

Request for Proposal

Big Creek Stormwater Retrofit Ranking Project

1 - Project Background

Friends of Big Creek (FOBC) and the Cuyahoga River Community Planning Organization initiated the development of a Balanced Growth Plan for the Big Creek watershed in 2006. The completed plan received resolutions of support from the five watershed communities encompassing 95% of the watershed area and was recently endorsed by the Ohio Lake Erie Commission. Each of these communities also expressed support for a Big Creek Stormwater Retrofit Ranking Project: Cleveland, Parma, Parma Heights, Brook Park and Brooklyn.

Stormwater retrofits are a series of green structural stormwater practices designed to mitigate erosive flows, reduce pollutants, and promote conditions for improved aquatic habitat that are retrofitted into developed watersheds. FOBC sought and received funding for the project through the Northeast Ohio Regional Sewer District, Freshwater Future and the Ohio Lake Erie Protection Fund for a total of \$22,000.00. An additional \$3,200 was budgeted for in-kind technical assistance and volunteer hours. \$16,000.00 was budgeted for the consultant with \$3,000.00 estimated for oversight and \$13,000.00 for conceptual design work. (See Scope of Services, below)

2 - Project Description

The Big Creek Stormwater Retrofit Ranking Project will be modeled on a similar project managed by the Cuyahoga Soil & Water Conservation District for four sub-watersheds within the Rocky River and Euclid Creek watersheds. It will build on the work completed in the Big Creek Watershed Balanced Growth Plan (available for download at: www.friendsofbigcreek.org) by utilizing data gathered for the four types of stormwater retrofits identified in the plan through GIS research.

The Balanced Growth Plan identifies 156 potential retrofit sites on public, commercial, industrial and institutional properties. These include:

- 69 large parking lots (5 acres or greater),
- 35 modified existing dry basins,
- 46 new storage below outfalls, and
- 6 storage areas at highway interchanges.

The prioritization project will evaluate the retrofits identified in the Balanced Growth Plan through further desktop analysis and then perform field analysis on 20-30 of the sites. The prioritized projects will be ranked based on the following criteria: potential for water quality treatment, ecological and community benefits, potential for improved flood control and site constraints. Conceptual designs will then be completed for the highest ranking projects. The project rankings and designs will be used and made available for future implementation funding by FOBC, the watershed communities, and by other interested stakeholders.

3 - Scope of Services

Review of preliminary work by intern and Technical Advisory Committee:

- Compilation of GIS/other data
- Desktop Retrofit Analysis

Targeted Technical Assistance/Quality Control for:

- Retrofit Reconnaissance Investigation
- Compile Retrofit Inventory
- Retrofit Evaluation and Ranking
- Analysis of Treatment Potential (determine the extent to which retrofits achieve restoration objectives)

Stormwater Retrofit Conceptual Designs and Cost Estimates

For planning purposes, one of each type of the four retrofit practices outlined in Section 2 – Project Description, should be sought. Conceptual designs shall include a written description, maps and cost estimates.

4 - Project schedule

June-Sept. 2011: The project manager and technical assistants will begin data collection, desktop and field analysis. An intern and volunteers will be sought and utilized during this process. Consultant will be retained. Evaluation and prioritization will begin.

Sept.-Dec. 2011: Complete field analysis, perform final evaluation and ranking.

Jan.-Mar. 2012: Consultant to begin conceptual design work.

Apr.-June 2012: Consultant to complete design work. Begin dissemination of project results, develop implementation strategy.

5 - Consultant Qualifications

Consultants responding should have previous experience in stormwater retrofit planning, engineering and design work and in working with watershed stewardship organizations, governmental agencies and other similar organizations. Consultants should have successfully completed similar projects. Please include references.

6 - Proposal Requirements and Evaluation

Proposals should be submitted electronically to Bob Gardin, Project Manager, Friends of Big Creek at bgardin@friendsofbigcreek.org and are due by 5:00 p.m. on July 22, 2011. The lowest and best bid will be selected. Friends of Big Creek and its Technical Advisory Committee (TAC) reserve the right to reject all bids.

Proposals shall include tasks to achieve the scope of services described, a detailed schedule and a list of deliverables. Please limit to 20 pages. Proposals will be evaluated by the Technical Advisory Committee through a combination of factors including technical merit, ability to perform the stated tasks in a timely manner, cost and personal interviews. The lowest and best bid will be selected. The TAC will make its recommendation to the FOBC board for its approval. The TAC includes representatives from the following entities: Friends of Big Creek, Ohio EPA, Cuyahoga Soil & Water Conservation District, Northeast Ohio Regional Sewer District, Cuyahoga River RAP, Northeast Ohio Areawide Coordinating Agency, Cleveland Metroparks and Cuyahoga County Planning Commission.

Proposal timeline:

July 22, 2011	Proposals due by 5:00 p.m.
July 25-29, 2011	Selection of consultant by TAC
August 10, 2011	Friends of Big Creek board authorization to enter contract
August 15, 2011	Anticipated starting date for consultant