



**DELAWARE CENTER FOR THE INLAND BAYS**  
**REQUEST FOR PROPOSALS TO PROVIDE PROFESSIONAL SERVICES**  
**FOR WATERSHED RESTORATION AND COASTAL CONSTRUCTION PLANNING,**  
**DESIGN, AND PROJECT IMPLEMENTATION AND MANAGEMENT SERVICES**

**Date of Advertisement: October 5, 2022**

**Deadline for Receipt of Proposals: November 18, 2022**

The Delaware Center for Inland Bays seeks qualified vendors to provide professional services for planning, design, and project implementation and management services for the restoration and management of Delaware's Inland Bays watershed, estuaries and habitats, as well as construction design and oversight services for a coastal ecological preserve. This Request for Proposals (RFP) is issued pursuant to OMB circular A-122 and 40 Code of Federal Regulations (CFR), parts 30.40 through 30.48. All applicants must comply with 40 CFR part 33, participation by Disadvantaged Business Enterprises in the United States.

**Project Description**

The selected firm(s) will provide engineering and analysis, project design, contract preparation and management, permit applications, construction management and contract compliance assurance, project-related monitoring plans, facilitation services for public engagement, and related services for watershed and coastal restoration in the Delaware Inland Bays watershed. The final scope and number of projects is subject to availability of external funding and will be concurrent with the goals of the Center for "estuary restoration for habitat and water quality to achieve the mission for the Inland Bays" as detailed in the 2021 Delaware Inland Bays Comprehensive Conservation and Management Plan (<https://www.inlandbays.org/wp-content/uploads/CIB-CCMP-FINAL.pdf>).

The Center's interests include, but are not limited to: shellfish enhancement and restoration; nutrient management; wetland restoration; stormwater management; nutrient best management practice (BMP) development and implementation; coastal habitat restoration and protection; living shorelines; fish passage; coastal preserve design, structure, landscape planning, and oversight services for the Center's James Farm Ecological Preserve; and sea level rise planning and adaptation. The Delaware Center for the Inland Bays reserves the right to amend and/or reissue this RFP, and to award contracts to one or more firms as determined to be in the best interest of the Center.

Consulting firms must be familiar with relevant laws, codes, approvals, permits, and regulatory requirements of Federal, State, and local agencies. The consultant(s) selected will work under the direction of the Delaware Center for the Inland Bays.

**Project Goals**

The Delaware Center for the Inland Bays will be conducting watershed restoration activities (terrestrial, wetland and aquatic) and coastal protection projects at various locations in the watershed over the next five (5) years. The anticipated schedule for these projects may vary according to the availability of funding to support these activities.

The consulting firm(s) should have expertise in seven or more of the following:

- An understanding of estuarine and coastal processes and the application of restoration principles;
- An understanding of estuarine and coastal ecology and ecosystem-based habitat restoration for multiple species and life stages;
- An understanding of riverine engineering in the context of fluvial and coastal; geomorphology and ecology, and the application of engineering services to river and stream restoration;
- Experience developing conceptual, pre-construction and as-built designs for bioengineering, water quality BMPs, stormwater retrofits, stream restorations, aquatic structures, etc);
- Experience completing feasibility studies for coastal, estuarine, river, stream, wetland and floodplain restoration;
- Experience with hydraulic and hydrologic analysis;
- Experience with water quality modeling;
- Experience in watershed implementation planning and prioritization, and agricultural/natural resource economics;
- Successful preparation of federal and state permit applications and approvals, and associated plans for estuarine/river-related projects;
- Construction oversight of contractors implementing plans and design specifications for estuarine/ river-related, water quality and habitat improvement projects;
- Monitoring of performance and adaptive management indicators for estuarine/river restoration, water quality improvement and habitat enhancement projects;
- Project partner coordination and reporting;
- Experience in designing a coastal preserve and providing oversight services for such a preserve.

### **Preliminary Project List**

The watershed restoration projects that will be performed under this contract will most likely be selected from the following preliminarily project list:

- Development of ecological restoration plans, including prioritization and conceptual designs;
- Development of watershed nutrient budgets for wastewater and stormwater sources;
- Design of demonstration Living Shorelines using innovative methodologies for low- to high-energy sites;
- Stormwater retrofit planning and implementation in coastal communities;
- Design, implementation, and maintenance of afforestation and reforestation projects;
- Tidal and non-tidal wetland and stream restoration;
- Fish passage projects, including eelways, nature-based dam bypass channels, and dam removals;
- Design and implementation of monitoring protocols to meet ecological goals and regulatory requirements for: water quality, habitat enhancement, estuarine/river relations, project stability/intended function;
- Planning and implementation of improvements to properties owned, leased or managed by the

Center in pursuit of CCMP implementation, including James Farm Ecological Preserve, the Center's office, and County acquired properties;

- Design and/or construction of oyster reefs utilizing recycled oyster shells and biodegradable materials;
- Facilitation services for ecological restoration planning;
- Expertise in advanced statistical analysis of ecological datasets.

The final determination of projects to be included will be made by the Center and the selected firm(s), based on cost of the projects and other factors.

### **Submittal & Selection Process**

Interested firms shall submit their competitive sealed proposals, to be received on or before 4:00 p.m. on **November 18, 2022**, to:

Meghan Noe Fellows  
Director, Estuary Science & Restoration  
Delaware Center for the Inland Bays  
39375 Inlet Road  
Rehoboth Beach, De 19971  
[mnoefellows@inlandbays.org](mailto:mnoefellows@inlandbays.org)

The proposals may be submitted through hard copy (3 copies of proposal required) or in digital (i.e., PDF) format. Digital format is preferred. Applicants bear the risk of timely delivery. Any sealed proposals received after the stated time will be returned unopened or not considered for review.

Responses shall include the following information that will be utilized by the selection committee to determine qualifications and rankings:

1. Experience and reputation.
2. Expertise and experience in the types of projects outlined in this RFP.
3. At least three examples of completed project(s) within the past seven years, with a brief scope of project work, overall project cost, and contact for reference. Please include an example of these types of projects, if possible: a completed feasibility and planning study pertaining to living resources, stormwater retrofit planning and implementation, a coastal engineering design for a shoreline stabilization using green or living methodologies, and construction engineering design and oversight services for a coastal preserve.
4. Demonstrated ability to perform the services outlined in this RFP.
5. Capacity to meet requirements of the contract. This does not count towards the page limit.
6. Organizational chart for this agreement and resumes for key staff.
7. Current billing rates for applicable personnel/positions, and copy of most recent annual financial statement. Selected firms will not be held to these rates over the term of this Master Service Agreement. Financial information should be in a separate document and clearly identified. This does not count towards the page limit.
8. Questions of interest.
9. Responses to Interview.

For specific information regarding selection process evaluation criteria, refer to the *“Center for the Inland Bays Evaluation Form”* at the end of this RFP. The submitted proposals shall be concise, not to exceed 20 pages, 8.5” x 11”, printed on one side (or 10 pages double sided preferred). The minimum font size shall be 10 point. The 20-page limit does not include the cover page, capacity to meet requirements of the contract, and billing rates and annual financial statement. Facsimile submittals will not be accepted.

Prospective vendors must be registered in the federal government’s Central Contractor Registration (CCR) system prior to the award of a contract or service agreement. Registration can be accomplished by visiting <https://www.bpn.gov/ccr/grantees.aspx>

Each response will be ranked by the selection committee, based on the evaluation criteria (refer to *“Center for the Inland Bays Evaluation Form”*). The list of qualified candidates will then be narrowed to the highest-ranking firms based on the scoring results. Scores will be normalized for relevant sections and scoring results will not be negatively impacted by sections not applicable to the application. The

top-ranked firms may be interviewed individually, if deemed necessary, after which a final ranking will be made based on the interviews. Selected firms will be given notice of times and dates for scheduled interviews which will be held in-person. 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.

Respondents are reminded that it shall be the responsibility of the engineering consulting firm to be current with any professional registration or certification as required by Delaware law. Additional certifications, such as Professional Wetland Scientist and Certified Ecological Practitioner, are preferred. The professional engineer for this work must have related experience in watershed restoration and coastal engineering and must be registered in the State of Delaware.

### **Contract Agreement Form**

The firm(s) awarded the contract will be required to enter into a Professional Services Contract with the Delaware Center for the Inland Bays (standard Professional Services Contract available upon request).

### **Scope of Services**

The following services may be required of the engineering design firm:

- Integrated watershed management plan development and prioritization;
- Site reconnaissance/conceptual designing;
- Feasibility studies;
- Engineering analysis/modeling;
- Design services (e.g., living shorelines, fish passage, stormwater best management practices (BMPs));
- Permitting and regulatory coordination;
- Public education, outreach, and coordination with other regional NGOs;
- Project cost estimating;
- Bid document preparation;
- Construction and construction oversight;
- Pre-, during, and post-project monitoring.

### **Licenses & Insurance**

The firm(s) awarded the contract will be required to submit copies of the following:

- Applicable Professional Licenses (State of Delaware)
- Delaware Certificate of Authorization
- Current Certificate of Insurance
- Current Delaware Business License

**THE DELAWARE CENTER FOR THE INLAND BAYS  
WATERSHED RESTORATION AND COASTAL CONSTRUCTION PLANNING, DESIGN, AND  
IMPLEMENTATION SERVICES EVALUATION FORM**

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

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

**EVALUATION CRITERIA**

**1. Experience and Reputation (0-10 points)**

History of organization, general background, experience, reputation and years in business. 0-10 points \_\_\_\_\_

**2. Expertise for this Type of Project (0-20 points)**

Overall technical expertise for providing watershed restoration and coastal engineering services. 0-10 points \_\_\_\_\_

Applicant included at least 3 references. PASS/FAIL \_\_\_\_\_

Project organization, staffing and use of subcontractors. 0-10 points \_\_\_\_\_

**3. Examples of previously completed project (0-20 points)**

Overall cost effectiveness for scope and type of project:

Feasibility and planning study pertaining to living resources. 0-5 points \_\_\_\_\_

Stormwater retrofit planning and implementation. 0-5 points \_\_\_\_\_

Coastal engineer design for a shoreline stabilization using green or living methodologies. 0-5 points \_\_\_\_\_

Construction engineering design and oversight services for a coastal preserve. 0-5 points \_\_\_\_\_

**4. Capacity to Meet Requirements of the Contract (0-20 points)**

Project team employees' specific experience. 0-5 points \_\_\_\_\_

Ability to complete projects on time and within budget. 0-5 points \_\_\_\_\_

Key staff members have obtained and maintained appropriate professional registration, and evidence of continued learning. 0-10 points \_\_\_\_\_

**5. Demonstrated Ability (0-80 points)**

Experience developing conceptual, pre-construction and as-built designs for bioengineering, water quality BMPs, aquatic structures, 0-15 points \_\_\_\_\_

and coastal preserves. Experience providing oversight services for a coastal preserve.

Experience completing feasibility studies for coastal, estuarine, river, stream, wetland and floodplain restoration. 0-15 points \_\_\_\_\_

Experience with hydraulic and hydrologic analysis. 0-10 points \_\_\_\_\_

Experience with water quality modeling. 0-10 points \_\_\_\_\_

An understanding of estuarine and coastal processes and the application of restoration principles. 0-15 points \_\_\_\_\_

Construction oversight of contractors implementing plans and design specifications for estuarine/ river-related, water quality and habitat improvement projects. 0-15 points \_\_\_\_\_

**6. Familiarity With Like Projects (0-20 points)**

Delaware projects successfully completed. 0-10 points \_\_\_\_\_

Other State projects successfully completed. 0-5 points \_\_\_\_\_

Federal and other projects successfully completed. 0-5 points \_\_\_\_\_

**7. Billing Rates and Personnel (0-25 points)**

Firms' billing rates are reasonable to the services that are conducted. 0-10 points \_\_\_\_\_

Primary personnel expected to participate in contracts are diverse in knowledge and experience. 0-10 points \_\_\_\_\_

Financial stability of firm (net worth) and most recent audited financial statement. 0-5 points \_\_\_\_\_

**8. Questions of Interest (Pass/Fail)**

Contractors should address the following questions:

a. Are there any civil judgments and/or criminal history among the proposing contractor's 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? \_\_\_\_\_

f. Is firm a veteran-owned business? \_\_\_\_\_

g. What is the firm's safety record? \_\_\_\_\_

h. What is the firm's DEIJA policy? \_\_\_\_\_

**SUBTOTAL SCORE (MAXIMUM POSSIBLE 195): \_\_\_\_\_**

**9. Response to Interview**

Does the contractor provide a consistent, experienced breadth of experience relevant to CIB? 0-10 points \_\_\_\_\_

Was the response clear, concise, professional, well organized and responsive 0-10 points \_\_\_\_\_

**TOTAL SCORE (MAXIMUM POSSIBLE 215): \_\_\_\_\_**