

Request for Qualifications
River Star Homes –
Residential Stormwater BMP Construction



December 4, 2017

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1. PURPOSE

The Elizabeth River Project is issuing this Request for Qualifications (RFQ) to solicit Statements of Qualifications (SOQs) from Contractors interested in serving as a Contractor to design and build residential Best Management practices (BMPs) including rain gardens, infiltration trenches and dry wells in Norfolk, Chesapeake and Virginia Beach.

The purpose of this RFQ is to solicit information that will enable The Elizabeth River Project to determine which Contractors are best qualified to successfully execute the designing and building of residential BMPs to meet grant and contract deliverables for the River Star Homes program. The most qualified Contractors will be invited to submit pricing proposals. This RFQ includes background information on The Elizabeth River Project, the River Star Homes program, a general scope of work for these projects, and procurement details including submittal requirements, selection criteria, and schedule.

2. INTRODUCTION

The Elizabeth River Project is a non-profit organization founded in 1993, with the mission to “restore the environmental quality of the Elizabeth River through government, business and citizen partnerships.” In 2011, the River Star Homes program was developed as the result of a several workshops with social marketing expert Doug Mackenzie-Mohr, with funding from a National Fish and Wildlife Foundation grant. The River Star Homes program incorporates some of the ideas from those sessions. Any homeowner in the Elizabeth River watershed is eligible to be a River Star Home, so long as they agree to 7 behavior changes that correlate directly to the health of the river -

1. Scoop the dog poop
2. Reduce lawn fertilizers
3. Only rain down the storm drain
4. No grease in your sink
5. Help geese migrate by not feeding them
6. Pump out your boat waste at proper facilities
7. Don't flush medicines

Homeowners that take this pledge receive a yard flag to display to let their neighbors know they are an environmental steward. In the six years since its inception, over 4,400 homeowners have signed up to be River Star Homes in Norfolk, Chesapeake, Virginia Beach and Portsmouth. In 2014, the Elizabeth River Project began contracting with the City of Norfolk to provide cost share incentives to River Star Homes interested in doing more for their property such as river-friendly lawn makeovers, rain gardens and living shorelines. That initial contract has led to 4

years of contracting with the city of Norfolk, 3 years of contracting with the city of Chesapeake and a new contract with the City of Virginia Beach beginning in 2017. Each of these contracts provides matching funds for homeowners to implement residential BMPs, with the goal of reducing nitrogen, phosphorus and sediment levels in the River.

3.SCOPE OF WORK

This RFQ is being issued to solicit project specific Statements of Qualifications (SOQs) from Contractors qualified to design and construct residential rain gardens, infiltration trenches and dry wells at homes in the Elizabeth River watershed. The Elizabeth River Project encourages SWAM (Small, Woman and Minority Owned) Businesses to apply.

These infiltration practices improve water quality in the Elizabeth River by taking in and treating stormwater with native vegetation and underground water treatment layers. These practices provide important habitat and food for local songbirds and pollinators, while also converting areas of turf grass into beautiful, low-maintenance gardens or planting strips.

A general list of contractor responsibilities include:

- 1) Conduct site visits with the homeowners and Elizabeth River Project staff
- 2) Create infiltration practice design and cost estimate
- 3) Coordinate construction of the project with homeowner and Elizabeth River Project
- 4) Coordinate material acquisition and delivery, carry out construction and planting, report results to Elizabeth River Project
- 5) Take measurements of final project including square feet, cubic ft. of each material used, plants used, drainage area (pervious and impervious)

The completed projects will be used by the city (Norfolk, Chesapeake or Virginia Beach) to count towards the city's TMDL goals for MS4 permits. Each project will need to be re-verified by the Elizabeth River Project or City staff after 5 years to ensure the project is still functioning as a BMP. Final project reductions will be calculated by the Elizabeth River Project and reported to the City.

4.PROCUREMENT PROCESS

The Elizabeth River Project will use a one-phase process for the selection of the project Contractor. The Elizabeth River Project intends to short list the highest-ranked Contractors based

on Statements of Qualifications (SOQ) submitted in response to this RFQ. Only the short-listed Contractors will be asked for quotes to carry out specific projects as they arise.

4.1 Project Selection Committee

A Project Selection Committee will be appointed by The Elizabeth River Project to review and evaluate the SOQs.

4.2 The Elizabeth River Project Point of Contact

The Elizabeth River Project's sole Point of Contact (POC) for matters related to the RFQ shall be Barbara Gavin. All communications with the POC about the project or this RFQ shall be in writing. Contact information for The Elizabeth River Project POC is provided below.

Ms. Barbara Gavin
The Elizabeth River Project,
475 Water Street, Suite C103A
Portsmouth, Virginia 23704
bgavin@elizabethriver.org

The Elizabeth River Project disclaims the accuracy of information derived from any source other than the Elizabeth River Project POC, and the use of any such information is at the sole risk of the Contractor.

5.0 SELECTION CRITERIA AND PROJECT SCHEDULE

A Project Selection Committee will review the contractor qualifications. The evaluation of contractor qualifications will be based on the following considerations: Cover Letter, Experience with successful similar projects (50%), Qualifications of project team (30%), and Safety (20%).

The Elizabeth River Project reserves the right to reject any or all qualification submittals for any or no reason without stating the reasons.

5.1 COVER LETTER

Items to be included in/with the Cover Letter include:

- Official representative and point of contact for the Contractor relative to this RFQ. Identify such representative's title, address, phone and fax numbers, and email addresses. Letter should be signed by an authorized representative of the Contractor's organization.
- Copy of Contractors License and Proof of Insurance, or insurability.
- The Cover Letter should reference in the subject line: **River Star Homes Residential Stormwater BMP Construction**

5.2 EXPERIENCE WITH SIMILAR PROJECTS (50%)

Describe the firm's experience with construction of residential or commercial rain gardens or similar infiltration practices such as infiltration trenches or dry wells. Provide examples for up to three active or past projects that are similar to the rain garden projects being proposed for residential homes through the River Star Homes Program. For each project, please prepare a succinct project summary including the following information: project name, location, description, illustrations, plant sources, cost and reference contact information. Indicate if projects were completed on time and within budget. Indicate any cost control efficiencies achieved by the contractor.

5.3 Personnel/Firm Qualifications (30%)

Present a list of key staff who will work on this project, indicating years of construction experience and any relevant certifications held by key team members.

- Describe any potential conflicts of interest in conducting this project.
- Identify whether your firm is a licensed woman-owned business enterprise or minority business enterprise.

- DPOR license details for any individual offering to practice professional services in Virginia as part of the proposed work. Such information shall include the name, address, registration type, registration number, and expiration date.
- Please indicate if your company is debarred or listed in the Excluded Parties List System (EPLS).
- DPOR registration information for each office practicing or offering to practice any professional services in Virginia. Provide the business name, address, registration type, registration number, and expiration date.

5.4 Safety Record (20%)

Contractor shall provide sufficient information to enable The Elizabeth River Project to understand and evaluate the capability of the Contractor to provide a safe working environment for all individuals associated with the project, including the public. The Contractor and any proposed subcontractors shall provide a completed Safety Criteria Questionnaire (*provided in Attachment A*). The selected Contractor will be responsible for the health and safety of all workers under their control on the Project site.

5.5 Project Schedule

Please note that the schedule may change for any reason without notice. If contractor cannot meet the mobilization date listed below, please indicate an alternative mobilization date in your package of qualifications.

	Activity	Date	Time Due
1	Advertise RFQ	December 10, 2017	
2	SOQs are due	January 8, 2017	5PM EST
3	Contractor short list notification	January 12, 2017	
4	Notification(s) of award	January 15, 2017	

6.0 SOQ SUBMITTAL REQUIREMENTS

Contractors must submit one electronic PDF file on thumb drive by 5:00 p.m. on December 1, 2017 to Barbara Gavin, The Elizabeth River Project, 475 Water Street, Suite C103A, Portsmouth, VA 23704. **Statement of Qualifications should not exceed 10 pages and failure meet this page limit may disqualify the Contractor from the evaluation process.**

Neither fax nor email submissions will be accepted. Contractors are responsible for effecting delivery by the deadline above, and late submissions will be rejected without opening, consideration, or evaluation, and will be returned unopened to the sender.

All qualification submittals and documents submitted by the Contractor shall become the property of The Elizabeth River Project. The Elizabeth River Project shall have no obligation to compensate any Contractor for any costs or expenses associated with the preparation or submission of any, qualification submittal or in connection with any interviews or meetings with a Contractor.

Contractors are advised that The Elizabeth River Project reserves the right to conduct an independent investigation of any information, including prior experience, identified in an SOQ by contacting project references, accessing public information, contacting independent parties, or any other means. The Elizabeth River Project further reserves the right to request additional information from a Contractor during the evaluation of the Contractor's SOQ. The Elizabeth River Project encourages SWAM (Small, Woman and Minority Owned) businesses to apply.

6.1 Submittal Documents

The Contractor is responsible for providing all requested information in the order specified in Section 5.0. Failure to do so may disqualify the Contractor from the evaluation process.

7.0 DISCLAIMER

This RFQ is not a contract document and may not be relied upon to determine contract rights. The Elizabeth River Project and Contractor selected by The Elizabeth River Project will enter into a Contractor Agreement to control the rights and obligations of the parties.

Attachment A

Safety Criteria Questionnaire

**SAFETY, HEALTH & ENVIRONMENTAL
SUBCONTRACTOR SAFETY CRITERIA QUESTIONNAIRE**

Company Name: _____ Date: _____

Address: _____

City: _____ State: _____

List Service(s) to be provided: _____

1. Experience Modification Rates

a) List your firm's Experience Modification Rate (EMR) for the three (3) most recent years. (*Information is available from your Workers' Compensation Insurance Carrier*)

Year	Interstate

b) If your organization does not have an EMR or your EMR is greater than 1.10, please explain why.

2. Please consolidate your firm's OSHA Form 300 injury and illness data for the last three (3) years and complete the following:

	Data	Year	Year	Year
a)	Number of Lost Workday Cases (not days lost)			
b)	Number of Restricted Workday Cases (not restricted days)			
c)	Number of Medical Treatment Cases* (not including first aid)			
d)	Total Recordable Cases (a + b + c)			
e)	Total Corporate Hours Worked (hourly and salaried employees)			
f)	Recordable Case Frequency Rate (RCFR) ((d x 200,000) / e)			

*Medical Treatment Case is a case in which an on-the-job injury requires *other* than first aid treatment (and is not considered a restricted or lost workday) as defined by the U.S. Bureau of Labor Statistics recordability criteria (i.e., prescribed medication, physical therapy - more than one visit, fractures, imbedded foreign body, etc.) First aid injury treatment cases are *not* required to be added to the OSHA Form 300 log

a) Does your organization have fewer than 10 employees? Yes No

Note: If you check Yes, you are required to only complete rows d) and e) in the above table.

3. List any fatalities your firm has had in the last three (3) years. Include location, cause, and corrective actions. (*Attach supplemental information as required*)

4. List any OSHA REPEAT, WILLFUL, or CRIMINAL citations your firm has had in the last three (3) years. Please describe. (*Attach supplemental information as required*)

