

Request for Proposals

In June of 2022 the Conneaut Port Authority completed their preliminary master plan for phase one of the Port District. In the master plan, nine (9) project areas were identified and encompassed both economic development and environmental protections. Of these, five (5) were identified as possible locations for environmental and climate resilience projects. The Conneaut Port Authority is seeking to continue and expand our collaboration with local stakeholders and the public to develop the Conneaut Costal Resilience Plan.

The Conneaut Port Authority wishes to contract a planning firm to assist with the development of the Conneaut Costal Resilience Plan. This project will engage community members and stakeholders in identifying nature-based project opportunities to protect vital infrastructure and create additional fish and wildlife habitat along a 3 mile stretch of Lake Erie shoreline. The project will connect with the public through town hall meetings and online communication portals and work with the project stakeholders and regulatory agency to build a costal resilience plan for Conneaut Ohio. The total budget for the project is not to exceed \$356,990.00 from a reimbursement grant from the National Fish and Wildlife Foundation's Costal Resilience Fund. Work must be completed no later than September 30, 2025.

Scope and Metrics

The Project will result in:

- The creation of one (1) Conneaut Costal Resilience Plan. The Plan will utilize information gathered from stakeholder and community input to develop a compilation of feasible projects. Each project will have project information, restoration recommendations/enhancement methods, potential hurdles for implementation, approximate costs and any additional information from the project submittal and technical review.
- Engagement with a target value of ten (10) government entities, through three (3) stakeholder meetings.
- Engagement with a target value of one hundred (100) community members, through three (3) public meetings.
- The involvement of thirteen (13) volunteers for a total of fifty (50) volunteer hours.

Proposal should include:

- Examples of experience in project management. Including communication with all stakeholders.
- Examples of the ability to work within a deadline.

- Examples of previous efforts to plan for and solicit public input to be incorporated in the plan.
- Examples of previous efforts to plan for and solicit the input of significant stakeholders.
- Examples of the ability to work within the budget.
- Resumes of primary team members showing relevant work experience.
- Examples of the ability to integrate past planning efforts, community and stakeholder input, and project team recommendations into a comprehensive plan.
- Billing and invoicing policy.
- Additional points will be awarded based on knowledge of the Conneaut Port District.
- Additional points will be awarded for discounted bill rates on services to meet match requirements.

Familial Relationships/Conflict of Interest

All vendors submitting proposals must disclose any familial relationships that exist between the key employees of the vendor submitting the proposal and any employee or Board member of the Conneaut Port Authority.

Submissions Process:

Proposals can be submitted to the Conneaut Port Authority Office via mail or in person at 929 Broad Street, Conneaut, Ohio 44030 or electronically to cpaadmin@conneautportauthority.com. All submissions must be received prior to Friday, February 9, 2024

Any questions regarding this proposal can be directed to Terri Trisket, Administrative Assistant at 440-593-1300 or cpaadmin@conneautportauthority.com