



## Save the Dunes Request for Proposals: Management & Maintenance Plan Services

Date Issued: 3/29/2021 Submissions Due: 4/9/2021

*This Request for Proposals is intended to solicit competitive responses from local contractors to develop a Management & Maintenance Plan for a recently renovated beach-front site within the Town of Long Beach, IN.*

*All applicants are encouraged to review this solicitation thoroughly prior to submitting. Save the Dunes reserves the right to reject any or all proposals received.*

### CONTACTS

The primary contact for questions regarding this RFP will be Katie Hobgood at [katie@savedunes.org](mailto:katie@savedunes.org).

Save the Dunes is located at 444 Barker Road, Michigan City, IN 46360. The URL for the organization's website is <https://savedunes.org>. A copy of this RFP can be found under "News."

The site for which this Management & Maintenance Plan is to be created, known as "Stop 24", is located at 2402 Lake Shore Drive, Long Beach, IN 46360.

### PROJECT OVERVIEW

Save the Dunes Conservation Fund, Inc. (Save the Dunes) is seeking proposals with cost estimates for the development of a Management & Maintenance Plan from qualified professional groups or individuals ("Contractor"). The Management & Maintenance Plan will be written for one of the public dune and lakeshore access sites within the Town of Long Beach, IN, which has recently undergone public access and habitat restoration improvements. The site is known as "Stop 24", and is located at 2402 Lake Shore Drive, Long Beach, IN. It can be located at the intersection of Lake Shore Drive and St. Lawrence Avenue.

The improvements made to Stop 24 were completed in November, 2020, and included site grading, installation of an ADA/ABA compliant path system, boulder block installation, fencing installation, and vegetative restoration work including invasive species removal and native plant installation. To ensure the perpetual maintenance of the site, Save the Dunes is seeking Contractors with specific knowledge of dune ecosystems, and the maintenance they require.

### SCOPE OF WORK

Save the Dunes is seeking a Contractor able to:

- Review plans of completed restoration work and actual project outcomes to understand the site's current state and anticipate future threats and management needs.
- Write a Management & Maintenance Plan to be used by the Town of Long Beach for Stop 24 for the next 20 years.
- Review the completed plan with Save the Dunes and Town of Long Beach staff to ensure clear implementation steps are understood.



## PROPOSED TIMELINE

RFP Issued: 3/29/2021

Deadline for Proposed Submission: 4/9/2021

Contractor Selected & Notified: 4/19/2021

Project Completed: 5/31/2021

## REQUIREMENTS OF CONTRACTOR

### Minimum Qualifications

The ideal Contractor will have the following desired expertise and experience:

- Technical knowledge of dune ecosystems and the management techniques required to maintain them.
- Experience creating ecological management or maintenance plans; ideally provide at least three (3) examples.
- Proposers must have the capacity to provide all labor, software and equipment to complete the project.
- Proposers must assign and identify at least one primary point of contact, including contact information, to Save the Dunes.

### Funder Compliance

This project is funded in part by a grant from the U.S. Department of Commerce, National Oceanic and Atmospheric Administration, and is being administered by the Indiana Department of Natural Resources Lake Michigan Coastal Program. Compliance with all applicable federal, state, and local laws, rules, and regulations is required.

The Indiana Department of Natural Resources, the Indiana State Auditor, the U.S. Department of Commerce, the Comptroller General of the United States, or any of their duly authorized representatives, will have access to any books, documents, papers, and records of the contractor that are directly pertinent to this specific contract, for the purposes of making audit, examination, excerpts, and transcription. Such records must be maintained for three years after closeout of the contract.

## PROPOSAL SUBMISSION REQUIREMENTS

### Proposal Submission

Proposals shall be sent by email only, marked clearly as "RFP for Save the Dunes Management & Maintenance Plan Services", to Katie Hobgood at [katie@savedunes.org](mailto:katie@savedunes.org). Proposals shall be submitted no later than 11:59pm on 4/9/2021.

Save the Dunes will not be responsible for any expenses incurred by any firm or person preparing or submitting a proposal.

### Submission Requirements

#### Pricing

Quotes should include all costs associated with the project, and break into specific categories. A detailed budget (not lump sum) is required.



#### Evidence of the Ability to Obtain Insurance

The successful Contractor shall be required to provide for and maintain, at its own cost and expense, adequate insurance coverage and workers' compensation insurance until the completion of the work. The successful Contractor shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein.

#### Selection Criteria

Proposals will be evaluated based on how well they meet the Scope of Work identified in this RFP, budget efficiency, and the Contractor's capability to perform the work based on qualifications and experience. Save the Dunes reserves the right to solicit additional information from the Contractor should they see fit.