

# **OCEAN PINES ASSOCIATION REQUEST FOR PROPOSALS TO PROVIDE PROFESSIONAL DESIGN/BUILD SERVICES FOR THE OCEAN PINES SOUTH GATE POND SHORELINE RESTORATION PROJECT**

**Date of Advertisement: February 21, 2024**

**Deadline: March 21, 2024 5:00 p.m.**

Ocean Pines Association (OPA) seeks to receive priced proposals from qualified firms with relevant experience in shoreline restoration/living shoreline design and installation for the Ocean Pines South Gate Pond Shoreline Restoration Project. This project will require demonstrated expertise related to living shoreline design and installation for a freshwater pond in Ocean Pines in Worcester County, Maryland.

## **Project Description**

Ocean Pines is a residential community located on Maryland's Eastern Shore in northern Worcester County. Originally established in 1968, today the community has 8,452 platted lots and is home to 12,000 full-time residents and 8,000 part-time residents and guests. The South Gate Pond (38°22'38"N 75°09'39"W) is a freshwater pond with approximately 4,650 square feet of shoreline providing a recreational amenity for residents and visitors, including a perimeter walking trail and access points for fishing and paddling. The Pond includes a stormwater inlet and an outlet feeding into Manklin Creek and ultimately Isle of Wight Bay. The shoreline condition varies along its extent, including both vegetated and open sections with varying degrees of stability and eroding banks. The Pond is visited by numerous species of birds, including a significant geese population that disturbs both the shoreline and impairs water quality in the Pond and downstream waters.

## **Objectives & Responsibilities**

The objective of this project is to develop a comprehensive shoreline restoration design plan that identifies and prioritizes areas that can be restored and enhanced to provide for increased bank stability, stormwater management efficacy, improved habitat and water quality, and aesthetic beauty while retaining recreational access opportunities. The plan will identify and prioritize shoreline areas that would benefit from various applications focused on nature-based enhancements, invasive vegetation removal and native plantings. The plan should also include detailed cost estimates for implementation of the recommended restoration/enhancement components.

## **Deliverables**

Deliverables will include:

- An assessment of existing conditions with priority areas identified;
- A design plan for the entire shoreline;
- A narrative describing the plan and each

proposed restoration/enhancement feature;

- A detailed cost estimate for each proposed

restoration/enhancement feature; and

- Local, State and Federal permits as required.

It is anticipated that the entire cost for project design and implementation would be less than \$500,000. Funds for the construction phase of this project have not been allocated at this time. OPA will continue to work to acquire funds for the construction phase of the project. Permission to move forward with the construction phase of the project will not begin until all funding and permits have been secured.

### **Experience**

Firms submitting bids should have experience associated with planning, design and installation of shorelines features for resiliency, water quality and habitat enhancement, and functional and aesthetic landscape plantings using native species. The firm selected should have experience in:

- a. Shoreline restoration, stabilization and enhancement projects
- b. Developing engineering estimate of probable costs for construction/installation.

OPA reserves the right to accept or reject proposals based on the assessment of materials submitted and how best they meet the ranking criteria as listed below in this request for proposals (RFP). OPA reserves the right to select the best and most responsive firm based on similar project experience and budget. Selection of the best qualified firm does not imply or guarantee that any contract will be awarded. OPA also reserves the right to re-advertise this RFP if proposals submitted do not meet the criteria for the project scope.

All firms should be familiar with relevant laws, codes, approvals, permits, and regulatory requirements of all federal jurisdictions and authorities, as well as State of Maryland and Worcester County, MD. The consultant(s) selected will work under the direction of OPA. Final design plans shall be stamped by a licensed professional engineer or registered landscape architect licensed in the State of Maryland.

## **INSTRUCTIONS FOR SUBMISSIONS**

## **Proposal Requirements**

### **1. General**

This Request for Proposals (RFP) invites qualified bidders to submit qualifications, experience and a priced proposal for the specific services described in this RFP. Identify the general experience and qualifications of the firm in conducting similar projects.

- Identify how your firm would undertake this project, including knowledge and experience with planning and design tools, and how these tools would be used to identify and assess shoreline areas that would benefit from restoration and enhancement.
- Identify specific similar projects that have been planned, designed, and constructed by your firm, or team.
- Identify and provide a resume for all relevant personnel that would be involved in the plan and design of this project.
- Provide a detailed budget for implementation of the proposed project.
- Provide a timeline for completion and submission of design plan.

### **2. Preparation of Response**

The preparation of the RFP Response shall be at the expense of the prospective consultant. It is the sole responsibility of the prospective consultants to fully examine this RFP criteria and referenced documents. Questions shall be addressed to Josh Davis, Ocean Pines Association, 239 Ocean Parkway, Ocean Pines, MD 21811, [jdavis@oceanpines.org](mailto:jdavis@oceanpines.org). All such questions will be responded to in the form of written addenda to the RFP, and these addenda will be electronically mailed to parties that received the RFP.

### **3. RFP Response Format**

Proposals should be prepared simply, providing a straightforward description of the prospective consultant's ability, experience, and qualifications to plan and design the project.

Emphasis should be on completeness and clarity of contents. OPA assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the RFP by prospective consultants, or any other costs prior to issuance of a contract.

Ocean Pines Association may reject any RFP response that does not meet these requirements. Content of the Bid Proposal shall not exceed ten pages.

#### **4. RFP Response Contents**

The prospective contractor's RFP response shall contain the following information under the indicated headings.

##### **A. Letter of Transmittal**

The prospective contractor's Response shall include a letter of transmittal not to exceed one (1) page, signed by an individual(s) authorized to represent the prospective firm contractually. The transmittal letter shall include the name, title, address, and telephone number of one or more individuals who can respond to requests for additional information and, of one or more individuals who are authorized to negotiate and execute a contract on the prospective firm's behalf, if applicable.

##### **B. Understand the Scope of Work**

Proposals should be no more than ten pages in length. The proposal must describe the prospective contractor's general understanding of the project and the key issues associated with performing the required consulting services in the specific disciplines involved.

##### **C. Approach and Methodology**

Please provide a detailed description of your approach to the project, including the key tasks. Key issues for individual focus areas include the areas identified in the ranking criteria described below.

##### **D. Recent Projects and References**

Provide a description of the history, experience and qualifications of individual/firm and any proposed subcontractors to perform the Scope of Services. Please provide:

- Resumes of all principals assigned to the project; (not included in the ten-page limit)
- List and descriptions of other similar projects undertaken; and
- References from three similar projects undertaken.

#### **SELECTION PROCESS**

The contractor selected will enter into a contract with OPA for the completion of all work necessary to meet the requirements outlined in the scope of services. The selection of the firm will be based upon the professional qualification, past performance records in similar projects, price, the content of the proposal and consideration of OPA's overall needs in terms of the project. The Ocean Pines Association may reject any and all bids for any reason.

## SUBMISSION OF RFP RESPONSES

**Please provide one hard copy and one electronic version of your RFP response by 5:00 pm. on March 21, 2024.** Please email the electronic version to [jdavis@oceanpines.org](mailto:jdavis@oceanpines.org) The hard copies should be delivered to: Ocean Pines Association Attention Josh Davis, at 239 Ocean Parkway, Ocean Pines, MD 21811.

OPA staff will be available for a Q and A meeting (site to be determined) and site visit that will be held at **11 a.m. on March 12 at the Public Works office on 1 Firehouse Lane.**

The submitted proposals shall be concise, not to exceed 10 pages, 8.5" x 11", printed on one side. Project team principal's resumes should also be included. The minimum font size shall be 12 point. The 10-page limit does not include the cover page, photos, maps or resumes.

Each response shall be ranked by committee based on the evaluation criteria (refer to the "Consulting Services Evaluation Form"). The list of qualified candidates will then be narrowed to the highest-ranking firms based on the scoring results.

Negotiations will begin with the firm having the highest final ranking and will proceed until a selection or selections are made. All respondents will receive notice of contract award. The selection of the firms(s) will be made in accordance with Ocean Pines Association Procurement Contracting Procedures.

Respondents are reminded that it shall be the responsibility of the Consulting firm to be current with any professional registration or certification as required by Maryland law.

### **A. PROJECTED SCHEDULE OF EVENTS FOR THE OCEAN PINES SOUTH GATE POND DESIGN PROJECT**

| Event  | To Be Completed By |
|--|--------------------|
| Meeting to answer questions and visit project site | March 12, 2024     |
| Proposals Due Date                                 | March 21, 2024     |
| Bid selection                                      | April 22, 2024     |
| Firm selected and contracted                       | TBD 2024           |
| Completion and Submission of Design Plan           |                    |

# CONSULTANT SERVICES EVALUATION FORM

PROJECT NAME: SOUTHGATEPONDRESTORATION

FIRM: \_\_\_\_\_

RATER: \_\_\_\_\_

## EVALUATION CRITERIA

### 1.Experience and Reputation (Max = 20 points)

History of organization, general experience, and qualifications of the firm

### 2.Expertise for the Project (Max = 30 points)

a. Technical expertise for providing design

b. Three references provided.

f. Is this firm a veteran-owned business?

### 3.Capacity to Meet Requirements of the Contract (Max = 30 points)

a. Proposal demonstrates comprehension of the project goals and understanding of the Scope of Work.

b. Proposal clearly identifies the methodology for accomplishing the Scope of Work

c. Proposal demonstrates ability to complete this project on time and within budget.

### 4. Experience with Similar Projects (Max = 20 points)

a. Maryland projects successfully completed

b. Other State or Federal Projects successfully completed

### 5. Questions of Interest (not to be included in scoring)

Contractors should address the following questions:

a. Are there any civil judgements and/or criminal history of the proposing firm or subcontractor's principals?

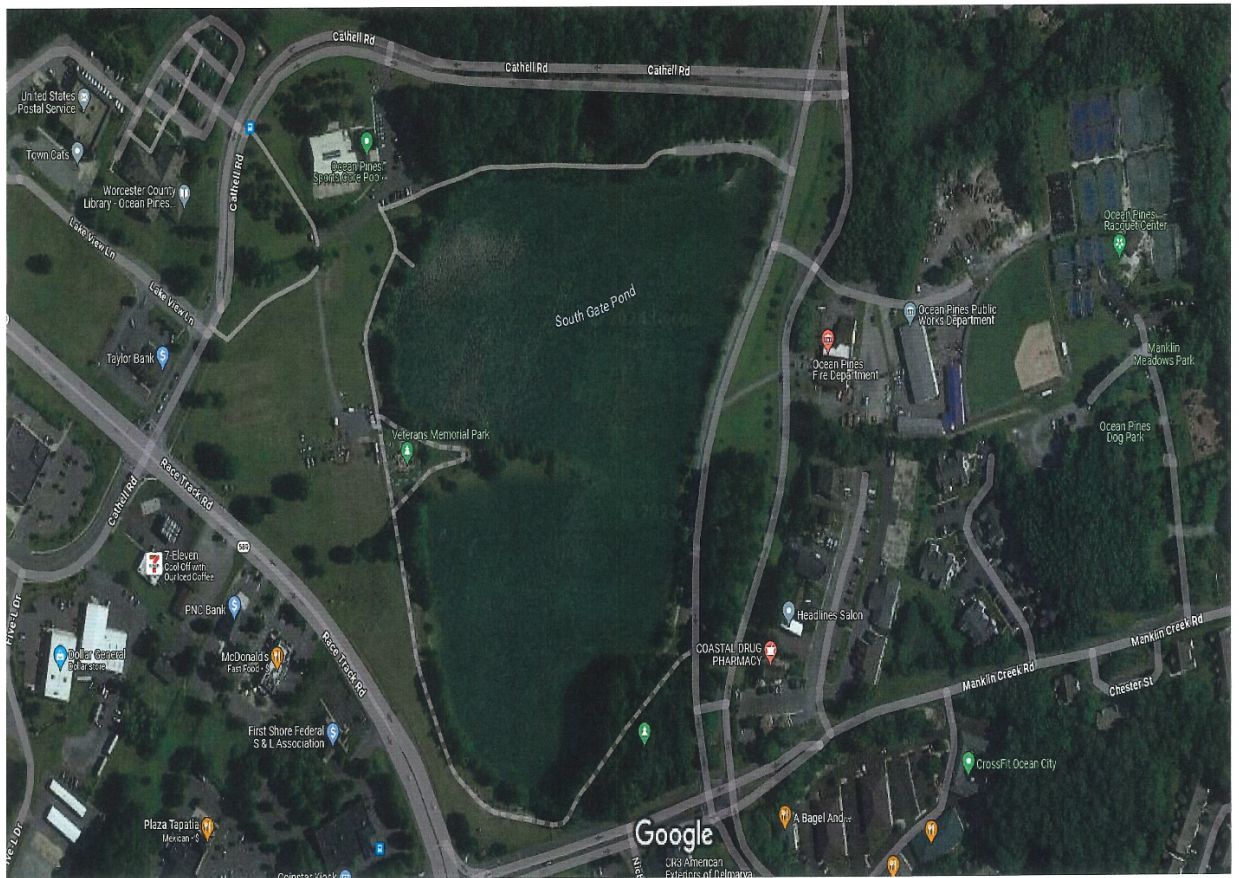
b. Has firm ever been debarred or suspended by any governmental agency?

c. Has firm ever had any revocation or suspension of a license?

d. Has firm ever been engaged in any bankruptcy filings or proceedings?

e. Is firm a minority or certified woman-owned business?





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