

REQUEST FOR QUALIFICATIONS FOR SERVICES RELATING TO PROJECT AND SITE MANAGEMENT OF THE CALAMUS SWAMP WETLAND RESTORATION PROJECT

Columbus Audubon is requesting Statements of Qualifications (SOQs) from environmental contractors to provide assistance with Project Management and Planning in connection with the Calamus Swamp Wetland Restoration Project. Columbus Audubon has funding to complete a restoration project at Calamus Swamp Preserve, a 20.2 acre preserve owned by Columbus Audubon, and located in Pickaway County. Knowledge of restoration specifics is not required for this process, and will be sought under a separate Request for Proposals at a later date.

Firms are to submit a digital copy by 4:00 PM on August 31, 2023 to colsaudubon@gmail.com.

Description of Calamus Swamp Wetland Restoration Project:

The scope of this RFQ is to determine qualifications for the Project Management and Planning of this project as listed below in the Schedule of Tasks. General project goals are to reduce negative impacts of nutrient enrichment and invasive species,, restoring the native community to help improve the natural function of the wetland and help prevent further spread of invasive species. This project will also result in the development of a long-term management plan that will provide recommendations for maintaining activities to reduce the influence of invasive species and nutrient inputs from surrounding agricultural operations in future years.

Project Term: September 15, 2023 – July 31, 2026

Schedule of Tasks

- **Site Assessment**
Completing comprehensive site assessment including drone flight.
- **Project Management**
Project coordination, management, and oversight of treatment and restoration.
- **Identify Strategic Treatment Areas, Develop Maps**
Identify and analyze treatment areas, develop detailed maps.
- **Bidding/Quote Assistance**
Assist Columbus Audubon with bidding and reviewing project bids for treatment and restoration.
- **Planting Plans**
Develop a restoration planting plan as needed.
- **Site Management Plans**
Develop a long-term site and invasive species management plan.
- **Grant Management and Reporting**
Assist Columbus Audubon with grant management, coordination and reporting.

Selection of a Firm:

1. Columbus Audubon will review and evaluate the SOQs received. The first phase of the selection will be based on an evaluation point system as outlined below. The evaluation will be made by a selection team that will prepare a short list of a minimum of the three (3) best-qualified firms. The short-listed firms will be asked to provide a cost estimate along with additional information if needed.

Evaluation criteria include:

- Professional staff qualifications; 20
- Specialized experience required to perform services for the proposed project; 20
- Present workload and the capacity to complete the work in the required time; 15
- Familiarity with project requirements and the proposed project area; 10
- Past record of performance of restoration management, including quality of work, timeliness, and cost control; 10
- The qualifications of individuals who will be project manager for the project, including experience on similar projects; 15
- The firm's overall operating philosophy and organizational characteristics; 10

TOTAL POINTS 100

2. Project and cost proposals will be requested, and interviews will be conducted with those consultants on the short list.

Contract negotiations will be conducted by Columbus Audubon in accordance with the following procedures:

1. The short-listed firms will be requested to develop a project cost proposal at time of interview.
2. The firm ranked number one (1) will submit a final project cost proposal for Project and Site Management services, and negotiations will be conducted as required.
3. Should negotiations with number one prove unsatisfactory, Columbus Audubon will attempt to negotiate a project cost with the consultant ranked number two (2).
4. Once negotiations have been terminated with a firm and begun with another, they will not be reopened with the former firm.
5. Upon completion of successful negotiations, a contract will be executed with Columbus Audubon.

The submitted Statement of Qualifications should clearly and accurately demonstrate specialized knowledge and experience required for consideration by Columbus Audubon. Responsive SOQs should provide straightforward, concise information that satisfies the requirements specified. The submitted SOQ shall contain the following information at a minimum:

1. Name, address, and phone number of the firm.
2. A statement of the firm's overall operating philosophy and organizational characteristics.
3. Listing of any sub-consultants whose qualifications are being used to obtain qualifications in any of the areas identified.
4. Name and email address of project manager.
5. Names, qualifications, education and experience of key personnel who are to be assigned to the project, including their availability to the project. This information should include but not be limited to the following for each individual:
 - a) Number and types of projects in which individuals are involved.
 - b) Key personnel being defined as project manager and other professionals as needed for this project. This information shall also include individuals from all subcontractors.

- c) Resume/qualifications of key staff.
- 6. The firm's experience in designing similar projects. This information should include but not be limited to the following for each project:
 - a) Project Owner, name of project and location;
 - b) Description of the project;
 - c) Duration of project;
 - d) Year completed or anticipated date of completion;
 - e) Cost Estimates versus Actual Cost;
 - f) Reference contact person and phone number
- 7. Proof of liability insurance in the amount of \$1 million.
- 8. The SOQ is to be limited to twenty (20) single-sided pages, including resumes.

Columbus Audubon encourages minority and female-owned businesses to apply, and will not discriminate on the basis of race, color, sex, religion, or national origin.

Columbus Audubon reserves the right to accept or reject any or all Statements of Qualifications received without further action. All SOQs submitted will become the property of Columbus Audubon.

Questions concerning this RFQ should be submitted via email to: colsaudubon@gmail.com.