

**Request for Proposals  
for Professional Services to Manage and Inspect  
the Installation of Shoreline Erosion Control and an Access Road**

## **Project Description**

Tidewater Resource Conservation & Development Council (RC&D) is soliciting proposals from qualified firms or individual consultants to provide contract management and inspection services to install 400 feet of shoreline erosion control and to install a 300 foot gravel access road. Two alternatives for the shoreline erosion control are under consideration. The first is a combination of three breakwaters, rock revetment and beach nourishment with vegetative plantings and the second alternative is a rock revetment. The site is located on the Potomac River in Westmoreland County.

The successful consultant will become familiar with the selected design, and provide management and inspection services to Tidewater RC&D Council who will select the contractor for the job based on proposals received. The consultant will insure that the installation accurately follows the design and provide as-built drawings at the conclusion of the work. Any exceptions to the design will be brought to the attention of the contractor and Tidewater RC&D. Exceptions will need to be approved by the Navy prior to acceptance. In addition the consultant will monitor the work during each phase to insure that the design is being followed and that materials meet the specifications.

Tidewater RC&D Council is a non-profit corporation serving the four counties in the Northern Neck and the six counties in the Middle Peninsula. This project is being implemented through a contract with the US Navy and is being administered by the Executive Committee of Tidewater RC&D Council.

### ***Timeframe***

For alternative 1 B and 1C all construction work must be completed no later than August 30, 2011. The final as-built drawings and final report must be completed by September 20, 2011. Should alternative 1 B be selected the some of the vegetation will not be planted until early spring 2012 which will be noted on the as-built drawings.

### ***Scope of Services***

The work includes the management and inspection services for the installation of shoreline erosion control and a gravel access road.

#### **1. Review the design and insure that all permits have been received**

Designs are available online at [www.Tidewatercd.org](http://www.Tidewatercd.org) or by calling Tidewater RC&D at 804-443-1118. The US Navy is filing for the permits. The consultant will insure the contractor has made full preparations to meet the requirements of the permits and verify that erosion and sediment control practices are installed and maintained properly throughout the construction period.

#### **2. Management and inspection of the construction**

The consultant will regularly meet with the contractor to insure that the design is being followed. Measurements will be taken by the contractor to verify that the construction is

following the grades and dimensions specified in the design. Materials will be inspected prior to installation. Site visits will be scheduled with the contractor so that each item can be verified in a timely manner and the contractor can proceed to the next step without delays providing specifications are met. A minimum of weekly site visits will be made, however, they be more frequent depending on the construction schedule and arrival of materials.

### **3. As- Built Drawings and Final Report**

Once the project is completed the consultant will provide as-built drawings and a final report that confirms the project was installed as designed. Any variations from the design will be reported and must be approved by both the RC&D Council and the Navy prior to completion of the project.

### **4. Contract Requirements**

The contract awarded to the selected bidder for the construction will be to carry out work which is defined in a Cooperative Agreement that Tidewater RC&D Council entered into with the US Navy. The management consultant and the contractor are thereby required to be in full compliance with the federal regulations included but not limited to the Record Retention and Access Requirements, Allowable Costs, Hatch Act, Lobby Act, Environmental Standards, Nondiscrimination, Claims, Disputes and Appeals, Drug Free Workplace, Endangered Species Act and Controlled Unclassified Information Requirements.

In addition, caution is provided that should any unexploded ordnance be encountered while conducting fieldwork, it shall not be touched or attempted to be picked up or moved. Flagging should be placed, personnel removed from the area and both the RC&D and Navy immediately contacted. Navy personnel are required to be on site during all construction activity.

The consultant that is hired to perform the management and inspection services will also assist the RC&D Council in assuring that there is full compliance with the above contract requirements. Any infractions of the above will be promptly reported to the contact person for Tidewater RC&D Council.

## ***Proposal Contents***

### **1. Statement of Qualifications**

All respondents must submit a written Statement of Qualifications to include information about the respondent that is directly related to each of the Selection Criteria. All information should be submitted succinctly.

### **2. Proposal**

Respondents must provide an explanation of how they propose to accomplish the project outcome within the stated timeframe and their proposed fee for the work.

## ***Selection Process***

The Executive Committee of Tidewater RC&D will serve as the Selection Committee to review and evaluate all proposals submitted by firms responding to this RFP. The proposals will be evaluated and ranked based on the Selection Criteria. The Selection Committee may ask the top ranked firms to attend a presentation interview as part of the evaluation process. Firms invited to

interview should be prepared to have general discussions on non-binding estimates of cost to provide requested services.

At the conclusion of the evaluation process the firms will be ranked in priority order with the highest ranking firm being selected to negotiate a contract with Tidewater RC&D Council. If a contract satisfactory to both parties cannot be negotiated, the RC&D Council will then enter into negotiations with the next highest ranking firm and so on until an agreement is reached.

### ***Selection Criteria***

The respondents will be evaluated on the following criteria:

1. The Consultant's understanding of the intended project outcome, i.e., what the intended end product is to be, what work is required and what the project is intended to accomplish.
2. The Consultant's proposed approach for achieving the outcome.
3. The Consultant's qualifications and experience to perform the work including professional engineering licenses and those of any employees or subcontractors the consultant may hire to perform the work. Include any experiences with government contracts.
4. Any potential problems the Consultant perceives with the project as proposed.
5. Knowledge of Federal and Virginia laws pertaining to the construction of shoreline erosion control projects and gravel access road construction
6. Capacity of the Consultant to perform the work within the given time limitations, taking into consideration the current and planned workload of the firm.
7. Names, addresses, telephone numbers, and e-mail addresses of clients for whom the Consultant has performed projects of a similar type and size within the last 5 years.

### **Submittal**

Respondents should submit five (5) copies to the address below no later than Monday, April 25, 2011 at 5:00 p.m. ET, to:

Tidewater RC&D Council  
772 Richmond Beach Road  
Tappahannock, Virginia 22560  
804-443-1118  
info@tidewaterrcd.org

***Minority and/or female-owned businesses are encouraged to apply.  
Tidewater Resource Conservation & Development Council is an equal opportunity employer  
and does not discriminate on the basis of race, color, creed, national origin, sex, marital status  
or against faith-based organizations.***