



SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Planning for Our Region's Future

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

REQUEST FOR PROPOSALS (RFP)

Regional Framework for Coastal Resilience in Southern Connecticut

Issue Date:	January 26, 2015
Response Date/Time:	February 24, 2015 @ 12:00 PM E.T.
Issuing Organization:	South Central Regional Council of Governments
Response Location:	127 Washington Avenue, 4th Floor West North Haven, CT 06473

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REQUEST FOR PROPOSALS (RFP)
REGIONAL FRAMEWORK FOR COASTAL RESILIENCE
IN SOUTHERN CONNECTICUT

I. INTRODUCTION

Intent

The South Central Regional Council of Governments (SCRCOG) seeks a Multi-Disciplinary Consultant (Consultant), specifically with expertise in Environmental/Coastal Engineering Design and Planning and Landscape Architecture, Geospatial Analysis, and Ecological Restoration. The Consultant will be responsible for (1) conducting a comprehensive natural/green infrastructure assessment for the entire coastline of Greater Bridgeport and Greater New Haven (Fairfield to Madison, Connecticut) and (2) scoping and designing of the highest priority natural/green infrastructure projects to reduce risk and improve resilience in coastal municipalities within Greater New Haven and Greater Bridgeport.

II. BACKGROUND

Issuing Organization

The South Central Regional Council of Governments was established under the Connecticut General Statutes as a voluntary association of municipal governments serving the City of New Haven and 14 surrounding urban, suburban and rural municipalities in South Central Connecticut. The 15 member municipalities within the region are: Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge.

The primary focus of SCRCOG is to coordinate planning on a regional basis, while fostering communication and collaboration among its member municipalities in identifying and addressing regional issues. SCRCOG is dedicated to expanding the concept of voluntary cooperation among its member municipalities as the means to successfully respond to many of the Region's pressing governmental and public challenges.

Program Description

The South Central Regional Council of Governments (SCRCOG) has partnered with the Greater Bridgeport Regional Council (GBRC) and The Nature Conservancy (TNC) (Project Team) to develop a Regional Framework for Coastal Resiliency in Southern Connecticut (Regional Coastal Resiliency Plan). The project is made possible by a Hurricane Sandy Coastal Resiliency Grant from the Department of the Interior administered by the National Fish and Wildlife Foundation. Through this collaboration, there will be an assessment and advancement of opportunities to reduce risk from large-scale storm events by utilizing natural/green infrastructure and increase the viability and resiliency of natural ecosystems across the Project Area (Fairfield to Madison, Connecticut). The Regional Coastal Resiliency Plan will identify, assess and advance natural/green infrastructure opportunities, including, but not limited to environmentally-friendly beach stabilization, restoring dunes and wetlands, oyster reef creation/enhancement, improving the hydrology of coastal areas, improving/removing infrastructure, living shoreline techniques per Connecticut General Statute (CGS) 22a-92(e) and/or assisting local planning for major storms and future conditions.

The overall project consists of the following four components:

1. Regional Natural/Green Infrastructure Assessment
2. Community Resiliency Engagement
3. Highest Priority Project Design
4. Regional Coastal Resiliency Plan

This RFP is applicable to Component #1 – Natural/Green Infrastructure Assessment and Component # 3 – Highest Priority Project Design.

Prior to commencing work on Component #3 by the Contractor, the information derived from Component #2 (to be provided to Consultant by Project Team) must be incorporated into the Regional Natural/Green Infrastructure Assessment as part of Component #1 as well as Component #3.

Additionally, the municipalities of Branford, Madison, Milford and Stratford (within the Project Area) will be developing Coastal Resilience Plans within the timeframe of this RFP. The Consultant will work with the Project Team to coordinate the tasks outlined in this RFP with the development of these local Coastal Resilience Plans.

III. SCOPE OF SERVICE

Geographic Context

The project will encompass the central coast of Connecticut (approximately 30% of the state’s coastline) from the Town of Fairfield to the Town of Madison. This Project Area is comprised of ten coastal municipalities serviced by two Regional Planning Organizations (RPOs, South Central Regional Council of Governments and Greater Bridgeport Regional Council) with a combined population of 591,000 people (16% of Connecticut’s population) including the first and second most populous cities in Connecticut – Bridgeport and New Haven.

This project will benefit property owners, as well as community organizations, natural resource managers, businesses, and decision-makers in the 10 coastal municipalities (from west to east) of Fairfield, Bridgeport, Stratford, Milford, West Haven, New Haven, East Haven, Branford, Guilford and Madison, two RPOs, and state and federal agencies.

Consultant Tasks

The Consultant will be responsible for conducting a natural/green infrastructure assessment for the ten municipalities (listed west to east):

Fairfield	New Haven
Bridgeport	East Haven
Stratford	Branford
Milford	Guilford
West Haven	Madison

This assessment will identify and categorize the type and feasibility of resiliency project opportunities across the Project Area that utilize natural/green infrastructure and/or a combination of green and hardened infrastructure (hybrid approaches), including living shoreline techniques to protect investments and development along the coastline and that sustain natural ecosystems in the short and long term. This natural/green infrastructure assessment is intended to both catalogue project opportunities and serve to inform future management, policies and practices within and across the ten municipalities and the region as part of the first Regional Coastal Resiliency Plan in Connecticut.

Project Component # 1 Tasks and Deliverables: Natural/Green Infrastructure Assessment

1. Initial Inventory of Coastal and Riverine Projects and Plans within Project Area
 - a. This task includes projects/plans from the past ten years (“historical”), as well as existing and proposed projects/plans.
 - i. Municipal, Non-Governmental Organizations (NGO), academic research, regional, state, and federal projects/plans that have a focus on coastal and riverine ecosystems.
 - ii. Municipal, NGO, academic research, regional, state, and federal projects/plans that have utilized natural/green infrastructure and/or a combination of green and hardened infrastructure approaches.
2. Opportunity Assessment of Coastal and Riverine Projects within Project Area
 - a. Using the initial inventory derived from Task (1), the Consultant will develop a more comprehensive assessment of potential opportunities for natural/green infrastructure projects.
3. Field/On-Site Assessments within Project Area
 - a. Using the outcomes of Task (1) and (2), the Consultant will conduct on-site assessments of locations that represent opportunities for natural/green infrastructure projects.
 - i. Initial site visits will be conducted in coordination with the Project Team and municipal representatives for each of the ten municipalities.
 - ii. On-site assessments should capture the necessary information to scope and determine feasibility of potential projects identified in Task (1) and (2).
4. Data Development within Project Area
 - a. The Consultant will develop detailed geospatial data sets depicting the location of historical, present, planned, and potential projects.
 - b. The Consultant will integrate project scope and feasibility information gathered during Task (3) into the geospatial data sets.
 - c. The Consultant will also capture and integrate existing geospatial data layers.
 - d. The Consultant will work with TNC to integrate the coastal risk analysis from future storm surge and sea level rise conditions.
5. Regional Natural/Green Infrastructure Assessment within Project Area
 - a. The Consultant will develop and submit a final written assessment report that, at a minimum,

- i. Presents the potential project identification and assessments (Task (1) through (3)).
 - ii. Categorizes potential projects based on feasibility, benefits, and types of risk reduction and resiliency initiatives/strategies.
 - iii. Provide risk reduction and resilience measures/metrics for potential projects.
- b. Using the data developed in Task (4) the Consultant will create a web-based, interactive mapping platform as well as static map products to highlight potential project summaries in Task (5a).
- c. The Consultant will incorporate the information completed in Component #2 (Community Resiliency Engagement) and provided to the Consultant by the Project Team.

Project Component # 3 Tasks and Deliverables: Highest Priority Project Design

- 1. Scope and design of highest priority natural/green infrastructure projects to reduce risk and improve resilience within the Project Area. These highest priority natural/green infrastructure projects will be defined by the Project Team (Component #2).
 - a. Develop design plans for highest priority projects:
 - i. Subsequent to the assessment, the Project Team will determine, in accord with the Consultant, how many of the projects will be advanced to preliminary, semi-final, and/or final design.
 - ii. At SCRCOG's option, the Consultant may be required to produce detailed estimates of the costs involved in advancing each high priority project to the desired stage of completion (prior to commencing the work in (1.a.i) above.
 - iii. The Consultant will provide summary and detailed reports with narrative, budget, and design figures/maps for each of the high priority projects advanced for this Task for Component #3.

Coordination with Development of Local Coastal Resilience Plans

The Project Team will maintain open communications with the four municipalities that are developing local coastal resiliency plans (Stratford, Milford, Branford, and Madison) and communicate with the Consultant in an effort to minimize the duplication of efforts and maximize outcomes.

Project Management and Stakeholder Meetings

The Consultant will be required to meet with the Project Team a minimum of eight times and participate in quarterly meetings with the project's stakeholders, which will include (but not be limited to) municipal staff, state staff, and local and state conservation organizations active within the Project Area.

As part of the tasks outlined in Component #1 and Component #3, the Consultant will have a least one meeting and on-site visit with each of the ten participating municipalities.

IV. PREPARING AND SUBMITTING A RESPONSE

By submitting a response, respondents represent that they have thoroughly examined and become familiar with the scope of services outlined in this RFP and are capable of performing the work to achieve the objectives stated.

Primary Project Responsibility

Respondents responding to this RFP must clearly explain and identify, in detail, which company will be the Prime Vendor. It must be clearly understood that only the Prime Vendor will enter into a contract with SCRCOG. All other parties will be considered sub-contractors to the Prime Vendor. Regardless of which Consultant performs the work, the Prime Vendor is ultimately responsible for the performance of all contract work.

Critical Dates

Questions Deadline: February 11, 2015 at 12:00 p.m. E.T.

Response to Questions Deadline: February 18, 2015 at 12:00 p.m. E.T

Proposal Deadline: February 24, 2015 at 12:00 p.m. E.T.

Completeness and Format of Proposal

RFP Respondents are asked to organize their Proposals in the order requested, in accordance with the following format:

1. **Letter of Introduction and Statement of Experience.** Provide a letter of introduction with a brief description of your firm and its individual personnel. Specifically, include in such letter a description of the relevant experience of your firm as a whole and/or for the individual personnel of your firm. Please include in the letter a summary of the work proposed in response to this RFP, and the company name, address, contact name, title, phone number, fax number, email and website addresses of the Respondent.
5. **Work Plan Process, Approach and Timetable.** Please provide a detailed description of the proposed Work Plan that the Respondent proposes to provide in response to the Consultant Tasks outlined in this RFP, including the Respondent's proposed methodology, process, and approach to the Scope of Service and a proposed sequence and timetable of the proposed Work Plan.

The tasks outlined in this RFP must be completed by July 31, 2016. The Consultant will be responsible for any revisions to the work that may be required in order to successfully integrate it into the Regional Coastal Resiliency Plan. Therefore, the contract between SCRCOG and the successful Respondent will have an end date of October 31, 2016.

2. **Price Proposal and Estimated Costs.** This is a lump sum proposal. Please provide a detailed breakdown of the lump sum proposal to complete tasks within each of the project components. Please furnish all inclusive total costs, by task, for the proposed Work Plan

including personnel costs (anticipated hours, hourly rate, and associated travel costs), materials, and any other requirements as may be necessary for the Respondent to complete the Work Plan that is proposed in response to the Scope of Service. The grant awarded to SCRCOG allows for a maximum of \$286,615 for the Consultant Tasks outlined in this RFP. SCRCOG reserves the right to modify the Respondent's proposed Work Plan. Negotiations shall be undertaken to potentially modify the lump sum proposal as appropriate.

3. **Response Page.** Respondent must submit a filled-in and signed Response Page (See ATTACHMENT A) with its response to this RFP.
4. **Non-Collusion Statement.** Respondent must submit a filled-in and signed Non-Collusion Statement (See ATTACHMENT B) with its response to this RFP.

Responses should be sealed and must be received no later than February 24, 2015 at 12:00 p.m. E.T Responses should be delivered to the South Central Regional Council of Governments, located at 127 Washington Avenue, 4th Floor West, North Haven, CT 06473. **Any responses received after this date and time will not be considered.**

All submissions should be clearly marked "*Regional Framework for Coastal Resilience – RFP*" **You must include seven (7) copies of your proposal along with a digital copy.** SCRCOG will only accept submittals for all parts of the project. No partial submittals will be accepted.

Questions

Questions regarding this RFP should be directed to Eugene Livshits, Regional Planner, at the addresses below or via E-mail: elivshits@scrcog.org

South Central Regional Council of Governments
127 Washington Avenue, 4th Floor West
North Haven, CT 06473

However, **no oral interpretations shall be made to** any respondent as to the meaning of any of the documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **faxed to (203) 234-9850 or e-mailed to elivshits@scrcog.org.** To receive consideration, such questions must be received by February 11, 2015 at 12:00 p.m. E.T.

SCRCOG staff will arrange as addenda all questions received as above provided and the decisions regarding each. The addenda shall be made a part of this Request for Proposals (RFP). At least seven (7) days prior to the receipt of proposals (See "Critical Dates" above), SCRCOG staff will post a copy of any such addenda to SCRCOG's website, located at www.scrcog.org. **It shall be the responsibility of each RFP Respondent to determine whether any addenda have been issued and if so, to download copies directly from SCRCOG's website.**

V. TERMS AND CONDITIONS

Grant Funding

Any contract resulting from this RFP will be funded by a Hurricane Sandy Coastal Resiliency Grant from the Department of the Interior (DOI), administered by the National Fish and Wildlife Foundation (NFWF). All work is contingent on continued and adequate funding from NFWF.

Freedom of Information

Respondents are advised that any and all materials submitted in response to this RFP shall become the sole property of the South Central Regional Council of Governments and may be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Incurred Costs

This RFP does not commit SCRCOG to award a contract or to pay any costs incurred in the preparation of a response to this RFP. SCRCOG will not be liable in any way for any costs incurred by Respondents in replying to this RFP.

Severability

If any terms or provisions of this RFP shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

Oral Presentation

Respondents who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to a panel selected by the Executive Director of SCRCOG. Such a presentation would provide an opportunity for the Respondent to clarify or elaborate upon its proposal. These are fact-finding and explanation sessions only and do not include negotiation. SCRCOG will schedule the time and location of such presentations. Oral presentations are at the option of SCRCOG and may or may not be conducted.

Subcontracting

The successful Respondent may utilize the services of subcontractors on portions of the work. However, the successful Respondent shall not award any portion of the work to a subcontractor without SCRCOG's **prior written approval**. The decision whether or not to accept any and all proposed subcontractors shall reside solely with SCRCOG, and SCRCOG's decision shall be final. The successful Respondent shall be fully responsible to SCRCOG for the performance, finished products, acts, and omissions of its approved subcontractors and persons directly or indirectly engaged, contracted or employed by the Respondent.

Ownership

SCRCOG shall have unlimited rights to use, disclose, or duplicate, for any purpose whatsoever, all information developed, derived, documented or furnished by the Consultant under any contract resulting from this RFP. All data collected and other documentation produced as part of the contract will become the exclusive property of SCRCOG and may not be copied or removed by the Consultant or any employee of the Consultant without written permission from SCRCOG.

Assigning/Transferring of Agreement

Any successful Respondent is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting contract or its rights, title, or interest therein or its power to execute such a contract with SCRCOG to any other person, company or corporation without prior consent and approval in writing from SCRCOG.

Acceptance or Rejection by SCRCOG

SCRCOG reserves the right to accept and or reject any or all proposals submitted for consideration. Respondents whose proposals are not accepted shall be notified.

Amending or Canceling Request

SCRCOG reserves the right to amend or cancel this RFP, prior to the due date and time, if it is deemed to be in its best interest to do so.

VI. EVALUATION AND AWARD

Proposals shall be evaluated by SCRCOG after the Proposal Deadline (see “Critical Dates” above). Proposals will be received until February 24, 2015 at 12:00 p.m. E.T and will be publically opened on February 24, 2015 at 12:15 p.m. E.T.

Selection shall be made of one Respondent deemed to be fully qualified and best suited among those submitting Proposals for the Scope of Services and in the format requested in this RFP.

SCRCOG shall determine in its sole discretion which Respondent is fully qualified, or that one Respondent is more highly qualified than the others under consideration, and a contract may be negotiated and awarded to that Respondent. The award document will be a contract incorporating by reference substantially all the requirements, terms and conditions of this RFP and the Respondent’s Proposal as negotiated with SCRCOG.

The responses to this RFP will be reviewed by a selection committee as determined at the sole discretion of SCRCOG’s Executive Director. The selection committee will evaluate the responses based on the following criteria:

Qualifications

Professional expertise of team, in terms of knowledge of government operations and understanding of work to be performed.

Experience

The firm’s or individual’s relevant experience.

Approach

Thoroughness, creativity and clarity of the tasks described in the Proposal and particularly in the proposed Work Plan.

ATTACHMENT A

SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

RESPONSE PAGE

**South Central Regional Council of Governments
REQUEST FOR PROPOSALS**

DATE ADVERTISED:
January 26, 2015

DATE / TIME DUE: February 24, 2015
By 12:00 p.m. ET

NAME OF PROPOSAL:

**Regional Framework for Coastal Resilience in Southern
Connecticut**

Type or Print Name of Officer

Name of Firm

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Authorized Officer or Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E-mail Address/Website

SS # or TIN#

ATTACHMENT B

SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

NON-COLLUSION STATEMENT

The individual/firm responding to this Request for Proposals certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this response must be signed by an individual or the authorized agent of our firm to constitute a valid statement.

Date: _____

Name of Individual: _____

Doing Business as (Trade Name): _____

Name of Firm: _____

Name and Title of Authorized Officer: _____

By (Signature): _____

Address: _____

Telephone Number: _____