

Association to Preserve Cape Cod Inc.

Request for Proposals

Solicitation #: RFP-24-ERP-001

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ASSOCIATION TO PRESERVE CAPE COD INC.
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SESUIT CREEK PLANTING TO SUPPORT MARSH RESTORATION

1 INTRODUCTION

1.1 OVERVIEW

The Association to Preserve Cape Cod Inc. is soliciting proposals for: planting vegetation at Sesuit Creek Marsh (Dennis, MA) to enhance marsh recovery and support ongoing marsh restoration efforts. The scope of work includes the development of a planting plan designed to enhance recovery of Sesuit Creek Marsh, completion of permitting in accordance with all local and state requirements, and implementation of the planting plan. Please refer to Section 1.5 - Project Scope of Work - for the detailed service requirements to be included under this solicitation.

1.2 ABOUT APCC

APCC is the region's leading 501(c)(3) nonprofit environmental organization, working for the adoption of laws, policies and programs that protect and enhance Cape Cod's natural resources and quality of life. Since 1968, APCC has been Cape Cod's voice for the environment. Our efforts have led to landmark achievements in water resource protection, land preservation and smart growth, earning APCC the reputation as Cape Cod's most prominent and influential environmental advocacy group.

1.3 DESCRIPTION

APCC seeks an experienced and qualified consultant(s) and/or engineering firm(s) ("Contractor") to design, permit and complete plantings and monitoring of *Spartina alterniflora* (or other salt marsh vegetation deemed appropriate by APCC and Contractors) for this marsh restoration including: a comprehensive planting plan that shows the location and distribution of planting plots; alternative options for planting locations; the acquisition of *S. alterniflora* and/or other vegetation plugs from a reputable regional supplier; the method of planting and actions to reduce disturbance to the marsh during planting; and post-planting monitoring.

The Sesuit Creek salt marsh restoration project is located at the Bridge Street crossing of Sesuit Creek in Dennis, MA. Between the 1950s and 2008, Bridge Street obstructed tidal flow to the upstream creek and marsh area. A two-foot culvert or "pipe" running under the road allowed some flow, but not enough to sustain the health of the salt marsh, which requires daily tidal flooding for native salt marsh plants to thrive. The restriction at Bridge Street contributed to the impoundment of water, reduction of salinity, and conversion of salt marsh to brackish and freshwater marsh habitat in the upstream area. These stressors led to the spread of invasive *Phragmites australis* reeds and the degradation of a historic salt marsh ecosystem.

In 2008, the undersized culvert at Bridge Street was replaced with two 10-foot by 12-foot box culverts. This project was completed by the Town of Dennis with support from many partners and funders including the Association to Preserve Cape Cod (APCC), the Massachusetts Division of Ecological Restoration (DER), the USDA Natural Resources Conservation Service (NRCS), the National Oceanic and Atmospheric

Administration, the U.S. Fish and Wildlife Service, the Massachusetts Department of Transportation, the Massachusetts Office of Coastal Zone Management, and the Gulf of Maine Council on the Marine Environment.

The project's immediate result was the restoration of tidal hydrology and water chemistry to the upstream marsh. Vegetation monitoring conducted immediately before and after restoration indicated a positive but slow recovery in the vegetation. The restoration led to a reduction of large areas of brackish/freshwater vegetation including *P. australis*, but in some locations, new salt marsh vegetation has yet to be established. In 2015, bare areas located in the restored upstream marsh were still sparsely vegetated. In 2016-2017, University of New Hampshire (UNH) scientists completed an additional round of post-restoration monitoring to assess the status of the marsh and recommended a supplementary planting project to improve recovery of the upstream marsh area.

In 2018, APCC, with approval from the Dennis Conservation Commission and property owners, initiated a pilot planting study. See Addendum A for a full project report including approach, methods, data analysis, and results. Planting was completed within bare patches upstream of Bridge Street in late June of 2018. *S. alterniflora* plugs were placed within 1m² plots along 10 transects. Plots were placed at 10-meter intervals along transects with a minimum of 2-meter spacing of transects from any existing native plants. In ideal conditions, *S. alterniflora* has shown potential to spread 2-3 meters laterally in a single growing season. The 2-meter buffer from existing vegetation was chosen to allow for maximum growth in the first year without overlapping with or impacting existing vegetation. The 10-meter spacing between plots was selected with the goal of establishing vegetative growth and overlap between two planted plots within 2-3 years. Transects were established within approved property parcels, including five on the north side and five on the south side of the creek. Forty-six plots were set up along these transects (36 experimental plots for planting and 10 control plots; Figure 1). Experimental plots included nine *S. alterniflora* plugs for a total of 324 individual plants. *S. alterniflora* plugs were arranged in a 3 x 3 grid with 1-foot spacing between each plug, and a 6-inch buffer between plugs and the plot edge. See Addendum B for a full description of the project approach and methods.

Monitoring of the plots was completed pre-planting (June 6-7, 2018), at the time of planting (June 20-21, 2018), and at the end of each growing season (August 2018, 2019, and 2020). At the end of the second and third growing seasons (2019 and 2020), the pilot plantings of *S. alterniflora* showed moderate success, indicating the successful establishment of *S. alterniflora* in bare areas of the marsh. Additional monitoring of planted plots occurred in 2023 and most recently in August 2024 and includes observations of percent vegetation cover and elevation in planted and control plots. Results from the 2024 data show greater success (i.e., higher percent cover of *S. alterniflora*) in planted plots located along or near the edges of bare sections adjacent to existing vegetation near the upland and creek borders. Calculating elevation change in the planted and control plots (subtracting 2018 elevations from 2024 elevations) shows that most plots lost elevation between 2018 and 2024. Change in elevation ranges from -0.133 m to 0.049 m; we assume a margin of error of approx. 2 cm related to the RTK GPS device, so net change is beyond the uncertainty of the survey devices used.

APCC identified 36 sections of bare marsh in the North (n = 14) and South sides (n = 22) of the Sesuit Creek study site. Of these 36 bare sections, 22 are within parcels of land previously accessed by APCC, with permission from landowners, to complete the 2018 pilot planting (Figure 2). In total, these 22 bare areas account for 29,723 m² of land, with perimeters ranging from 0.71 m (section N5) to 1003 m (section N6). The areas and perimeters of individual bare sections can be found in Tables 1 and 2. APCC proposes that

planting efforts be focused on the larger of these bare sections, as permission to access these parcels has been secured in the past, and the larger bare patches would benefit more directly from additional planting.

To facilitate the continued restoration of Sesuit Creek Marsh, APCC proposes to carry out a more extensive planting project to accelerate recovery and revegetation of the marsh. Work to date has been funded by grants and contracts to APCC from private foundation funding, the Massachusetts Division of Ecological Restoration, and the Cape Cod Conservation District. APCC is also seeking additional grant funding from the State of Massachusetts (see Section 3.4 related to invoice requirements for the State).

1.4 PROJECT MANAGEMENT

APCC will manage this project as part of its Ecosystem Restoration Program, established to assist towns and communities with prioritization, planning, implementation, and management of restoration projects.

The APCC Ecosystem Restoration Program will be the project lead managing the budget, timeline, contracts, and reports while coordinating work and communication between partners for all phases.

The Contractor will be hired by and report directly to APCC. APCC's team will oversee all work, manage public engagement and outreach, coordinate meetings and workshops, develop outreach materials, and evaluate public support.

1.5 PROJECT SCOPE OF WORK

The goal of the project is to design, permit and complete plantings of *S. alterniflora* (and other salt marsh species deemed appropriate) in select, unvegetated areas of the marsh to facilitate the continued revegetation and recovery of Sesuit Creek Marsh. Figure 2 provides a map of the bare, or unvegetated, patches as delineated in September 2024 using a Spectra 85 RTK GPS device. A comprehensive planting plan will ensure coverage of the most suitable and effective areas for additional planting while complying with Massachusetts Wetlands Protection Act and town of Dennis local bylaws. Planting areas should be identified based on past research conducted by UNH and APCC, proximity to existing plants, location of bare areas, chances of survival, and other relevant environmental conditions. Alternative planting locations can provide further coverage in case of unforeseen circumstances that prevent planting at the originally proposed location(s). The *S. alterniflora* and/or other vegetation plugs used for planting should be acquired from a reputable regional supplier approved by APCC to enhance the potential for success once planted. The methods of planting should be based on the best available science and techniques; plantings should be able to withstand typical marsh conditions, including nutrient availability, tidal flow, faunal activity, and weather. The planting plan should outline actions to be taken to reduce disturbance to the marsh during plantings to avoid unintended negative impacts. Following planting, post-planting monitoring will determine the success of the plantings. Additional data collection, meetings, project communication and coordination, or other activities deemed necessary by the Contractor for completion of the tasks and deliverables described below should be included in the proposed scope of work and budget.

APCC recommends *S. alterniflora* for planting based on its ability to withstand exceedingly saline conditions. Comparing the elevations of observation plots in the "reference" section of Sesuit Creek (the downstream marsh) to the "study" section (the upstream marsh most affected by tidal restoration) shows a notable difference. The average elevation in the reference site is 1.3 m (NAVD88) while the average elevation in the study site is 0.79 m (NAVD88). The lower elevation of the study site indicates a higher frequency and longer duration of flooding during the low tide. APCC hypothesizes that *S. alterniflora* is best

suited for the study site and most likely to succeed. However, APCC encourages additional input as to what species of marsh vegetation is most likely to enhance recovery of the study site.

APCC recommends a planting design similar to the pilot planting with a density of approximately nine plugs per square meter with one foot spacing between plugs and a minimum of 1-2 meters distance from existing vegetation and proposed plantings. However, APCC encourages input from the Contractor on this proposed planting density, proximity to existing vegetation, and other planting parameters and procedures based on your experience, past success and best professional judgement. Please include an outline of this proposed design in your response.

This planting work is funded by a private foundation grant to APCC. APCC is also seeking additional grant funding from the state.

Task 1: Project Management and Pre-Planting Site Assessment (December 2024)

The Contractor will attend a kickoff meeting hosted by APCC and project partners to review the scope of work and discuss the timeline and any data or informational needs. The team anticipates an initial site visit to review the areas of concern, and a review of the data previously collected at Sesuit Creek by APCC and partners. This pre-planting site assessment will serve to inform the creation of a Planting Plan (detailed in Task 2), the selection of optimal planting locations, and anticipated challenges or setbacks that may occur during the planting process.

Deliverables: Attendance of virtual or in-person kick-off meetings and in-person site visit.

Task 2. Development and Presentation of a Planting and Monitoring Plan (January – February 2025)

Following completion of Task 1, the contractor will develop a concept plan and summarize proposed logistics for the planting (e.g., vegetation procurement and transport, planting locations, timeline of planting and post-planting activities) to be reviewed and discussed with APCC on a virtual planning call.

The Contractor will then prepare a written Planting Plan that details the following (at minimum):

- An overview of the pre-planting site visit(s) and relevant data from earlier studies and plantings.
- A description of the proposed planting locations, including a justification for the proposed layout, a map with planting locations shown, and a justification for the kinds of vegetation selected (*S. alterniflora* and other species deemed appropriate). Additional files include CAD design files as appropriate.
- A description of the procurement and transport of vegetation plugs for planting.
- An overview of post-planting monitoring to be completed by the Contractor and recommended longer-term monitoring of the plants after June 30, 2025.

The planting plan should be developed using the best available science and informed by the data collected by APCC, the 2018 pilot planting parameters, and past experiences of the Contractor. The planting plan should be developed with compliance with the Massachusetts Wetlands Protection Act and local town of Dennis bylaws in mind. Questions about local bylaws and permitting should be reviewed with APCC and the town before distributing a draft planting plan. The draft planting plan will be presented to APCC and partners at a virtual meeting with time for questions. Feedback from this meeting should be incorporated into the final planting plan and submitted to APCC via email.

Deliverables: A written draft planting plan for review by APCC and partners and presentation at a virtual meeting; a finalized planting plan with agreed upon changes; participation in a team planning meeting with APCC to review proposed logistics prior to formal presentation (vegetation procurement and transport, planting locations, timeline of planting, and post-planting activities).

Task 3: Permitting with Local Conservation Commission (February – April 2025)

APCC anticipates permitting requirements in the form of a Notice of Intent (NOI) to be filed with the Town of Dennis Conservation Commission. The Contractor will prepare the NOI and associated documentation and materials to submit to the Commission on behalf of APCC. The Contractor will coordinate with APCC and request and receive permission from relevant private landowners for completion of the proposed planting and monitoring. The Contractor will provide the draft NOI materials and presentation (PPT, boards or other appropriate format) to APCC (and partners) for review prior to submission. Final materials will be submitted by the Contractor including any additional notification required for property owners or abutters. The Contractor will attend and present at up to two Conservation Commission hearings and attend a site visit as required. APCC will attend the hearing(s) and provide a brief introduction to the presentation(s) and be available to respond to questions as appropriate. The Contractor will coordinate with the Commission to receive, distribute and record as appropriate the final Order of Conditions with the Registry of Deeds.

Deliverables: Letter drafted and mailed requesting permission from private landowners. Final signed and approved permission from landowners. Draft and final permit documents. Draft and final presentation(s) materials for the Conservation Commission hearing(s). Attendance of up to two Conservation Commission hearings and one site visit as required.

Task 4. Planting (May 2025)

The Contractor will organize and oversee planting on the agreed-upon day(s) and in the agreed-upon planting locations as proposed in the final Planting Plan and the Order of Conditions. The Contractor will coordinate with APCC and provide a schedule and updates on planting progress. APCC or partners may join to participate in, support, or document (photos, video) some or all the planting. The Contractor will document planting activities to a minimum with photos of each planting area (before and after planting) and field notes. Contingency plans should be made for foul weather or unforeseen circumstances. All final planting is proposed to be completed by May 31, 2025, or no later than June 30, 2025, with a strong preference toward a May planting.

Deliverables: Schedule for planting. Updates via email to changes to proposed schedule. Photos (JPEG) catalogued and named by planting area, map showing the final planting areas, and raw field notes and final memo (Word, PDF) from planting fieldwork shared in an organized file folder.

Task 5. Post-Planting Site Assessment and Reporting (May – November 2025)

The Contractor will present a review of the planting work with APCC and partners during a virtual or in-person meeting with a site visit following completion of the planting effort. During this meeting, the Contractor will provide all relevant data and materials from the project and planting, including but not limited to a description of the planting efforts, with days, materials, and methods noted, a map of planting locations, and a description of post-planting monitoring plans.

The Contractor will conduct post-planting assessment and monitoring to start after the planting and extend until the end of September 2025. Post-planting monitoring should include a visit to the planted plots, descriptions of changes noted during monitoring (e.g., death or loss of plantings), and photographs of planted plots/areas as well as measures to address issues as appropriate, allowable, or required under

the Order of Conditions including but not limited to replanting or replacement of plugs. The frequency and extent of post-planting monitoring should be discussed by APCC and the Contractor during the development of the Planting Plan (see Tasks 1 and 2). The results of post-planting monitoring will be shared with APCC in a report that includes a description of post-monitoring findings and recommendations to APCC for further post-planting monitoring and complies with any requirements of the Order of Conditions.

Deliverables: Attendance of a virtual or in-person meeting and site visit with APCC and partners including agenda and meeting notes (Word); sharing of relevant data, photos, and materials from the planting effort (Excel, Word, PDF, JPEG); a report detailing the findings from initial post-planting monitoring (Word and PDF) and recommendations for longer term monitoring.

1.6 ANTICIPATED PERIOD OF PROJECT: DECEMBER 16, 2024 – NOVEMBER 30, 2025

1.7 AMOUNT NOT TO EXCEED: \$100,000

1.8 DESIGNATED CONTACT

The primary contact for this procurement is:

Lauren Powers, Grants Manager

APCC

Dennis, MA. 02638

Voice: 1-508-619-3185

Email: procurement@apcc.org

1.9 MINIMUM BIDDER QUALIFICATIONS

Proposers are advised that APCC's intent is to ensure that only responsive, responsible, qualified and reliable contractors enter into a contract to perform the work as defined in this document. APCC considers the following qualifications to be a pre-requisite to be considered as qualified bidder for purposes of the solicitation:

- a. Proposer must be a company that specializes in ecosystem restoration and/or landscape ecology; wetland vegetation planting and monitoring; coastal and/or wetland landscape design or construction; wetland permitting and compliance.
- b. Proposer must have a minimum of five (5) years' experience as a contractor within their current business structure.
- c. Proposer must have verifiable work experience including three (3) projects within the previous three years whereby the Proposer was the Prime Contractor for the project.
- d. Proposer must hold a valid contractor's license issued by the Commonwealth of Massachusetts.
- e. The proposer has never been debarred or suspended from working on federal contracts.

1.10 KEY DATES

The Table below outlines the tentative schedule for important action dates.

Action	Date
APCC issues Request for Proposal (RFP)	November 5 th , 2024
Mandatory Intent to Submit a Proposal Deadline	November 11 th , 2024
APCC Question Deadline	November 14 th , 2024
APCC Issues a Response to Written Questions	November 18 th , 2024
Bid Due Date to APCC	November 26 th , 2024
Contract Start Date	December 16 th , 2024

1.11 MANDATORY INTENT TO SUBMIT A PROPOSAL

Vendors who wish to submit a proposal must register their Intent to Submit a Proposal by sending written notice to Lauren Powers, via e-mail at procurement@apcc.org. Vendors shall include their company name, address, phone, contact name, title, and email address.

Only vendors who have submitted the mandatory Intent to Submit a Proposal will be allowed to submit proposals and receive updates and responses to questions regarding this RFP.

Please note, by submitting the Intent to Submit a Proposal, the Contractor is not obligated to submit a proposal.

2 INSTRUCTIONS TO BIDDERS

2.1 CONE OF SILENCE:

A Cone of Silence is in effect. Communication is prohibited between prospective bidders and members of APCC staff. The cone is lifted when the RFP evaluation team makes its award recommendation. The cone of silence does not apply to written questions submitted before the deadline stated above, oral communications at pre-bid conferences, oral presentations before selection committees, or contract negotiations.

2.2 RFP QUESTIONS AND CLARIFICATIONS (NOVEMBER 14, 2024)

Questions and requests for clarification regarding the RFP shall only be directed to:

Lauren Powers, Grants Manager
482 Main Street
Dennis, MA. 02638
Voice: 1-508-619-3185
Email: procurement@apcc.org

Questions and requests for clarification are only accepted via e-mail or in writing. Official answers to questions will be provided to all registered proposers via addendum.

Deadline for submission of questions will be as stated in Section 1.10 - Key Dates.

2.3 INSTRUCTIONS FOR BID SUBMISSION

For APCC to evaluate proposals fairly and completely, proposers must follow the format set forth herein and must provide all the information requested. All items identified in the following list must be addressed as concisely as possible for a proposal to be considered complete. Failure to conform to the stated requirements may necessitate rejection of the proposal.

Only those Bidders who furnish all required information and meet the mandatory requirements will be considered.

In addition to private foundation funding, APCC anticipates applying for funds from the Commonwealth of Massachusetts to support final planting. However, as these funds may not be awarded to APCC, we request that the Contractor provide a base bid and an alternate bid as part of their application package. Both the base and alternate bids should address the application components described below. The base bid should include scope and budget for Tasks 1-3. The alternate bid should include scope and budget for Tasks 4-5. Decisions regarding Contractor selection will be made by evaluating both the base and alternate bids.

Submit all required bid documents including signed bid addenda, if any, to:

Lauren Powers, Grants Manager
APCC
Dennis, MA. 02638
Voice: 1-508-619-3185
Email: procurement@apcc.org

Bids must be received in the above office on or before 4:00 PM on the date indicated in Section 1.10 - Key Dates. Bidders assume all risks for timely, properly submitted deliveries. The received time of bids will be determined by the clock at the above noted location.

2.4 COSTS INCURRED

APCC will not be liable for any cost incurred by the bidder for work performed in the preparation and production of a bid or for any work performed prior to the formal execution and approval of a contract proposal format and content

2.5 FORMAT OF PROPOSAL

Proposals shall be formatted in the following manner:

- a) Proposals are limited to 20 pages total, excluding the Proposal Cover and including the cover letter, statement of qualifications, relevant experience, references, project approach & methodology, project timeline, and references.
- b) Additional tables, figures, charts, graphics maps may be submitted as an addendum to the proposal and shall not be counted as part of the page limitation.
- c) Other requested items including resumes, and licenses and certifications, will be considered outside the page limit.

- d) All Proposals must be submitted in electronic format.
- e) Proposals must use a minimum 11-point font and 1" margins. Minimum font size does not apply to photo captions, or the contents contained within tables, charts, maps and graphics.

2.6 ORDER OF PROPOSAL

Proposal pages shall be organized in the following order of sections:

- 1) Proposal Cover
- 2) Cover Letter signed by authorized representative
- 3) Proposal Narrative
- 4) Litigation
- 5) Minimum Requirements
- 6) Statement Of Qualifications
- 7) Relevant Experience
- 8) Case Studies
- 9) References
- 10) Financial Statements
- 11) Project Approach & Methodology
- 12) Project Timeline
- 13) Budget & Pricing
- 14) Required Forms

2.6.1 COVER LETTER.

The cover letter must:

- a) Confirm that the Proposer understands all the terms and conditions contained in this RFP and will comply with all the provisions of this RFP.
- b) Confirm that should the contract be awarded to your company; you would be prepared to begin services upon APCC approval as indicated in Section 1.10 – Key Dates.
- c) Include the full contact information of the person(s) APCC shall contact regarding the Proposal and must also include the name(s) of principal(s) of the company responsible for this contract, their function, title and number of years of service with company.
- d) Be signed by an individual authorized to make contractual obligations on behalf of the proposer.
- e) State whether subcontractors will be used, and the name and address of each proposed subcontractor.
- f) Acknowledge that if they are awarded the contract as a Prime Contractor, APCC approval is required on all subcontractors before any contractual agreements are made.

2.6.2 PROPOSAL NARRATIVE

Proposers should provide a written proposal of services based on the Scope of Work described in the RFP. This narrative should:

- a) Describe by task and subtask the services to be provided,
- b) Include additional detail or revised scope and tasks or subtasks, where warranted, with reasoning and clarification of how the Contractor proposes to complete each item.
- c) If submitting a joint proposal, the application should clearly describe the roles of each entity and designate a lead consultant and project manager.

- d) Include a timeline for completion of each task and deliverable, and who will contribute to completion of each task,
- e) Describe how the proposer(s) plan to meet this timeline for each task and subtask or provide justification if proposing revision to the timeline and due dates as currently stated.
- f) Variation from the proposed timeline by subtask is acceptable, however, all work is required to be completed by November 30th, 2025.

2.6.3 LITIGATION

Proposals must provide a statement of whether your firm has been involved in any litigation related to contract disputes in the past 5 years and whether the applicant or any principal has been disbarred, suspended or otherwise excluded from the utilization of professional licensure or participation in federally or state funded assistance programs.

2.6.4 MINIMUM REQUIREMENTS

Bidders must submit information to confirm their ability to meet the minimum qualifications to provide the services requested in this RFP as set forth in Section 1.9 – Minimum Bidder Qualifications. The reference data for the three government projects must include:

- a) The type of project
- b) Prime Contractor / Subcontractor(s) on the project,
- c) Date and location of project,
- d) List of partnered client involvement (National/State/Local),
- e) Scope of Work: Description of work performed,
- f) Dollar value of contract performed,
- g) Client/agency contact person,
- h) Contact name/title, current business e-mail and telephone number.

2.6.5 STATEMENT OF QUALIFICATIONS

Proposers should describe the qualifications of their organization(s) and key staff including background and experience in providing engineering and consulting services in areas relevant to this RFP. Proposers shall include information to adequately demonstrate its ability to perform the Scope of Work contained in this RFP.

The Statement of Qualifications should clearly and succinctly demonstrate the proposer's qualifications and ability to perform the Scope of Work of this RFP including:

- a) Familiarity with restoration planning, design and implementation including project management, field data collection, H&H study and modeling, alternatives analysis, survey work, culvert design and public presentation.
- b) The number of years of relevant company experience and resources to conduct the requested work.
- c) Their experience and understanding of the data, modeling, and design work entailed as well as necessary permitting to follow and anticipated construction expense based on the final deliverables.
- d) The proposal must also provide qualifications for key staff and describe the proposed roles and allocation of their time.
- e) Provide details of special equipment, tools or techniques the firm deploys, and
- f) Describe any differentiators that set your firm apart from your competition.

2.6.6 RESUMES

Proposers must provide resumes for all key staff that include:

- a) Relevant education and training,
- b) Length of experience,
- c) Specific qualifications of the individual,
- d) Specific examples of similar work they have performed,
- e) Describe any professional licenses or certifications held.

2.6.7 RELEVANT EXPERIENCE & CASE STUDIES.

Proposers shall describe its firm's relevant experience including:

- a) The length of time the company has been in business,
- b) The current business structure of the company: Corporation, LLC, Partnership, Sole Proprietor.
- c) The length of time the company has been providing this service within its current business structure.

Provide a brief narrative description of at least three similar projects conducted within the last ten years including:

- a) Name & location of project,
- b) Dates of performance,
- c) Project budget amount,
- d) Project description.

2.6.8 REFERENCES

Proposals must include a list of no less than 3 client references for restoration projects that your firm has worked on in the past ten years using the client reference table supplied with the application form. APCC will contact references provided to verify qualifications and determine overall satisfaction with the services provided and ability of the firm to complete projects on time and on budget.

2.6.9 DISADVANTAGED BUSINESS ENTERPRISES

APCC seeks to utilize qualified small businesses, disadvantaged business enterprises (DBE), minority-owned firms (MBE), and women's business enterprises (WBE), whenever possible. If a proponent qualifies or intends to subcontract with a qualified business as part of the proposed scope of work this should be clearly noted in the proposal. This will be taken into consideration but will not warrant award of additional points. Disadvantaged business enterprises (DBE) should be certain to indicate the percentage of work being performed by the DBE if less than 100 percent.

Note: it is required that the contractor also make positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises, in award of subcontracts.

2.6.10 FINANCIAL STATEMENTS

Proposers shall provide audited financial statements for the previous three years.

2.6.11 PROJECT APPROACH & METHODOLOGY

Proposers should provide a response describing its approach and methodology to completing requirements found in Sections 1.2 through Section 1.6 of the RFP with particular attention paid to Section 1.5 - Project Scope of Work.

2.6.12 BUDGET & PRICING.

All Bidders must submit their proposed rates in a table (example template provided in Appendix B).

Proposers are encouraged to include all information that may be deemed pertinent to their proposal. Proposers may be requested to provide clarification based on the APCC's evaluation procedure. Any clarification will be considered a formal part of the Proposer's original proposal. If further clarification is needed during the evaluation period, APCC will contact the Proposer.

Note: APCC reserves the right to request any additional information deemed necessary to ensure that the Proposer is able to fulfill the requirements of the contract.

2.6.13 REQUIRED FORMS.

All proposers are required to complete the following forms from Appendix B:
SIGNED ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUMS (IF ANY).

2.7 VALIDITY OF PROPOSAL

Proposals must remain open and valid for 120 days from the due date, unless the time for awarding the contract is extended by mutual consent of APCC and the Bidder. Proposals shall continue to remain an effective offer, firm and irrevocable, after such 120-day period until either tentative award of the contract(s) by issuing Office is made or withdrawal of the bid in writing by Bidder. Tentative award of the contract(s) shall consist of written notice to that effect by APCC to the successful Bidder.

This RFP is the property of APCC, and all Proposals submitted in response to this RFP, once delivered, become the property of APCC and may be subject to full disclosure under both federal and state public records law. APCC may, in its sole discretion, protect such deliverables with copyright, trademark or patent protections.

3 ADMINISTRATIVE INFORMATION

3.1 METHOD OF AWARD

This RFP is intended to be a Multi-Award Contract. Award shall be made to the highest scoring responsive and responsible vendor(s) who submit the best value proposal(s). The highest scoring firm shall be the Primary Contractor.

Upon determination of the best value proposals, a contract between APCC and the successful proposer will be delivered for signature. A completely executed contract will be delivered to each contractor. The total bid amount of the Primary Contractor shall be used to establish the contract value. The established contract value shall not be exceeded.

3.2 COST PROPOSAL

Prices shall be represented as hourly rates for each title. The hourly rate for each title shall be inclusive of all labor, licenses, insurance, administrative, overhead and profit (example template provided in Appendix B). An estimated number of annual hours for each title will be used on the Cost Proposal Form for evaluation purposes. Proposers must provide pricing for each title. Incomplete bids will be rejected.

Pre-approved travel, meals or lodging expenses shall be reimbursed in accordance with the not-to-exceed rates authorized by APCC.

The project budget, including expenses for staff time, travel, and costs for subcontractor(s) is not to exceed \$100,000. Following the proposal narrative, applicants must complete the budget template for expenses with estimated hours and costs broken down by subtask (1.1, 1.2 etc.) using salary rates for staff proposed to complete each task and inclusion of estimated expenses for travel, equipment, supplies, etc.

Be sure to clearly indicate proposed amounts for subcontractor(s) and detailed breakdown of budget if submitting a joint proposal. Applicants must also submit a brief narrative description of the proposed budget allocations providing an explanation of costs. Please be sure to indicate the percentage or amount set aside for contingencies.

3.3 TERM OF CONTRACT

This contract will commence upon APCC approval and will be in effect for one (1) year. APCC retains the right to cancel this contract for convenience, provided that the Contractor is given at least thirty (30) days written notice of APCC's intent to cancel. Any cancellation by APCC under this section shall in no event constitute or be deemed a breach of any contract resulting from this RFP and no liability shall be incurred by or arise against APCC, its agents and employees therefore for lost profits or any other damages resulting there from. This provision should not be understood as waiving APCC's right to terminate the contract for cause or stop work immediately for unsatisfactory work but is supplementary to that provision.

3.4 METHOD OF PAYMENT

Invoices for payment shall be submitted electronically for payment to payables@apcc.org at the end of each month for services satisfactorily completed during that month. Invoices will be processed in accordance with established internal procedures of APCC.

Invoices must be itemized and include the following information:

- a) Contract ID number,
- b) Company FEIN,
- c) Date(s) of Service,
- d) Location where services were performed,
- e) Actual number of hours worked for each title,
- f) Detailed description of services performed,
- g) Separately itemized pre-authorized travel, meals and lodging expenses.

Invoices missing any of the above stated information will be returned to Contractor for correction. Payment for invoices submitted by the contractor shall be rendered electronically unless payment by paper check is expressly authorized by APCC, in APCC's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary APCC procedures and practices.

APCC is seeking additional funding from the State of Massachusetts to support this project. If these funds are awarded, the Contractor must be willing to submit related invoices broken down by task and personnel to accommodate the State reimbursement requirements.

3.5 PAST PRACTICE

The failure to exercise any right hereunder in the past shall not operate as a waiver of such right. No breach of this Agreement shall be deemed waived unless such waiver shall be in writing and signed by the party claimed to have waived. No waiver of any breach of the Agreement at any time in the past shall constitute a waiver of subsequent breach.

3.6 EXCEPTIONS

APCC will consider all requests to waive any RFP requirement. However, Proposers should be aware that failure to obtain a waiver of any bid requirement in advance of bid submission could result in rejection of the Proposal and disqualification from the RFP process. Proposers wishing to obtain an exemption or waiver for any part of this solicitation must contact the Issuing Office in writing by the 'Questions Due Date' as identified in Section 1.10 – Key Dates. The request must cite the specific section and requirement in question, and clearly identify any proposed alternative. Requests will be considered and responded to in writing, either via addendum (if the response results in a change to the RFP), or directly to the requesting vendor.

3.7 DISPUTE RESOLUTION

It is the policy of APCC to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to bid solicitations or contract awards. APCC encourages vendors to seek resolution of disputes through consultation with APCC staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes.

3.8 EXAMINATION OF CONTRACT DOCUMENTS

Proposer is under an affirmative duty to inform itself by personal examination of the specifications of the proposed work and by such other means as it may select, of the character, quality and extent of the work to be performed and the conditions under which the contract is to be executed.

Proposer shall examine specifications and all other data or instruction pertaining to the work. No pleas of ignorance of conditions that may be encountered or of any other matter concerning the work to be performed in the execution of the contract will be accepted by APCC as an excuse for any failure or omission on the part of the Proposer to fulfill every detail of all the requirements of the documents governing the work. The Proposer, if awarded the contract, will not be allowed any extra compensation by reason of any matter or thing concerning which such Bidder might have fully informed itself prior to bidding.

Any addendum issued prior to the Proposal due date must be acknowledged by signature, dated and be submitted on or before the bid due date and within the proposal. In awarding a contract any written addenda will become a part thereof.

Any verbal information obtained from, or statements made by, representatives of APCC shall not be construed as in any way amending contract documents. Only such corrections or addenda as are issued, in writing, shall become a part of the contract.

3.9 PRIME CONTRACTOR RESPONSIBILITIES

APCC will contract only with the successful Bidder who is the Prime Contractor. APCC considers the Prime Contractor, the sole Contractor with regard to all provisions of the RFP, and the contract resulting from the RFP.

No subcontract entered into by the Contractor shall relieve the Contractor of any liabilities or obligations in this RFP or the resultant contract. The Contractor accepts full responsibility for the actions of any employee or subcontractor who carry out any of the provisions of any contract resulting from this RFP.

4 EVALUATION AND SELECTION PROCESS

4.1 PROPOSAL EVALUATION

A review committee will evaluate each proposal and initially determine whether a proposal is responsive to the requirements of the Solicitation based upon the criteria set forth in this Section.

Each proposal will be inspected to determine whether it meets the minimum requirements as set forth in the RFP. APCC shall find it unacceptable if the proposer has:

- Less than five years of experience,
- Fails to meet the required deadline,
- Lacks required licenses or certifications,
- Failed to meet other minimum criteria as defined in the RFP instructions.

Failure of a proposal to meet a minimum requirement will disqualify a vendor's proposal from further consideration. The Procurement Manager shall state in writing reasons for disqualifying any proposal.

A technical evaluation committee will subsequently evaluate and score each responsive proposal for items a–c listed below.

APCC will evaluate all cost proposals from responsive Proposers. The cost proposal with the lowest total fee will be awarded the maximum possible points. Each subsequent proposal will receive a proportionate number of points. Each of the cost proposal points will be added to the score from the technical evaluation committee as described in Section 4.1.2.

Scores from each of the Proposers, including items 1-4 listed below, will be totaled and the Proposer having the highest score will be ranked number one; the Proposer with the second highest total score will be ranked number two and so on.

4.1.1 NOTIFICATION OF AWARD

After the evaluation, all Proposers will be notified of the name of the Selected Proposer. The Selected Proposer and will be notified that their submitted proposal has been selected and that a contract will be

forthcoming for execution. The original proposal, and any additions or deletions to the proposal become part of the contract.

Public announcements or news releases pertaining to any contract resulting from this Solicitation shall not be made without prior approval from APCC.

4.1.2 SELECTION CRITERIA

The Procurement Manager will notify the applicant of proposal receipt within 48 hours of submission. The review shall not be open to the public, and the contents of the proposals shall be kept confidential and not disclosed to competing proposers until after the evaluation process is completed.

After evaluating the minimum requirements, remaining proposals shall be evaluated by APCC reviewers based solely on the comparative evaluation criteria specified in this RFP. APCC will review the results of this evaluation with the project partners.

Based on the recommendations of the reviewers and feedback from the project team, APCC Executive Director will make final decision on the award of contract.

In analyzing responses to the evaluation criteria, APCC shall consider the qualifications of proposers in the determination of the Successful Proposer, and make any investigations deemed relevant to the selection process. The minimum evaluation criteria shall be compliance with specifications and criteria set forth herein; attributes of goods or services proposed, investigations into qualifications, prior relevant experience, and past performance. APCC will confirm claims of past experience.

Proposal Evaluation Criteria: Proposals that meet all submission requirements will be evaluated using the criteria listed below:

1) Proposed Scope, Timeline and Proposal Narrative (30 points):

Proponents will be scored based on the reasonableness of timeline and quality of detail included in the proposed scope of services. This timeline and description of services should follow the description of services provided in Section 1.5, providing additional detail or revisions describing how the proponent plans to complete each task according to the proposed timeline. Justification should be provided for any revision to the requested services.

2) Ability to Provide Required Services (40 points):

- a. The selected contractor will have outstanding salt marsh restoration expertise including experience in planning, design, permitting, planting and monitoring.
- b. Applicants must demonstrate that they are qualified, experienced, can provide high-quality products that meet the project needs, work well with clients, agencies and the public and possess all necessary licenses and insurance to conduct work in the Commonwealth of Massachusetts.
- c. In evaluating proposals, APCC will consider the experience of firms and individuals in the following manner:
 - i. Company qualifications and organizational capacity (10 pts)
 - ii. Key staff assigned to this project (10 pts)
 - iii. Relevant Project Experience (10 pts)
 - iv. References (10pts)

3) Budget (20pts)

Proponents will be scored based on the reasonableness of their budget, and overall ability to complete the scope of work on schedule and at or under the not to exceed budget.

APCC will evaluate all cost proposals from responsive Proposers. The cost proposal with the lowest total fee will be awarded the maximum possible points. Each subsequent proposal will receive a proportionate number of points. Each of the cost proposal points will be added to the score from the technical evaluation committee.

4) Use of environmentally sustainable practices and procedures (10 points):

Proponents that use more environmentally sustainable practices and procedures may receive up to 10 points. This may include use of virtual meetings and platforms (when relevant) in place of in person meetings, use of low-fuel or electric vehicles, etc.

Award: Contract(s) will be awarded to the most advantageous proposal as determined by APCC. APCC reserves the right, upon basis of such evaluations, to reject the Proposal of any and all Proposers who do not, in its estimation, meet the minimum requirements of the RFP, or to select a Proposer other than the apparent lowest cost proposer if the investigations indicate that such action is in APCC's best interest. APCC reserves the right to award a contract for portions or all of the proposed services (tasks and subtasks). The APCC Executive Director will award contracts under this procurement.

APCC reserves the right to waive any formality in the proposal procedure, to cancel this Request for Proposal or to reject any and all proposals received deemed not in the best interest of APCC.

All documents prepared for the project shall remain the property of APCC subject to the specific requirements of grant funding. APCC reserves the right to interview Applicants prior to final award of contract. Selection shall be subject to additional discussions and/or negotiations based on proposals received.

APPENDIX A: SUPPLEMENTAL INFORMATION

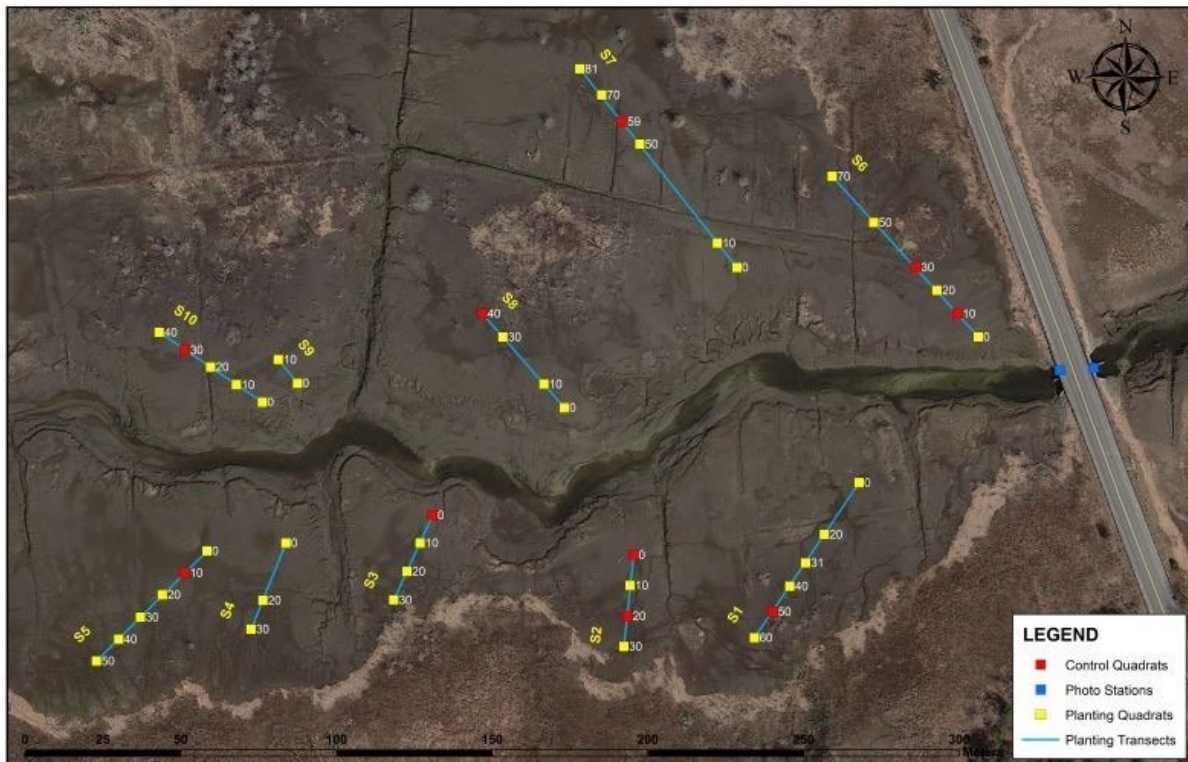


Figure 1: APCC 2018 pilot planting transects and plot locations.

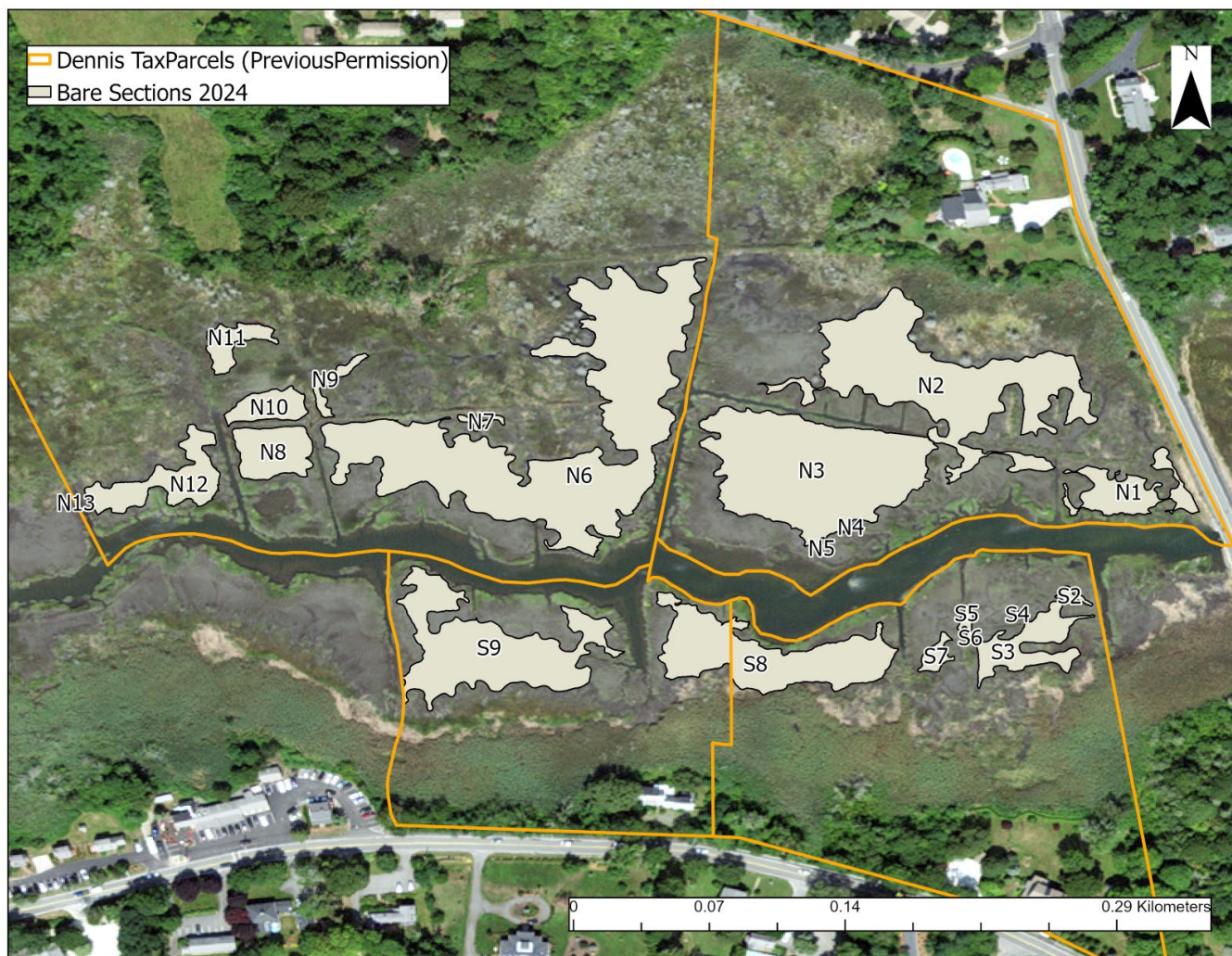


Figure 2: Bare sections mapped by APCC in 2024. The orange lines represent the extents of parcels where APCC previously received permission to plant.

Table 1: Area (m²) and perimeter (m) of bare land outlined in the North section of Sesuit Creek Marsh by APCC in 2024.

Bare Area ID	Area (m ²)	Perimeter (m)
N1	796.143	318.605
N2	4235.47	751.804
N3	4364.02	350.638
N4	4.08164	16.1036
N5	0.002421	0.70592
N6	7743.87	1003.31
N7	59.0908	55.1297
N8	755.839	117.496
N9	174.48	105.659
N10	431.869	95.9116
N11	362.752	115.331
N12	968.157	238.604
N13	2336.15	296.637

Table 2: Area (m²) and perimeter (m) of bare land outlined in the South section of Sesuit Creek Marsh by APCC in 2024.

Bare Area ID	Area (m ²)	Perimeter (m)
S2	60.0488	42.4369
S3	793.827	243.53
S4	6.82308	10.6402
S5	48.0979	35.1097
S6	6.4319	9.22597
S7	146.191	66.3585
S8	2348.94	371.806
S9	4080.88	791.419

APPENDIX B: APPLICATION TEMPLATE

Cover Page

Association to Preserve Cape Cod

Request for Proposals:

“Sesuit Creek restoration planting project in Dennis, MA”

Solicitation #: RFP-24-ERP-001

Applicant Contact Name:

Applicant Organization:

Address:

Phone Number:

Email:

Date of Submission:

Proposed Budget (\$):

Applicant Signature:

Application Form

Proposal Narrative

Litigation, Debarment, Suspension or Exclusion

(Check Box if Applies)

- ☐ I _____ (signature) certify, that
_____ (organization name) has not been involved in any
litigation related to contract disputes in the past 5 years and that the applicant, organization or any
principal has been not been disbarred, suspended or otherwise excluded from the utilization of
professional licensure or participation in federally or state funded assistance programs.
- ☐ If unable to check the box to certify the above statement is true, the proponent must include a full
explanation and include docket numbers or other descriptive information.

Minimum Requirements

Statement of Qualifications

Relevant Experience

Case Studies

Client References

Using the following template provide a list of 3 client references for projects performed in the past five years that are similar in size and scope to this request. Must include project name, a brief 1-2 sentence description, location, contact name, email, and telephone number.

<u>Project Name</u>	<u>Project Description</u>	<u>Location</u>	<u>Contact Person</u>	<u>Email Address</u>	<u>Telephone Number</u>

Financial Statements

Project Approach and Methodology

Project Timeline

Complete the timeline template for tasks including estimated start and end dates. Applicants must also provide a brief narrative description of the timeline to complement the timeline spreadsheet describing the time dedicated to each task and deliverables (where appropriate). Alternate timeline templates are acceptable so long as they include at minimum the details requested below.

Task	Start Date	End Date	Deliverable(s) and Date Provided By
Task 1.1			
Task 1.2			
Etc.			

Budget and Pricing

Complete a budget table (example template shown below) for expenses including estimated hours and cost by task using salary rates for staff proposed to complete each task. Applicants must also provide a brief narrative description of the budget to complement the budget spreadsheet describing the budget and time allocation. Alternative budget templates are acceptable so long as they include at minimum the details requested below.

Task	Staff (name and title)	Rate	Hours	Expense (\$)
Task 1.1				
Task 1.2				
Etc.				

Required Forms

Must include ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM/LETTER OF CLARIFICATION as shown below.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM / LETTER OF CLARIFICATION

Solicitation # _____

Were Addenda issued on this Solicitation?

☐ Yes

☐ No

Were Letters of Clarification issued on this Solicitation?

☐ Yes

☐ No

I (We) hereby acknowledge receipt of the following Addendum/Addenda issued in reference to this solicitation by listing the Addenda by number, date and signing the form:

Addendum _____	Date: _____
Addendum _____	Date: _____
Addendum _____	Date: _____
Addendum _____	Date: _____
Letter of Clarification _____	Date: _____
Letter of Clarification _____	Date: _____
Letter of Clarification _____	Date: _____
Letter of Clarification _____	Date: _____

RESPONDENT:

By: _____
(AUTHORIZED SIGNATURE)

(Printed Name of Signer)

(Title of Signer)

(Date Signed)