

Pocomoke City, Maryland

Pocomoke City: Cypress Park Flood,

Stormwater & Visioning Study

Request for Proposals (RFP)

1. Background:

Cypress Park is located in the south-central part of Pocomoke City along the banks of the Pocomoke River - a designated Scenic River. Pocomoke City is located in the southern part of Maryland's Eastern Shore in Worcester County and is the largest town in Worcester County outside of the Ocean City region. The heart of the City of Pocomoke City is the Pocomoke River, and the pulse of the Pocomoke is Cypress Park and its place in the community. Cypress Park is 9 acres and is the primary park in Pocomoke City. Cypress Park is vital to the community's outdoor activity resources and is used year-round for festivals, community events, holiday decorations and shows, pickleball and tennis, skateboarding facilities, concerts, and family gatherings. However, due to increasing sea level rise (SLR), tidal and rainfall related flooding severity as well as inadequate stormwater and shoreline infrastructure, the park experiences significant and minor flooding often throughout the year. This creates a safety hazard and eliminates any use of the park for weeks at a time. The park is also bisected by Terrapin Run, a tidal influenced stream that is experiencing shore line erosion due to flooding. This erosion may eventually compromise the structural integrity of the tennis-pickleball courts/culverts and pedestrian paths located in the park.

Addressing flooding along the Pocomoke River in the Cypress Park and within Terrapin Run area will benefit all of the community members and allow for the continuance of the Park and riverfront as a community asset. The enhancement of Cypress Park is critical to the continued vitality of Pocomoke City where social vulnerability is among the highest in the country (CDC Social Vulnerability Index of .978). Reducing flooding will reduce vector habitat and spread, improve health and safety of the community, provide for the future use of this resource as flooding is exacerbated with rising sea levels, and improve use by business owners and families for recreation and economic health. Currently, the park is not only rendered unusable when it floods, but river access and recreation

are eliminated. A viable solution, or suite of solutions, will maintain services provided by the Park area and at the same time allow for the natural functions of the waterfront space.

The project will provide professional engineering and associated investigation and evaluation of flooding along the Pocomoke River, integrating the results of a recent H&H Model provided by Maryland DNR. The project will assess the worsening flood impacts through field investigation, stormwater flow analysis, river staging and storm-event planning, and evaluation of possible solutions to alleviate flooding and enhance mechanisms to slow and alleviate impacts of stormwater runoff. The project will engage the community and local staff around potential solutions for the Park that consider flood reduction and also visioning for recreational and community use of the space. Potential solutions evaluated will include the use of nature-based features to enhance the park as a buffer between the Pocomoke and the community.

Program Change: The findings from this project will be approved by the City Council and used to prioritize on- the- ground projects to reduce flood impacts and maintain the viability of the Park for community use by the community and enhance its natural features to serve as a buffer for mitigating both tidal and stormwater water flood impacts

2. Project:

The City of Pocomoke City is inviting proposals from qualified professional engineering/consulting firms to complete the following tasks:

Task 1. Cypress Park Flood, Stormwater and Subsidence Assessment – Field Work & Data Analysis

Perform field work necessary to assess flooding issues in and around Cypress Park. Assess the current extent of wetlands within the Cypress Park area using the best available data and provide GIS mapping of these wetland areas. Use the Hydrologic and Hydraulic (H&H) modeling outputs provided by Maryland DNR to understand future vulnerabilities and the extent of current proposed flood mitigation practices. Work with the town leadership and their recommended stakeholders to brainstorm potential visions of the future for Cypress Park.

Task 2: Evaluate data and information to determine optimal solutions for Cypress Park

Assess the collected data to determine potential solutions for the Cypress Park flooding issues in the context of sea level change. Solutions should take into account the community use and nature of the park,

and the need to continue this use into the future. The team will determine all potential paths forward, and highlight a minimum of the three most effective and viable solutions to the flooding issues based on the evaluations and in discussion with the city leadership and residents. Staff will prepare concept plans and budgetary cost estimates for the three improvement options, or combination of options, selected by the city based on cost, feasibility, effectiveness, and sustainability.

Task 3: Develop and present final concept plan

Based on the options or combination of options that the City selects, the project team will develop and present a final concept plan for potential improvements to Cypress park and its drainage area.

3. Scope of Work:

- a. Working with the staff of the City of Pocomoke City, the successful contractor will be responsible for the following:
 - i. Tidal, sea level change, and stormwater assessment using provided data and identification of infrastructure, community assets, wetlands and properties at risk in Cypress Park area.
 - ii. Use provided modeling data to estimate potential future risk and take this into account when generating potential visions for the future of Cypress Park. Use best available data to provide map of current land cover within the park, including wetlands.
 - iii. Produce a minimum of three (3) potential future options for a more resilient Cypress Park. Take into account Pocomoke City staff and chosen stakeholder comments when deciding what projects to move forward int cost/benefit analysis.
 - iv. Provide costs and benefits and designs associated with potential future visioning of Cypress Park. Designs should be spatially accurate and visually appealing, so as to communicate the vision for the park.
 - a. Identify, categorize, and prioritize deficiencies in the projected at-risk areas and stormwater infrastructure and develop a mitigation implementation plan that includes phases, timeline, and budget.
 - v. Develop estimated costs to prepare construction documents to implement the recommended solutions and provide an order of magnitude cost to construct such improvements.
 - vi. Engage the governing body and citizens for input on the proposed solutions. Provide progress reports to the City of Pocomoke City.
 - vii. A draft version of the study must be submitted to the City of Pocomoke City prior to the final submission. The draft will be shared with the Maryland Department of Natural Resources (the funding agency) to ensure that all tasks were completed.
 - viii. The final product will include conceptual designs and a permitting viability assessment for the at-risk areas of Cypress Park identified that could be submitted for implementation funding after the conclusion of this grant.
- b. City of Pocomoke City will be responsible for the following:
 - i. Produce and submit all supplemental research and studies available to the City associated with the funding of this project and in support of the research; and,
 - ii. Work with the selected firm in a cooperative manner to complete the project and to address any unforeseen logistical or technical problems with the project.

- iii. Solicit the input from elected officials, commissions and board members in addition to encouraging citizen input.
4. **Meetings:** Upon selection of a firm, the firm's designee(s) will participate in an initial meeting with the Pocomoke City staff to go over the scope of work and timeframe for the project. The Consultant shall include at least anticipated meetings to review with the Pocomoke City staff its progress in meeting the Tasks set forth herein. It is anticipated that a contract that fully adheres to Pocomoke City and the grant's funding agency requirements will be executed for the project. All questions from Interested Consultants shall be made in writing or email and submitted to Planning Director to be addressed, and the response will be provided to all Interested Consultants. Addendums to the Request for Proposals, resulting from an Interested Consultant's substantive question, shall be provided to all Interested Consultants.
5. **Grant requirements:** This project is being entirely funded by the NOAA, U.S. Department of Commerce, and Maryland Department of Natural Resources, and as such, the selected contractor will be expected to work closely with the Pocomoke City staff to make certain that all grant requirements are fully adhered to, as required by the Town's grant agreement with the Maryland Department of Natural Resources
6. **Submission of Sealed Proposals:**
 - a. All responses to the requested information should be answered thoroughly and as succinct as possible. No firm may submit more than one proposal.
 - b. The following information in the order listed below and all other information identified in the Request for Proposals (RFP) shall be submitted in a sealed envelope by mail with the RFP title to the attention of John Barkley, City Manager, Pocomoke City Hall, 101 Clarke Avenue, Pocomoke City, MD 21851, or may be hand-delivered to the attention of Dan Brandewie at Pocomoke City Hall, 101 Clarke Avenue, Pocomoke City, MD 21851. Proposals may also be submitted electronically via email to dan@pocomokemd.gov. Failure to provide any of the listed items may result in elimination from consideration.
 - c. The submission shall include the following items:
 - i. Letter of Interest at a minimum, the letter of interest should include the following:
 - a. The name and address of the firm and the state(s) in which incorporated and licensed.
 - b. The name, address, telephone number, and email address of the designated contact and the principal(s) authorized to conduct negotiations for the firm.
 - c. A brief description of the firm's interest in performing the required services.
 - ii. Description of Qualifications and Experience qualifications and experience must address the requirements of this RFP in accordance with the scope of services being requested and, at a minimum, include the following:

- a. Overview of the firm, including size of the organization, types of services provided, and number of years these types of services have been provided.
 - b. A list of similar projects the firm is working currently, or has completed, to include: the project location, description, and completion date.
 - c. The projected total costs, including reimbursables, associated with the services specified in the RFP.
 - d. The projected schedule for completing the services specified in the RFP.
 - e. A proposed strategy to engage town residents in understanding their concerns and to inform the residents of the project findings as the contract is implemented.
 - f. Provide a resume, or other similar format, of the project manager, and other current key staff members who may be involved in this project.
 - g. Applicable individual and corporate licensing, insurance minimum of \$1,000,000 in aggregate and the ability to name City of Pocomoke City as additionally insured.
7. **Submission Date:** Sealed proposals are due on or before Friday April 3, 2024 at 2:00 pm EST. Proposals may be hand delivered or mailed as previously stated above. Any proposals received after that time will not be accepted.
 8. **Contractor Selection Criteria:** All proposals will be evaluated on contractor experience, cost, and the ability to meet all the goals in the RFP. The City Manager and Pocomoke City Staff will review submitted proposals and make a recommendation to the City Council for award of contract.
 9. **Notice to Proceed:** Once the winning bidder is chosen, City of Pocomoke City will notify the winning bidder and will detail the notice to proceed. Work is required to begin within 15 days from the date of contract execution.

10. Timeline:

May 1, 2024 – Kick off meetings with Pocomoke City staff and selected partners

June, 15, 2024 – Draft flood mitigation options and/or potential Cypress Park visions are presented to Pocomoke City staff and selected partners

July 15, 2024 – Draft cost/benefit analysis and associated designs for chosen high priority projects or practices are presented to Pocomoke City staff.

September 31, 2024 – Final design and visioning plans, project narrative, along with relevant data and files provided to Pocomoke City staff