



**JAMES RIVER LIVING SHORELINE COST SHARE PROGRAM
REQUEST FOR QUALIFICATIONS
CONSTRUCTION SERVICES FOR LIVING SHORELINE PROJECTS, LOWER JAMES RIVER
WATERSHED**

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I. Purpose

The James River Association (JRA) is requesting Statements of Qualifications (SOQs) from qualified contractors for living shoreline construction services to be provided in the Lower James Watershed in the following localities: Charles City, James City, Isle of Wight, Surry, Suffolk, Prince George, Hampton, Newport News, Norfolk, Portsmouth, Chesapeake, and Virginia Beach. Submissions should include the contractor's summary of qualifications and experience working on similar projects, safety and insurance requirements, and contact information for up to three references (see section VII for more information). Proposals should be emailed to Emily Hinson of the James River Association at ehinson@thejamesriver.org by close of business on **Friday, March 18, 2022**.

II. Introduction

JRA is a member-supported nonprofit organization founded in 1976 to serve as a guardian and



voice for the James River. Throughout the James River's 10,000-square mile watershed, the James River Association works toward its vision of a fully healthy James River supporting thriving communities. The James River Association believes that "when you change the James, the James changes you". With offices in Lynchburg, Richmond, Williamsburg, and Scottsville, the James River Association is committed to protecting the James River and connecting people to it. For more information visit www.thejamesriver.org.

III. Background

Shoreline erosion results in excess sediment and nutrient pollution and is a threat to the health of the James River and its tributaries. JRA's River Hero Home Program encourages homeowners to implement river-friendly practices on their properties. Through the River Hero Home program, shoreline property owners are eligible for technical and financial assistance in the installation of a living shoreline on their property. Depending on financial need, JRA will cover between 50% and 100% of installation costs. The property owner is responsible for the remaining costs. JRA staff will provide the project design and assist the property owner with the permitting process. The construction process will be completed by one of the contractors selected in the RFQ process. JRA enlists the assistance of several advisory services in the design and construction of its projects, including the Shoreline Erosion Advisory Services (DCR-SEAS) and the Virginia Institute of Marine Science (VIMS).

IV. Project Description

JRA is seeking Statements of Qualifications (SOQs) from contractors qualified in the construction of living shorelines on residential properties in the James River Watershed. JRA anticipates that individual projects will average 150 linear feet in length. Only contractors who have been selected through the RFQ process will be eligible to install projects.

Projects will be installed on low and medium energy shorelines and may include one or more of the following practices:

1. Vegetation planting
2. Addition of sand fill
3. Edging/coir logs
4. Oyster reef structures (e.g. oyster castles and oyster shell bags)
5. Rock sills (low or high)

V. Services to be Provided

Services to be provided by the selected contractor include the following:

1. Conduct site visits with the property owners and James River Association staff



2. Create cost estimate as necessary
3. Assist James River Association with project permitting as necessary
4. Attend wetland board hearings as necessary
5. Coordinate construction of project with property owner and James River Association
6. Coordinate material acquisition and delivery, carry out construction and planting, report results to James River Association
7. Install goose exclusion fencing when necessary
8. Take measurements of the final project including linear feet, square feet, and quantities of materials

The selected contractor shall create opportunities for JRA staff and partners to shadow staff members during the installation of living shoreline projects.

VI. Project Schedule

JRA anticipates installing shoreline projects between April and September 2022. JRA anticipates installing at least 850 linear feet of living shorelines in the time period.

VII. SOQ Requirements

SOQs must include the following to be eligible for consideration:

1. **Cover Letter.** Official representative and point of contact for the Contractor relative to this RFQ. Identify such representative's title, address, phone numbers, and email addresses. Letters should be signed by an authorized representative of the Contractor's organization.
2. **Summary of Qualifications.** 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 Small, Woman-owned business enterprise or minority business enterprise. Provide Department of Professional and Occupational Regulations (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 on the Federal Debarment List 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.
3. **Prior Experience.** Describe the firm's experience with construction of residential or commercial living shorelines or oyster reefs. Provide examples for up to three active or past projects that are similar to the living shoreline projects being proposed for



residential homes through the River Hero 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.

4. **Safety Record.** Contractor shall provide sufficient information to enable the James River Association 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 selected Contractor will be responsible for the health and safety of all workers under their control on the Project site.
5. **Insurance Requirements.** Must show proof of the following insurance requirements:
 - i. General Liability Insurance
 - ii. Automobile Liability Insurance
 - iii. Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance

Proposals should respond to the requirements of this RFQ in a straightforward and concise manner. Proposals will be evaluated based on staff qualifications, experience, project cost, and approach to bringing the project to a successful completion. JRA will employ good faith efforts to engage disadvantaged/minority/women business enterprises by reaching out to DBE/MBE/WBE firms to submit proposals. Proposals should be emailed to Emily Hinson of the James River Association at ehinson@thejamesriver.org by close of business on **Friday March 18, 2022**. This RFQ is not a contract or commitment and JRA is not responsible for any expenses that may be incurred during the preparation of a proposal responding to it.

VIII. Contractor Selection Schedule

The contractor selection schedule to be undertaken by JRA is as follows.

- **Tuesday, February 1, 2022:** RFQ is released
- **Friday, March 18, 2022:** Proposals received by Emily Hinson of JRA at ehinson@thejamesriver.org
- **March 2022:** JRA selection committee reviews proposals and interviews contractors
- **Friday, April 15, 2022:** Determination of award(s)

IX. Conclusion

Please direct questions about the Request for Submittals for Living Shoreline Construction Projects to Emily Hinson, the Lower James Regional Outreach Senior Manager. Submittals should be emailed to Emily at ehinson@thejamesriver.org by close of business on **Friday, March 18, 2022**.



X. Lower James River Map

All projects will be within the boundaries of the lower James River watershed, which is highlighted in the map below:

