



**REQUEST FOR BIDS
FOR**

**ENVIRONMENTAL AND CONSULTING SERVICES FOR THE
CRCL PROJECT:**

**RECYCLED OYSTER SHELL LIVING SHORELINE IN
TERREBONNE PARISH**

PROPOSAL DUE DATE/TIME:

March 11, 2025

5:00 PM CDT

*Prospective bidders are encouraged to notify Darrah Fox Bach of their intent to submit a proposal in advance of the proposal deadline. Notification may be submitted by email or phone at:
darrah.bach@crcl.org, (504) 708-4245*

Request for Bids

The intent of this Request for BIDS (“RFB”) is to select a contractor to provide environmental and consulting services to receive all required permits and land rights for a restoration project. To protect a culturally important area from erosion and provide oyster habitat, CRCL will place 200 tons worth of bags of recycled oyster shells in a revetment formation along a 400-ft marsh toe.

Contractors are encouraged to apply even if their proposals do not meet all parameters. We are open to working with you to make this project possible.

CRCL may modify this RFB if deemed necessary, and CRCL may choose not to issue any contract based on this RFB process.

If you are interested in bidding on the project, we invite you to contact the RFB Coordinator to discuss logistics, questions and concerns. Contractors are invited to contact the RFB Coordinator by phone or email anytime.

RFB Coordinator: Darrah Fox Bach

Email: darrah.bach@crcl.org

Phone: (504) 708-4245

This project is made possible with funding support from the National Oceanic and Atmospheric Administration.

Background

The **Recycled Oyster Shell Living Shoreline in Terrebonne Parish** restoration project is the Coalition to Restore Coastal Louisiana’s eighth restoration project using recycled oyster shells. In Fall 2025, in partnership with the Grand Caillou/Dulac Band of Biloxi-Chitimacha-Choctaw, volunteers will install a revetment-style living shoreline using 200 tons of recycled oyster shells to protect at least 400 feet of coastal marsh. The project will take place in lower Terrebonne Parish, south of Dulac/near Cocodrie and within 30 minutes of a boat launch; however the exact site coordinates are to be determined.

CRCL established the Oyster Shell Recycling Program (OSRP) in 2014 to keep shell out of landfills and slow coastal land loss. In partnership with New Orleans and Baton Rouge-area restaurants, community groups and volunteers, we collect oyster shells to restore reefs that help protect Louisiana’s eroding coastline. Since starting the program in 2014, we have recycled more than 14 million pounds of shell and protected over 8,000 feet of shoreline along the coast. CRCL’s recycled oyster shell living shoreline restoration projects provide critical marine habitat, reduce shoreline erosion as much as 50%, and help protect irreplaceable cultural heritage sites. These projects support local fisheries and the local economy. Each reef is monitored annually to assess shoreline changes and biological development.

Scope of Services

I. Task 1: Site Characterization

- a. Field Investigation:** Capture survey grade coordinates sufficient to characterize the project footprint (canal banks, seafloor mapping etc.).

- b. **Desktop Investigation:** (1) Compile publicly available data sources into a background information report. Data sources may include the Louisiana Department of Wildlife and Fisheries (LDWF) oyster lease database, Louisiana Department of Natural Resources (LDNR) permit shapefiles, land rights maps, and Coastwide Reference Monitoring System (CRMS) data. (2) Calculate average water levels and correlate to the survey datum. (3) Produce conceptual level design drawings (plan and cross section) and quantity estimates showing the materials placement to complete the oyster shell revetment living shoreline. (4) Produce final design drawings with approval by CRCL.
- c. **Deliverables:** (1) Survey drawings consisting of plan sheets showing survey transects, bathymetry contours, and survey control, including cross section sheets showing relevant cross sections. (2) Background information report. (4) Water level calculations report. (5) Conceptual design drawings (6) Final design drawings. (7) Quantity estimate calculations. All site characterization deliverables must be stamped by a Louisiana licensed professional surveyor.

II. Task 2: Permitting Support

- a. Attend project meetings, field trips, provide additional calculations, drawings, reports etc. as needed to support CRCL in permitting the project.
- b. Serve as agent on behalf of CRCL to satisfy all LDNR, U.S. Army Corps of Engineers (USACE), and other relevant permits and land rights. All permit applications should be submitted by April 30, 2025.
- c. **Deliverables:** All LDNR, USACE, and other relevant permits and land rights by August 31, 2025.

Response Instructions

Email your response to: Darrah Fox Bach, Darrah.bach@crcl.org.

Please respond to this RFB with:

- A description of your business and qualifications,
- A description of your background and experience with this type of project,
- Price information – the total amount of your bid including an itemized budget,
- A description of the safety measures that you will take for employees working on this project and the environment you will be working in, and
- The Contractor Information and Certification Form, filled and signed (See Page 7).

If you have questions and/or are unable to meet/provide any of the information above, please reach out to RFB Coordinator Darrah Fox Bach to discuss.

All Contractors will be notified about CRCL's decision on **March 31, 2025**.

Additional details will be negotiated during contract proceedings to ensure adherence to federal procurement requirements.

Contractor Inquiries

Questions regarding RFB requirements must be submitted to the Oyster Shell Recycling Program

Manager, Darrah Fox Bach, by email or phone at: darrah.bach@crcl.org, (504) 708-4245.

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Schedule of Events

- **Bid Deadline:** March 11, 2025, by 5:00 PM CDT
- **CRCL's Bid Response:** March 18, 2025, by 5:00 PM CDT
- **Permit Application Deadline:** April 30, 2025
- **Permit Approval Deadline:** August 31, 2025

Bidding

CRCL reserves the right to reject, accept, or ask for modification of a proposal in whole or part. If CRCL makes a request of a Contractor during this process, the Contractor has 48 hours to respond before CRCL will consider the inquiry unresolved and may proceed with other Contractors.

CRCL shall not be liable for any costs incurred by the Contractors prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Contractors in responding to this RFB are entirely the responsibility of the Contractors and shall not be reimbursed in any manner by CRCL.

CRCL will not be liable for any errors in proposals. CRCL reserves the right to make corrections or amendments due to errors identified in proposals. CRCL has the right to request clarification or additional information from the Contractors.

Evaluation of Proposals

An evaluation team at CRCL will assess the proposals. This team will determine the proposal most advantageous to CRCL, taking into consideration and ranking based on the following point system, with the maximum points for each factor shown:

- Technical capability (30 points)
- Experience (25 points)
- Project approach (15 points)
- Price (20 points)
- Alignment with CRCL values around coastal restoration and environmental stewardship (10 points)

Preference will be given to Contractors supplying products and services that conserve natural resources and the environment. Also, positive efforts will be made to utilize small-business, minority-owned firms, and women's business enterprises, when possible.

CRCL is not obligated to accept the lowest-cost bid, nor to share bid results with other Contractors.

The evaluation methodology is congruent with CRCL's Procurement Policy which abides by all procurement rules and guidelines set forth in 2 CFR 200.320 when expending federal funds. The federal procurement policy requires CRCL to include cost as a factor in procurement.

La. R.S. Section 38:2318.1 prohibits the State of Louisiana and all political subdivisions and agencies within the state from factoring in price when selecting an architect, engineer, landscape architect, or land surveyor. This statute falls within Title 38, which concerns "Public Contractors, Works, and Improvements." Thus, the statute does not apply to CRCL.

The Brooks Act (40 U.S.C. § 1101 et seq.) mandates the selection of architects and engineers, including land surveyors, be based on their qualifications rather than through competitive bidding. This law requires that the procurement of such services be conducted using a qualifications-based selection (QBS) process, which ensures that the most qualified professionals are chosen based only on their expertise, experience, and ability to meet the project requirements. Due to the nature of the funding source, the Brooks Act does not apply to this project.

Contractor Qualifications

CRCL will evaluate Contractor qualifications considering:

- Financial and technical resources for performance, or the ability to obtain such resources as required during performance;
- Experience, organization, technical qualifications, skills, and facilities, or the ability to obtain them;
- Compliance with the schedule;
- Record of integrity, judgment, and performance;
- Safety – describe your safety measures that apply to managing risks associated with the services in this RFB;
- Qualification and eligibility to receive an award under applicable laws and regulations;
- Good standing with the Louisiana Secretary of State;
- Compliance with Louisiana Department of Environmental Quality requirements;
- Has no pending litigation in the past 5 years, if you have pending litigation please describe;
- Not barred or suspended within the System for Award Management (sam.gov), and
- Adequate insurance coverage (see Insurance Requirements).

Insurance Requirements

Contractors must carry appropriate insurance coverage for the duration of the Contract and be prepared to name CRCL as additionally insured on the Contractor's policies and provide CRCL with evidence of the appropriate insurance for the following:

- Workers' Compensation: the Contractor shall maintain during the life of the contract Worker's Compensation Insurance for all the Contractor's employees working in relation to the services in accordance with this RFB;
- Commercial General Liability: The Contractor shall maintain during the life of the contract Commercial General Liability Insurance which shall protect the Contractor and CRCL during the performance of services in accordance with this RFB including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000;
- Licensed and Non-Licensed Motor Vehicles: the Contractor shall maintain during the life of the contract Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage and shall cover the use of non-licensed motor vehicles utilized in performance of the services in accordance with this RFB.
- Watercraft Liability: the Contractor shall maintain watercraft liability insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property

damage. Such insurance shall cover the use of any licensed and non-licensed watercraft engaged in the performance of services in accordance with this RFB, unless such coverage is included in other insurance.

- Professional Liability: the Contractor shall maintain professional liability insurance in an amount not less than \$1,000,000 per claim and \$1,000,000 in aggregate coverage for engineering errors or omissions, whether by the Contractor or a subcontractor. Such insurance may either be a practice policy or project-specific coverage.

Additional Provisions Incorporated into the Solicitation

Additional provisions that apply to this solicitation and contracts made under this solicitation are attached. These are important and Contractors must review them when preparing proposals for this solicitation.

Subcontracting Information

CRCL shall have a single primary Contractor as the result of any contract negotiation. That primary Contractor shall be responsible for all deliverables specified in the RFB, proposal, and contract. Notwithstanding this general requirement, the Contractor may enter into subcontractor arrangements, provided that the Contractor shall retain total responsibility for the entire contract.

If the Contractor intends to subcontract for portions of the work, pay careful attention to the information and requirements in the attachment titled Additional Provisions for Federal Grant Projects.

The Contractor should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The Qualifications and Insurance Requirements included in this section will also be required for each subcontractor. The primary Contractor shall be the single point of contact by CRCL for all subcontract work. If the Contractor intends to subcontract portions of the work, the Contractor will be required to fill out a Procurement Checklist that will be provided to the Contractor by CRCL.

Small and minority businesses, women's business enterprises, labor surplus area firms, and other disadvantaged business enterprises (collectively "DBEs") are encouraged to participate in this RFB. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:

- Placing qualified DBEs on solicitation lists;
- Assuring that DBEs are solicited whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by DBEs;
- Establishing time frames and delivery schedules, where the requirement permits, which encourage participation by DBEs;
- Using the services and assistance of the Small Business and the Minority Business Development Agency of the Department of Commerce.

Unless provided for in the contract with CRCL, the primary Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of CRCL.

Ownership of Proposal and Proprietary Information

All materials submitted in response to this request shall become the property of CRCL. Selection or

rejection of a proposal does not affect this right. Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

Award Administration

Following CRCL's evaluation of proposals, all applicants will be notified by Darrah Fox Bach regarding their status. Selection does not guarantee a contract will be made. Funding, contract negotiation, or other issues discovered during the contract process may affect the ability of CRCL to enter into a contract with a Contractor.

Contractor Information and Certification

GENERAL INFORMATION

Company Name: _____

US Mail Address: _____

Company Phone Number: () _____

Federal ID or SSN: _____

Company E-mail Address: _____

Contact Name: _____

Contact Phone Number: () _____

Contact E-mail Address: _____

Contractor certifies that the above information is true and grants permission to CRCL to contact the above-named person or otherwise verify the information provided.

CUSTOMER INFORMATION

Have you previously worked with CRCL? Yes No

If yes, please describe how you worked with CRCL:

FINANCIAL INFORMATION

Indicate your annual sales (in thousands of US dollars) for the past three years (IF APPLICABLE):

Indicate your Dun & Bradstreet/Data Universal Number (DUNS) Number (IF APPLICABLE):

Dun & Bradstreet Number (DUNS Number)	
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EMPLOYEE INFORMATION

Number of Employees:	
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DISADVANTAGED BUSINESS ENTERPRISES (DBE)

Please indicate below if your firm is at least 51% minority or woman-owned, controlled and operated (an MBE or WBE), classified as a small business enterprise, a labor surplus area firm, or otherwise as a disadvantaged business entity (DBE). Identify the % of minority or woman ownership. Also describe any certifications, as well as evidence of such certifications.

LEGAL

If your company is bonded, please indicate type:

Performance Bond _____ YES _____ NO
Labor & Material Payment Bond _____ YES _____ NO

Are there any judgements, suits, or claims pending against your firm?		YES		NO
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If yes, please explain:

Has your firm operated under a different name?

If yes, please provide:

Unique Entity ID	
CAGE/NCAGE:	

Certification

By its submission of this proposal and authorized signature below, Contractor certifies that:

1. Contractor has read and understands all requirements and specifications of the Request for Bids (RFB), including attachments.
2. The information contained in its response to this RFB is accurate;
3. Contractor complies with the requirements listed in the RFB and will meet or exceed the functional and technical requirements specified therein;
4. Contractor accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFB.
5. Contractor's quote is valid for at least 90 days from the date of proposal's signature below;

6. Contractor understands that if selected as the successful Contractor, they will have 10 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

SIGNATURE of Contractor's Authorized Representative

DATE

ADDITIONAL PROVISIONS FOR FEDERAL GRANT PROJECTS

Contractor shall comply with the following provisions, in accordance with 2 C.F.R. Part 200 Appendix II and related federal authority:

1. SUSPENSION AND DEBARMENT

Suspension and Debarment

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C, as implemented and supplemented by 2 C.F.R. Part 1532 and must include a requirement to comply with these regulations in any subcontract it enters into. The contractor is further responsible for requiring the inclusion of a similar term and condition in any subsequent lower tier covered transaction.
- (3) This certification is a material representation of fact relied upon by CRCL. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C in addition to remedies available to CRCL, the federal government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The contractor may access the System for Award Management (SAM) exclusion list at <https://sam.gov/SAM/to> determine whether an entity or individual is presently excluded or disqualified.

2. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE EQUIPMENT OR SERVICES

Prohibition on certain telecommunication and video surveillance services or equipment.

Contractor must comply with regulations at 2 CFR 200.216, Prohibition on certain telecommunication and video surveillance services or equipment, implementing section 889 of Public Law 115-232. The regulation prohibits the use of funds on federally funded projects to procure (enter into, extend, or renew contracts) or obtain equipment, systems, or services that use "covered telecommunications equipment or services" from Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company, or any other company, including affiliates and subsidiaries, owned or controlled by the People's Republic of China, which are a substantial or essential component of any system, or as critical technology as part of any system. The prohibition extends to the use of all funds under federally funded projects by recipients and subrecipients, including those subject to contract. Contractor shall insert the substance of this clause, including this sentence, in all subcontracts and other contractual instruments.

3. **DISADVANTAGED BUSINESS ENTERPRISES (DBE)**

Disadvantaged business enterprise (DBE) Competition Requirements.

1. Contractor agrees to ensure that disadvantaged business enterprises (DBEs) have the maximum opportunity to participate in the performance of this contract and any subcontracts for supplies, equipment, construction, or services that may be let. In this regard, Contractor shall take all necessary and reasonable steps to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform services relating to this contract. The following affirmative steps for utilizing DBEs are required:
 - a. Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities.
 - b. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
 - c. Consider in the contracting process whether firms competition for large contracts should subcontract with DBEs.
 - d. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
 - e. Use the services and assistance of the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.
 - f. If the Contractor awards subcontracts, the Contractor is required to take steps outlined above (a.-e..).
2. The Contractor shall also maintain records documenting compliance with the six good faith efforts. Examples of proper documentation include, but are not limited to, bidders list, email logs, phone logs, electronic searches and communication, handouts at conferences, flyers sent to DBEs or similar records.
3. CRCL must be notified in writing by Contractor prior to any termination of a DBE subcontractor for convenience by Contractor.
4. If a DBE subcontractor fails to complete work under a subcontract for any reason, Contractor must employ the six affirmative steps described above if soliciting a replacement subcontractor.

4. ACCESS TO RECORDS

Access to Records. Contractor agrees to provide CRCL, Restore America's Estuaries, the National Oceanic and Atmospheric Administration, or any of their authorized representatives access to any books, documents, papers, and records (including electronic records) of Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The right of access also includes timely and reasonable access to Contractor and Contractor's personnel for the purpose of interview and discussion related to such documents. The requirements of this section must be included in all subcontracts.

Version Control

Version	Date Released	Changes
1	1/16/2025	Issued
2	1/28/2025	Services requested updated to “environmental and consulting services”
2	1/29/2025	Issued
3	2/4/2025	Updated Evaluation of Proposals section, added Version Control section
3	2/12/2025	Issued