JEKYLL ISLAND-STATE PARK AUTHORITY
RFP 332

REQUEST FOR PROPOSALS TO PRODUCE, INTERPRET, AND REPORT UPON MODELS PREDICTING ENVIRONMENTAL OUTCOMES RESULTING FROM INSTALLATION OR MODIFICATION OF WATER CONVEYANCES (CULVERTS, BRIDGES, CHANNELS, ETC.) ON JEKYLL ISLAND, GEORGIA

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SECTION I

INSTRUCTIONS TO PROPOSERS

1.1 Introduction and Background

The Jekyll Island State Park Authority (the “Authority” or “JIA”) is seeking proposals from qualified engineers and/or other qualified professionals with extensive experience in coastal barrier island environmental science and hydraulic/hydrologic modeling to design and produce predictive hydrologic and hydraulic models capable of representing changes in water conveyances (such as culverts), channels, and other wetland topography in a fragment of the former First Creek tidal system on Jekyll Island, GA. The primary goal of this modelling is to identify the actions or combinations of actions that would most efficiently and effectively maximize the average daily tidal amplitude within the area known as Fortson Pond. Fortson Pond is a fragment of a tidal system formerly known as First Creek. The pond encompasses an area of approximately 1.84 hectares (4.5 ac.) and was formed when Ben Fortson Parkway was constructed in 1954 to provide vehicle access to Jekyll Island. This road now completely obstructs the historic connection to tidal waters to the south. Fortson pond receives muted tidal inflow solely from the north when flood tides exceed approximately 2.13 m (7 ft.) above average mean lower low water (MLLW).

This project builds upon work completed under a Coastal Incentive Grant; Jekyll Island Marsh Fragments: Assessing Ecological Function and Health for Strategic Restoration Planning. The final report for that 2-year project, which can be provided upon request, thoroughly describes the holistic and systematic data collection effort conducted under that grant. To summarize, the project partners, an interdisciplinary team of P.I.s associated with the Jekyll Island State Park Authority (JIA) and the University of Georgia (UGA), documented nutrient loads in Fortson Pond that were consistently in the hyper-eutrophic range. The water-quality conditions were found to correlate to very high phytoplankton abundance, reduced abundance and diversity of macroinvertebrates, and an extreme accumulation of dead cyanobacteria biomass to the exclusion of submerged or emergent plants. Fortson Pond’s expanse of unvegetated mucky sediment is the accumulated dead biomass resulting from decades of overabundant phytoplankton blooms. A non-toxic colonial cyanobacteria species, Aphanothece stagnina, is believed to be the dominant over-abundant species.

A comprehensive report describing all baseline data and planning conducted to date is available to download at: http://apps.gadnr.org/CIG/CIGViewFile.aspx?ID=468

The purpose of this RFP is to build upon the work described above to further advance our capability to recommend specific restoration actions to restore and enhance the environmental conditions effecting Fortson Pond. Proposals responsive to this request should include all costs required to complete the proposed work. This work may include a combination of modeling, surveying, and suggestions for restoration. All proposals should aim to advance the following vision and goals.

Restoration Vision:

When restored, Fortson Pond will be a continuum of mosaic habitats, supporting a diverse community of native fish, wildlife and plants, and providing connectivity with both the headwaters and the estuary.
Restoration Goals:

- Improved water quality
  - Reduced nutrient loads and increased average dissolved oxygen concentrations
  - Zero occurrence of human source indicators of sewage pollution

- Improved hydrology
  - Increased frequency of tidal inundation and increased tidal range
  - Decreased residence time of water within Fortson Pond

- Improved habitat for native invertebrates, fish, birds, mammals, reptiles, and plants
  - Increased habitat complexity to support diversity and provide refugia
  - Decreased dominance by and within the algal community
  - Elimination of harmful algal blooms
  - Enhancement of nursery value for commercially and recreationally valuable fish and invertebrates

- Improved public access and education
  - Enhancement of scenic and wildlife-viewing opportunities for the general public
  - Provide for educational opportunities related to the importance of habitat value, connectivity, and wetlands restoration
  - Serve as model for other relevant restoration opportunities in coastal Georgia

Specifically, this RFP calls for proposals to build, interpret, and report upon predictive hydrologic, hydrodynamic, and water-quality models based upon potential restoration actions within Fortson Pond on Jekyll Island and the larger hydrologic systems influencing it. Additionally, to the extent reliable, plant community response models may be proposed. The specific engineered actions to be modeled will be agreed upon in consultation with the Authority subsequent to selection of a successful proposal. The modeled actions may include, but not necessarily be limited to, installation of culverts where no hydrologic connections currently exist, replacement of existing connections with conveyances that allow increased flow, installation of water control structures, and channel modification. The final report presenting the project results should evaluate the probable outcomes of multiple restoration scenarios, listing pros, cons, and uncertainties associated with each. Professional recommendations should be included recommending which restoration action, or combination of actions, will be most likely to be successful in achieving the Restoration Goals listed above.

Further specifications for the proposal content are outlined in the proposal package in Section 2. Please pay careful attention to all requested items contained in this RFP. Proposers are required to respond to all questions and provide all information requested in the RFP. Proposals submitted which do not comply in all material respects with the provisions of this RFP will be deemed non-responsive.

All submitted proposals become the property of the Authority, subject to Section 2.6 below. The price and terms offered by the Proposer shall be firm for acceptance for a period of 90 days from the proposal due date of Friday, February 15, 2017.

1.2 Proposal Submission Deadline and Opening
To be considered, proposals must arrive at the offices of the Jekyll Island Authority on or before 5:00 p.m. Eastern Daylight Time, Friday, February 15, 2017. Proposers are required to submit five (5) sets of complete hardcopy documents, all copies to be signed in blue ink by the Proposer’s contractually binding authority. Additionally, one complete set of documents must be provided electronically on a flash drive, CD, or via email or online file-sharing. The proposal package is to be delivered in a sealed envelope and clearly marked on the outside with “RFP 332”, the submitting Proposer’s name, address, and delivered by the date specified to:

Mr. Ben Carswell – Director of Conservation  
Jekyll Island-State Park Authority  
100 James Road  
Jekyll Island, GA  31527

Faxed or emailed proposals are not responsive.

It is the sole responsibility of the Proposer to have their proposal delivered to the Authority on or before the deadline and at the location specified above. Proposals delivered after the specified deadline or to a different location, for any reason, are non-responsive, will be returned, and will not be evaluated.

Proposer must submit a complete response to this RFP using the format outlined in Section 2. The Proposer shall include all supportive documents in the proposal.

On Thursday, February 16th, 2017, The Authority will announce the list of all Proposers. The Authority will begin review of the proposals immediately after the submission deadline. During the evaluation period the Authority will review the proposals against the requirements of this RFP and announce the short-list of the responsive and most-qualified proposals by Friday, February 17th, 2017. Any requests for additional information or clarification of the proposals will be directed to the short-listed proposers prior to interviews in order to prepare a response at the interview. Interviews with the short-listed proposers, if required, will be held the week of February 20-24, 2017 on Jekyll Island or by phone. The successful proposer will be notified of the result by Monday, February 27th, 2017, and finalization of contract details may begin immediately thereafter. Unsuccessful proposers will be notified of their status no later than Tuesday, February 28th, 2017.

1.3 Reserved Rights

The Authority reserves the right to reject any or all proposals, or any portions or items of a proposal, and to waive technical defects or informalities which are not material to the proposal in the Authority’s sole discretion and best interest. The Authority reserves the right to obtain clarification of any point in a Proposer’s submittal or to obtain additional information during the RFP process. The Authority will proceed with the selection of that proposal which, in its opinion, is responsive to the RFP and is in the best interest of the Authority and the State of Georgia.

The Authority also reserves the right to negotiate changes in the successful proposal afterward. These negotiations may encompass the proposed concept plan, public engagement process, project timeline, and any other items identified during the RFP selection and negotiation processes. On the basis of these negotiations, the Authority may decline to enter into any contract if it is unable to negotiate final terms acceptable to the Authority. In this event, it may declare an impasse and terminate negotiations with the selected Proposer. In this event, The Authority may also, in its sole discretion, begin
discussions with the Proposer who was ranked as the next most qualified in the evaluation process.

1.4 **Changes or Alterations in Proposals**

Changes or modifications in proposals can only occur prior to the deadline for submission, and must be done via formal written requests from the Proposer indicating the nature, scope and effect of the modification of their proposal. Oral or email requests for proposal modification will not be considered.

1.5 **Proposer Questions and Inquiries**

Questions and requests for clarification may be submitted up to **Wednesday, February 8th, 2017** via email to:

Ben Carswell, Director of Conservation, JIA
bcarswell@jekyllisland.com

**Contact with other members of the Authority Board or staff regarding this RFP is strictly prohibited and will result in disqualification of the Proposer.**

A summary of the questions received and the Authority’s responses will be posted on the Georgia Procurement Registry, the Authority website and sent periodically via email to those who have requested the RFP. No questions will be accepted after **Wednesday, February 8th, 2017**. A final summary of questions and responses will be posted and sent no later than **Friday, February 10th, 2017**.

1.6 **Key Dates for the RFP Process**

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<tr>
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<tr>
<td>RFP issued</td>
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<tr>
<td>Proposals due</td>
<td>February 15, 2017</td>
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<td>Estimated short list release</td>
<td>February 17, 2017</td>
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<td>Estimated interviews with short-listed proposers</td>
<td>February 20-24, 2017</td>
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<td>Estimated notice to successful proposer</td>
<td>February 27, 2017</td>
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<td>Estimated notice to proceed date</td>
<td>March, 2017</td>
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1.7 **Site Visits**

All site visits must be coordinated directly with:

Ben Carswell, Director of Conservation, JIA
bcarswell@jekyllisland.com

1.8 **Extension of Proposal Period**

This solicitation terminates on the date and time indicated above, unless an addendum is issued by the Authority extending the proposal period.

1.9 **Compliance with Glynn County, State of Georgia and Federal Laws and Permit Requirements**
The successful Proposer shall comply with all applicable rules, regulations, ordinances, laws and permitting requirements, now in force or hereafter adopted, of the Authority and Glynn County, the State of Georgia, and the Federal Government.

1.10 Licenses, Permits and Taxes

The successful Proposer shall secure all licenses and permits applicable to the proposed Project and will be responsible for operating within the project budget to cover any fees necessary to complete the work.

1.11 Assignment and Subcontracting

The successful Proposer may not sell, subcontract, assign or otherwise transfer its interest in the project without the prior written approval of the Authority.

1.12 Indemnification

By submitting a Proposal, the successful Proposer hereby agrees to indemnify, defend and hold harmless the Authority, the State of Georgia and its departments, agencies and instrumentalities and all of their respective officers, members, employees and directors (hereinafter collectively referred to as the “Indemnitees”) from and against any and all claims, demands, liabilities, losses, costs or expenses, including attorneys’ fees, due to liability to a third party or parties, for any loss due to bodily injury (including death), personal injury, and property damage, including but not limited to intellectual property claims, arising directly or indirectly from the submission of the Proposal hereunder by the Proposer or its agents, employees, associates, subcontractors or others working at the direction of Proposer. This indemnification obligation survives beyond the submission date of the Proposal and the dissolution or, to the extent allowed by law, the bankruptcy of the Proposer. This indemnification applies where the Indemnitees are partially responsible for the situation giving rise to the claim, provided however, that this indemnification does not apply to the extent of the sole negligence of the Indemnitees.

1.13 Right to Protest/Proposal Challenges

a) Proposers to this RFP are required to respond at their own risk and expense. By responding to this RFP, Proposers acknowledge, understand and accept the Authority’s Reserved Rights set forth above.

b) Filing of protest

1. Subject of protest – Any Proposer may file a Protest on any phase of the solicitation, request for proposal, or award process, including but not limited to specifications, solicitation, contract language, evaluation criteria, or award.

2. When a protest is filed, it shall be made in writing to the Executive Director of the Authority and shall be filed in duplicate within 10 days after the Protestor knew or should have known of the facts giving rise thereto. Provided, however, that Protests concerning specifications, evaluation criteria, or other matters pertaining to the solicitation document shall be filed no later than five days prior to the Proposal Submission Deadline Date. A protest is considered filed when received by the Executive Director at the offices of the Authority. Protests which are not filed in a timely fashion as set forth above shall not be considered.
3. Form of Protest – All envelopes containing protests shall be labeled “PROTEST.” A written protest shall include as a minimum the following:
   a. The name and address of the Protestor.
   b. The signature of the Protestor or its representative. The Protestor must be authorized to act on behalf of the Proposer.
   c. Appropriate identification of the solicitation document, and if a contract has been awarded, its number.
   d. A statement of reasons for the protest.
   e. Supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time; in which case the expected availability date shall be indicated. If a future expected availability date is given, the Protestor should supplement the Protest when the additional materials become available, and should indicate on the materials submitted that they are “supplemental” and also indicate whether the submission of the materials constitutes the final submission of materials for the Protest (unless requested to submit additional materials by the Executive Director or Authority). Provided, however, that the Executive Director shall not be prohibited from making a decision on a Protest prior to receipt of final Protest materials from the Protestor.
   f. The form of relief requested.

4. All protests should be mailed to the Executive Director or delivered by hand to the following address:
   Executive Director
   Jekyll Island Authority
   100 James Road
   Jekyll Island, GA  31527

   c) Stay of Procurement During Protest

   When a Protest has been filed in a timely fashion and before an award has been made, the Authority shall make no award of a contract until a final decision has been issued, unless the Authority makes a written determination that the award of the contract without delay is necessary under the circumstances to protect the interests of the Authority.

   d) Information on Protests

   The Executive Director or the Authority shall, upon written request, make available to any interested party, information submitted that bears on the substance of the Protest except where such information is permitted or required to be withheld by law or regulation.

   e) Decision on Protests

   1. The Executive Director shall review all information submitted with the Protest, including any additional information requested from the Protestor, and shall issue a written decision on the protest as expeditiously as possible after receiving all relevant requested information.

   2. Available remedies – If the Executive Director determines that the Protest is valid, the Executive Director shall determine the appropriate remedy. Available remedies include but are not limited to the following:
      • Modification of the solicitation document and extension of the solicitation period
f. Appeal to the Authority

1. If a Protest is denied by the Executive Director or his or her designee, the Protestor may make an appeal to the Authority within 5 days after the denial by the Executive director or his or her designee.
2. No appeal will be considered if the Protestor has not first filed a Protest with the Executive Director and received a decision.
3. An appeal shall contain all information included in the original protest together with the decision of the Executive Director or his or her designee and all other information relevant to the basis for the appeal.
4. The envelope containing an appeal shall be marked “PROTEST APPEAL” and shall be mailed or hand delivered to the following address:

   Executive Director
   Jekyll Island Authority
   100 James Road
   Jekyll Island, GA 31527

5. While a Protestor may request a hearing before the Authority for an appeal, it shall be within the discretion of the Authority to determine if a hearing is granted.
6. The Authority shall have 30 days after an appeal is filed or a hearing is held whichever is later to make a decision on a protest appeal. This period may be extended for good cause for a reasonable time not to exceed 30 days, barring extraordinary circumstances justifying a longer extension, including, but not limited to, such events as hurricanes.
7. The Authority’s decision shall be in writing and shall be sent to the Protestor.
8. The decision of the Authority shall be final and no further appeal to the Authority will be allowed.


h. Exclusive Remedy

This Procedure shall be the exclusive method for asserting a claim against the Authority arising out of or relating to any procurement conducted by the Authority.

SECTION 2
PROPOSAL FORMAT AND CONTENT

2.1 To be considered responsive, the proposal must respond to all requirements of this portion of the RFP. Any other information you believe to be relevant, but not covered in this section should be submitted as an appendix to your proposal. Please include sections in your proposal which correspond to the following major categories.
The proposal must include the following items:

2.2 **Cover Letter**

Please include in your cover letter a summary of the members of your team, identifying who will be the principal contact/project director from your firm and the primary person authorized to negotiate on behalf of your team. Point of contact information, including email addresses, should be provided. Provide hourly rates for key principals and estimated hours of involvement in the project for each.

2.3 **Statement of Project Understanding**

Briefly describe the concept and scope of your proposed project and explain why your proposal is the best approach to address the needs articulated in section 1 of this RFP.

2.4 **Description and Capabilities of the Proposer and its Project Team**

In this section of your response please include information in the following subsections:

a) **General Background and Experience**: Describe the background, history, and core competencies of your organization as they relate to this project.

b) **Relevant Projects**: Describe three recent projects in detail which you and/or other members of your team have been involved in that are relevant to your qualifications for this RFP. Please include in your description/profiles information on:

   (i) Project name and location
   (ii) Start date and completion date
   (iii) Project scope
   (iv) Project costs
   (v) The role of all partners in the project - Identify the firm and person with primary management responsibility for the successful completion of the project.
   (vi) Design renderings and photos of completed project components
   (vii) Contact information for project references who can speak knowledgeably about your involvement.

c) **Key Principals**: Please include resumes of the principals who will be leading your project team, identifying the primary point of contact for each partnering company. For each person identified, specify the extent of their direct time commitment to the project. If any subcontractors are specifically identified in the proposal include the names of these companies and the resumes of key principles. Key Principals must be willing to agree to a criminal background check if determined to be advisable by the JIA proposal review team.

d) **Scope of work summary**: Your conceptual plan for the project should address:

   (i) Proposed restoration actions to be modeled
   (ii) Key technical details of all proposed models
   (iii) Data collection needs
(iv) Description of all deliverables, outlining how model results will be interpreted, displayed, and reported upon to the Authority.

e) **Project Schedule:** A detailed schedule that outlines the proposed project timeline and milestones from contract initiation through completion.

f) **Payment Schedule (enclosed in a separate, sealed envelope with hardcopies and in a separately labeled file for digital copy):** Outline the proposed process and timeline for payments to be made by the JIA in support of this project. A Guaranteed Maximum Price (GMP) and any contingency amount must be clearly specified. The GMP should not exceed $40,000.

2.5 **Substantive Nature of Proposals**

Proposals which do not provide substantive information or are incomplete will be considered non-responsive. Proposals will be deemed as non-responsive which are general in nature or do not incorporate the terms and requirements outlined in this RFP.

2.6 **Evaluation and Selection Process**

The Authority will form an evaluation team to initially review and evaluate the submitted proposals. Based on this review, the proposals will first be evaluated as either “responsive” or “non-responsive”. Proposals determined to be non-responsive may be eliminated from further consideration at this point. The proposals will then be evaluated for content, and ranked in accordance with their merits. The evaluation team may recommend interviews with up to five (5) finalists. Those proposals not achieving finalist status will be eliminated from further consideration.

The evaluation team may interview selected Proposers to clarify specific matters presented in their proposals, and as part of this process may request the submittal of additional information clarifying the issues discussed. The evaluation team will use the information gained during these discussions, along with information presented in the proposals, to rank the proposals. The following factors will, at a minimum, be considered during the evaluation process:

a) The qualifications of the project team including a demonstrated successful track record in environmental modeling and project management applicable to the complete scope of this project;

b) Demonstrated skills and resources consistent with a team operating at the cutting edge of the field(s) applicable to the complete scope of this project;

c) The quality and completeness of the proposal package;

d) Overall project costs and value delivered;

e) Demonstrated understanding of the project vision, goals, current conditions, and context within the broader environment and community.

f) If applicable - the quality of interview presentation and response to questions from interviewers.
The JIA will be solely responsible for the final selection of the successful Proposer. Upon selection of the successful Proposer, the Authority will immediately enter into negotiations to finalize the contract terms.

2.7 Confidentiality of Trade Secrets

In accordance with Georgia law, the following shall apply to any trade secrets obtained from a person or business entity that are required by law, regulation, bid, or request for proposal to be submitted to the Authority. An entity submitting records containing trade secrets that wishes to keep such records confidential under this paragraph shall submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitute trade secrets pursuant to Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia Annotated (O.C.G.A.). If such entity attaches such an affidavit, before producing such records in response to a request under this article, the Authority shall notify the entity of its intention to produce such records as set forth in this paragraph. If the Authority makes a determination that the specifically identified information does not in fact constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing. If the Authority makes a determination that the specifically identified information does constitute a trade secret, the Authority shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure.

Each Proposer is required to keep the contents of their proposal confidential once it is submitted until the award to the successful Proposer. Releasing any information regarding the proposal to third parties or the media prior to the conclusion of the selection process will be immediate grounds for the Authority to reject the proposal as non-responsive.