Peconic Estuary Partnership
PROTECTING AND RESTORING LONG ISLAND'S PECONIC BAYS

RFP: Cold Spring Pond Bulkhead Removal Designs

Who is Seeking Services:
The Peconic Estuary Partnership is a National Estuary Program dedicated to protecting and restoring the ecological integrity of the Peconic Estuary and its surrounding watershed. As described in the 2020 Comprehensive lConservation and Management Plan, PEP coordinates science, management, and community partnerships to improve water quality, safeguard coastal habitats, and strengthen coastal resilience across the region. PEP is hosted by Stony Brook University, which provides administrative, research, and technical support that allows the program to advance long-term estuary management goals and apply the best available science to local decision-making.

The Peconic Estuary Partnership (PEP) is seeking proposals from qualified engineering and coastal restoration consultants to evaluate, develop conceptual alternatives, and prepare engineering plans for the removal of an existing bulkhead located at Cold Spring Pond in Southampton, New York, on Tax Parcel ID: 0900127000100003000

The project site refers to the current access point and area surrounding the current bulkhead location. The parcel is owned by the Southampton Town Trustees. The project presents an opportunity to develop designs that will replace the current aging hardened shoreline with a creative water access design that favors natural shoreline features, enhances ecological function, improves coastal resilience, maintains habitat with special concern for subtidal shellfish habitat, all while providing appropriate public access to the waterfront including parking needs.

The selected consultant will conduct an existing conditions assessment, develop and evaluate three conceptual design alternatives, and facilitate stakeholder engagement throughout the planning process. The consultant will prepare a preferred engineering design, develop planning-level implementation cost estimates, and prepare permitting guidance for future project implementation for the bulkhead removal, replacement with water access design, and associated on-site path and parking area.

The purpose of this project is to produce a planning and engineering package that will position the Southampton Town Trustees to pursue future funding, permitting, and construction of the preferred alternative. The consultant will not be responsible for obtaining permits or providing construction services under this contract. The consultant shall coordinate closely with the

Peconic Estuary Partnership (PEP), the Southampton Town Trustees, and other project stakeholders throughout the duration of the project.

At this time, we are seeking a consultant for the following tasks:

Task 1: Existing conditions analysis including parcel ownership mapping and footprint analysis

The contractor will assess and map current infrastructure, site conditions, and parcel extent at the Southampton Trustee-owned bulkhead location at Cold Spring Pond. The assessment and mapping will include existing site conditions, wetlands, species of concern, status of bulkhead, existing infrastructure and utilities, opportunities and constraints affecting future shoreline restoration, access points and parking as well as any other relevant information required to assess the state of the parcel for an analysis prior to creation of viable engineering designs for the removal of the bulkhead and creation of water access points. The information will be documented and presented in a report and presentation for review by project stakeholders, including the Southampton Board of Trustees and Peconic Estuary Partnership (PEP).

Deliverable:

- Existing Conditions Report
- Parcel ownership and footprint analysis
- Spatial data and associated metadata
- Existing Conditions maps suitable for public presentation
- Presentation materials for Stakeholder Meeting #1

Task 2: Three viable alternative conceptual designs for bulkhead removal and replacement with water access design and on-site path and parking area.

Using information collected during Task 1, and the predicted budget for implementation, the consultant shall develop three (3) distinct conceptual restoration alternatives. Designs will take into account stakeholder priorities including bulkhead removal, retaining vegetation, removal techniques that minimize habitat impact and provide opportunities for a path, parking, and water access within the predicted budget.

Each conceptual alternative shall evaluate different approaches for:

- Bulkhead removal
- Shoreline stabilization
- Habitat protection with special concern for subtidal shellfish habitat

- Protection of existing natural vegetation where appropriate
- Public access
- ADA accessibility
- Path materials and footprint
- Parking considerations
- Water access opportunities
- General construction feasibility

Alternatives shall clearly identify advantages, disadvantages, anticipated environmental benefits, and estimated construction costs.

Deliverables

- Three conceptual design alternatives
- Concept plans and renderings
- Planning-level cost estimates for each alternative
- Alternatives evaluation matrix
- Preferred Alternative Memorandum
- Presentation materials for Stakeholder Meeting #2

Task 3: Final report with engineering designs

Following selection of the preferred concept, the consultant shall prepare engineering plans suitable for advancing the bulkhead removal and replacement with water access design and associated on-site path and parking area toward permitting and implementation. The engineering package shall incorporate documentation of comments received during stakeholder review and include revisions made in response to those comments.

The final engineering package shall include:

- Documentation of comments received from stakeholder meetings
- Cost analysis for implementation of engineering design
- Engineering drawings of bulkhead removal, replacement with water access design, on-site path and parking area signed and stamped by a Professional Engineer licensed in New York State
- Technical design narrative
- Final site layout
- Public access improvements
- Restoration details

- Bulkhead removal approach
- Planning-level construction cost estimate
- Design assumptions and limitations
- Implementation recommendations
- Permitting strategy identifying all anticipated regulatory approvals necessary for project implementation. **landowner will obtain permits**

Deliverables:

- Final Engineering Report
- Signed and stamped engineering plans
- Planning-level implementation cost estimate
- Permitting Guidance Memorandum
- Presentation materials for Stakeholder Meeting #3

Task 4: Project Coordination, Meetings, Progress Reporting, and Final Report

The consultant shall facilitate one project kickoff meeting, four stakeholder meetings, four quarterly progress reports, and prepare a final project report documenting all work completed under this contract. The anticipated meeting sequence is outlined below and should be reflected in the consultant's proposed timeline.

Deliverables:

- Initial Project Team Meeting; Site visit to land parcel, including introduction and review of goals, requirements, and input from project team
- Stakeholder Meeting #1: Presentation to Southampton Board of Trustees and PEP Project team. Present findings from Task 1 site assessment report, engage trustees and public to collect information and discuss viability and expectations around potential design components related to bulkhead removal strategy, parking, pathway route, and water access limitations.
- Stakeholder Meeting #2: Public presentation of three viable alternative designs to Southampton Board of Trustees; Board and public to provide feedback on alternative designs; project team to select final design to advance
- Stakeholder Meeting #3: Review and presentation of the final engineering report that reflects feedback received from previous stakeholder meetings.
- Meeting agendas, meeting presentations, lists of attendees, and all meeting minutes including feedback connected

Task 5: Three quarterly progress reports and final report

The consultant shall submit quarterly progress reports using PEP-provided templates. Reports shall summarize completed work, schedule status, upcoming tasks, budget status, and any project issues requiring resolution. The final report shall summarize all work completed under the contract and be suitable for publication by the Peconic Estuary Partnership and future use in seeking implementation funding.

Deliverables:

- (3) Quarterly progress reports using PEP templates and submitted to PEP Program Office
- Final report that recognizes all tasks and deliverables accomplished

Term of Agreement: The expected term of the resulting agreement will be 12 months.

Mandatory Requirements:

Proposals must demonstrate that the consultant team possesses the qualifications and technical expertise necessary to complete all components of the project. At a minimum, the consultant shall demonstrate:

- Demonstrated experience designing coastal shoreline restoration, living shoreline, bulkhead removal, or comparable coastal resilience projects in New York State or similar coastal environments.
- Demonstrated experience preparing engineering plans for shoreline stabilization, waterfront access improvements, or ecological restoration projects.
- Ability to develop and evaluate multiple conceptual design alternatives that balance ecological restoration, public access, constructability, and long-term resilience.
- Ability to prepare engineering plans signed and sealed by a Professional Engineer licensed in the State of New York.
- Demonstrated experience preparing planning-level construction cost estimates and implementation recommendations for public infrastructure or coastal restoration projects.
- Ability to prepare clear, decision-ready reports, maps, engineering drawings, presentation materials, and technical memoranda suitable for public review and future funding and permitting efforts.
- Ability to conduct on-site field investigations and coordinate all site access necessary to complete the scope of work.

Technical Criteria/Proposal Requirements

- Provide a detailed narrative reflecting overall understanding of the work proposed, approach to be taken, and vision for the project. (20%)
- Outline in detail proposed work plans and timelines, described for the successful completion of this project. (20%)
- Include all project tasks and deliverables in proposal (20%)
- Experience and qualifications (10%)
- Relevant past work and references to at least three samples of previous work (30%)

Budget Detail: Total funds for work included in the RFP not to exceed $124,200.00
The services under this request for proposals are funded by the Environmental Protection Agency and are subject to the terms applicable to those funds.

Proposal Submission
Submit PDF proposals by email to: peconicestuary@stonybrook.edu
With email subject line: **RFP Submission: Bulkhead Removal Designs**
Final Proposals must be submitted by **9 AM on September 21st, 2026.**
Questions: Questions must be submitted by email to peconicestuary@stonybrook.edu with the subject line: **QUESTION- RFP Bulkhead Removal Designs** by 9AM on August 31st, 2026. A FAQ link with all questions received will be published on https://www.peconicestuary.org/about-pep/funding-opportunities/ by 5pm on September 1st, 2026.
Proposals not submitted within these parameters will not be reviewed.