



Save the Sound[®]

Action for our region's environment.

Request for Proposal ("RFP"): Protection and Restoration of Intertidal Marsh Habitat within the Ash Creek Estuary

1.0 PROJECT SUMMARY

Save the Sound (STS) is soliciting proposals for the analysis and design for the coastal resiliency restoration project (the "Project") to restore and protect the Ash Creek tidal estuary (the "Estuary") through the application of dredge material. The Project area will encompass the Barrier Spit, the Great Marsh Island, and the Little Marsh Island, as well as other marsh areas shown below in Figure 1.

The goals of the Project are both for short-term and long-term stewardship of the Project site, which will: protect the Barrier Spit from erosion; protect the adjacent marshes from sea level rise; and establish an ongoing maintenance plan for the beneficial reuse of sediment within the Project area.



The first phase of this Project, which is funded through a grant from the Long Island Sound Study National Estuary Program (the "Grant"), is described in Section 2.0. The second phase of this Project is anticipated to be funded at a later date. All applicants responding to this RFP should supply a proposed scope of services and an anticipated cost for both Phase 1 and Phase 2.

Applicants should demonstrate proven experience with the following:

- Stabilizing living shorelines;
- Coastal ecological restoration;
- Thin layer placement;
- Cost-benefit analysis related to preserving, altering or enhancing ecosystems;
- Hydrologic and hydraulic modeling in tidal environments; and
- Experience with environmental permitting in coastal settings in this region.

Figure 1. Aerial of project area

Project Background:

Ash Creek, which is located along the Fairfield-Bridgeport municipal boundary, is one of Connecticut's few remaining ecologically significant urban tidal estuaries. Unlike most urban tidal estuaries that have been heavily degraded or lost to development, Ash Creek continues to provide critical habitat and ecological functions. The Estuary serves as a wildlife sanctuary for nesting birds, shellfish, and finfish and is a breeding ground for horseshoe crabs. Its location along the Atlantic Flyway makes it a prime stopover and feeding location for migratory shorebirds along the Connecticut shoreline. And the Estuary is an important area for seed oyster and hard shell clam beds. The presence of these species within Fairfield and Bridgeport offers residents and visitors a unique experience while providing the ecological community a foothold for future regeneration of ecosystem services.

These areas have been anthropogenically altered and are at significant risk of further degradation and loss from climate change, sea-level rise, and extreme weather events. The Barrier Spit provides important ecological value itself, as it is home to one state-listed plant species and both terrapin turtles and horseshoe crabs use it for nesting. Furthermore, the Barrier Spit attenuates wave energy that protects upstream intertidal marsh, particularly the Great Marsh Island. The 2021 *Ecological Assessment* (the "Assessment") shows a retreat and loss of sand at the Barrier Spit of up to 60 feet linear feet between 2006 and 2016. The Assessment further states that, "Despite its historic resilience, the Estuary is now on the verge of ecological collapse due to a variety of factors. Unless urgent action is taken soon this valuable resource will be lost." The Assessment then points to the ongoing maintenance and dredging of the South Benson Marina by the Town of Fairfield as a primary reason for the rapid loss of material at the Barrier Spit. The navigation channel leading to the South Benson Marina was most recently dredged in 2019 with material transported to the adjacent public beach (Jennings Beach) for relocation. The navigation channel is dredged on an as-needed basis.

The Great Marsh Island is approximately 13.5 acres at high tide. As one of the few tidal marshes in the region that was not ditched, the island is comprised of primarily native high- and low-marsh species, as well as an osprey nest.

The Assessment's aerial geoanalysis indicates that between 1991 and 2020 there was a net loss of approximately 25,000 square feet of intertidal marsh on the Great Marsh Island. In 2004, Great Marsh Island was acquired for open space in 2004 by the Town of Fairfield (Fairfield side) and Aspetuck Land Trust (Bridgeport side). Little Marsh Island, which is 0.3 acres at low tide, is located directly east of the Great Marsh Island and is protected by the Aspetuck Land Trust.

In addition to its wildlife and plant habitat, the Estuary provides many other services to the community. It provides opportunity for recreation such as walking, nature watching, kayaking, and other non-mechanized boating. It provides some flood attenuation for surrounding areas and captures some upstream pollutants before entering Long Island Sound. It lessens and detoxifies pollutant loads before they enter the Sound. It's tidal wetland vegetation stabilizes the shoreline and prevents erosion, and the St. Mary's Barrier Spit buffers wave action during storms. The Estuary also provides an aesthetic identity to the surrounding neighborhoods and serves as important open space. These culturally important services improve the quality of life in the local community and in turn enhance local property values.

Ash Creek Conservation Association (ACCA) has been involved in the conservation of the Estuary since its founding in 2003. The ACCA has been an important steward of this ecosystem. The ACCA has commissioned multiple reports; engaged with the Town of Fairfield and City of Bridgeport; and planted

native material through the utilization of both volunteers and hired professionals. The ACCA has led the implementation of restoration measures including, but not limited to: the restoration of the coastal forest at St. Mary's-by-the-Sea (2019-2022); the planting of dune grass on the Barrier Spit in 2022 as a short-term stabilization solution; and the planting of additional native plantings (2022-2023).

The Connecticut Department of Energy and Environmental Protection (“DEEP”) has temporarily limited public access onto the Barrier Spit until the Project is completed. This temporary limitation on public access was, in part, the result of sand worm harvesting.

While the addition of dredged material to marsh platforms is a relatively new practice in Connecticut, DEEP has expressed support for this Project and understands that it will require on-going maintenance to ensure the long-term sustainability of both the Barrier Spit and the upstream tidal marshes.

The Fairfield Shellfish Commission has been implementing a small-scale restoration of the oyster reef at the Estuary for the past few years. In the past year, the oyster reef became the pilot site for the state shellfish restoration movement.

In the Estuary, self-regulating tide gates reduce ecological connectivity of the Lower Creek with Turney and Riverside Creeks. These gates are currently being re-constructed.

Project Team and Existing Information:

Save the Sound (www.savethesound.org) is the primary administrator of the Grant. STS is a non-profit organization, whose mission is to protect and improve the land, air, and water of the whole Long Island Sound region.

The Ash Creek Conservation Association (ACCA) (<https://ashcreekassoc.org/>) is a non-profit community organization, whose mission is to advocate for the protection and restoration of the Estuary. ACCA has commissioned multiple ecological studies to support this Project (<https://www.saveourspit.org/>) including the 2012 *Ash Creek Ecological Master Plan*, the 2014 Restoration Plan for the St. Mary's-by-the-Sea, the 2021 Ecological Analysis of the Ash Creek Barrier Spit, and the 2023 *Ash Creek Estuary Master Plan*. These background documents can be found as supporting documents on the Save the Sound website (<https://www.savethesound.org/about-us/jobs-rfps/>).

The Applicant should plan to present to, and get feedback from the Project Partners, which include STS, ACCA, Town of Fairfield, City of Bridgeport, Aspetuck Land Trust, DEEP, NOAA, USACE, and SHPO/THPO. In addition, guidance shall be sought on the Project approach and design from the Project Advisory Committee (PAC), which will include coastal ecology and resilience experts in the region.

2.0 REQUESTED SCOPE OF SERVICES

Proposals should demonstrate the Applicant's understanding of the Project in addition to explaining its design approach and shall include detailed descriptions of tasks required to meet those goals (i.e. Scope of Work). Applicants may include subtasks, additional tasks, or eliminate tasks deemed to be extraneous or redundant based on their best professional judgement. If additional tasks are included, please include a brief explanation as to how these specific additional tasks will further the objectives of the Project. If you eliminate tasks, please explain how the Project goals will be met without the task(s)

that are being eliminated. Proposals shall include the Applicants proposed schedule and proposed cost of the services being provided, and shall also identify the deliverables that will be provided for each task/subtask.

Phase 1 Project Scope:

Phase 1 of this project is being funded through the Long Island Sound Study National Estuary Program to complete the 30% engineering plans and the preliminary design phase for a habitat restoration Project at Ash Creek.

While amendments to the proposed scope based on the Applicant's best professional judgement are welcome, the anticipated scope is listed below:

Task 1: Project Management

The selected Applicant will coordinate closely with Project Partners and will have access to input and feedback from the PAC for the duration of Phase 1. The selected Applicant shall attend regular meetings pertaining to the Project, which may include, but are not limited to, an Initial Kickoff Meeting, Public Meetings and Progress Meetings. At a minimum, the selected Applicant and STS will convene a Progress Meeting once a month.

Task 1 Deliverables:

- a) Attend Kickoff Meeting organized by Save the Sound;
- b) Attend Progress Meetings;
- c) Attend Public Meetings; and
- d) Consistent, timely communications outside of meetings.

Anticipated timeframe: Winter 2024/25 – Spring 2026

Task 2: Quality Assurance Project Plan (QAPP)

The selected Applicant shall work cooperatively with DEEP and the Environmental Protection Agency ("EPA") to develop a Quality Assurance Project Plan (QAPP) that shall be subject to DEEP and EPA approval. The QAPP shall include all necessary and detailed information for each task. The review, collection, measurement, processing, compiling, modelling, analysis, or reporting of data shall be in accordance with the most current National and Regional requirement documents (<http://www.epa.gov/quality/> and <https://www.epa.gov/quality/region-1-quality-systems-documents>, respectively). No data can be collected prior to the approval of the QAPP, except under circumstances requiring immediate action to protect human health and the environment. No later than sixty (60) days prior to the scheduled commencement of data collection and/or data generation activities, the selected Applicant will submit a QAPP to R1QAPPs@epa.gov. The selected Applicant shall conduct all tasks in accordance with the approved QAPP to assure the quality of the data generated for this Project and to confirm the validity and integrity of the data produced.

Task 2 Deliverables:

- a) An approved QAPP specifying the review, collection, measurement, processing, compiling, modelling, analysis, and reporting of data.

Anticipated timeframe: Winter 2024/25 – Summer 2025

Task 3: Review of Existing Data

The selected Applicant shall initiate engineering tasks by gathering and reviewing available existing data, including historical aerial analysis, historical LIDAR analysis, past reports, and cultural/Indigenous land use history.

Existing data and studies are not limited to this list, but include:

- a) 2012 *Ash Creek Ecological Master Plan*;
- b) 2014 Restoration Plan for the St. Mary's-by-the-Sea;
- c) 2021 Ecological Analysis of the Ash Creek Barrier Spit; and,
- d) 2023 *Ash Creek Estuary Master Plan*.

Additional analysis and studies to be gathered and reviewed are not limited to this list, but include:

- a) Historical aerial photo review and change analysis;
- b) Indigenous and post-contact land use history;
- c) Ecological resources (NDDDB species records);
- d) FEMA mapping; and
- e) Previously-completed topographic and bathymetric surveys.¹

Task 3 Deliverables:

- a) A summary of findings of previous reports, analysis, and studies in a brief existing conditions memorandum

Anticipated timeframe: Summer 2025

Task 4: Field Assessments

Before a habitat restoration or management project begins, the project team should have a good understanding of how the habitat currently functions and how those restoration actions may alter the existing functions. To this end, the Consultant shall conduct the following field assessments conducted to the level necessary for the concept design:

- a) Topographic/Bathymetric Survey;
- b) Salt Marsh Habitat Assessment;
- c) Wetland Resource Delineation;
- d) Tidal Monitoring/Tidal Datum Establishment;
- e) Sediment/Geotechnical Characterization; and
- f) Vegetative/Benthic/Biological Benchmark Surveys.

Task 4 Deliverables:

- a) Base map(s) of existing conditions, including elevation of existing infrequently flooded/high marsh and target elevations for proposed marsh habitat types;
- b) Findings summarized in field assessments memorandum with results presented to the PAC during Progress Meetings.

Anticipated timeframe: Summer – Fall 2025

¹ Whiteout Solutions performed a topobathymetric survey of Coastal Connecticut for DEEP (including the Ash Creek Estuary). The survey is expected to be publicly released in November 2024.

Task 5: Modeling

The selected Applicant will perform sufficient modeling as appropriate to support the alternative analysis and the Preliminary (30%) Engineering Design. The selected Applicant shall recommend as to the type of modeling that would be most appropriate for this phase of the Project. The modeling shall include wave, wind, and tidal factors; sediment transport analysis; and/or sea-level rise as is necessary and/or appropriate to produce the desired information. The modeling shall indicate both existing water levels and a sea level rise scenario (20 in/50 cm by 2050)².

Task 5 Deliverables:

- a) A report that summarizes data collected, modeling methodology, and relevant findings from the relevant hydrodynamic modeling completed in Task 5.

Anticipated timeframe: Fall – Winter 2025

Task 6: Alternatives Analysis

This task will involve an assessment of site-specific restoration potential and development of a suite of restoration best management practices. Results from *Task 3: Review of Existing Data*, *Task 4: Field Assessments*, and *Task 5: Modeling* shall be used to identify appropriate restoration techniques to meet the Project goals. The suite of alternatives shall include, as necessary and appropriate, the following:

- Beneficial placement of dredged material to restore the Great Marsh Island, Little Marsh Island, other tidal wetlands, and the Barrier Spit;
- Living shorelines to break up wave energy as well as toe stabilization on the Barrier Spit to prevent erosion during dredging associated with the South Benson Marina; and
- Additional “nature-based solutions” to stabilize the edge of the Great Marsh Island and further restoration of the Barrier Spit over time.

The selected Applicant shall present up to three restoration alternatives in annotated figures which highlight the existing degraded areas and summarize the selected restoration approaches. These figures will serve as the basis for a discussion with the PAC and the public.

Task 6 Deliverables:

- a) Annotated figures for restoration alternatives that achieve the project goals.
- b) A brief writeup (technical memo or comparison matrix) that discusses the (up to) 3 alternatives shown in the annotated figure. The write-up should include the relative cost for each alternative.
- c) A design charette where the selected Applicant presents the alternatives to the PAC.
- d) A meeting where the selected Applicant presents the alternatives in a public meeting.

Anticipated timeframe: Winter 2025 – Spring 2026.

Task 7: Community Engagement and Public Access Discussion

In the past, recreational use of the Project area included boat traffic, shellfish harvesting, foot traffic over sensitive dune and wetland plant root systems, and unleashed dogs. More recently, concern regarding sandworm harvesting has resulted in DEEP closing off the Barrier Spit to public access. The selected Applicant will facilitate a meeting with Project Partners to discuss a path forward with current

² <https://circa.uconn.edu/wp-content/uploads/sites/1618/2019/02/SeaLevelRiseConnecticut-Final-Report-1.pdf>

concerns about equitable public access, especially those related to the ecological concerns of shellfish and sandworm harvesting.

Task 7 Deliverables:

- a) One (1) meeting with the PAC dedicated to discussing public access and the ecological risk of sandworm harvesting.
- b) One (1) optional public meeting organized by Project Partners for the Applicant to attend if the outcome of Deliverable a (above) is a change to existing access conditions to the site.

Anticipated timeframe: Spring 2026

Task 8: Preliminary (~30%) Engineering Design

- a) The process for the completion of the construction documents shall be divided into four stages. The completion of the first stage shall be the preparation of the Preliminary Engineering Design. The Preliminary Engineering Design shall determine the substantial elements of the design along with a construction schedule and a construction cost estimate. The selected Applicant shall initially present the Preliminary Engineering Design to the Project Partners in draft form for comment. The selected Applicant shall subsequently revise the draft to incorporate the Project Partners' comments and complete a final draft of the Preliminary Engineering Design. Site specific data shall be incorporated into engineering analysis. Data gaps shall be identified to determine if additional field information is needed.

Task 8 Deliverables:

- a. Draft and Final Preliminary Engineering Design. This Preliminary Engineering Design shall include living shoreline location, placement area, type of containment, elevation goals (i.e. high or low marsh), and the SLR scenario used for the design.
- b. Draft and Final Preliminary Engineering Design Report that explains the basis for the design. This report should include an assessment of data gaps to understand whether additional field information is necessary.
- c. Preliminary Engineering Design Construction Cost Estimate;
- d. Attendance at a public meeting to explain the design concept.

Anticipated timeframe: Summer 2026

Task 9: Maintenance Plan Development

Ongoing maintenance of the Project site will be essential to restoring the ecological balance in this anthropogenically-modified Estuary. Thus, the selected Applicant shall prepare a maintenance plan. The maintenance plan shall primarily include the beneficial reuse of material dredged from the South Benson Marina but may include additional sources of dredged material. In preparing the maintenance plan, the selected Applicant should endeavor to limit the plan's permitting requirements. Because dredged material placement on marsh platforms and intertidal areas is relatively new in Connecticut, detailed coordination with DEEP and Project Partners will be necessary. In relation to the dredging of the South Benson Marina, the selected Applicant shall coordinate with the Town of Fairfield as well as the City of Bridgeport as appropriate.

Task 9 Deliverables:

- a. Regular engagement with regulators from DEEP.
- b. Regular engagement with Town of Fairfield and City of Bridgeport.

- c. A draft Maintenance Plan developed with input from PAC and DEEP, submitted to Project Partners for comment.
- d. A final Maintenance Plan submitted to Project Partners.

Anticipated timeframe: Spring 2026 – Summer 2026

Anticipated Phase 2 Scope:

Phase 2 has not been funded yet but Save the Sound anticipates that Phase 2 will be funded during Phase 1. Phase 2 will involve Permit-Ready Engineering Design, Permitting, and Final Design and Bid Documentation. Phase 2 scope items will be added to the existing contract as a change order once the funding for this phase has been approved.

Subject to amendment based upon the selected Applicant's best professional judgment, the anticipated Phase 2 scope is listed below.

Task 10: Phase 2 Project Management

The selected Applicant will coordinate closely with Project Partners and will have access to input and feedback from the PAC for the duration of Phase 1. The selected Applicant shall attend regular meetings pertaining to the Project, which may include, but are not limited to Public Meetings and Progress Meetings. At a minimum, the selected Applicant and STS will convene a Progress Meeting once a month.

Task 10 Deliverables:

- a) Attend Progress Meetings;
- b) Attend Public Meetings; and
- c) Consistent, timely communications outside of meetings.

Anticipated timeframe: Fall 2026 – Winter 2027

Task 11: Interim (~60%) Engineering Design

The second stage of completion of the construction documents shall be the preparation of the Interim Engineering Design. The selected Applicant shall develop the Interim Engineering Design, a basis of design memo, Opinion of Probable Cost, and Monitoring/Adaptive Management Plan for the Project based on the feedback and input received in Task 8: from Project Partners, regulators, the PAC, and the public. The selected Applicant shall initially present the Interim Engineering Design, basis of design memo, and Opinion of Probable Cost, and Monitoring/Adaptive Management Plan to the Project Partners in draft form for comment. The selected Applicant shall subsequently revise the draft to incorporate the Project Partners' comments and complete a final draft of the Interim Engineering Design.

Task 11 Deliverables:

- d) Additional field data collection, as highlighted in Task 9, to fill data gaps required to finalize the Interim Engineering Design;
- e) Draft and Final Interim (~60%) Engineering Design Plans;
- f) Draft and Final Interim (~60%) Basis of Design (BOD) memo;
- g) Opinion of Probable Costs based on the Interim Engineering Design Plans;
- h) Draft and Final Monitoring/Adaptive Management Plan; and
- i) Meeting to present design to Project Partners.

Anticipated timeframe: Winter 2026

Task 12: Permit-Ready (~90%) Engineering Design

The third stage of completion of the construction documents shall be the preparation of the Permit-Ready Engineering Design. The selected Applicant shall develop the Permit-Ready Engineering Design, a basis of design memo, Opinion of Probable Cost, and Final Monitoring/Adaptive Management Plan for the Ash Creek Restoration based on the feedback and input received in Task 8: from Project Partners, regulators, and the PAC. The selected Applicant will present the Permit-Ready Engineering Design in a public meeting. All deliverables shall be presented to the Project Partners in draft and subsequently final drafts.

Task 12 Deliverables:

- a) Additional field data collection, as highlighted in Task 9, to fill data gaps required to finalize the Permit-Ready Engineering Design;
- b) Draft and Final Permit-Ready Engineering Design Plans;
- c) Draft and Final Permit-Ready Basis of Design (BOD) memo;
- d) Construction Specifications and Construction Cost Estimate based on the Permit-Ready Engineering Design Plans;
- e) Draft and Final Monitoring/Adaptive Management Plan; and
- f) Public meeting to present design.

Anticipated timeframe: Winter 2026

Task 13: Permitting

The selected Applicant shall prepare applications for all necessary federal, state, and local permits which are required for construction of the Project. In addition, the selected Applicant shall provide responses to regulatory questions during the review period with the goal of receiving final permits.

Task 13 Deliverables:

- a) Permit submission, including responding to comments for the following permits:
 - a. United States Army Corps Individual Permit
 - b. DEEP Tidal Wetlands
 - c. DEEP 401 WQC
 - d. DEEP NDDDB filing
 - e. CZM Consistency
 - f. Town of Fairfield & Bridgeport Harbor Management Commission
 - g. Town of Fairfield Conservation Commission
 - h. Town of Fairfield Shellfish Commission

Anticipated timeframe for permit application submittal: Spring 2027

Anticipated timeframe for permit review and response to Regulator questions: Fall 2027

Task 14: Final Design and Bid Documentation

The fourth and final stage of completion of the construction documents shall be the preparation of the Final Design and Bid Documentation. Once permits have been granted, the selected Applicant will develop the Final Design, Final Basis of Design memo, Final Opinion of Probable Cost, and Final Monitoring/Adaptive Management Plan for the Project based on the feedback and input received in

from Project Partners, regulators (and boards and commissions), and the public. The selected Applicant shall present the Final Design during a public meeting. All deliverables shall be presented to the Project Partners in draft and subsequently final drafts.

Task 14 Deliverables:

- a) 100% Engineering Design Plans;
- b) 100% Basis of Design Report;
- c) Final Monitoring/Adaptive Management Plan;
- d) Final Maintenance Plan; and
- e) Technical Specifications and Bid Support for Construction Contractor.
- f) Public Meeting prior to start of construction.

Anticipated timeframe: Winter 2027

3.0 INSTRUCTIONS FOR APPLICATION SUBMISSION

Proposal Evaluation and Selection Process:

Save the Sound and its Project Partners will evaluate all of the Applicants' proposals as a wholistic proposal based on the best perceived value. STS and its Project Partners will evaluate at the following criteria:

1. The Applicants' demonstrated experience and technical competence and demonstrated experience and technical competence of their assigned personnel. STS shall review the Applicants' references and examples of prior projects as listed in their proposals.
2. The Applicants' demonstrated understanding of the Project goals through the submitted Project Understanding.
3. The Applicants' capacity and capability to perform the work within a reasonable schedule.
4. The Applicants' demonstrated knowledge of the Federal, State, and Local permitting procedures.
5. Clarity, organization, and effective presentation of submitted materials.
6. Proposal fee.
7. Inclusion of Minority and Women Owned Businesses in the scope of work.

Minimum Applicant Requirements:

Applicants should demonstrate the following:

1. Three (3) coastal restoration projects designed within the last 15 years;
2. Experience with beneficial reuse of dredged material;
3. Experience with design and construction of living shorelines; and
4. Regional experience with permitting of coastal restoration projects (both USACE and DEEP).

Proposal Submission Requirements:

Proposals must be submitted electronically to Jake Dittes at jdittes@savethesound.org prior to 5 PM on January 17, 2025.

The proposal should include the following:

1. **Project Understanding:** An explanation of the Applicant's understanding of the Project, its approach to the work, the key issues to resolve and the level of detail that will be provided.
2. **Scope of Services:** A concise and complete description of the work to be performed and deliverables of the tasks provided by STS above. Explain any deviations from the above scope of services.
3. **Team Qualifications:** A list of personnel who will be assigned to the Project, including one-page resumes for key professionals. Also include a description of 3-5 relevant project examples that demonstrate the team's experience with the reuse of dredged materials, living shorelines, and coastal permitting in this region. For each project example, please include a reference (which STS reserves the right to contract). Please limit project examples to one page per project.
4. **Budget and Schedule:** A fee and schedule for the services described in the scope of services. In addition for the fee for services described, please include a daily rate for construction oversight.

The proposal should also include a transmittal letter signed by the appropriate officer of the Applicant offering the qualifications and certifying that the proposal will remain in effect for 120 days after the due date, as well as proof of adequate insurance.

Anticipated Proposal Timeline:

RFP Issued	November 7, 2024
Recommended Pre-Bid meeting*	November 22, 2024, 10 AM
Questions are due	December 6, 2024, 5 PM
Response to questions	December 13, 2024
Proposal due	January 17, 2025, 5 PM

*Pre-Bid Meeting Details: The Pre-Bid meeting is highly recommended and will occur at 10 AM on November 22, 2024. Please RSVP to the site visit with an email to jdittes@savethesound.org. Questions asked during the pre-bid meeting are required to be submitted in writing to jdittes@savethesound.org. Parking for the pre-bid meeting will be street parking along Gilman Street near (41.144408, -73.233043). This parking is by permit only, but the STS team will ensure consultants and representatives will receive temporary parking passes.

All inquiries regarding this RFP must be submitted in writing via email to Jake Dittes at jdittes@savethesound.org. Questions must be submitted to this email address prior to 5 PM on December 6, 2024.

Other Requirements:

Property

Applicants are advised that any and all materials submitted in response to this RFP shall become the property of STS.

Incurred Costs

This RFP does not commit STS to award a contract or to pay any costs incurred during the preparation of the proposal. STS reserves the right to reject any or all proposals. STS also reserves the right to selectively contract or self-perform specific tasks within the scope of work if such modification is an asset to Project timeline or budget.

Contract/ Agreement

Attached, please find the Design Services Agreement that the firm that is awarded this contract shall be expected to sign (“STS’s Standard Contract”).

Insurance

STS shall require the selected Applicant to provide and maintain minimum insurance coverages as stipulated in the attached STS Standard Contract that includes Workers Compensation, General Liability and Property Damage, and Automotive Liability. The Consultant(s) and subcontractors shall carry workman’s compensation insurance. **Proof of adequate insurance must be included in the proposal.**

Personnel

The selected Applicant shall provide the professional services identified in this Scope of Services and requested by STS. The proposal must identify the primary staff who will be responsible for conducting the work as listed in this scope of services and include a copy of each primary staff member's resume. STS requests that a senior experienced person be the primary representative for the selected Applicant.

Acceptance or Rejection by STS

STS reserves the right to accept or reject any or all responses submitted for consideration, to waive any informalities and/or technicalities, or to negotiate separately in any manner necessary to serve the best interests of STS. Applicants whose responses are not accepted shall be notified in writing.

Amending or Canceling RFP

STS 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.

Affirmative Action

STS is an equal opportunity employer and requires an affirmative action policy from all consultants as a condition of doing business with STS. By responding to this STS, all consultants agree to fully comply with Federal Order 11246.

Minority-owned Business Enterprise (MBE)/ Woman-owned Business Enterprise (WBE)/ Small Business Enterprise (SBE)

It is the policy of STS to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit a proposal and selection will be based on and conditioned upon satisfying the requirements described in this RFP and Scope of Work. These requirements apply to all proposers, including those who qualify as an MBE, WBE or SBE. Contracts awarded under this RFP are encouraged to meet state and regional MBE, WBE or SBE goals.