



**REQUEST FOR PROPOSALS FOR:**

***Quality Assurance Project Plan and Ecological***

***Assessment Services for the:***

**Brandywine Creek Preserve**

**Location Descriptor**

**Representative Lat/Long: 41.2745, -81.4982**

**See Map in Appendices**

**Issued: December 2021**

**Proposals Due: January 21<sup>st</sup> 2022**



*Our mission is to enrich the lives of all people in Northeast Ohio by conserving natural habitats, restoring the ecological value of our region's lands and waters, and expanding opportunities to connect people from all cultures to experience nature and discover our great outdoors.*

## **REQUEST FOR PROPOSALS FOR QUALITY ASSURANCE PLAN AND ECOLOGICAL ASSESSMENT SERVICES**

### **1. INTRODUCTION**

West Creek Conservancy (WCC) is seeking proposals to provide Quality Assurance Project Plan (QAPP) and Ecological Assessment services for the Brandywine Creek Preserve project in the Village of Boston Heights/ Northfield Township, Ohio.

Proposals in response to this Request for Proposals "RFP" must be submitted on or before the date and time set forth in this document. Failure to comply with any of the requirements of this RFP may result in the Proposal not being considered.

The 202-acre project site is owned and protected by WCC, a non-profit land conservation organization. WCC holds fee simple ownership to the project area for the purpose of conservation. Through organization and partner prioritization this site was identified as a location for immediate benefit of conservation and restoration in the watershed.

### **2. PROJECT DELIVERY**

When contracts are drafted, the Firm shall submit for its negotiated guaranteed maximum price ("GMP") in the format as agreed upon by WCC, and the proposal shall include, at a minimum, the following: (a) a detailed breakdown of the GMP to include the Cost of the Work, detailed by each subcontract, trade, or bid division, Firm's Staffing Cost, General Conditions Cost. Any work to be self-performed by the Firm shall be pre-approved by WCC.

The Firm shall work cooperatively with WCC, and provide, among other services, due diligence, scheduling, planning throughout QAPP and Ecological Assessment phases of the Project. The Firm shall produce the on-site assessment services, associated maps with demarcated locations, and respective assessment documentation as necessary per close out.

Once budgets have been approved by WCC, the Firm shall proceed to execute the project. The QAPP shall be completed as outlined in the Task section of the "General Description of Work" section of the RFP. The Ecological assessment shall be completed once the QAPP is approved. During this stage of the document production, the documents will continue to be reviewed by WCC for consistency with the project intent approved by WCC.

The pre-executable phase of the services shall be set forth in more detail in the Agreement between WCC and Firm. The Firm shall execute the services within the project boundaries and in accordance with WCC's scheduling requirements.

Title Exam available from WCC upon request.

## General Description of Work

**Task 1:** Contractor will develop a **quality assurance project plan (QAPP)** for any data collection and its use. The QAPP will detail data collection activities and methods for associated ecological assessment tasks (Task 2). The plan will be submitted to U.S. EPA through OLEC for review and approval before proceeding with Task 2.

**Task 2: Ecological assessment.** Assessment activities through on-site field work will include, but may not be limited to: Wetland/Waterway delineation using the Ohio Rapid Assessment method (ORAM), biological and ecological assessments using methods established by the State of Ohio under its state quality standards with some specifically utilized for setting AOC-BUI targets for restoration.

These include qualitative habitat and headwater habitat evaluation indices (QHEI/HHEI, HMFE) and indices for biotic integrity (VIBI, IBI, AmphIBI (as deemed necessary per section of the complex). This information will be helpful in framing the current categories of the wetlands (ORAM) with understanding of the plant/animal biodiversity (VIBI, HMFEI) to determine where enhancements or restorations are feasible. Obtaining further information on current conditions on Aquatic Life uses for the Brandywine (IBI, ICI, QHEI) and the headwaters (HHEI) will assist in aligning restoration activities to AOC goals and objectives for BUI removal. This work will be conducted by contractors with associated certifications to conduct the assessments and utilize Ohio EPA standards and methods.

### Brandywine Creek Preserve

QAPP and Ecological Assessment Services shall commence **after awarding (February 31<sup>st</sup> 2022)** and **Project shall be completed by June 30<sup>th</sup> 2022.** (*Extensions to the completion deadline may be negotiated if necessary pending feasibilities*)

**Project Location:** Representative Lat, Long: **41.2745, -81.4982**

*Access from 6764-6660 Industrial Pkwy, Hudson, OH 44236 (dead end cul-de-sac)*

### Project Budget

**QAPP and Ecological Assessment Services to be negotiated to a GMP** (Guaranteed Maximum Price) DNE (Do Not Exceed) lump sum (total project cost including QAPP, Ecological Assessments and notated services)

### **3. REQUESTED SUBMISSIONS**

*Please keep submissions under 5 pages. Not including resume's, organizational charts, and similar projects (of which showcase a maximum of 3)*

Interested applicants are requested to submit the following information in response to this RFP:

A. **Key Personnel.** Provide a one-page resume highlighting relevant experience and identify what will be assigned and the percentage of that individual's time to be devoted to the Project.

B. Risk Management. Provide a plan to minimize risk and identify the most significant threats and/or influences to the Project. If applicable. Please provide Certificate of Insurance to WCC.

C. Project Approach. Describe the firm's proposed Project-specific plan to deliver the expected services. At a *minimum*, the description shall address: (1) the firm's approach to the QAPP Approval and documentation; (2) Site Ecological Assessment Services; (3) Deliverable document creation and delivery; (4) cost control; (5) safety management; (6) quality control.

D. Project Timeline and Schedule of Project Milestones. Construct a Project Timeline that shows confident execution, with start and end dates of each task, of the Project before the Project End Date **June 30<sup>th</sup>, 2022**. This Project Timeline shall include: (1) Project kickoff meeting, (2) Site Assessment detailed tasks as applicable, (3) QAPP Approval, (4) Site Ecological Assessments, (5) Close-out and document finalization, (8) Final meeting and checklist of tasks. Expand upon the above as applicable.

F. Costs for Services. Itemized breakdown of services proposed within the GMP as approved by WCC.

#### **4. FIRM SELECTION**

The Surveyor shall be selected using the "best value" selection process as generally set forth below.

A. Selection of Firm. After initial internal review, WCC will rank the firms based on evaluation of each firm's Proposal and award the notated services Agreement with the firm whose Proposal WCC determines to be the best value for the project's scope. Internal scoring criteria include personnel expertise, similar project experience, and is weighted highly upon the project understanding and technical approach to the scope outlined within this RFP. Contract negotiations shall be directed toward: (1) ensuring that the Firm and WCC mutually understand the essential requirements involved in providing the required services; (2) ensuring that the Firm will be able to provide the necessary personnel, equipment, and facilities to perform the services within the time required by the Service Agreement; and (3) agreeing upon a procedure utilizing through service the guaranteed maximum price ("GMP") that shall include the costs of all the work, the cost of all fees payable to the Firm.

#### **5. INSTRUCTIONS FOR SUBMISSIONS**

A. Response Deadline. Proposals must be emailed by 5pm on **January 21<sup>st</sup>, 2022**. Proposals received after will not be considered.

B. Submission. Proposals must be received emailed to [peter@westcreek.org](mailto:peter@westcreek.org) with the Subject line **Brandywine Creek Preserve RFP**.

Cancellation; Rejection. WCC reserves the right to reject all Proposals and cancel at any time for any reason this RFP, any portion of this RFP or any phase of the Project. WCC shall have no liability to any proposer arising out of such cancellation or rejection.

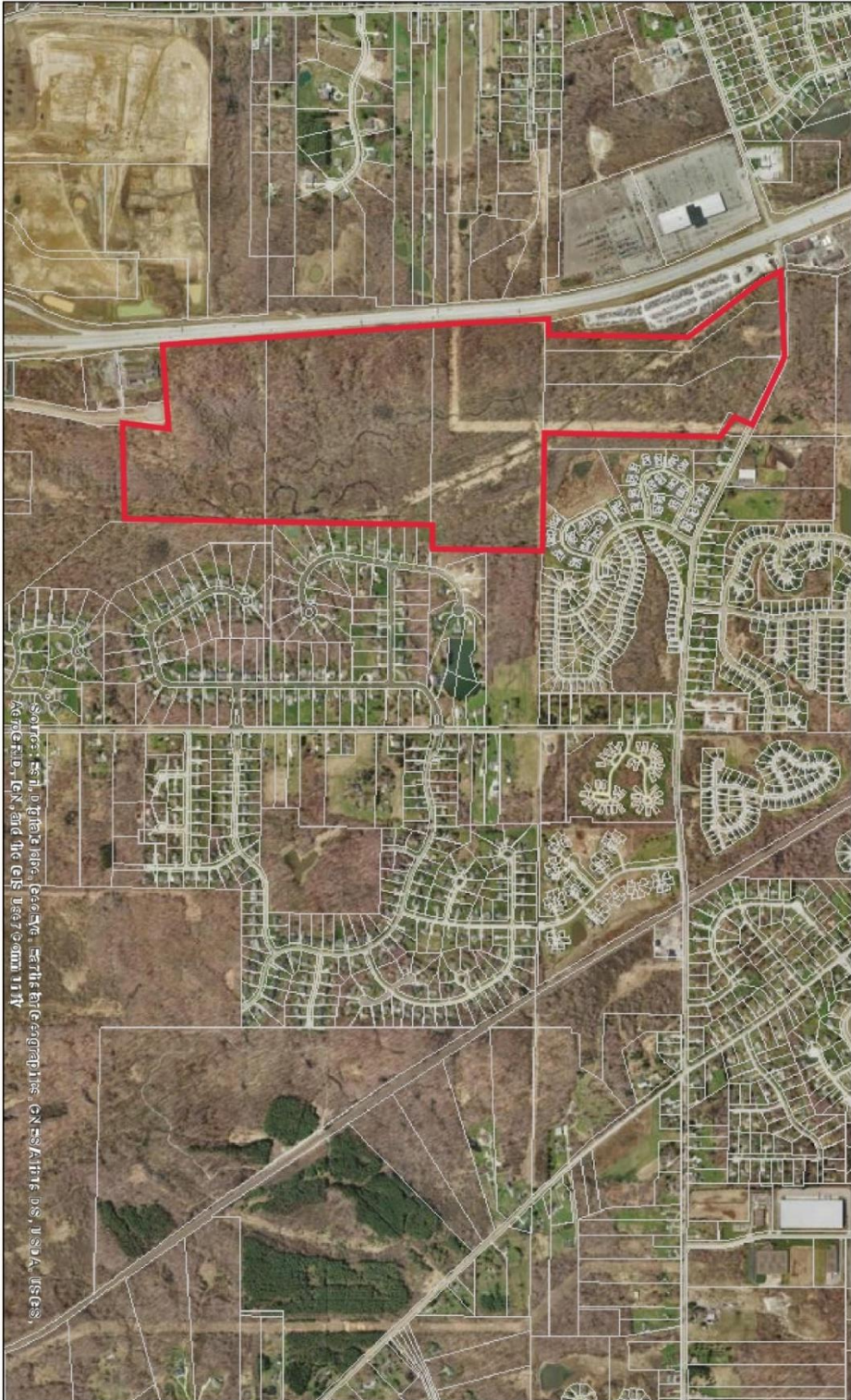
*At its discretion, WCC may amend this RFP at any time prior to the deadline for receipt of Proposals and distribute the amendments to all firms in any medium as determined by WCC. Questions regarding interpretation of the content of this RFP must be directed to:*

Peter Bode- CLE PM; email: [peter@westcreek.org](mailto:peter@westcreek.org) or

Derek Schafer- Executive Director; email: [dschafer@westcreek.org](mailto:dschafer@westcreek.org)

# General map of the site

County of Summit GIS



January 19, 2018  
 Parcels PPNs: 1300899, 1400409, 1400403, 4001542, 4001540, 4001541  
 Totalling 237 acres and over 5,600ft of channelized Ramothyme Creek.

0 0.1 0.2 0.4 mi  
 1:19,785

DISCLAIMER:  
 The data displayed on this map are provided as a public service and are not intended to be used for any purpose other than general information. The County of Summit does not warrant the accuracy or completeness of the data. The County of Summit is not responsible for any errors or omissions in the data. The County of Summit is not responsible for any damages or liabilities arising from the use or misinterpretation of the data. Users of this map should consult the appropriate authorities for more information.

**Parcels: PPN 1300899, 1400409, 1400403, 4001540, 4001541**

## **EPA General Terms and Conditions Effective**

October 1, 2021

### 1. Introduction

(a) The recipient and any sub-recipient must comply with the applicable EPA general terms and conditions outlined below. These terms and conditions are in addition to the assurances and certifications made as part of the award and terms, conditions, and restrictions reflected on the official assistance award document.

Recipients must review their official award document for additional administrative and programmatic requirements. Failure to comply with the general terms and conditions outlined below and those directly reflected on the official assistance award document may result in enforcement actions as outlined in 2 CFR

200.339 and 200.340.

(b) If the EPA General Terms and Conditions have been revised, EPA will update the terms and conditions when it provides additional funding (incremental or supplemental) prior to the end of the period of performance of this agreement. The recipient must comply with the revised terms and conditions after the effective date of the EPA action that leads to the revision. Revised terms and conditions do not apply to the recipient's expenditures of EPA funds or activities the recipient carries out prior to the effective date of the EPA action. EPA will inform the recipient of revised terms and conditions in the action adding additional funds.

For Full EPA General Terms and Conditions, please visit:

<https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2021-or-later>