6075 W. Marshville Dam Road, Shelby, Michigan.
Lat.- 43°34'42.24"N; Long - 86°25'42.95"W.

JURISDICTIONS: The project location is within Oceana County. Marshville Dam County Park is the location of the former dam remnants. Oceana County Road Commission owns the Marshville Dam Road triple perched culverts, and the adjacent "old" road crossings. Adjacent private landowners will provide access to stream habitat and reference reaches. **Landowner Contacts**: Garry Mckeen, President, Oceana County Parks Commission, 100 S. State Street, Suite M-4 Hart, Michigan 49420; Mark Timmer, Oceana County Road Commission, (231) 873-4226. **Adjacent private landowner contacts will be provided to the selected Project Consultant.**

SITE RESTORATION SUMMARY AND PROJECT NEED:

***Resources to Benefit*:** Stony Creek is a Lake Michigan direct drainage watershed with a direct connection to Lake Michigan. The stream flows through a heavily canopied valley upstream of a former impoundment and is supplied by a consistent source of spring water which results in the cold-

water temperatures exhibited by the stream through the heat of summer. These conditions result in a locally famous Brook trout fishery.

***Project Description*:** The Marshville Dam was constructed as part of a grist mill operation on Stony Creek in the early 1800s. The remnants of the dam are located within Marshville Dam County Park in Oceana County, west of Shelby, Michigan. In the 1970s, Marshville Dam Road was constructed to replace two failing one-lane bridges. A portion of the dam was also removed at that time. The proposed project includes dam remnant removal, two (2) one-lane bridge removals, installation of an open span timber bridge to replace three culverts (6.5' dia. X 64' length) that obstruct fish passage beneath Marshville Dam Road, stream restoration, wetland floodplain creation/restoration, in-stream habitat enhancements, and recreational access improvements. This will result in the opening of 6.5 miles of stream to fish passage and access to 18.0 ac of adjacent wetlands.

***Target Species/Populations*:** In the summer of 2020, MDNR Fisheries Division conducted an electrofishing survey of Stony Creek just upstream of the Marshville Dam. The survey showed robust numbers of resident Brown trout (to 20 inches), Brook trout (to 10 inches), and Rainbow trout or Steelhead (to 12 inches). Other species captured in the survey included Coho salmon, Central mudminnow, Mottled sculpin, and one Goldfish. This project will benefit both resident salmonids and migratory salmonids (cold water species) that migrate from Lake Michigan with an emphasis on Brook trout. Additional native migratory species, including White sucker and various redhorse species could also potentially benefit from the project. All trout and salmon produced in Stony Creek are of wild origin, none are stocked. From an economic benefit standpoint, this project will benefit the local fishery of Stony Creek but will also provide angling opportunities for Lake Michigan anglers as they pursue the naturally produced migratory Steelhead and Coho salmon that are produced in Stony Creek.

***Restoration Methods*:** The proposed project includes dam remnant removal, two (2) one-lane bridge removals, installation of an open span bridge to replace three perched culverts (6.5' dia. X 64' length) that obstruct fish passage beneath Marshville Dam Road, sediment management, native species re-vegetation, stream restoration, floodplain wetland restoration/creation, in-stream habitat enhancements, and recreational access improvements. The stream restoration design phase, including associated elements as described above, will include a feasibility study to analyze the benefits and disadvantages of multiple alternatives for restoration of the reach of Stony Creek affected by the impounded sediment stored behind the old Marshville Dam. The alternatives for Stony Creek restoration above the old dam include, but are not limited to:

1) Maintaining the existing grade using a series of fish-passable constructed riffle(s),
2) Restoring the location of the historic/original stream channel alignment and profile as well as excavation of impounded sediment above the historic floodplain,
3) Designing a new stable alignment and profile with associated floodplain, and
4) Allowing downcutting in the existing alignment stabilizing streambanks, as necessary.

Project Performance Measures and Outcomes (GLRI Action Plan III, Focus Area 4 goals): The project will help to meet Goal 4.1. Protect and restore communities of native aquatic and terrestrial species important to the Great Lakes by taking actions to restore, protect, enhance, and/or provide connectivity for these habitats, and Objective 4.1 – Protect and restore communities of native aquatic and terrestrial species important to the Great Lakes.

4.1.1 – 18.0 acres of wetland habitat enhanced
4.1.2 - 6.5 miles of connectivity established for native aquatic species and native fish species
4.1.2 – Up to 2,500 ft. of in-stream habitat restored for state, tribal, and Great Lakes native species (500 LF under NOAA; up to 2,000 LF under CRA)

WORK ITEMS:

***A. Project Management, Partner Collaboration, and Decision-making*:** Project Consultant will be responsible for facilitating overall project management, partner collaboration, and support for decision-making.

Anticipated tasks under this work item include but are not limited to:

1. Project Consultant will draft a Quality Assurance Project Plan (QAPP) and Tier 1 Monitoring Plan for Project Team input and NOAA approval as an immediate, initial task. The QAPP will cover all phases of the project from feasibility study through implementation and monitoring.
2. Develop and implement an action plan to restore Stony Creek and provide fish passage at the project site. The plan will identify an overall timeline, strategy, funding sources (see *separation of payment for services* section below), roles and responsibilities and a projected completion schedule.
3. Develop and facilitate a process for ensuring all project team members can provide input at critical times and address and/or incorporated partner input into decisions made throughout the project.
4. Plan, facilitate, and lead project team meetings, as needed, during the project to ensure successful coordination, partner input, and implementation of the project. It is anticipated that Project Team meetings will be needed approximately once every month and should include Project Consultant, WMSRDC, CRA, Oceana County Parks, Oceana County Road Commission, NOAA Technical Monitor (and others when needed). Project Team meetings may need to occur more or less frequently as the project develops, depending on project site activities. Meetings may be held via an accessible virtual platform, on site, and in person at locations convenient for Project Team members, depending on what is needed to complete the meeting objectives.
5. Submit monthly status reports as needed to support of invoicing and grant reporting.

B. Feasibility Study: The Project Consultant will conduct a feasibility study for the removal of old Marshville Dam remnants and associated Stony Creek habitat restoration. ***NOTE****: Oceana County Road Commission (OCRC) will provide designs for removal and replacement of 2 road crossing structures: Marshville Dam Road and the adjacent old road structures. The Project Consultant and OCRC will communicate and collaborate on OCRC's design work for the removal of fish passage barriers on Marshville Dam Road.*

Anticipated tasks under this work item include but are not limited to:

1. Using a depth of refusal study or other comparable method, locate and map the relic channel, its floodplain, and associated riparian area buried below the sediment wedge created by the presence of Marshville Dam.
2. Quantify the amount and composition of sediment above the floodplain and relic channel of Stony Creek because of the presence of Marshville Dam.
3. Investigate local sources for sediment disposal.
4. Using the State of Michigan Department of Environment Great Lakes and Energy (EGLE) Stream Quantification Tool to evaluate a Stony Creek reference reach or reaches as well as the reach of Stony Creek impacted by the presence of Marshville Dam and the undersized road-stream crossing at Marshville Dam Road.
5. Delineate wetlands for the project area, above and below the reach of Stony Creek impacted by the presence of Marshville Dam and the undersized road-stream crossing at Marshville Dam Road.
6. Complete pre & post restoration vegetative / invasive species survey for the project area.

7. Complete a floristic quality assessment of distinct wetland units along the reach of Stony Creek impacted by the presence of Marshville Dam and the undersized road-stream crossing at Marshville Dam Road.
8. Locate and map tributaries, seeps, and springs along the reach of Stony Creek impacted by the presence of Marshville Dam and the undersized road-stream crossing at Marshville Dam Road.
9. Prepare a Feasibility Study report displaying and discussing findings relevant to the alternatives for Marshville Dam remnants removal and Stony Creek restoration.

C. Conceptual Plans: Project consultant will develop conceptual plans for the restoration of Stony Creek fish passage and associated in-stream habitat enhancements in association with the OCRC removal of Marshville Dam Road and reconstruction of the road-stream crossing at Marshville Dam Road. Conceptual plans should also allow for anticipated recreational fishing access trails and/or structures.

Anticipated tasks under this work item include, but are not limited to:

1. Development of conceptual design drawings for Stony Creek restoration alternatives associated with Marshville Dam remnants removal showing sufficient detail for effective project stakeholder review and comment. Stony Creek restoration alternatives upstream of the former dam (following its removal) include but are not limited to the following. ***NOTE****: Some alternatives may be determined not feasible/practical prior to or during the feasibility study and/or new alternatives may be discovered necessitating a change to the list below:*
    a. Maintain the existing grade and alignment using a series of fish-passable constructed riffle(s).
    b. Restore Stony Creek to its historic alignment and uncover a portion of its floodplain.
    c. Design a new stable alignment for Stony Creek along with an associated floodplain.
    d. Allow downcutting in the existing alignment stabilizing streambanks as necessary.
    e. Hybrid and/or modification of the above options.
2. Using the EGLE Stream Quantification Tool to evaluate each proposed conceptual alternative for Stony Creek restoration in relation to the existing condition as well as the reference reach.
3. Provide engineer's conceptual level cost estimates for each Stony Creek restoration alternative.
4. Develop conceptual plans for different types of in-stream habitat enhancement structures for the restored reach of Stony Creek in association of Marshville Dam remnants removal focusing on improving the angler experience. Specify creek condition where structure would function best and estimate the total number of structures possible. Develop conceptual level cost estimate per structure.
5. Develop conceptual plans for different types of recreational viewing and Stony Creek recreational fishing platform. An alternative for the viewing platform in association with in-stream habitat enhancement structures that simulates the existing sound of water flowing over the dam is requested by current users of the property. Develop conceptual level cost estimates per platform.

D. Design: Project consultant will develop final designs for the Marshville Dam remnants removal and in-stream habitat enhancement structures, as well as the selected alternatives for recreational platforms, and Stony Creek restoration. Project Consultant will coordinate with the OCRC on the final designs for the removal and replacement of the Marshville Dam Road stream crossing and adjacent, abandoned old road-stream crossings.

Anticipated tasks under this work item include but are not limited to:

1. Analyze and incorporate feasibility study data as well as partner and public comment into the final design and engineering plan.
2. Identify and fill additional data needs required to finalize a design and engineering plan.

3. Evaluate and determine appropriate sediment management and mitigation measures.
4. Evaluate and document the ecological, environmental, economic, social, and recreational effects of the project as a whole and identify appropriate mitigation, restoration, or enhancement measures.
5. Prepare an engineer's opinion of probable cost for the final, engineered design.
6. Prepare an engineering design and construction specification bid package for the project.

E. Permitting: Project consultant will act as the owner's agent to apply for all applicable permits involving the project.

Critical elements (among others) to be addressed for this work item are:

1. On behalf of the owners, submit the final design, engineering, and restoration plan and permit applications to all appropriate local, State, and Federal permitting agencies.
2. SHPO and NEPA clearance will be provided by the NOAA Technical Monitor assigned to this project. WMSRDC, Project Consultant and Project Team may be asked to provide input/review.
3. Schedule pre-permit application meetings with EGLE and USACE, pay pre-permit meeting fee/s.
4. Work collaboratively with the permitting agencies to address any comments, questions, or concerns that may arise.

F. Implementation: Project consultant will act as the engineer of record for the implementation of the project.

Anticipated tasks under this work item include but are not limited to:

1. Acquire all local, state, and federal permits, as necessary.
2. Coordinate with WMSRDC, Oceana County Road Commission and other Project Team members to advertise the project for bid, lead a mandatory pre-bid contractor meeting, respond to contractor questions, evaluate bids, recommend a contractor for hire.
3. Administer, manage, and oversee all aspects of the project including all safety, construction, deconstruction, restoration, and mitigation work items, including sediment management, restoring, and monitoring the project area.
4. Produce electronic "As-Built" construction drawings and GIS shape files with delineation and amount of habitat types restored.
5. Produce long-term operation and maintenance plans for Oceana County Parks, OCRC, and private landowners.

G. Monitoring: As part of the project, the project consultant, and Grand Valley State University Annis Water Resources Institute (GVSU-AWRI) will complete pre-restoration and post-restoration Tier-1 Fish Barrier monitoring. Early coordination and communication between the Project Consultant and AWRI will be integral to the project's success during the E&D Phase. The AWRI monitoring proposal is attached as supporting documentation. Project consultant will complete a pre-restoration and post-restoration vegetative / invasive species survey.

H. Schedule: Project consultant will develop and manage a schedule for the project that meets the needs of the project, allows for partner and public comment at critical junctures, and produces the best results balancing the restoration potential of Stony Creek with the available/projected budget and desires of the community.

WMSRDC funding for the project requires that implementation of the project is completed by August 31st, 2023. A potential no-cost extension of the NOAA grant to WMSRDC is subject to

NOAA-approval.

Schedule constraints and considerations include, but are not limited to:

1. All data collection in connection with this project must be completed according to a NOAA approved QAPP. Project consultant is required to complete the QAPP according to NOAA requirements, and subject to NOAA review and approval, to facilitate any data collection activities in the spring of 2022.
2. Project consultants that can complete the following milestones during the date ranges listed below may deliver more value to the project team:
    a. QAPP sent to NOAA for approval ASAP.
    b. CRA and project consultant perform field data collection for the feasibility study from March 2022 – April 2022.
    c. Project consultant completes feasibility study analysis and concept alternative plans from May 2022 – July 2022.
    d. Engineering, and Construction Bid Package completed from April - September 30, 2022.
    e. Stream Habitat Restoration Contractor Selection by December 2022.

Separation of Payment for Services: WMSRDC and CRA have separate grants to support this project and will develop separate contracts with the project consultant for completion of distinct tasks associated with the project. The project consultant is required to diligently track expenses and invoice them accordingly

SITE PROPOSED FOR RESTORATION: RFQP Enclosures include an aerial map, address and coordinates of the project location, and the distinct WMSRDC and CRA locations

ENGINEERING CONSULTANT SELECTION:

PRODUCTS and SERVICES:
WMSRDC and CRA are requesting an Engineered Ecological Restoration Design, and Construction Management Services for the **Stony Creek Fish Passage and Habitat Restoration Project,** described above.

PROPOSAL FORMAT:

Proposal Statement shall include, at a minimum:
1. A Project Understanding Statement including the understanding of distinct CRA versus WMSRCD funded tasks.
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. Sequencing, Timetable and Schedule Plan
5. 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)

WMSRDC and NOAA Scope of Work

WMSRDC 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

WMSRDC Tasks and Sub-Tasks (and include any other necessary tasks, as appropriate):

1. **Final Engineered Habitat Restoration Design**
   a. Develop QAPP for NOAA review and approval
   b. Provide the NOAA Technical Monitor with information for their NEPA approval process.
   c. Produce Tier 1 monitoring plan and report for NOAA review and approval
   d. Topographical Survey
   e. Wetland delineation
   f. Pre-restoration and post-restoration, vegetative invasive species survey
   g. Soil and sediment debris sampling per unit cost and number of samples (for disposal or beneficial reuse on or off-site, per state and federal permit and disposal site requirements)
   h. Development of a post-restoration monitoring plan (to meet any state and federal permit requirements).
   i. Provide WMSRDC with pre-, during- and post-restoration photographs of restoration locations and restoration activities.
   j. Meetings with WMSRDC Project Team to receive input, review preliminary design, and secure NOAA and Project Team approval for final engineered design.
   k. Development of three landowner management / maintenance plans (Oceana County Parks, OCRC, Private Landowners)
   l. Implementation of post-restoration, permit-related monitoring plan (year one costs only).
   m. Complete 30%, 70%, 100% engineered designs for NOAA and Project Team input and approval
   n. Other items that may be needed (please describe)

2. **Construction Contractor Selection Process**
   a. Develop a competitive bid package, including contract documents and specifications (with Project Team input and review and WMSRDC approval), to seek competitive contractor bids for implementation of the approved engineered designs.
   b. Provide WMSRDC with contracting assistance for selected contractor.
   c. Other items that may be needed (please describe)

3. **Permitting Assistance**
   a. Assist with and acquire MDEQ/USACE and SECS permits and respond to subsequent permit application information requests on behalf of WMSRDC and the landowners *(NOTE: OCRC will acquire their own permit for Marshville Dam Road culverts and adjacent old road crossings.).*
   b. Acquire access agreements from landowners and others as needed.
   c. Other items that may be needed (please describe)

4. **Construction Oversight/Management Services**
    a. Provide services for a mandatory, pre-bid contractor meeting and on-site visit to review and explain the engineered restoration design.
    b. Provide for a follow up Q&A period and answer questions received by potential bidders.
    c. Review construction bids and provide input to the WMSRDC Project Team on the selection of a contractor for restoration implementation activities.
    d. Provide construction oversight and management of contractor field activities, documentation in support of contractor change order requests, pay application reviews and approvals, and overall project management cost control.
    e. Complete any post-restoration monitoring that may be required by state and federal permits.
    f. Provide during- and post-restoration photographs of restoration construction activities.
    g. Electronic, engineer-stamped "As-Built" construction drawings and GIS shape files that delineate the locations and amounts of restored habitat types.
    h. Finalize the post-restoration management plans for long-term landowner utilization.
    i. Monthly status report in support of Project Consultant invoicing (and additional information that may be needed for NOAA/WMSRDC grant reporting on a semi-annual basis).
    j. Other items that may be needed (please describe)

5. **Project Administration and Reporting**
    a. Provide WMSRDC with monthly status reports of progress at restoration/construction sites, including quantities of work completed (acreages, linear feet, cubic yards, tons) and any additional information as required by NOAA/WMSRDC 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. Other items that may be needed (please describe)

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

7. **Grand Total (WMSRDC and NOAA Scope of Work)**

CRA Scope of Work (grant funds emanating from USFWS, MDNR and GLFT)

CRA 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

CRA Tasks and Sub-Tasks (and include any other necessary tasks, as appropriate):

1. **Stony Creek Restoration Engineering Feasibility Study and Design**
   a. Early alternatives analysis meeting. Regulator review of site assessment plan via site meeting with whole project team.
   b. QAPP for CRA geographic footprint (For price quote purposes for this element and those below, estimate that the CRA geographic footprint extends 2,000 feet upstream of the 500-foot NOAA project reach. Actual reach impacted by the presence of Marshville Dam and the undersized road-stream crossing at Marshville Dam Road may vary.)
   c. Soils Investigation / Quantify the amount and composition of sediment above the floodplain and relic channel of Stony Creek because of the presence of Marshville Dam.
   d. Investigate local options for sediment disposal.
   e. Preliminary Survey – Depth of refusal study or other comparable method to locate and map the relic channel, its floodplain, and associated riparian area buried below the sediment wedge created by the presence of Marshville Dam.
   f. Delineate wetlands along the reach of Stony Creek impacted by the presence of Marshville Dam and the undersized road-stream crossing at Marshville Dam Road Wetland Delineation along reach affected by dam upstream of 500-foot NOAA project reach.
   g. Floristic quality assessment of distinct wetland units along the reach of Stony Creek impacted by the presence of Marshville Dam and the undersized road-stream crossing at Marshville Dam Road.
   h. Locate and map tributaries, seeps, and springs along the reach of Stony Creek impacted by the presence of Marshville Dam and the undersized road-stream crossing at Marshville Dam Road.
   i. Prepare a Feasibility Study report displaying and discussing findings relevant to the alternatives for Marshville Dam removal and Stony Creek restoration for CRA footprint. Facilitate public input and decision making for alternative selection.
   j. EGLE Stream Quantification Tool evaluate each proposed conceptual alternative for Stony Creek restoration in relation to the existing condition as well as the reference reach.
   k. Facilitate public input and decision making for alternative selection.
   l. Development of conceptual design alternative drawings for Stony Creek restoration alternatives associated with Marshville Dam Removal showing sufficient detail for effective project stakeholder review and comment including cost estimates for CRA footprint.
   m. Preparation of conceptual in-stream habitat enhancement structures for the restored reach of Stony Creek in association with Marshville Dam Removal focusing on improving the angler experience including specifications of the creek condition where the structures would function best and estimate the total number of structures possible. Develop conceptual level cost estimate per structure.
   n. Conceptual plans for recreational viewing and Stony Creek recreational fishing platform with conceptual level cost estimates per platform.
   o. Analyze and incorporate feasibility study data as well as partner and public comment into the final design and engineering plan. Identify and fill additional data needs required to finalize a design and engineering plan, separate from and in addition to what is needed for the final survey under the NOAA funded portion of the project for CRA footprint.
   p. Evaluate and determine appropriate sediment management and mitigation measures.
   q. Other items that may be needed (please describe)

2. **Construction Contractor Selection Process**
   a. Prepare an engineering design and specification bid package for the CRA-funded portion of the project: Additional Stony Creek Restoration, associated floodplain creation/restoration, additional in-stream habitat enhancements, re-vegetation plan, recreational access platform design

including an engineer's opinion of probable costs for the non-NOAA funded portion of the project.

b. Other items that may be needed (please describe)

3. Permitting Assistance

a. Evaluate and document the ecological, environmental, economic, social, and recreational effects of the project as a whole and identify appropriate mitigation, restoration, or enhancement measures. Incorporate the CRA-funded portion of the project into discussion at pre-permit meeting for the NOAA funded portion of the project.

b. For the CRA-funded portion of the project, submit the final design, engineering, and restoration plan and prepare permit applications to all appropriate local, State, and Federal permitting agencies including NEPA. Collaborate with the permitting agencies to address any comments, questions, or concerns that may arise.

c. Other items that may be needed (please describe)

4. Project Administration and Reporting

a. Provide CRA with monthly status reports of progress at restoration/construction sites, including quantities of work completed and any additional information as required by CRA reporting requirements. *(CRA 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. Other items that may be needed (please describe)

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

6. Grand Total CRA Scope of Work (grant funds emanating from USFWS, MDNR and GLFT)

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 26th, 2021, 10:00 a.m. Optional Site Tour to follow at 2:00 p.m.** Participants will meet at Marshville Dam County Park (6075 W Marshville Dam Rd, New Era, MI 49455) at 2:00 p.m.

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: An electronic copy and six (6) hard copies of your proposal must be submitted in a sealed envelope marked "Stony Creek Proposal," addressed and delivered to:

Mrs. Erin Kuhn, Executive Director
West Michigan Shoreline Regional Development Commission
316 Morris Avenue, Suite 340
Muskegon, Michigan 49440
- Attention: Stony Creek Proposal

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, Tuesday, November 30, 2021. Late submittals will not be accepted and will be returned unopened.

A Public Bid Opening will be held at 1:30 PM, Tuesday, November 30, 2021, at WMSRDC, 3rd Floor, 316 Morris Ave, Suite 340 (Terrace Plaza Building), Muskegon, Michigan.

CONSULTANT SELECTION PROCESS: The Project Team (WMSRDC, project landowners, other critical stakeholders, and representatives of CRA) will review the proposals, compare and evaluate them based on the information provided.

At the discretion of the WMSRDC and CRA:

1. Interviews may be held as part of the evaluation process.
2. Negotiations may be a part of the selection process.

If the WMSRDC and/or CRA 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 and CRA 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 18th, 2021.**

B. **Mandatory Pre-Proposal (Microsoft Teams) Meeting: October 26th at 10:00 AM**
An Optional Site Visit will follow (map attached).

Join Teams Meeting: https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTBiMWU4ZTMtYWExOS00YjYyLWFlOTEtODUxY2Q1M2Y1YmI0%40thread.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 PM. November 18th, 2021. Responses will be provided to all who attend the Mandatory Pre-Proposal meeting as questions are received and no later than 4:30 PM November 22nd, 2021.**

D. **Hard Copy Proposals Due (via regular postal mail or carrier) by 1:00 PM, November 30th, 2021, at: WMSRDC, 316 Morris Ave., Suite 340, Muskegon, MI 49440**

E. **Public Bid Opening: November 30th, 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**

ENCLOSURES:

The following documents will be available with the RFQ/P on the WMSRDC website at https://wmsrdc.org/wmsrdc-seeking-rfp-qs-for-stony-creek-fish-passage-and-in-stream-habitat-restoration-project/

- WMSRDC and CRA Contracting Template Agreements
- Aerial map site layout – WMSRDC Footprint and CRA Footprint
- Map of suggested reference reach
- Monitoring Plan
- NOAA Tier 1 Monitoring Guidance
- NOAA/USEPA QAPP Development Guidance: https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf
- Michigan Stream Quantification Tool Data Collection and Analysis Manual
- Michigan Stream Quantification Tool User Manual
- Michigan Stream Quantification Tool Final excel document
- Candidate Evaluation Criteria
- MDNR Fisheries Report Oct 2021: https://www.michigan.gov/documents/dnr/SFR2021-305_738388_7.pdf