STANTON PARK
SHORE EROSION CONTROL PROTECTION

Request for Qualifications

January 2012

STANTON PARK SHORE EROSION CONTROL PROTECTION PLAN

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NOTE: With the exception of Exhibit H below, the full version of Reference Documents are available to view at www.lakecountyohio.gov/engineer under "Projects"

Exhibit A: Lake County Coastal Development Plan, pages 38 & 39
Lake County Planning Commission, January 2005

Exhibit B: Aerial Photography

Exhibit C: C.Y.O. Camp "As-Built" Site Plan
Construction Management Consultants Inc., 9 June 1988

Exhibit D: Stanton Park Shoreline, Existing Site Plan
Matrix Engineering, 19 August 2005

Exhibit E: Stanton Park Survey Monument Data Sheet
Lake County Engineer

Exhibit F: Stanton Park Bathymetric Survey
IIR, LLC, 2 November 2009

Exhibit G: Excerpts from a Thesis Entitled, "The Influences Of Groundwater On Bluff Erosion At Bill Stanton Community Park, Lake County, Ohio"
by Jennifer L. Vagen, University of Toledo, May 2003

Exhibit H: Excerpt from a Sample Formal Shoreline/Sand Monitoring Program
from ACE Shoreline Permit; Special Conditions

Madison Township

Request for Qualifications

STANTON PARK SHORE EROSION CONTROL PROTECTION PLAN

Madison Township, Ohio's largest township, publicly holds the 35 acre Stanton Park. Stanton Park has 1,100 feet of shoreline on the shores of Lake Erie. The park is identified in the 2005 Lake County Coastal Development Plan as a key, publicly owned parcel which with proper planning, design and investment would result in a Lake County Coast Line that is more accessible, economically viable and locally relevant.

The Stanton Park shoreline along Lake Erie has been slowly eroding away, creating a difficult and dangerous area for park visitors who want to access the lake shore. The shoreline needs to be protected.

To address this need, Madison Township has received Congressional Discretionary Funding to prepare a shore protection plan for the portion of the park affected by wave and runoff erosion. The plan will provide a design that satisfies all coastal permitting and will position the park for further upland development in order to provide greater utility and public access to Lake Erie.

JANUARY 2012

TOWNSHIP TRUSTEES
Max Anderson Jr., Chairman
Peter Wayman, Vice Chairman
William Brotzman, Clerk Pro Tempore

Larry Advey, Township Administrator

Legal Notice

Request for Statement of Qualifications for Design Services
Madison Township Trustees
Lake County, Ohio

Stanton Park Shore Erosion Control Protection Plan (PID 91829)

Pursuant to Ohio Revised Code Sections 307.86 and 9.33 to 9.333, Notice is hereby given to any interested firm providing Design Services that the Madison Township Board of Trustees is seeking qualification statements for Design Services for Stanton Park Shore Erosion Control Protection, Madison Township, OH described below:

Stanton Park has 35 acres and 1,100 feet of Lake Erie Shoreline. The purpose of the project is to design a plan that will protect the shoreline by the creation/protection of a public beach and bluff stabilization by mitigating surface runoff and groundwater erosion. The plan will integrate with and serve as a foundation for future land-side improvements at the park.

The designer will provide plans, permits, cost estimates, and bid documents. The project may also require 401 Water Quality Certification from the Ohio Environmental Protection Agency. The successful consultant must be ODOT pre-qualified and demonstrate knowledge of the requirements of the USACE and ODNR permitting process and shoreline design requirements.

Questions should be directed to:

Bruce Landeg, P.E., P.S., Project Manager
Lake County Engineer's Office
550 Blackbrook Road
Painesville, Ohio 44077
Bruce.Landeg@lakecountyohio.gov
440.350.2770

A detailed Project Description, Scope and Requirements of Letters of Interest can be found under the "Projects" section entitled *Design Services for Stanton Park Shore Erosion Control Protection* on the Lake County Engineer's Website (www.lakecountyohio.gov/engineer).

Qualification Statements for Design Services for Stanton Park Shore Erosion Control Protection shall be received at the Lake County Engineer's Office at the above address no later than 4:30pm on March 2, 2012.

BY ORDER OF THE BOARD OF MADISON TOWNSHIP TRUSTEES, Lake County, Ohio.

TOWNSHIP TRUSTEES
Max Anderson Jr., Chairman
Peter Wayman, Vice Chairman
William Brotzman, Clerk Pro Tempore

Larry Advey, Township Administrator

Publish: Lake County Engineer Website
ODOT Website

Public Agency Authority and Responsibility

Madison Township obtained a TEA-21 OH062 Earmark for preliminary engineering and construction of a shore protection project. On October 14, 2010, the Board of Lake County Commissioners adopted Resolution (20101014\E05) (E7) authorizing the Lake County Engineer to sponsor and apply to the NOACA Transportation Plan for the Stanton Park Shore Erosion Control Protection project in Madison Township, Ohio. Madison Township has spent approximately $1.8 million total between two land acquisitions for greenway enhancement, utilizing the TEA-21 Earmark. Madison Township wants to use the remainder of the earmark to do the shoreline protection work. The project was approved by the NOACA Governing Board on May 13, 2011 via Resolution No. 2011-020.

Project Background

In 2001, Lake County began the process of developing a Coastal Development Plan. The result of this effort was the development of the Lake County Coastal Development Plan (CDP), a Conceptual Master Plan and a Focus Area Plan. The Coastal Development Plan identified seven publicly owned locations along the County's 27 mile shoreline that provided opportunities for development. Public ownership was considered a key to success as an acquisition issue would be eliminated and resources could be devoted to needed improvements, not legal proceedings. Stanton Park in Madison Township was chosen as one of the seven sites considered critical due to its potential development opportunities in the event that necessary shoreline protections and other public infrastructure improvements were completed (Exhibit A).

Stanton Park is owned by the Township and consists of 35 acres (Exhibit B). Stanton Park has 1,100 feet of shoreline, 1,100 feet of road frontage and several buildings as well as an in-ground pool and all public utilities. Prior to acquisition by Madison Township, the property was owned by the Catholic Diocese and used as a retreat center. More recently, the Township has leased out the chapel and community hall for weddings and other special events. Several structures on the site were used to house participants in retreat activities, but are not considered useable at this time.

In addition, the Park sits on a bluff approximately 50 feet above Lake Erie. This bluff is subject to erosion caused by surface runoff and groundwater seepage while the beach is subject to wave-driven erosion.

In April of 2009, Madison Township solicited proposals for parties interested in developing Stanton Park in a manner consistent with the 2005 Coastal Development Plan.

Therefore, the development of a shore protection plan for the coastal portion of Stanton Park will serve to ensure the Park's long-term viability. The Plan will: 1) analyze the existing conditions; 2) mitigate surface water runoff erosion from the bluffs. The plan will utilize sustainable design principles and maintain a balance between promoting the ecological health of the natural areas and improving beach access to park visitors.

Project Description

Purpose & Need:

The 2008 Lake Erie Protection and Restoration Plan noted that land use change along the Lake Erie shoreline over the past several decades has been significant, particularly in two areas: the conversion of greenspace to urbanized land use and the fact that only 13% of the entire Ohio shoreline is accessible to the public. Therefore, preserving and enhancing shoreline parks such as Stanton Park, is essential to ensure the conservation of greenspace in densely developed areas and the provision of direct public access to Lake Erie.

The purpose of the project is to design a plan that will protect the Lake Erie shoreline from erosion and establish a beach along Stanton Park in Madison Township, Lake County, Ohio. Three types of bluff protection have been considered: a stepped approach; a continuous slope; and do nothing. The various ideas have been discussed with the Ohio Department of Natural Resources (ODNR). Considering the need for a publicly accessible shoreline, Madison Township is aggressively pursuing a shore-land protection project as detailed in this RFQ.

Madison Township had an existing site plan of the near-shore areas prepared by Matrix Engineering in 2005. A copy of the plan is included in this RFQ (Exhibit D).

The completion of the Stanton Park Shore Erosion Control Protection will serve as a foundation for contemplated future land-side improvements at the Park. Cost estimates provided for the approved shoreline improvements will guide the Township in seeking and leveraging additional construction funding through grants and programs.

General Scope of Work

Madison Township is seeking a consultant or team of consultants to provide preliminary and final professional engineering services to prepare the Stanton Park Shore Erosion Control Protection Plan.

The consultant will plan and attend one or more pre-application meetings, as required. Meeting attendees to include, at a minimum: OCM, OEPA, USACE and the applicant.

Services are to include: shore structure design, permitting, and submerged land leases (as required) and a Consistency Statement from permitting agencies. All field work (survey and geotechnical) and design work for proposed major elements such as: segmented breakwaters, revetment of shoreline, beach nourishment, and/or site and grading plans are to be included in the deliverables. The successful consultant or consulting team shall take the project from preliminary engineering, through detailed design and permitting, up to bidding of the project for construction. The detailed plan can be categorized into the following two major components of shoreline erosion control: Beach Creation/Protection and Bluff Stabilization.

These components will evaluate shoreline stability along the 1,100 foot long beach and develop a new design to create, protect and enhance the beach area. In addition, the plan will focus on mitigating erosion in the northeast corner of the site where existing and potential bluff failure must be stabilized. The two components are further detailed below:

Beach Creation/Protection

a) Specific elements to be addressed in the beach protection portion of the design include:
   - Evaluate alternatives and prepare a design and cost estimate(s) for an erosion protected beach system. For example, segmented breakwater designs in shallow near-shore areas may prove feasible for reducing wave energy, arresting erosion and creating a beach area. Improvements to also consider ADA accessibility and swimming safety (including life guarding stations).
   - Recent ACE permits detail a complex and costly shoreline/sand monitoring system. A typical special condition excerpt section for a recent, detached, breakwater project is attached (Exhibit H). The designer is to produce a plan that will substantially mitigate and/or account for these cumbersome and costly monitoring conditions.
   - Shore improvements that have a positive, littoral impact on adjacent properties.
   - Prepare a public involvement plan that 1) embraces the adjacent property owner via communication, cooperation and coordination; 2) supports the proposed public involvement activities shown on the proposed timetable in the following section.
   - Permitting, submerged land leases and a Consistency Statement from permitting agencies as required.

Bluff Stabilization

b) Specific elements to be addressed in the bluff stabilization portion of this design include:
   - Work limits: within the easterly and westerly property boundaries, work limits begin 500' southerly (from the 7/13/2005 shoreline as shown on Exhibit D) and extend into Lake Erie as far as the proposed beach protection plan requires. A balanced cut-fill site is economically desirable or alternatively a proposed off-site haul location may be considered for construction spoils based on the cost benefits.
   - Upland site plan to stabilize the bluff based on mitigating the major erosion stressors including but not limited to slope, ground water and surface water. Surface water and runoff recommendations may include modification or reductions to parking and storm water management techniques appropriate to the soil conditions. Existing and potential bluff failure as evidenced in the northeast corner of the site must be stabilized. Revetment along the shoreline, if required is also part of the bluff stabilization scope.
   - Conduct additional geotechnical investigation and granular analysis of existing soils, required. Determine the long-term stable slope terracing and the suitability of onsite granular excavating for possible use in beach nourishment. See Exhibit D and Exhibit G for existing monitoring well locations.
   - Analyze the specific location of the beach area in relation to other features along the land-side and develop a preferred scenario for a breakwater system to sustain a stable beach area for swimming activities.
   - Fill material (groins depicted in 1954, seawall present in 1973, concrete cone modules evident in 1980, concrete rubble present in 2003) has been artificially placed along the Lake Erie shoreline and has altered the location of the natural shoreline. All occupation, current and future, will require a submerged lands lease from the state of Ohio. It is suggested that the consultant selected work with ODNR, Coastal Management to identify all areas of existing fill. Structures constructed after the effective date of the shore Structure Permitting Authority (1955) that control erosion, wave action or inundation along the shore of Lake Erie require authorization through the issuance of a Shore Structure Permit. Existing unauthorized structures require after-the-fact authorization.
   - Demolition plan for all structures to be removed and utilities to be abandoned within the project grading and work limits.
   - Storm Water Pollution Prevention Plan (SWP3) to be designed and submitted by Consultant.

Public Participation

Public participation will be an important component of the process. Meetings with a Technical Advisory Committee comprised of local stakeholders including Madison Township, Lake County Engineer, Lake County Planning Commission, Coastal Planning Committee, Lake County Port Authority, Rabbit Run Community Arts Association, Lake County Soil and Water Conservation District, Ohio Department of Natural Resources (ODNR), Ohio Department of Transportation (ODOT), and others will be held on a regular basis throughout the planning process. In addition, two public meetings will be held on site to provide the opportunity for public input at specific intervals.

Project Outcome and Deliverables

The consultant team shall prepare a Shore Erosion Control Protection Plan for the portion of Stanton Park defined in the Scope of Work. The development of this plan will ensure that the park will continue to provide public access for future generations.

The Shore Erosion Control Protection Plan will address two technical components:

- Beach Creation/Protection
- Bluff Stabilization

Public involvement is a third component; also to be accomplished by the Consultant.

Deliverables shall include combinations of reports, specifications, maps/plans and required authorizations generally described as follows:

- **Reports** are to be a narrative with corresponding graphics, such as charts, tables, photos and maps that illustrate the existing conditions, opportunities and constraints. Provide an estimate of fees for authorizations during the planning phase of the project. Each component may be prepared individually, or integrated with composite maps, possibly with the use of overlays (10 hard copies) at the 50% submission. The report, is also to be delivered in Microsoft Word® and/or Access® format on CD (2 copies).

- **Progress Maps/Plans** with narrative summaries are to be prepared for each stakeholder and public meeting. Ten original copies of each map in hard copy are to be delivered to the Lake County Engineer prior to each meeting. Ten original copies of the final plan for each component shall also be delivered on CD. Additional copies of the final plan are to be delivered to Advisory Committee members. A final plan map of the Project Area Work Limits will be provided in AutoCAD® 2008.

- **A Summary of Public Meeting Comments**, concerns and discussion from the technical advisory and public meetings are to be prepared in a report format and included in the final report.

- **Final Plan Bid Documents**, along with detailed opinions of probable construction costs, should be included in the final submission. Permits, maps, tables and lists are to be delivered in hard copy (10 copies) and in AutoCAD® 2008, Microsoft Word® and/or Access® format on CD (2 copies). Any tables and lists are to be in a format that can be updated periodically as the project is implemented.

- **Required Authorizations**, including, but not limited to permitting, submerged land leases and a Consistency Statement from permitting agencies.

The following outlines the key events and deliverables for the project. Completion of the key event timetable blanks is part of the submission for each consultant team along with proposed technical milestones.

Deliverable	
Estimated Delivery Date _____ **Project start up** Identify Advisory Committee Set meeting schedule for Technical Advisory Committee Set Public Meeting Schedule	
Key Events	**Public Involvement**
Estimated Delivery Date _____ **The Consultant will plan and attend one or more pre-application meetings, as required. Attendees to include (at a minimum) OCM, OEPA, USACE and the Applicant.**	Pre-application Meetings
Estimated Delivery Date _____ **Evaluation & Update of Existing Conditions/Geotechnical Investigation and Survey**	Stakeholder/TAC Meeting
Estimated Delivery Date _____ **50% Review Submission**	
Estimated Delivery Date _____ **First Public Meeting**	
Estimated Delivery Date _____ **90% Review Submission**	Stakeholder/TAC Meeting
Estimated Delivery Date _____ **Second Public Meeting**	
Estimated Delivery Date _____ **Final Site, Facility and Public Access Plan**	ODNR, ACE, Public Agency Approvals, Consistency Statement and Support of any Public Agency Driven Comment Periods/Meetings

Consultant Qualifications

Consultant or consultant teams responding should have previous experience in each of the areas of the study including coastal engineering, slope stability, sustainable design, recreational facility evaluation & planning, public involvement, and working with governmental agencies (specifically ODNR and ACE) or other similar organizations. Consultants should have successfully completed similar projects.

Additionally the consultant must be ODOT prequalified on this project.

ODOT Consultant Pre-qualifications:

Soils/Geortechnical Services
Geotech Engineering Services
Geotech Testing Laboratory
Geotechnical Field Exploration
Geotechnical Drilling Inspection

Environmental Services
Environmental Document Prep – CE
Environmental Document Prep – Sec 4(f)
Ecological Surveys
Waterway Permits
Archaeological Investigations
Hist./Architectural Investigations

RFQ Submission Requirements and Evaluation

Consultants interested in being considered for a contract to provide the requested services should reply with five (5) copies in the attached Letter of Interest (LOI) format by March 2, 2012 to Bruce Landeg, P.E., P.S., Chief Deputy Engineer, Lake County Engineer, 550 Blackbrook Road, Painesville, Ohio 44077.

The proposals will be reviewed and interviews will be conducted by a Qualification Based Selection (QBS) Committee comprised of Madison Township, Lake County Engineer, Lake County Planning Commission, and Lake County Port Authority staff and possibly ODNR/ODOT. The selection committee will review and screen the proposals with a focus on areas shown on the enclosed "Consultant Selection Rating Form".

A more detailed scope of work and level of effort will be finalized with the consultant/consultant team deemed to be most qualified. After any adjustments are mutually agreed upon, and a fee is negotiated, a recommendation will be presented to the Madison Township Trustees to authorize a Professional Services Agreement.

Information Contacts

The following individuals are available as information contacts regarding this RFQ. Questions or inquiries should be submitted in writing, and responses will be forwarded, in writing, to all potential submitters. Neither Lake County nor Madison Township will be responsible for any oral instructions.

Project Manager: Bruce Landeg, P.E., P.S., Chief Deputy Engineer
Lake County Engineer
550 Blackbrook Road
Painesville, Ohio 44077
440.350.2770
Bruce.Landeg@lakecountyohio.gov

RESPONSE DATE: March 2, 2012

REQUIREMENTS FOR THE LETTER OF INTEREST

A. General Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in hardcopy in the Letter of Interest Format (Item B below), in the same order listed, and an original letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.

2. Letters of Interest shall be limited to ten (10) single-sided pages.

3. Please adhere to the following in preparing and binding letters of interest:

   a. Provide a minimum of one and one half (1.5) inch top margin on all sheets.
   b. Page numbers must be centered at the bottom of each page.
   c. Use eight and one half (8.5) inch by eleven (11) inch bond weight paper only.
   d. Bind letters of interest by stapling at the upper left-hand corner only. Do not utilize any other binding system.
   e. Do not provide tabbed inserts or other features that may interfere with machine copying.

4. Faxed copies will not be accepted.

5. Letters of Interest must be received by 4:30 pm EST on the response date.

B. Letter of Interest Format

1. List the types of services for which your firm is currently pre-qualified by ODOT, OEPA, USACE and ODNR. List significant sub consultants, their current pre-qualification categories, and the percentage of work to be performed by each sub consultant.

2. List the Project Manager and other key staff members, including key sub consultant staff. Include breakout of project engineers, inspectors and other staff members that will be responsible for the project. Also indicate the number of such personnel available for assignment to this project.

3. Provide a representative listing of projects similar in scope and size to the proposed project that has been performed by the firm.

4. Briefly describe the experience of personnel within the firm on similar projects.

5. Briefly describe the technical capability within the firm as a precursor to your specific technical approach in no. 7.

6. List the present workload of the firm relative to capacity and availability to provide requested services.

7. Describe the technical project approach to completing this project.

Selection sub-factors: Thorough understanding of ODNR's and ACE's permitting process and Consistency Statement. Familiarity with ODNR's Coastal Design Manual.

Project Approach as detailed in L.O.I.

Stanton Park Shore Erosion Control Protection Plan
Consultant Selection Rating Form

Name of Construction Management Firm: _____

Criteria	Rating	Weight	Score
I. PERSONNEL AND FACILITIES			
Qualifications of project manager		1.5	
Description of assigned staff, facilities, and geographic location of these for the project		1.5	
Anticipated services of sub-consultants		1.5	
II. EXPERIENCE			
Firm's past performance working with the Lake County Engineer and/or ACE/ODNR agencies		1.0	
ODOT OEPA, USACE & ODNR Prequalification, MBE/DBE participation etc.		1.0	
Firm's experience with similar projects, **include references**		1.0	
III. TEAM CAPABILITY			
Discuss technical ability to perform this project with an emphasis on your project approach and ideas		2.0	
Present workload of staff relative to this project		1.0	
TOTAL			

Rating Key: 2=Poor, 4=Fair, 6=Good, 8=Excellent, 10=Superior

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