

**Association to Preserve Cape Cod
Request for Proposals (RFP) for:
“Weir Creek Tidal Restoration Modeling and Design in Dennis, MA”**

1. PROJECT SUMMARY

Description: The Association to Preserve Cape Cod (APCC) is a 501(c)3 organization founded in 1968 to promote policies and programs that foster preservation of Cape Cod’s natural resources (www.apcc.org). APCC seeks an experienced and qualified consultant(s) and/or engineering firm(s) (“Contractor”) to complete feasibility studies, alternatives analysis and design plans for the tidal restoration of Weir Creek.

Weir Creek in Dennis, Massachusetts is tidally restricted by two undersized culverts under Lower County Road and a third undersized culvert under Fisk Street, which connects freshwater flow from Kelley’s Pond to the lower Weir Creek. All three culverts are identified in the Cape Cod Atlas of Tidally Restricted Salt Marshes (Cape Cod Commission, 2001) which provides a regional inventory of restrictions across Cape Cod. These culverts are identified as DE-4 (Fisk Street restriction), DE-5 (Lower County Road main channel restriction) and DE-6 (Lower County Road eastern channel restriction to Uncle Stephens Pond). In 2021, the 21-inch culvert (DE-5), located along the main creek channel, was observed to be in poor condition with a significant crack in the pipe and noticeable slumping in the earth at the upstream end of the culvert. To the east the second culvert (14-inch diameter) under Lower County Road (DE-6) connects the upstream marsh to Uncle Stephens Pond by a highly manipulated manmade ditch that flows parallel to the road and then turns abruptly to run perpendicular to the road. To the west the 36-inch culvert under Fisk Street (DE-4) was replaced in-kind in December 2016 but represents an additional restriction to tidal flow in this estuarine system that we are proposing to assess for potential restoration.

These tidal restrictions compromise the climate resilience of this residential community by creating bottlenecks in the system which inhibit drainage and increase the flood risk to abutting properties and infrastructure. At present, Lighthouse Inn Road, Clarlaw Way, including the western ends of Captain Philips and Folger Lane as well as the western end of Regan Road, and southern portions of Indian Pond Road experience flooding from storm surge and high tide events. The frequency and extent of this flooding is expected to increase with climate change with projections of 4.3 feet of sea level rise for West Dennis by 2100 based on the National Climate Assessment intermediate-high sea level rise (SLR) scenario (Climate Central, 2016). The culverts at Lower County Road are proposed for replacement as a hazard mitigation strategy in the Town’s 2016 draft Hazard Mitigation Plan and identified as low-lying infrastructure of concern in the Town’s 2020 final Municipal Vulnerability Plan. The resiliency of the surrounding low-lying roads including Loring Road, Lighthouse Road, and Lower County Road is currently being examined by the Town with a grant from the Cape Cod Commission.

The undersized culverts at Lower County Road also restrict tidal flow to an estimated 120 acres of upstream wetland habitat resulting in degradation of salt marsh and stream habitat, increased cover of the invasive *Phragmites australis*, and reduced sediment

supply to the marsh. Additionally, the tidal restrictions limit potential for landward migration of marsh habitat with sea level rise and reduce uptake and flushing of excess nutrients. Weir Creek is part of the Bass River watershed which is listed on the Massachusetts Final 2018/2020 Integrated List of Waters (303d list) as an impaired waterbody due to estuarine bioassessments, fecal coliform, and total nitrogen. Increased flushing to lower nitrogen levels has been identified by the Town as a priority and Weir Creek is listed as an area of concern in the Town’s 2021 Comprehensive Wastewater Management Plan. Additionally, the Lower County Road restriction of Weir Creek was identified as a priority site in the Final Watershed Plan and Areawide Environmental Impact Statement for the Cape Cod Water Resources Restoration Project (USDA Natural Resources Conservation Service, 2006). As part of early planning for priority Cape Cod Water Resources Restoration Project (CCWRRP) sites, a 2006-2007 study of tidal hydrology for the main Weir Creek channel restriction was completed by Smith College students with concept designs proposed for an enlarged 4 x 5-ft box culvert. The study while informative was limited to one week of tidal flow monitoring and lacks assessment of low-lying property flooding related to storms and climate change.

To better plan for restoration of this site this project proposes to engage the community in outreach and education, complete a comprehensive study of the system, and develop design plans for future permitting and implementation. This project is funded by grants to APCC from the U.S. Environmental Protection Agency (EPA) under the Southeast New England Program (SNEP) Watershed Implementation Grants and by the National Fish and Wildlife Foundation Coastal Resilience grants program. The SNEP program’s vision is to restore the ecological health of southeast New England’s estuaries, watersheds and coastal waters and ensure access now and in the future to resilient, self-sustaining ecosystems of clean water, healthy diverse habitats, and associated populations of fish, shellfish, and other aquatic dependent organisms (<https://www.epa.gov/snecwrp>).

Purpose: The purpose of this project is to complete early planning and design for this tidal restoration including: a comprehensive Hydraulic and Hydrologic study; an alternatives analysis for culvert design to maximize ecological restoration and minimize flooding to low-lying properties; site survey and existing conditions plan; and preliminary design plans (30/60%) for the preferred alternative.

Period of Project: March 2023 – June 30, 2024

Amount not to exceed: \$300,000

Payment: Payment will be made on a reimbursement basis within 45 days of receipt of invoice and completion of deliverables.

Proposal due date: Proposals must be sent electronically and be received by APCC no later than **4:00 p.m. on Wednesday, March 15th, 2023**. Proposals received after the specified times will not be accepted or recognized. The time of receipt will determine the acceptability of proposals. (See Section 3 of RFP for further instruction.)

Final decision is expected to be made in March with contract work to commence end of March or early April of 2023. APCC reserves the right to interview Applicants prior to completion of proposal review.

APCC encourages consultants and engineering firms to team up to submit a single joint proposal (as appropriate to capitalize on specialized skill sets) with a lead Contractor designated. Roles and responsibilities should be clearly delineated.

Proposals will be judged based on qualifications of individual or joint proposal teams, with proposals with the best combined set of skills and qualifications to be ranked highest. For example, a joint proposal could propose one consultant to lead on Task 2 feasibility studies and the second consultant and/or engineering firm to lead on Task 3 culvert design. However, each proposal should have one designated project lead and manager throughout.

APCC encourages qualified Women-owned and Minority-owned businesses to submit proposals as well as companies who propose to work with qualified Women-owned and Minority-owned businesses as subcontractors or consultants to complete the requested services.

Project Contact:

April Wobst
Restoration Ecologist
Association to Preserve Cape Cod
482 Main Street
Dennis, MA 02638
Phone: 610-331-0987
Email: awobst@apcc.org

Questions: A Zoom meeting will be held on Tuesday, February 28th at 2pm to answer questions from bidders. Attendance at the Zoom meeting is not required but all potential contractors are encouraged to participate. Please email the project contact (awobst@apcc.org) if you plan to participate providing your preferred contact information for follow-up. The final set of questions and responses will be emailed to participants and the RFP distribution list. Participants may also submit questions in advance to awobst@apcc.org.

Project Area: Weir Creek is located in Dennis, Massachusetts. Tidal flow to the upstream marsh is restricted by two culverts located under Lower County Road (DE-5 and DE-6) restricting flow of the main channel running north to south and between the upstream marsh and Uncle Stephens Pond to the east of the main channel. To the west of Uncle Stephens Pond, water flows under a wooden bridge at Lighthouse Road to connect to lower Weir Creek. To the northwest of the main channel, a third culvert under Fisk Street (DE-4) allows water flow between Weir Creek and Kelley’s Pond. All areas north converge at lower Weir Creek and flow west under Loring Avenue. Tidal restoration would be targeted primarily for replacement of the two undersized culverts under Lower County Road, but assessment and modeling must also include the Fisk Street culvert and

the downstream bridge crossings at Lighthouse Road and Loring Avenue to determine the impact of restoration and need for improvements at these other locations.

Partners and Roles: Partners on this project include the Town of Dennis, the Friends of Bass River (FOBR), the Cape Cod Conservation District (CCCD), the USDA Natural Resource Conservation Service (NRCS), and the Massachusetts Division of Ecological Restoration (DER). The Project Team (Team) will consist of APCC, partners and the selected Contractor.

APCC will manage this project as part of its Restoration Coordination Center, established to assist towns and communities with prioritization, planning, implementation, and management of restoration projects. The APCC Restoration team and Project Manager will be the project lead managing the budget, timeline, contracts, and reporting while coordinating work and communication between partners for all phases. The Contractor will be hired by and report directly to APCC. APCC’s team will provide oversight for all work as well as manage public engagement and outreach, coordinate meetings and workshops, develop outreach materials, and evaluate public support.

The Town of Dennis will work with APCC to develop the final scope for and select the Contractor, review the outputs of all contracted work, providing supporting materials (reports, GIS files, etc.) and assist with outreach to the community.

The Friends of Bass River (FOBR) will participate in team meetings and work closely with APCC and the Town on public engagement including identification of key individuals and community groups for outreach, communicate with abutters about the project, and outreach to FOBR membership and the community to notify and invite them to public meetings.

The CCCD, NRCS and DER will participate in team meetings and public meetings as relevant and review the Contractor outputs. Final Contractor deliverables will inform next steps for project funding and implementation.

The Contractor will be responsible for completing field data collection, the H&H study and alternatives analysis, site survey and existing conditions, preliminary (30/60) designs, presenting to project partners and the community at meetings coordinated by APCC, and other tasks and deliverables as described below in Section 2.

Intellectual property

Contract deliverables shall become the property of APCC and are subject to full disclosure under both federal and state public records law. APCC may, in its sole discretion, protect such deliverables with copyright, trademark or patent protections. Contractors may not use a claim of proprietary interest to withhold any of the contractor deliverables delineated herein.

2. REQUESTED SERVICES

The goal of the restoration project is to replace two undersized culverts at Lower County Road with enlarged stream crossings to allow flood waters to recede more quickly, minimizing flooding in the community, while improving the habitat and water quality in

Weir Creek. Further assessment, including data collection throughout a full lunar cycle and modeling of flooding for different storm surge scenarios with and without SLR, is needed to better determine the feasibility of restoration of this site. Modeling will also inform design plans for enlarged stream crossings under these roadways and elevation of the roadways as appropriate. The proposed design is anticipated to be enlarged box culverts that seek to comply with Massachusetts stream crossing standards (DER, 2018) to span the stream and bank, maintain comparable water velocities, and have a natural streambed to provide for fish and wildlife passage and stream continuity. Designs will take into account daily fluctuating tides, bidirectional flow, tidal inundation and storm surge, flood protection of infrastructure, and potential impacts due to sea level rise. The proposed study area for modeling would include: the three undersized culverts (DE-4,5,6) as well as tidal flow beneath the two downstream bridges at Lighthouse Road and Loring Avenue (see Figure 1 map). Additional data collection, meetings, project communication and coordination, or other activities deemed necessary by the Contractor for completion of the tasks and deliverables described below should be included in the proposed scope of work and budget.

Task 1. Project Kick off (March-May 2023).

Subtask 1.1 Team Kick off Meeting (March 2023). The Contractor will attend a kickoff meeting hosted by APCC and project partners to review the scope of work and discuss timeline and any data or informational needs. In tandem with this meeting, the team anticipates an initial site visit to review the areas of concern. *Deliverables:* Attendance of virtual or in person kick off meeting and in person site visit.

Subtask 1.2. Public Meeting and Community Engagement (March-April 2023). APCC will work with the Town and FOBR to organize and host a public meeting. The purpose of this meeting is to discuss the proposed plans and scope of the project and setup small and large group discussions to gather input from the community. APCC will plan and present the project to the public. The Contractor is expected to present their scope of work and technical details of the project. Project team members, including the hired Contractor, will facilitate small group discussions to get input from the community about existing concerns about the project as well as climate related flooding they are already experiencing from heavy precipitation, storm events, king tide events, etc. The output of these small group discussions will be presented back and reviewed together with the full group, and the combined input will be utilized to inform the upcoming study and proposed alternatives. *Deliverables:* Attendance and participation in at minimum two team virtual meetings or calls for coordination. Power point presentation for public meeting. Attendance and participation in the public meeting, electronic copy of meeting notes from assigned small group with concerns and recommendations from the community.

Subtask 1.3 Develop QAPP (March-May 2023). The Contractor will be responsible for drafting and completion of a Quality Assurance Project Plan (QAPP) for the proposed scope of work (Tasks 2 and 3) to be reviewed by APCC, RAE consultant (VHB), and the EPA to comply with EPA and SNEP watershed grant requirements. Both primary and secondary data will be required to be covered within the QAPP. See <https://estuaries.org/snep-watershed-grant/snep-applicant-and-grantee-resources/> for guidance and QAPP templates available for use in this task. Sample QAPPs from past

SNEP funded projects will also be available for use upon request. All water quality, biological and habitat data generated is required to be transmitted into EPA’s Storage and Retrieval (STORET) Data Warehouse annually or by project completion using either WQX or WQXweb. See: <https://www.epa.gov/waterdata/water-quality-data-wqx>.

Description of this data storage will be part of the QAPP and the responsibility of the Contractor to be completed as noted in subsequent tasks. Task 2 scope of work cannot proceed until the QAPP is finalized and approved by EPA. A minimum of three meetings is recommended for inclusion in the scope of work to review the requirements of the QAPP, review draft QAPP and discuss final revisions. It is anticipated that at least two drafts of the QAPP will be required including initial draft for review by APCC and VHB and second draft for EPA review. *Deliverables:* Participation in a minimum of three virtual meetings or calls. Draft and Final EPA approved QAPP.

Task 2. Hydraulic and Hydrologic (H&H) study and alternatives analysis (May-October 2023).

Subtask 2.1 Field data collection (May-July 2023). Prior to initiation of field data collection, APCC will organize a meeting with the team and partners to review community input from subtask 1.2 along with the final QAPP to discuss any necessary revisions to the scope. APCC, the town and the FOBR will confirm permission to access the site in coordination with landowners. The Contractor will work with APCC and the Town on scheduling field data collection. Data loggers will be deployed for a full lunar cycle (no less than five weeks) to gather data on salinity, temperature and water depth throughout the system upstream and downstream of the three culvert restrictions (DE-4,5,6) as well as upstream and downstream of the bridge crossings at Loring Avenue and Lighthouse Road. Bathymetry data will be collected along with an elevation survey of the marsh surface, channel and hydraulic structures to provide robust data for modeling. Available reports and data from the Smith College 2006-2007 study will be shared but it should be assumed that new data will be required and utilized to complete this scope of work. Additional field data deemed necessary for completion of this and subsequent tasks should be included in the proposal. The Contractor will be responsible for transmitting all data into the EPA STORET data warehouse by end of project or annually. *Deliverables:* Participation in team planning meeting. Raw and QA/QC field data. Memo summarizing the data and findings. Upload of data into EPA STORET Data Warehouse.

Subtask 2.2 Hydrodynamic model and alternatives analysis (July-September 2023).

Using the field data collected along with LiDAR data, the Contractor will develop a 2-D hydrodynamic model taking into account topography, bathymetry, and hydraulic structures (culverts, bridges, etc.). The calibrated model will be used to examine baseline (existing) conditions and various storm and SLR scenarios. For each alternative design, typical tides under current conditions will be simulated to compare with existing conditions to maximize tidal exchange for initial screening of design alternatives. Preferred alternatives will then be assessed using tide conditions accounting for a minimum of 4.3 feet of projected SLR and multiple storm surge scenarios for present day and future projected climate scenarios. The model should at minimum demonstrate expected mean high water for spring tides, mean low water and annual high water for each of the proposed alternatives under varying storm and SLR scenarios. Particular attention will be paid to modeling of scenarios and coverage of low-lying locations of

concern to the community. Draft outputs of this modeling and analysis will be provided to the project team with a summary memo for review. APCC will coordinate a meeting with the team and partners to discuss the draft report as well as plan for the public meeting to present the results of this work. Following this meeting the Contractor will finalize the feasibility study report. Description of additional work or alternative modeling to support understanding of this complex system should be clearly stated in the proposal. The Contractor will be responsible for transmitting all data into the EPA STORET data warehouse by end of project or annually. *Deliverables:* H&H modeling and alternatives analysis with culvert concept designs provided in draft and final feasibility study report. Meeting notes from team and partner review. Upload of data into EPA STORET Data Warehouse.

Subtask 2.3 Review and input on H&H model and preferred alternatives (October 2023). APCC, FOBR and the Town, will organize and host a second public meeting. APCC will summarize the purpose and scope of the project, and the Contractor will present the findings of the field data collection and modeling (subtasks 2.1 and 2.2) along with the preferred alternative(s). The purpose of this meeting is to share the results of the feasibility study, to gather input and feedback from the community on the expected changes to flooding regimes and proposed alternative(s) for design. *Deliverables:* Participation in the public meeting and team planning, power point presentation.

Task 3. Development of Preliminary Design Plans (November 2023-June 2024)

Subtask 3.1. Draft 30% Design Plans (Nov. 2023 – February 2024) APCC will convene a meeting of the project team and partners to review input from the second public meeting to inform development of preliminary design plans. Community input, along with technical expertise from the project team and partners, will be used to select the preferred culvert design for development of 30/60% design plans. Additional site assessment work will be completed as needed including but not limited to wetland delineation, property survey, elevation survey, etc. to inform development of existing conditions plans and draft 30% design plans. The existing condition plans and draft 30% design plans will be developed by the Contractor and shared with the team and partners for initial comment. As appropriate, the Contractor will be responsible for transmitting all water quality, biological and habitat data from this subtask into the EPA STORET data warehouse by end of project or annually. *Deliverables:* Participation and notes from team meeting, site assessment data, existing conditions plans and draft 30% design plans. Upload of data into EPA STORET Data Warehouse.

Subtask 3.2 Public Meeting to Review Draft Plans (March 2024) APCC, FOBR and the Town, will organize a third public meeting to review the draft (30%) design plans. The Contractor will review the output of the feasibility study (data collection, H&H study, and alternatives analysis) and present the draft (30%) design plans from the preferred alternative. The team will gather input from the community on this design and review the proposed next steps for the project. *Deliverables:* Participation in the public meeting and team planning, power point presentation.

Subtask 3.3. Revision of Design Plans (April – June 2024) Based on feedback provided by the team, partners and the community from subtask 3.2, the Contractor will make revisions to the design plans and advance them to 60% (or equivalent) permit-ready designs. The permit-ready designs will be accompanied by cost estimates for final design

and permitting tasks as well as a preliminary opinion of probable construction cost and a memo describing the expected permit applications that will be needed for the project.

Deliverables: Design plans (60%) with cost estimates for final design and permitting, preliminary opinion of probable construction cost, and memo describing expected permit applications and requirements.

3. INSTRUCTIONS FOR APPLICATION SUBMISSION

Proposal format and submission: The application form and proposal narrative is limited to 10 pages total including description of services, budget, and timeline, company experience, project examples, and references (additional tables, figures and maps as desired). Other requested items including the cover page, resumes, licenses and insurances, will be considered outside the page limit. Proposals must use 12-point font and 1” margins. The proponent shall submit applications electronically. Proposals must be received by the APCC Project Manager no later than **4:00 p.m. on Wednesday, March 15th, 2023.**

Email Address for Electronic Submission: April Wobst, awobst@apcc.org

Application Content

Cover Page

Using the provided Cover Page template submit the following information:

Applicant Name

Applicant Organization

Address, Phone Number and Email

Date of Submission

Proposed Budget (\$)

Applicant Signature

Application Form

Using the provided Application Form template proponents should describe their qualifications, past experience, timeline, and budget.

A. Proposal Narrative

Applicants should provide a written proposal of services based on the Requested Services described under Section 2 of this document. This narrative should describe by task and subtask the services to be provided, the timeline for completion of each task and deliverable, and who will contribute to completion of each task. This narrative should include additional detail or revised scope and tasks or subtasks where warranted with reasoning and clarification of how the Contractor proposes to complete each item. If submitting a joint proposal, the application should clearly describe roles of each entity and designate a lead consultant and project manager.

The anticipated project timeline for tasks is provided in the Description of Requested Services. Applicants must describe how they plan to meet this timeline for each task and subtask or provide justification if proposing revision to the timeline and due dates as currently stated. Variation from the proposed timeline by subtask is acceptable, however, all work is required to be completed by June 30, 2024.

The project budget, **including** expenses for staff time, travel, costs for subcontractor(s) is not to exceed \$300,000. Following the proposal narrative, applicants must complete the budget template for expenses with estimated hours and costs broken down by subtask (1.1, 1.2 etc.) using salary rates for staff proposed to complete each task and inclusion of estimated expenses for travel, equipment, supplies, etc. Be sure to clearly indicate proposed amounts for subcontractor(s) and detailed breakdown of budget if submitting a joint proposal. Applicants must also submit a brief narrative description of the proposed budget allocations providing explanation of costs. Please be sure to indicate percent or amount set aside for contingencies.

B. Qualifications

Applicants should describe the qualifications of their organization(s) and key staff including background and experience in providing engineering and consulting services in areas relevant to this RFP. This narrative should demonstrate familiarity with tidal restoration planning, design and implementation including project management, field data collection, H&H study and modeling, alternatives analysis, survey work, culvert design and public presentation. This description should include years of relevant company experience and resources to conduct the requested work. The project aims to complete feasibility studies, concept designs and permit ready design plans for the Weir Creek tidal restoration project. Applicants should therefore clearly describe their experience and understanding of the data, modeling, and design work entailed as well as necessary permitting to follow and anticipated construction expense based on the final deliverables. The proposal must also provide qualifications for key staff and describe the proposed roles and allocation of their time. Applicants must provide resumes for all key staff. Resumes will not count towards the application page limit. APCC shall find it unacceptable if the proposer has less than five years of experience in similar projects.

Proposals must provide a brief narrative description of at least three similar projects conducted within the last ten years and include a list of client references for tidal restoration or other salt marsh restoration projects that your firm has worked on in the past ten years using the client reference table supplied with the application form. APCC will contact references provided to verify qualifications, and determine overall satisfaction with services provided and ability of the firm to complete projects on time and on budget.

Proposals must provide a statement of whether your firm has been involved in any litigation related to contract disputes in the past 5 years and whether the applicant or any principal has been disbarred, suspended or otherwise excluded from the utilization of professional licensure or participation in federally or state funded assistance programs. If

the answer is yes, the proposal must include a full explanation and include docket numbers or other descriptive information.

APCC seeks to utilize qualified small businesses, disadvantaged business enterprises, minority-owned firms, and women’s business enterprises, whenever possible. If a proponent qualifies or intends to subcontract with a qualified business as part of the proposed scope of work this should be clearly noted in the proposal. This will be taken into consideration but will not warrant award of additional points. Disadvantaged Business Enterprises (DBE) should be certain to indicate the percentage of work being performed by the DBE if less than 100 percent. Note: It is required that the Contractor (in accordance with 40 CFR 30.44 Procurement Standards) also make positive efforts to utilize small businesses, minority-owned firms, and women’s business enterprises, in award of subcontracts.

C. Use of environmentally sustainable practices and procedures

The contractor should describe how they will supply products and services that conserve natural resources, are energy-efficient and protect the environment, throughout the project, to the extent practical and economically feasible.

Additional Documents Required for Submission

Proposals must also include the following attachments. These documents will not be counted toward the page limit.

- Resumes for all key staff
- Licenses
- Insurance documents
- W-9 tax form filled out and signed by the Respondent

4. SELECTION CRITERIA

The Project Manager will notify the applicant of proposal receipt within 48 hours of submission. The review shall not be open to the public, and the contents of the proposals shall be kept confidential and not disclosed to competing proposers until after the evaluation process is completed. Each proposal will be inspected to determine whether it meets the minimum requirements as set forth in the RFP. APCC shall find it unacceptable if the proposer has: less than five years of experience; fails to meet the required deadline; lacks proper licenses or insurances; is debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities (see “Excluded Parties List System” at <http://www.sam.gov>) or currently under criminal indictment; and/or other minimum criteria as defined in the RFP instructions. Failure of a proposal to meet a minimum requirement will disqualify a vendor's proposal from further consideration. The Project Manager shall state in writing reasons for disqualifying any proposal.

After evaluating the minimum requirements, remaining proposals shall be evaluated by APCC reviewers based solely on the comparative evaluation criteria specified in this

RFP. APCC will review the results of this evaluation with the Town of Dennis and project partners. Based on the recommendations of the reviewers and feedback from the project team, APCC Executive Director will make final decision on award of contract. In analyzing responses to the evaluation criteria, APCC shall consider the qualifications of proposers in the determination of the Successful Proposer, and make any investigations deemed relevant to the selection process. The minimum evaluation criteria shall be compliance with specifications and criteria set forth herein; attributes of goods or services proposed, investigations into qualifications, prior relevant experience, and past performance. APCC will confirm claims of past experience. The means for comparative evaluation are set forth in the proposal specifications (Section 3 of this document) and below.

Proposal Evaluation Criteria: Proposals that meet all submission requirements will be evaluated using the criteria listed below.

A. Proposed Scope, Timeline and Budget (50 points):

a. Proposal Narrative (25pts)

Proponents will be scored based on the reasonableness of timeline and quality of detail included in the proposed scope of services. This timeline and description of services should follow the description of services provided in Section 2, providing additional detail or revisions describing how the proponent plans to complete each task according to the proposed timeline. Justification should be provided for any revision to the requested services.

b. Budget (25pts)

Proponents will be scored based on the reasonableness of their budget, and overall ability to complete the scope of work on schedule and at or under the not to exceed budget.

B. Ability to Provide Required Services (40 points):

The selected contractor will have outstanding salt marsh restoration expertise and experience in field assessment and data collection, tidal modeling, climate and storm surge modeling, public outreach, alternative design analysis, and culvert design. Applicants must demonstrate that they are qualified, experienced, can provide high-quality products that meet the project needs, work well with clients, agencies and the public and possess all necessary licenses and insurance to conduct work in the Commonwealth of Massachusetts. In evaluating proposals, APCC will consider the experience of firms and individuals in the following manner:

a. Qualifications:

i. Company qualifications and organizational capacity (10 pts)

ii. Key staff assigned to this project (10 pts)

b. Relevant Project Experience (10 pts)

c. References (10pts)

Proposals will be awarded points based on reference verification of past experience and satisfaction with work completed including input on ability to complete projects on schedule and on or under budget.

d. Debarment (Reason for disqualification)

Findings of disbarment may be considered grounds for disqualification for this project.

C. Use of environmentally sustainable practices and procedures (10 points):

- a. Proponents that use more environmentally sustainable practices and procedures may receive up to 10 points. This may include use of virtual meetings and platforms (when relevant) in place of in person meetings, use of low-fuel or electric vehicles, etc.

Award: The contract will be awarded to the most advantageous proposal as determined by APCC. APCC reserves the right, upon basis of such evaluations, to reject the Proposal of any and all Proposers who do not, in its estimation, pass under such evaluations, or to select a Proposer other than the apparent lowest cost proposer if the investigations indicate that such action is in APCC’s best interest. APCC reserves the right to award a contract for portions or all of the proposed services (tasks and subtasks). The APCC Executive Director will award contracts under this procurement. APCC reserves the right to waive any formality in the proposal procedure, to cancel this Request for Proposal or to reject any and all proposals received deemed not in the best interest of APCC. All documents prepared for the project shall remain the property of APCC subject to the specific requirements of grant funding. APCC reserves the right to interview Applicants prior to final award of contract. Selection shall be subject to additional discussions and/or negotiations based on proposals received.

Figure 1. Project area map



Cover Page

Association to Preserve Cape Cod

Request for Proposals:

“Weir Creek Tidal Restoration Modeling and Design in Dennis, MA”

Applicant Contact Name:

Applicant Organization:

Address:

Phone Number:

Email:

Date of Submission:

Proposed Budget (\$):

Applicant Signature:

Application Form

Proposal Description (50 pts)

Proposal Narrative (25pts)

Budget (25pts)

Complete the budget template for expenses including estimated hours and cost by task using salary rates for staff proposed to complete each task. Applicants must also provide a brief narrative description of the budget to complement the budget spreadsheet describing the budget and time allocation. Alternative budget templates are acceptable so long as they include at minimum the details requested below.

Task	Staff (name and title)	Rate	Hours	Expense (\$)
Task 1.1				
Task 1.2				
Etc.				

Qualifications (40pts)

Organizational Qualifications and Experience

Key Staff – experience and roles

Relevant Experience from Past Projects (at least three)

Client References

Using the following template provide a list of 3 client references for projects performed in the past five years that are similar in size and scope to this request. Must include project name, a brief 1-2 sentence description, location, contact name, email, and telephone number.

Project Name	Project Description	Location	Contact Person	Email Address	Telephone Number

Litigation, Debarment, Suspension or Exclusion

(Check Box if Applies)

- I _____ (signature) certify, that
_____ (organization name) has not been involved in any litigation related to contract disputes in the past 5 years and that the applicant, organization or any principal has been not been disbarred, suspended or otherwise excluded from the utilization of professional licensure or participation in federally or state funded assistance programs.

If unable to check the box to certify the above statement is true, the proponent must include a full explanation and include docket numbers or other descriptive information.

Use of environmentally sustainable practices and procedures (10pts)