

Erie Soil and Water Conservation District

Mills Creek Floodplain Enhancement Request for Qualifications

Responses Due: May 17, 2024, 4:00pm

The Erie Soil and Water Conservation District invites qualified professional environmental consulting and design firms to submit qualifications for a riparian enhancement project of Mills Creek within a municipal golf course in the City of Sandusky. Qualification packages are due no later than 4:00pm on Friday, May 17, 2024.

PROJECT OVERVIEW

Mills Creek (HUC 041000110103) is a 42.5 square mile watershed that is a direct tributary to Sandusky Bay in the western basin of Lake Erie. The Ohio EPA lists Mills Creek as impaired for aquatic life use due to excessive nutrients, low oxygen, bacteria, and sediment. Additionally, ongoing volunteer stream monitoring of Mills Creek has revealed the highest nitrogen and phosphorus rates among the four streams monitored in the Firelands Area (Erie and Huron Counties). Nitrate observations have exceeded the drinking water standard nearly every year since monitoring began in 2011. Soluble phosphorous repeatedly exceeds the 23ppb threshold, with regular exceedances of 100ppb or greater. The watershed is 67% agricultural, 26% urban and 7% natural area. Drainage alterations and floodplain encroachment has reduced the stream's capacity to filter pollutants before reaching Lake Erie.

This project seeks to improve approximately 2,640 linear feet of stream with a series of riparian wetlands, floodplain enhancement, and stream stabilization within the Mills Creek Golf Course located at 1933 Mills St, Sandusky, Ohio. The property is a 9-hole public golf course, owned and operated by the City of Sandusky that is also used as a recreation hub for educational events and other passive activities. Over the last year, the City and the Erie Soil and Water Conservation District (SWCD) have been discussing potential conservation improvements to the area such as prairie areas, streambank stabilization, wetland/stream restoration, and management of flooding and erosion. The area serves as vital greenspace that could be improved to help filter pollutants before reaching Lake Erie as well as increase public access to restored ecosystems. Since the project is located between long term monitoring sites of the Firelands Coastal Tributaries Program, the site has the capacity to be evaluated by both water chemistry and macroinvertebrate sampling.

SCOPE OF SERVICES

The Erie Soil and Water Conservation District (Erie SWCD) has entered into agreements with the Ohio Department of Natural Resources (ODNR) and the City of Sandusky to serve as project lead for the Mills Creek Floodplain Enhancement project funded through the H2Ohio initiative. The project goals include enhancement of the floodplain of Mills Creek to improve water quality, reduce erosion, and mitigate flooding impacts to essential infrastructure.

Specific Goals

1. Wetland Creation – in an effort to reduce nutrients pollutants to Lake Erie and provide flood storage from storm events, this project seeks to create approximately 4 acres of riparian wetland habitat within the floodplain of Mills Creek.
2. Bank Stabilization – to reduce erosion, this project seeks to provide approximately 1,600 linear ft of bank stabilization using bioengineering techniques.
3. Flood Mitigation – explore options to reduce the impacts of flood damage on essential infrastructure such as bridges, buildings, and other essential course elements. The purpose of this goal is to quantify flood volume reduction of design techniques previously described including any additional improvement options developed in the design process.

Note: The City of Sandusky is in process of replacing 1-2 bridges within the project area. While this project will not include the design work of specific infrastructure changes, the selected Designer is expected to coordinate with the City of Sandusky Recreation Department or designee.

LIST OF ATTACHMENTS

Exhibit A – Project Location Map

Exhibit B – Site Photos

Exhibit C – Concept Design Plan

Exhibit D – Evaluation Form

EXPECTED TIMELINE

The design period shall not exceed 12 months from the signing of the contract at which time final plans and approved permits are to be delivered.

PROJECT BUDGET

Through H2Ohio funds provided by ODNR, the Erie SWCD will coordinate the project management and administration of funds up to \$150,000 for project design services.

TASKS REQUIRED

Task 1: Site Conditions and Analysis

Meet with the Erie SWCD, City of Sandusky, ODNR, and other stakeholders to gain all background knowledge and understanding historical information, current challenges, and future priorities. Identify site conditions and acquire data/information as it pertains to topographic survey, soils, erosion and vegetation, habitat types, state/federally protected species, flooding extent and duration, and site use by the public. Identify immediate and long term data gaps for this and possibly future projects.

Task 2: Establishment of Enhancement and Restoration Goals and Targets for Design

Present information obtained in Task 1 to Erie SWCD, City of Sandusky, ODNR, and stakeholder groups (when needed) to develop end goals and targets for the project. Goals and targets must meet current planning documents, regulations and programs established by the City of Sandusky and ODNR and any other regulatory agency.

Task 3: Site Engineer Plans and Monitoring Requirements

Develop 50%, 90%, and 100% engineered plans, material specifications and other documents required for bid, construction and/or permitting. Consultant team(s) must also create short-term and long-term

monitoring requirements for the project based on Tasks 1 and 2. Plans shall include proposed sequencing of major events during construction. Develop list of monitoring requirements and possible plan modifications between final design and construction in case the project is not immediately implemented.

Task 4: Implementation and Operations Plan

Develop an implementation and coordination plan including logistics for reallocation of spoil material during construction and phased coordination with public use of the golf course. Develop minimum annual post-construction Management, Operation, Maintenance & Monitoring (MOMM) requirements to be included in a final MOMM Plan. It is understood that some requirements would be established by the manufacturer of certain materials.

Task 5: Environmental Review and Permitting

Prepare documents and coordinate the submittal process for needed environmental reviews and permits required to begin construction. Permits that may be required include: U.S. Army Corps of Engineers Section 404 permit, Ohio EPA Section 401 Water Quality Certification, State Historic Preservation Office 106 Review, Ohio EPA general construction permit, and local floodplain and/or stormwater pollution prevention plan permits.

Task 6: Cost Estimates for Implementation

Cost Estimates must be established at each phase described in Tasks 3 and 4, including a certified engineer's estimate for construction of the project. A cost estimate shall also be established for MOMM Plan based on task.

INSTRUCTIONS FOR SUBMISSION

Statement of Qualifications:

1. General Firm Information. Include in your qualifications statement the following information about your firm, the firm you intend to use as the engineer-of-record, and the disciplines encompassed by your design-build team:

a) **Cover Letter.** Cover letter must include: (i) name, address and phone number of the offices where the personnel assigned to the Project will be based, (ii) name, title and phone number of the principal contact person.

b) **Company Overview.** Company overview must include: (i) years of existence; (ii) legal form of firm, (iii) location of home office; (iv) general firm history.

c) **Bonding/Insurance Certificate.** Provide evidence of capacity to provide bonding and a copy of the Certificate of insurance evidencing the firm's current limits of liability for commercial general liability, business automobile liability and professional liability insurance. Not less than \$1,000,000 per occurrence.

d) **Sub-Consultants.** Please provide a list of all sub-consultants planned to be utilized for the project (i.e. geotechnical engineer, environmental engineer, biologist, hydrologist, structural engineer, surveyor, landscape architect, architect, historical or cultural consultant, etc.). Please be sure all proposed design disciplines of the team are included. For each sub-consultant, provide the same items required of the prime firm (i.e. cover letter, company overview, and insurance certificate).

2. **Project-Specific Information** Include in your qualifications statement the following information relevant to the Scope of Services for your firm, the firm you intend to use as the A/E, and the proposed sub-consultants:

a) **Project Experience.** Provide at least three (3) Relevant projects of similar nature in the past five (5) years, in particular projects using bioengineering design, cost and constructability analysis, and projects completed in public areas. Include: (i) description of the project and the services your firm provided for the project, including key staff and roles; (ii) start date and contractual completion deadline, and actual completion dates for each project, along with project construction costs and firm's contract amount; (iii) name, title and telephone number of the client contact most familiar with your services on the project; (iv) history of collaboration between firms on team.

b) **Project Team and Organization.** Resumes for the principals of each firm (Design, A/E, and sub-consultants) and that of each project manager, superintendent, engineer, and any key staff expected work on the project. Each resume should include a one paragraph description of the duties and responsibilities of the individual's proposed project role. List the prior experience of such key personnel on similar projects and a summary of the proposed time commitment such key personnel shall have to this Project.

c) **Project Understanding and Approach.** Provide a brief description of tasks/milestones with a proposed schedule that will meet the proposed design timeline (or a suggested timeline based on engineering and design realities) and what processes will be employed to meet these goals

D) **Design Experience.** Describe any prior experience with the design project delivery method described above. Include experience, if any, working with public entities in relevant enhancement/restoration of riparian and/or wetland design.

One original qualification packet (max 10 pages) and one electronic copy on CD or via email in PDF or MS-Word format shall be submitted by Friday, May 17th, 2024 by 4:00pm to:

Breann Hohman, Assistant Director
Erie Soil and Water Conservation District
2900 Columbus Ave, RM 131
Sandusky, Ohio 44870

If under 15MB, the requested electronic copy can be emailed to Breann Hohman at bhohman@eriecounty.oh.gov. Call (419) 626-5211 with questions.

SELECTION AND CONTRACTING

The Erie SWCD will form a Selection Committee comprised of Erie SWCD staff, City of Sandusky Staff and others, if desired. The Selection Committee will evaluate and select the most qualified consultant(s). **Competitive price selection will not be utilized under the selection process.**

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

- Strength of project manager and strength/experience of key team members and proposed subcontracted firms’ key personnel,
- Past performance and experience with projects of similar scope and size, including innovative techniques for wetland creation, riparian restoration, and flood mitigation,
- Demonstrated understanding of historical and future issues facing the Mills Creek and Mills Creek Golf Course,
- Innovative project approach, which includes all listed items in the Scope of Work, including outreach and coordination with various groups or entities, and
- Location of key staff

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

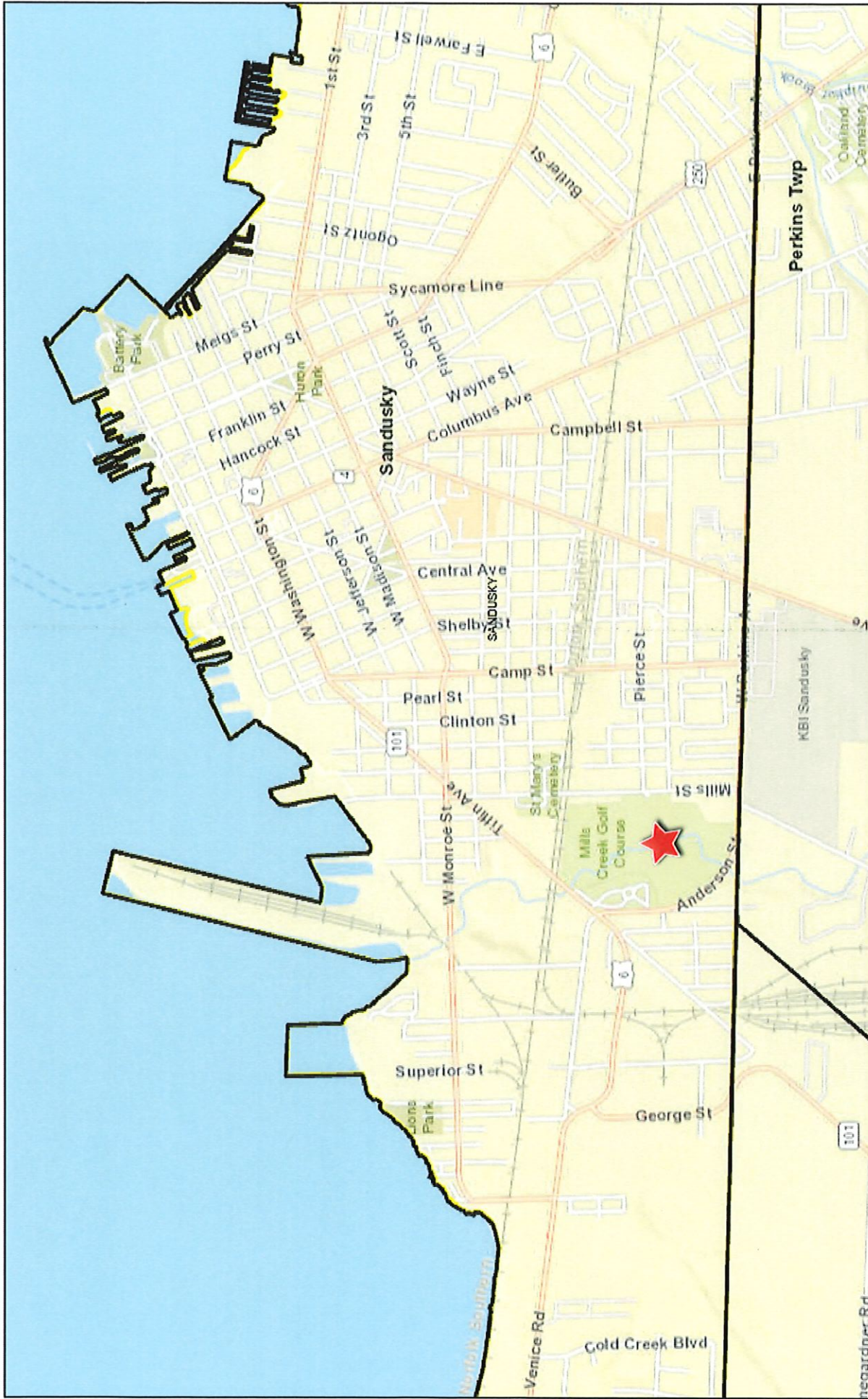
All qualifications shall be considered without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. The Erie SWCD assumes no responsibility for costs incurred in the preparation, presentation or submission of the qualification statements.

Selection Schedule:

May 17th, 2024	Qualification packets due to the Erie SWCD
May 20-25th, 2024	Selection Committee to Review and Score Qualifications
May 29-30, 2024	Interview up to three (3) firms (if necessary)
June 4, 2024	Notify all firms of selection and begin Design Scope of Services
June 14, 2024	Deadline to finalize Scope of Services and contract
June 18, 2024	Contract and Scope of Services to Erie SWCD Board for approval

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

Mills Creek Floodplain Enhancement Project Location



5/2/2024, 12:05:49 PM

- Townships
- Corporate

1:36,112

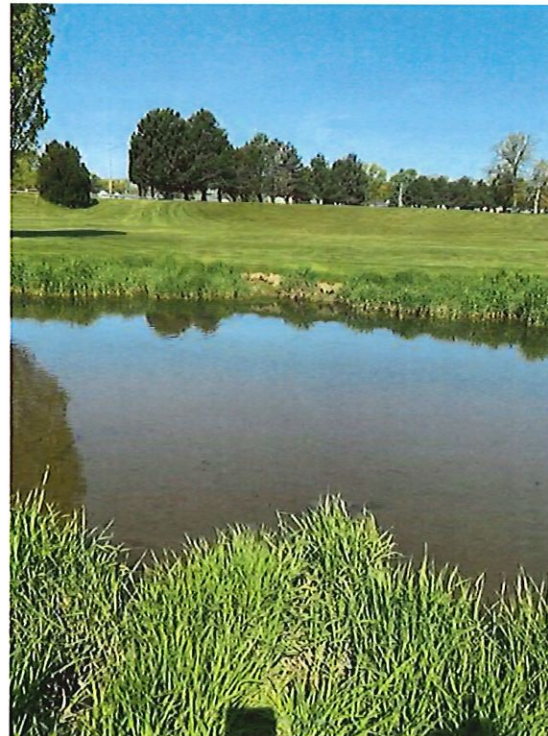
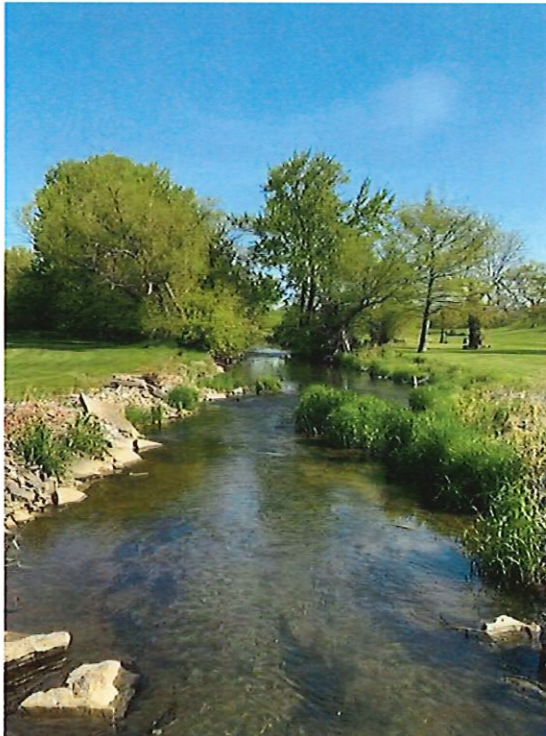
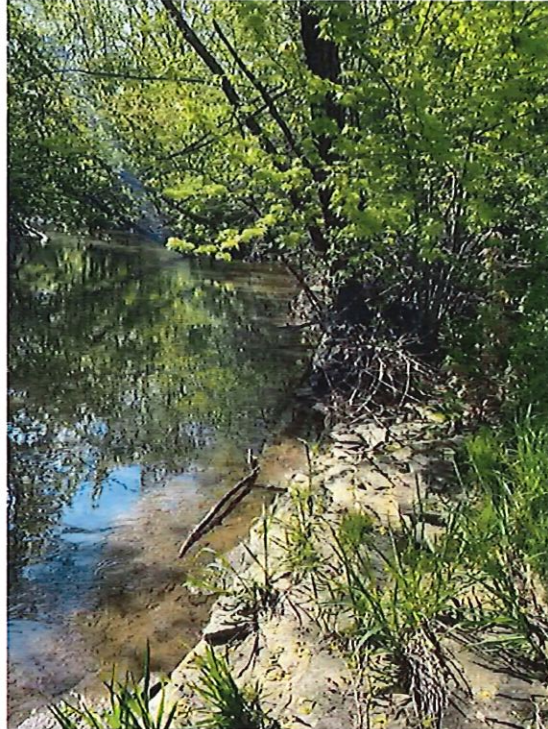
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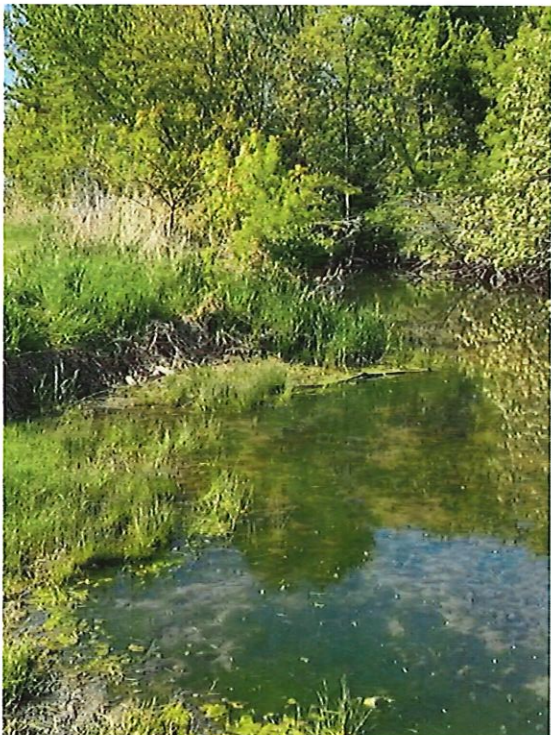
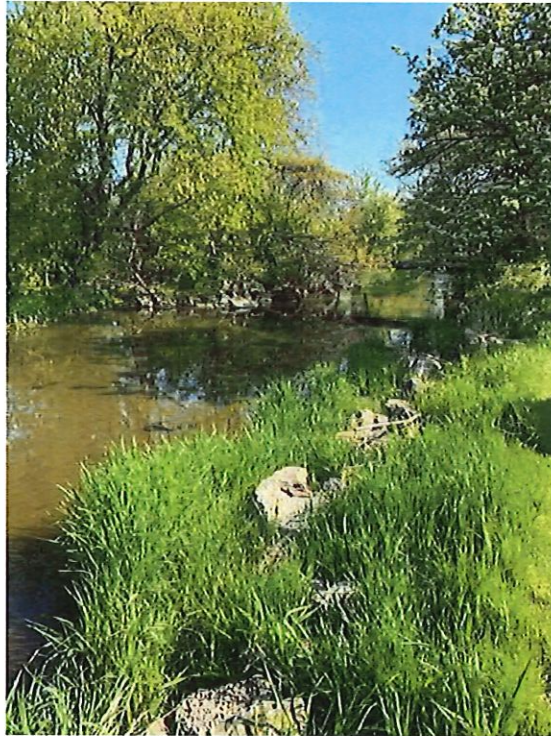
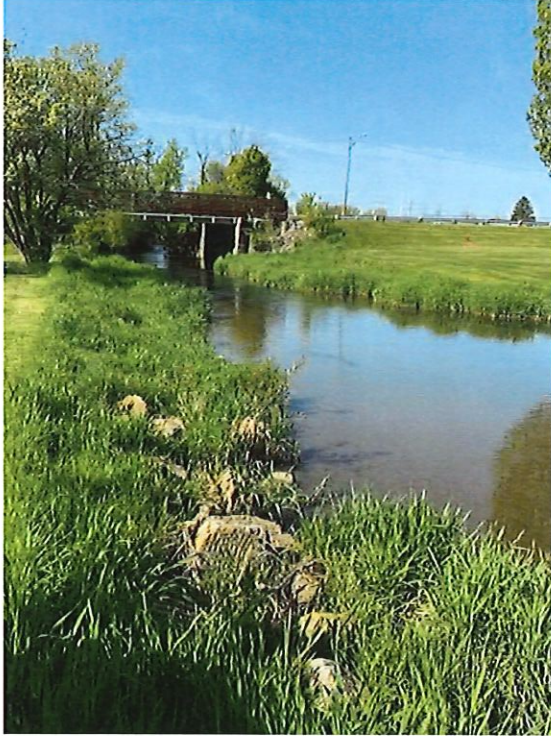
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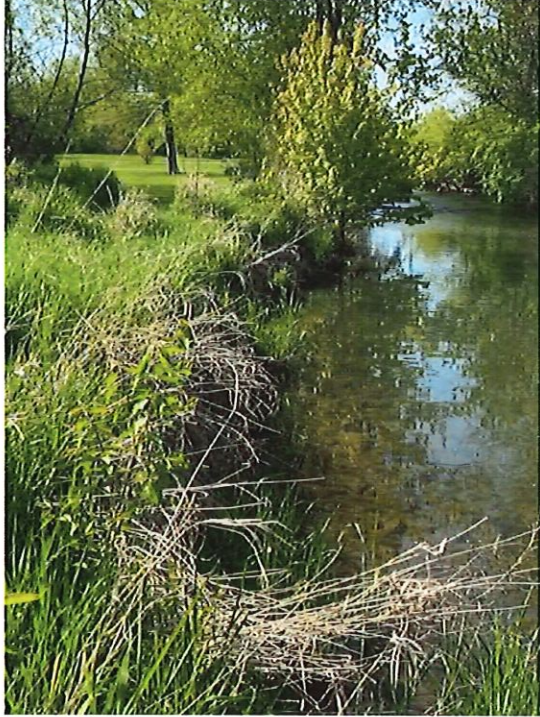
ESWCD Staff
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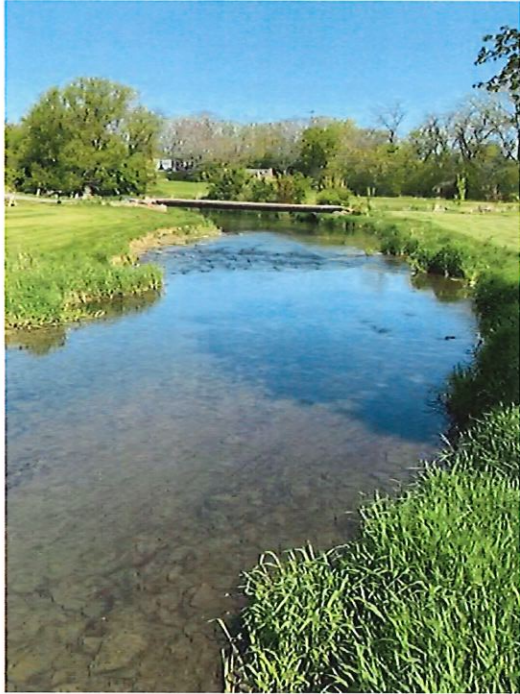


Mills Creek Site Photos











Approved	
Checked	
Designed	E. R. H. #18
Engineered	
Survey	
Name	
Date	11-21-2011

Mills Creek Golf Course
 City of Sandusky, Erie County, Ohio



Erie Soil & Water
 Conservation District
 2900 Columbus Ave., Rm
 131
 Sandusky, OH 44870
 Phone 419.626.5211
 Fax 419.609.9107

**Topo
 Map /
 Concept
 Plan**

Drawing No.
 Sheet 1 of 1





Evaluation Form

Request for Qualifications

Mills Creek Floodplain Enhancement Project

Name of Firm:

Name of Evaluator:

	Criteria	Points	Score
1	Strength of project manager and strength/experience of key team members and proposed subcontracted firms' key personnel	25	
2	Past performance and experience with projects of similar scope and size, including innovative techniques for riparian restoration, streambank stabilization, and flood mitigation	30	
3	Demonstrated understanding of historical and future issues the Mills Creek watershed and golf course	10	
4	Innovative project approach, which includes all listed items in the Scope of Work, including outreach and coordination with various groups or entities	25	
5	Location of key staff	10	