

**Middle Peninsula Planning District Commission
REQUEST FOR PROPOSAL #FY26-GRIT1
ADDENDUM #2**

RFP ISSUE DATE: December 4, 2025

ADDENDUM ISSUE DATE: January 13, 2025

PROPOSAL DUE DATE: **February 10, 2026**

1. REVISION TO PROPOSAL DEADLINE

The submission date has been revised to February 10, 2026. Submission time, format, and location remain the same.

2. REVISION TO INTRODUCTION

The first 3 paragraphs in this section of the RFP should be replaced with the following text:

The Middle Peninsula Planning District Commission (MPPDC) invites qualified firms with expertise in coastal engineering, habitat restoration, ecological assessment, and resilience planning to submit proposals for professional services supporting the **Guinea Resilience & Innovation for Tidal Wetlands (GRIT) – Phase I Project**.

The selected firm will serve as the prime technical contractor, responsible for developing the Comprehensive Existing Conditions Report, **identifying data gaps and needs with field verification of critical design elevations, informing biological and habitat assessments**, and producing conceptual design, feasibility, and conservation analyses that advance resilience planning for tidal wetlands and shorelines within and around the Guinea Marsh Wildlife Management Area (WMA) and adjacent Mobjack Bay marsh islands.

This procurement utilizes competitive negotiation for professional services in accordance with the Virginia Public Procurement Act (VPPA) and must comply with federal grant requirements under 2 CFR 200, **the National Fish and Wildlife Foundation (NFWF) grant conditions, and the grant conditions of the United States Environmental Protection Agency (EPA) Climate Pollution Reduction Grant (CPRG) program, in particular the Atlantic Conservation Coalition (ACC) grant administrated in Virginia by the Virginia Department of Environmental Quality (DEQ)**.

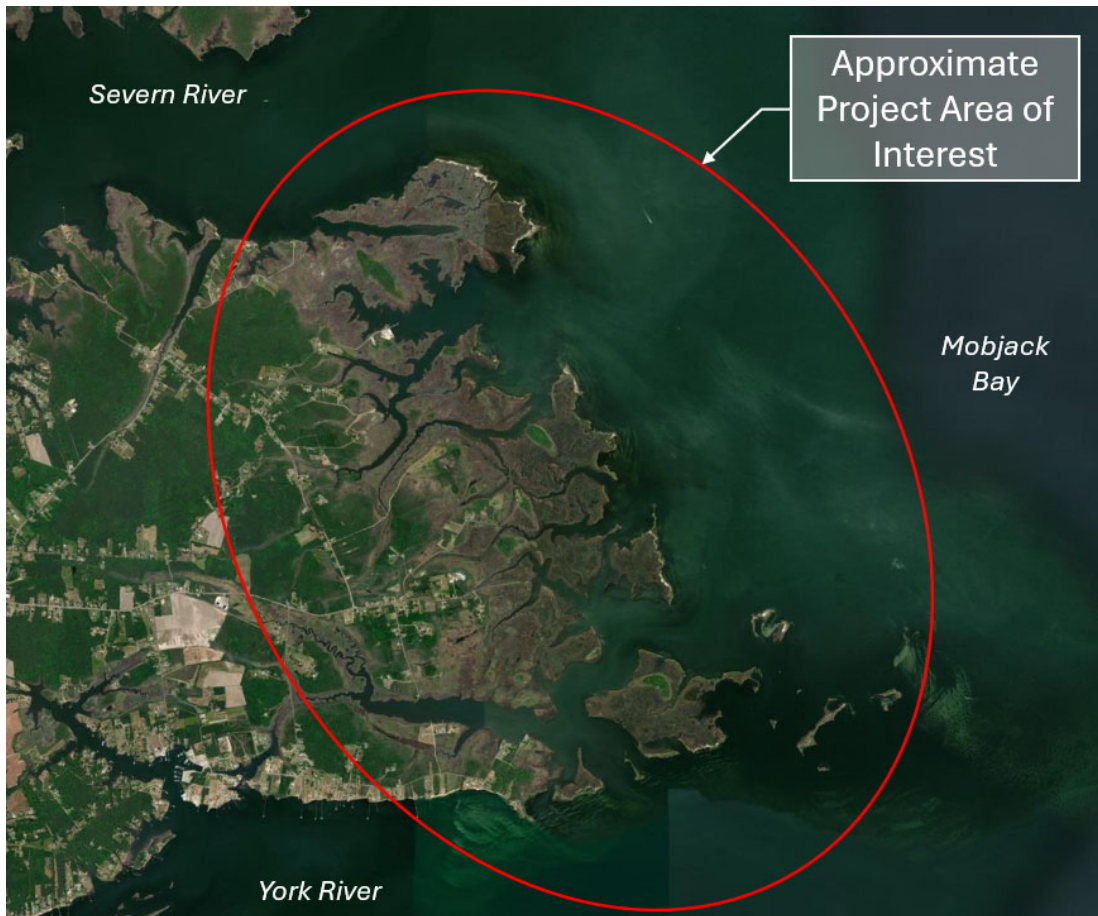
3. REVISION TO SECTION II GENERAL SCOPE OF SERVICES

The text in the RFP should be replaced with the following text:

The GRIT – Phase I project, funded through NFWF’s National Coastal Resilience Fund (NCRF 2024), seeks to safeguard and restore up to 1,000 acres of tidal marshes, dunes, and beaches through nature-based and hybrid shoreline solutions. **The GRIT – Phase I project will be supplemented by**

funds from the EPA's CPRG program, in particular the ACC grant which will safeguard 400 acres of tidal wetlands and beaches and restore up to 3 acres of tidal wetlands, dunes, and beaches. The NFWF and EPA funds will support projects implemented primarily on public property within the approximate area of interest shown in Figure 1.

Figure 1: Approximate Area of Interest for the GRIT Project



The project is administered by the Virginia Department of Wildlife Resources (DWR), with subaward to the Middle Peninsula Planning District Commission (MPPDC) for project management and execution.

The existing Project Team includes DWR, MPPDC, and the following:

- Carlexson Consulting – project management and technical oversight
- Consociate Media – community outreach and communication
- University of Virginia's Institute for Engagement and Negotiation (IEN) – community and Tribal engagement

Objectives

The selected firm will work closely with these partners and the broader project team to achieve the objectives outlined below and produce all technical deliverables according to the tasks summarized below:

1. Develop a Comprehensive Existing Conditions Report (ECR) integrating desktop analyses, LiDAR and bathymetric surveys, and biological field data to establish a robust baseline of physical, hydrologic, and ecological conditions.
2. Develop conceptual and preliminary design alternatives for nature-based shoreline and marsh resilience features aligned with stakeholder input and ecological data within the guinea marsh system.
3. Prepare a Basis of Design Report (BOD) summarizing engineering assumptions, performance goals, and cost estimates.
4. Complete a Resilience Feasibility Assessment evaluating technical, environmental, and economic viability of restoration, enhancement, and protection interventions, including dredged material use and elevation enhancement.
5. Complete a Land Conservation Suitability Assessment identifying parcels and corridors that support future marsh migration and long-term habitat protection.
6. Prepare draft environmental and permitting documentation, including a draft Environmental Review Summary and draft Joint Permit Application (JPA) **that has been field verified sufficiently to increase likelihood of permit issuance.**
7. Coordinate closely with project partners, ensuring review checkpoints and comment incorporation for all deliverables.
8. Provide quality-controlled data, reports, and design materials suitable for use in final implementation planning and permitting.

Scope of Work Overview

Task 1 – Project Initiation, Work Plan, Coordination, QA/QC, and Reporting

- Participate in kickoff and coordination meetings with MPPDC, Carlexson Consulting, DWR, and the project team as needed.
- Attend monthly coordination meetings and quarterly progress briefings.
- Review existing data, reports, and surveys (e.g., LiDAR, bathymetry, biological assessments, and existing conditions report).
- Maintain QA/QC documentation for all datasets and analyses.
- Develop a detailed work plan and schedule outlining design milestones, submittals, and review points.
- Provide monthly progress reports summarizing key accomplishments, issues, and schedule updates.
- Attend (in person) and support at least two community or stakeholder engagement events in technical expert role.

Deliverable: Approved Project Work Plan and schedule. Monthly reports and Final Technical Data Package (all final deliverables consolidated). Final report that packages all deliverables from all tasks.

Task 2 – Comprehensive Existing Conditions Report (ECR)

The consultant will lead the preparation of the ECR, which will combine desktop and field data to establish a detailed understanding of site conditions.

- Desktop Assessment: Compile and synthesize existing datasets, including but not limited to prior shoreline studies, bathymetric maps, SAV mapping, aerial imagery, hydrologic models, and climate projections.
- **Data Gaps Identification: Conduct a desktop assessment of available data and identify data gaps or needs in coordination with the project team to identify additional data or field services that may be required to support the project.**
- Field Data Assessment: Inform and review the collection of field data identified such as LiDAR, bathymetric, biological surveys, or any other necessary field services to fill data gaps and verify existing information. **Conduct field verification of critical design elevations sufficiently to inform concept designs in areas identified as priority based on existing conditions. Field verification should include any measures reasonable and necessary to increase likelihood of permit issuance, such as field verification of mean low water, mean high water, and 1.5 times mean tide level in priority areas. System-wide collection of additional field data will be considered under Optional Task 8.**
- Data Processing & Mapping: Deliver processed datasets (DEM, bathymetric surface, habitat maps) in GIS format with metadata.
- Report Development: Integrate findings into the ECR, summarizing site characteristics, geomorphology, habitat types, vulnerabilities, and restoration opportunities.
- Review Checkpoints:
 - Checkpoint 1: Outline and table of contents – team review and approval.
 - Checkpoint 2: Draft data figures and maps – technical review by MPPDC, Carlexson, and DWR as coordinated by the Project Team.
 - Checkpoint 3: Draft report – partner review (MPPDC, IEN, Consociate Media).
 - Checkpoint 4: Final ECR – incorporating consolidated feedback.

Deliverable: Draft and Final Comprehensive Existing Conditions Report with supporting GIS and data files.

Task 3 – Conceptual Design Development

- Develop up to three conceptual design alternatives addressing marsh edge stabilization, dune/beach and wetland restoration, and hybrid nature-based structures.
- Evaluate each for constructability, cost, performance, and ecological enhancement.
- Present alternatives during a Design Review Workshop with the project team.

Deliverables: Conceptual Design Drawings, Alternatives Summary, and Workshop Notes.

Task 4 – Basis of Design Report (BOD)

- Prepare the BOD documenting selected design approach, design criteria, phased implementation recommendations, and supporting analyses.
- Include model results, cost estimates, and phasing recommendations.
- Participate in a draft BOD review meeting with full project team prior to finalization.

Deliverables: Draft and Final BOD Reports.

Task 5 – Resilience Feasibility Assessment

- Evaluate the technical and economic feasibility of interventions (e.g., thin-layer placement, beneficial dredged material use).
- Assess resilience benefits under sea-level rise scenarios.
- Coordinate findings with the engineering and ecological assessments.
- Participate in a draft Feasibility Report review with MPPDC and Carlexson prior to finalization.
- Develop draft and final Feasibility Assessment Report.

Deliverables: Draft and Final Feasibility Assessment Report.

Task 6 – Land Conservation Suitability Assessment

- Conduct a GIS-based analysis identifying parcels and corridors suitable for future protection or easement.
- Assess land use, ownership, elevation, projected inundation, and ecological value.
- Provide maps, parcel prioritization tables, and metadata.
- Conduct mapping review and ranking discussion with the Project Team prior to finalization.
- Develop draft and final Land Conservation Suitability Assessment Report.

Deliverables: Draft and Final Land Conservation Suitability Assessment Report and GIS package.

Task 7 – Environmental and Regulatory Documentation

- Prepare an environmental evaluation summary outlining anticipated effects, mitigation needs, compliance pathways, and applicable regulatory requirements and pathways. Draft materials to be reviewed by MPPDC, DWR, and Project Team for completeness **in preparation for submission.**
- **Prepare at least one draft JPA package that has been field verified sufficiently to increase likelihood of permit issuance. Submittal of the JPA package to regulators is not included**

but sufficient pre-application coordination should occur to increase likelihood of permit issuance once the JPA has been submitted.

Deliverables: Draft Environmental Review and Draft JPA package

Task 8 – Optional Task – Field Services

- Field Data Collection: collect field data such as LiDAR, bathymetric, biological surveys, or any other necessary field services to fill data gaps and verify existing information.

4. REVISION TO SECTION III PROPOSAL FORMAT

Item 11. Cost Proposal should be struck from the list of items to be addressed.

The items addressed in the proposal in the order listed are:

1. Cover Sheet
2. Project Understanding, Approach, and Methodology
3. Innovation and Resilience Integration
4. Schedule and Deliverables
5. Qualifications and Experience of the Firm and Project Team
6. Response Capability
7. Insurance
8. References
9. Other Supporting Data
10. Submission of Proprietary Information (If applicable. See Section 10 below for more information).
- ~~11. Cost Proposal~~

Section 5 – Qualifications and Experience of the Firm and Project Team should be revised to the following:

1. Include the organizational chart, functional discipline, and responsibilities of the Offeror's project team members.
2. Provide concise resumes of each key team member's education, relevant professional experience, length of time employed by the Offeror and/or subcontractor, and professional licensure. Describe professional staffing available for development, training, implementation, and support services. Additionally, the Offeror shall clearly state whether it is proposing to subcontract any of the work herein. The names of all proposed subcontractors shall be provided. By proposing such firms or individuals, the Offeror assumes full liability for the subcontractor's performance. The Offeror shall state the amount of previous work experience with the subcontractor.

3. Include a list of **at least 5** projects, which contain work similar or related to that called for in this solicitation and, at a minimum, include for each project listed the following: project name, brief project description, location of the office responsible for the project, budgeted cost, completed cost, year completed and actual completion date relative to scheduled completion date. Also include a graphic such as a post-construction photo, drawings, concept plans, or other visual depiction.

4. Participation in the design advisory process, including the provision of technical information or non-binding recommendations, does not constitute a conflict of interest and will not preclude a firm or manufacturer from submitting proposals during the future construction procurement, provided that firm does not have access to non-public procurement information nor assists in the preparation of future procurement documents. All data and information compiled in this project will be required to be submitted to MPPDC and will therefore be considered public information.

Section 8 – References should be revised to the following:

Give the name, address, and telephone number of **at least 3** references for whom similar work has been performed along with project name and description of services provided. MPPDC may, at its discretion, contact these and other known references to discuss the past performance of the firm and Offeror’s project team.

Section 9 – Other Supporting Data

Other information you feel to be relevant to the selection of your firm for this Contract.

Section 10 – Submission of Proprietary Information (Submit Under Separate Cover)

Pursuant to the Virginia Public Procurement Act (“VPPA”), Virginia Code § 2.2-4342, trade secrets or proprietary information submitted by an offeror in connection with this procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of Va. Code § 2.2-4342 prior to or upon submission of the data or the materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. The Offeror shall not designate as trade secrets or proprietary information (a) an entire proposal; (b) any portion of a proposal that does not contain trade secrets or proprietary information; or (c) line item prices or total proposal prices.” This is a paraphrase of the limitations to trade secret designation set out in the Procurement Act.

Offerors shall submit under separate cover any information considered proprietary and any copyrighted material. Separate cover means that proprietary information must be placed in a separate area of the proposal and be clearly identified as containing proprietary and/or copyrighted information.

References may be made within the body of the proposal to proprietary information; however, all information contained within the body of the proposal not under separate cover and labeled proprietary shall be public information in accordance with state statutes.

5. REVISION TO SECTION IV PROJECT TIMELINE

Project should be completed prior to December 31, 2026. **The project team has requested a one-year extension to December 31, 2027 that is currently under review.**