

CENTRAL LAKE ERIE BASIN COLLABORATIVE
Consultant Support for Watershed Restoration Conceptual Planning Training
REQUEST FOR PROPOSALS
Issued October 4, 2021

SECTION A: SERVICES

The Central Lake Erie Basin Collaborative (“Collaborative”) is issuing this Request for Proposals (RFP) for a qualified ecological restoration consultant (Contractor) to develop and implement an educational training to enhance watershed organizations’ capacity to develop conceptual plans for stream and wetland restoration projects, stormwater control projects, and other nonpoint source management projects appropriate for northeast Ohio.

The total maximum cost/price for performance under this contract is \$2,500. This maximum amount of \$2,500 shall not be exceeded under any circumstances unless written authorization is obtained from the Collaborative partners. Candidates are strongly encouraged to provide discussion and comment on alternative approaches to achieve the objectives identified within this RFP and to propose alternate and/or complimentary tasks to complete the project more economically.

SECTION B: BACKGROUND/SCOPE OF SERVICES/DELIVERABLES

BACKGROUND

The Central Lake Erie Basin Collaborative (Collaborative) is a network of organizations and initiatives working together for the health of Lake Erie watersheds. The Collaborative empowers and strategically aligns watershed organizations and communities to protect and restore land and water resources, improve water quality, and engage people to steward streams and Lake Erie. Through this unique model of regional collaboration, we are sharing services and resources, enhancing efficiencies, filling gaps in service and increasing the power of our collective voice. Since 2016, Collaborative-funded staff, called circuit riders, have provided an array of services to advance the work of participating Collaborative organizations. These two full-time equivalent (FTE) staff are available to northeast Ohio watershed groups and volunteer efforts, thanks to funding from The George Gund Foundation, Ohio EPA Section 319 Grant Program, Cleveland Foundation and others. The circuit riders are embedded in the teams of Chagrin River Watershed Partners (CRWP) and West Creek Conservancy (WCC) and help organizations and communities with planning, grant writing, policy development and reform, and project implementation. With the added capacity that circuit riders provide, Collaborative projects have increased restoration of natural areas, treatment and reduction of stormwater runoff, reduced landowner flooding, mitigated for erosion and water quality problems, and helped communities with land use planning and zoning to protect our water resources.

The Collaborative’s 24 participating non-profits, agencies and volunteer efforts serve 300 communities in parts of 16 northeast Ohio counties located within 190 watersheds. The Collaborative is coordinated by a volunteer steering committee. Participating Collaborative organizations include Firelands Coastal Tributaries, Bluestone Heights, Cuyahoga Soil and Water Conservation District, Rocky River Watershed Council, Cuyahoga River Restoration, Big Creek Connects, West Creek Conservancy, Tinker's Creek Watershed Partners, Friends of Euclid Creek, Doan Brook Watershed Partnership, Chagrin River Watershed Partners, Lake Soil and Water Conservation District, The Nature Conservancy, Grand Ashtabula Conneaut Partnership, Black River Area of Concern, Friends of Vermilion River, Friends of Huron River, Chippewa Creek, Brandywine Creek, Friends of Yellow Creek, Friends of the Crooked River, Middle Cuyahoga and Breakneck Creek. Participating groups assist one another to preserve and restore watersheds, educate the public, and implement water quality and habitat improvement projects. For more information about the Collaborative, please visit <http://centrallakeerie.org/>

This project is funded through a grant awarded to Collaborative partners from The George Gund Foundation. This grant is providing matching funds for an Ohio Environmental Protection Agency Section 319 Grant awarded to the Collaborative, along with additional matching funds from The Cleveland Foundation, Northeast Ohio Regional Sewer District, Lake County Stormwater Management Department, The William Bingham Foundation, Chagrin River Watershed Partners (CRWP), and Cuyahoga Soil and Water Conservation District (SWCD). All deliverables for this project will be completed in accordance with the goals of the Ohio Environmental Protection Agency 319 Grant and in cooperation with Collaborative partners. A summary of the Contractor scope of services and proposed schedule are as follows.

CONTRACTOR SCOPE OF SERVICES

Through this RFP, the Collaborative will select a Contractor to develop and implement an educational training to enhance watershed organization capacity to develop conceptual plans for stream and wetland restoration, stormwater control, and other nonpoint source management projects appropriate for northeast Ohio. This increased capacity to develop conceptual plans for restoration projects will enhance the ability of Collaborative watershed organizations to pursue funding for project implementation (such as the Ohio EPA Section 319 Grant Program) using appropriate restoration strategies and reasonable cost estimates. The Contractor must have experience in designing at least three (3) successful stream/wetland restoration, stormwater control, and/or nonpoint source management projects.

Through this contract, the Contractor shall provide the following:

1. Gather feedback from Collaborative groups about the information and skills they hope to gain as a result of this training. This can be accomplished through an interactive information-gathering session, survey, or other method.
2. The training should enhance watershed organization capacity to develop conceptual plans (approximately 10% design level) for stream and wetland restoration, stormwater control, and other nonpoint source management projects appropriate for northeast Ohio. At a minimum, the training should cover the following topics:
 - a. Common restoration approaches for Ohio's central Lake Erie basin watersheds;
 - b. Site considerations;
 - c. Permitting considerations;
 - d. Cost estimating considerations;
 - e. Considerations for estimating/modeling/quantifying ecological, water quality, or other benefits such as wildlife habitat improvement, improved recreational opportunities, climate change resilience, etc.;
 - f. Stakeholder, partnerships, ownership, and diverse audiences considerations.
3. The Contractor is expected to develop all training instructional materials, including preparation of an agenda to be distributed to participants prior to the training. All training materials will be available to Collaborative partners with appropriate crediting to the Contractor.
4. The selected Contractor will plan and implement a full-day (6-8 hour) virtual workshop for approximately 25 – 50 participants. The training may be split across two days if desired.
5. Interactive training techniques are encouraged (e.g. supplemental reading recommendations, participant examples of restoration sites for consideration during the training, breakout sessions, group activities, polls, etc).
6. The Contractor should notify the Collaborative regarding the desired facilitation role of the Collaborative for the training (e.g. host virtual training platform, collect RSVPs, provide speaker introductions, lead breakout sessions, etc.).

PROJECT DELIVERABLES

- Full-day training provided virtually.
- Any factsheets, presentation slides, or instructional materials used in the training workshop in electronic format.

PROPOSED SCHEDULE

A Question and Response document will be issued within 5 business days after questions are received; this Question and Response document will be made available at www.crwp.org along with the RFP as we respond to questions.

October 14, 2021: Deadline for questions pertaining to this RFP to be submitted by 5:00 PM and directed to Kimberly Brewster Shefelton (kbrewster@crwp.org) via email only.

October 18, 2021: Final questions will be added to the Question and Response document at www.crwp.org.

October 29, 2021: Proposals must be received by 4:00 pm. Proposals will only be accepted electronically.

November 12, 2021: Anticipated date to award contract.

November 15 – November 19, 2021: Anticipated date of kickoff meeting with Contractor and Collaborative partners.

November 15 – December 22, 2021: Contractor develops and implements training.

December 31, 2021: All project deliverables finalized and delivered to Collaborative partners.

SECTION C: REQUIREMENTS

GENERAL

In the performance of the duties and obligations under the Ohio EPA Section 319 Grant Agreement, Contractor shall comply with all applicable:

- a. Ohio Governor Executive Orders;
- b. Federal, state and local laws, regulations (rules), assurances, orders, and Ohio Department of Commerce Prevailing Wage Guidelines, regarding prevailing wages, deductions, worker compensation, taxes, social security and unemployment, compensation, and any contributions thereto; and
- c. Federal state, and local laws and regulations (rules, ordinances), assurances, and orders, whether or not specifically referenced herein.
- d. All terms and conditions of Ohio EPA Section 319 Grant 17(h)EPA-22: "Central Lake Erie Basin Collaborative Implementation Project".

LIABILITY

The Contractor agrees to indemnify and to hold Chagrin River Watershed Partners, Inc., West Creek Conservancy, Doan Brook Watershed Partnership, The Nature Conservancy, and the Collaborative organizations (including Firelands Coastal Tributaries, Bluestone Heights, Cuyahoga Soil and Water Conservation District, Rocky River Watershed Council, Cuyahoga River Restoration, Big Creek Connects, West Creek Conservancy, Tinker's Creek Watershed Partners, Friends of Euclid Creek, Doan Brook Watershed Partnership, Chagrin River Watershed Partners, Lake Soil and Water Conservation District, The Nature Conservancy, Grand Ashtabula Conneaut Partnership, Black River Area of Concern, Friends of Vermilion River, Friends of Huron River, Chippewa Creek, Brandywine Creek, Friends of Yellow Creek, Friends of the Crooked River, Middle Cuyahoga and Breakneck Creek) harmless and immune from any and all claims for injury or damages arising from this Agreement which are attributable to Contractor's own actions or omissions or those of its trustees, officers, agents, employees, subcontractors, suppliers, third parties utilized by Contractor, or joint venturers while acting under this Agreement. In no event shall either party be liable to the other party for indirect, consequential, incidental, special, or punitive damages, or lost profits.

CONTRACTOR'S LIABILITY

Throughout the contract period, the Contractor shall carry Workers' Compensation Insurance, as required by the Ohio Workers' Compensation Act, upon all its employees engaged in this work and shall be

responsible to see that any sub-contractors carry such insurance on their employees. The Contractor shall also provide public liability and property damage insurance for the entire period, thus insuring the interests of all parties against any and all claims that may arise out of Contractor operations under the terms of this contract. It is agreed that in the event any carrier of such insurance exercises cancellation, notice will be made immediately to the Collaborative partners of such cancellation.

TRANSFER OF RECORDS

Data shall be collected and formatted in a manner consistent with common good engineering practices. All records (original tracings, maps, field sketches, lab reports, flow data, graphics originals, design calculations, electronic files including model input and output files, etc.) generated by the project shall be the property of the Collaborative and shall be turned over to the Collaborative upon completion or as directed.

SECTION D: INSTRUCTION TO OFFERERS

PROPOSAL FORMAT

Proposals should not exceed 10 pages. In responding to this RFP, please send a digital proposal addressing the following items:

1. Brief description of proposed approach and proposed topics to be covered through the training.
2. Brief description of skills participants will gain (learning objectives).
3. Brief description of staff to be involved in training planning and implementation, including a description of staff experience leading similar trainings for professionals.
4. Cost Proposal. Please provide a cost proposal including total hours available, hours per staff, and direct labor by labor category; overhead and other direct costs; and profit.
5. Three (3) References.

SELECTION AND AWARD PROCESS

The selection process will involve screening of submitted proposals and may include interviews. The Collaborative will select a Contractor on the basis of Contractor qualifications, understanding of the scope of services, and level of services to be provided. Any contract awarded under this invitation will be financed through a grant from The George Gund Foundation, with funds matched towards an Ohio Environmental Protection Agency 319 Grant awarded to the Collaborative partners.

If interested, please send a digital proposal to Kimberly Brewster Shefelton (kbrewster@crwp.org). Submissions must be received no later than **4:00 pm, October 29, 2021**. Proposals received after this date will not be accepted. The Collaborative expects to award the contract by/on **November 12, 2021**; however, the Collaborative reserves the right to not award a contract under this proposal. Work will commence after successful execution of a contract for services between the Contractor and Chagrin River Watershed Partners on behalf of the Collaborative.

Please direct questions to:

Kimberly Brewster Shefelton, Deputy Director
Chagrin River Watershed Partners, Inc.
kbrewster@crwp.org
(440) 975-3870 ext. 1006