



Request for Proposal (RFP) – Restoration Project Design Services

Introduction and Background

The Bay Foundation (TBF, “Client”) is a 501(c)(3) non-profit environmental group founded in 1990 to restore and enhance Santa Monica Bay through actions and partnerships that improve water quality, conserve and rehabilitate natural resources, and protect the Bay’s benefits and values. TBF’s purpose is to support the work of the Santa Monica Bay National Estuary Program (SMBNEP) and its Comprehensive Conservation and Management Plan. SMBNEP is one of 28 National Estuary Programs (NEPs) of the US Environmental Protection Agency (USEPA) tasked with local implementation of USEPA priorities through community-based resource management, funded in part by the Clean Water Act §320. For more information on TBF: www.santamonicabay.org.

Restoration project design services are needed for the [Malibu Living Shoreline Project](#). The purpose of the Malibu Living Shoreline Project is to design and implement dune restoration and monitoring at Zuma and Westward County Beaches. The project will restore three acres of sandy beach and dune habitat. As an alternative to traditional hardscaping options, this project will implement and evaluate a living, restored shoreline with a diverse wildlife community as an alternate approach to combat climate change impacts such as sea level rise and wave or storm erosion.

Scope of Project

TBF is seeking to hire an individual or entity (“Consultant”) to provide professional services for restoration landscape planning and design for the Malibu Living Shoreline Project in Malibu, California. The contractor shall utilize the site information provided by the Client to develop a site plan, perspective renderings, and interpretive sign designs. The consultant shall work with the Client to develop a preliminary conceptual design, including interpretive signage, for the proposed project. The conceptual design should represent the vision and character of the project and show the proposed location of the restoration area, fencing, interpretive sign locations, and topographic and native planting concept. Based on feedback from the Client, the Consultant shall prepare a final conceptual design and interpretive signage for the proposed project.

Conceptual design shall include at minimum:

- A site visit to analyze and collect data on base conditions;
- Review of existing documentation, plans, and existing site conditions;
- Identification of opportunities and constraints;
- Preparation of perspective renderings (5 viewshed options) and site plan to convey the design intent;
- Review and selection by the Client of 4 final perspective renderings;
- Generation of up to 5 interpretive signage designs, to be reviewed and selected by the Client for 4 final interpretive sign designs;
- Attendance at 1 kick-off meeting and up to 2 meetings with the Client to obtain feedback on materials and other project needs.



Final conceptual design deliverables shall include at minimum:

- Site Plan (including two (2) Site Analysis Diagrams and two (2) sections)
- Four (4) Perspective Renderings
- Four (4) Interpretive Sign Designs

Timeline

Proposals must be received by **February 8, 2019 by 5 PM**

Selected interviews based on preliminary evaluations by **February 22, 2019**

Selection will be made by **March 1, 2019**

Final deliverables shall be completed by **May 31, 2019** at the latest

Proposal Submission Instructions

The proposal shall include the following:

1. **Cover Letter** - Include RFP project name and contractor information.
2. **Technical Approach** - Your proposed approach to the project and brief description of design ideas (≤500 words). Include a project timeline that corresponds to the timeline listed above (not included in word count).
3. **Background** - Briefly describe your background and qualifications, including resume(s) and electronic examples or links to similar work or products.
4. **Budget** - Provide detailed budget.
5. **References** - Provide detailed contact information for two professional references.

Please submit a complete proposal (details above) to Melodie Grubbs at mgrubbs@santamonicabay.org by **5pm on Friday, February 8, 2019**. TBF is an equal opportunity employer. Please note any small business certifications in your background information. Final proposals will be selected by a hiring committee.

The criteria and scoring system will be based on the following:

- 1) *Qualifications and experience*. Scoring based on the likelihood that it will meet the requirements of the Scope of Project. (10 points).
- 2) *Technical approach evaluation*. Scoring based on a solid and convincing approach. (30 points).
- 3) *Budget*. Each proposal will be rated on its proposed cost-efficiency. (10 points).

Point of contact for clarification of the specifications contained in this RFP:

Melodie Grubbs, Director of Watershed Programs, The Bay Foundation
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