

Erie Soil and Water Conservation District

Tower Marsh Pump and Structure Design Project Request for Qualifications

Responses Due: April 7, 2025, 4:00pm

The Erie Soil and Water Conservation District invites qualified professional environmental consulting and design firms to submit qualifications for the design and engineering of the structure, gates, and pump of a water control structure reconnecting Tower Marsh to Sandusky Bay. Qualification packages are due no later than 4:00pm on April 7th, 2025.

PROJECT OVERVIEW

This project proposes to reconnect 70 acres of emergent wetland to Sandusky Bay located between Barrett Road and State Route 2 in Margaretta Township, Erie County, Ohio. The reconnection will consist of a water control structure and pump system to facilitate water exchange both actively and passively between the wetland cell and Sandusky Bay. The location of the proposed water control structure is on the southwest portion of the Tower levee, approximately located near the state route 269 westbound off-ramp (exit 128). The structure will allow management of the water level regime in the wetland unit during agricultural runoff events or high seiche events from Lake Erie. The water control structure is also expected to include elements to maintain fish passage into and out of the wetland.

SCOPE OF SERVICES

The Erie Soil and Water Conservation District (Erie SWCD) has entered into an agreement with the Ohio Department of Natural Resources (ODNR) to serve as project lead for the Tower Marsh Pump and Structure Design Project funded through the H2Ohio initiative. The project goal is to reconnect the Tower Marsh Wetland to Sandusky Bay with the installation of a water control structure with fish passageways located on an existing dike with the ability to facilitate active and passive bidirectional flow. The requested design is expected to include the structure, gates, and pump needed to complete the project goals.

Design Goals

1. Provide topographic survey and additional site characterization details necessary to complete design request.
2. Provide a concept design for structure location and design criteria.
3. Provide final engineered design plans for structural, mechanical, and electrical elements associated with a water control structure to allow for passive and facilitated water flow into and out of the Tower Marsh Wetland. Final design will include an "Engineer's estimate for construction".

LIST OF ATTACHMENTS

Exhibit A – Project Location and Project Area Map

Exhibit B – Site Photos

EXPECTED TIMELINE

The design process is expected to encompass a period no greater than four (4) months from the procurement of the design consultant.

TASKS REQUIRED

Task 1: Conceptual Design

Meet with the Erie SWCD and ODNR to learn background information and site characteristics including topographic survey, soils, erosion, vegetation, and seiche/flood events.

Task 2: Engineering and Design

Develop 50%, 90%, and 100% engineered plans, material specifications and other documents required for bid, construction and/or permitting.

Task 3: Provide Implementation and Operations Plan

Develop an implementation and coordination plan including logistics for reallocation of spoil material during construction. Develop minimum annual post-construction Management, Operation, and Maintenance Plan (MOM). It is understood that some requirements would be established by the manufacturer of certain materials.

Task 4: Cost Estimates for Implementation

Cost Estimates must be established at each phase described in Tasks 2 and 3, including a final engineer's estimate for the design project. A cost estimate shall also be established for MOM Plan based on task.

Task 5: Retention of Design Consultant during Construction

Ability to serve as design engineer during the future construction phase of the project.

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 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 two (2) relevant projects of similar nature in the past five (5) years. 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.

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.

One original qualification packet (max 10 pages) and one electronic copy on flash drive or via email in PDF or MS-Word format shall be submitted by April 7th, 2025 by 4:00pm to:

**Breann Hohman, District 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 staff from the Erie SWCD and ONDR as well as the site landowner. 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.
- 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 addressed all elements of the RFQ. Whether interviews are performed or not, 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, 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 Erie SWCD determines to issue a second RFQ. The contract must be approved by the Erie SWCD Board of Supervisors.

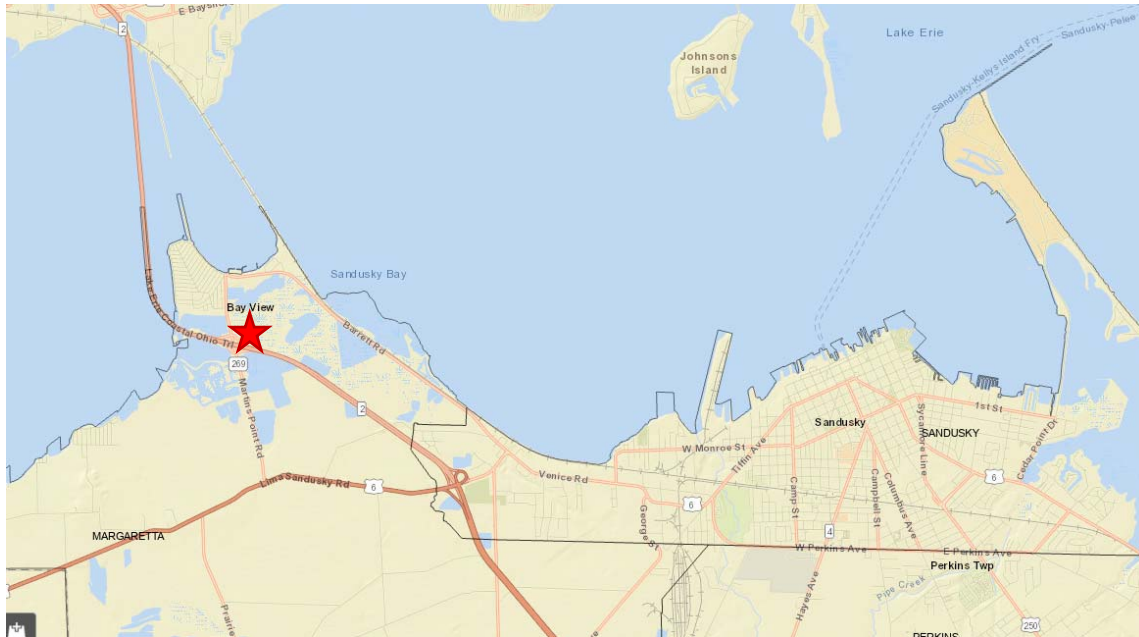
All qualifications shall be considered without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. Erie SWCD assumes no responsibility for costs incurred in the preparation, presentation,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

Selection Schedule:

April 7, 2025	Qualification packets due to Erie SWCD
April 7-11, 2025	Selection Committee to Review and Score Qualifications
April 11, 2025	Notify all firms of selection and begin Design Scope of Services
April 30, 2025	Deadline to finalize Scope of Services and contract

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 Erie SWCD, based on the agreement with the State of Ohio, Department of Natural Resources. Quarterly reports will be required.

Project Location Map



Project Area

Approximate site for new pump structure located on the southwest levee of Tower Wetland Cell.



EXHIBIT B

Site Photos

Southern levee of Tower Wetland adjacent to SR. 2 and Mariners Point.



Tower Wetland





Evaluation Form

Request for Qualifications

Tower Marsh Pump Structure Design 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	10	
2	Past performance and experience with projects of similar scope and size.	10	
3	Location of key staff	5	

Comments: