Request for Proposals (RFP)
Town of South Bethany, Delaware
MT2 Coastal Analysis – Bulkhead Height Evaluation

Introduction and Background

The Town of South Bethany, Delaware ("Town") is requesting proposals from qualified coastal engineering and planning firms to conduct an MT2 Coastal Analysis focused on evaluating appropriate bulkhead heights throughout the Town. South Bethany is a small coastal community characterized by tidal waterways, canals, and proximity to the Atlantic Ocean. The Town continues to experience increased flooding risk associated with sea level rise, storm surge, and changing tidal dynamics.

The purpose of this study is to provide the Town with technically sound, regulatory-compliant guidance on maximum bulkhead heights with no adverse impact on the floodplain, while remaining consistent with the Town's floodplain ordinance and the Department of Natural Resources and Environmental Control's (DNREC) Division of Watershed Stewardship and Delaware Coastal Management Program.

Project Objectives

The objectives of this project include, but are not limited to:

- Conduct an MT2 Coastal Analysis consistent with DNREC requirements
- Evaluate existing and future flood risks affecting bulkheads
- Assess current bulkhead elevations throughout the Town relative to tidal datums, Base Flood Elevations (BFEs), and projected sea level rise
- Develop data-driven recommendations for maximum and/or tiered bulkhead height standards
- Provide clear, defensible technical documentation suitable for regulatory review and Town Council decision-making

Scope of Services

The selected consultant shall provide professional services that may include, but are not limited to, the following tasks:

Task 1 – Data Collection and Review

- Review any existing studies, reports, and mapping relevant to the Town, including FEMA Flood Insurance Rate Maps (FIRMs), Flood Insurance Studies, prior coastal or drainage studies, and DNREC resources

- Compile relevant tidal datums, historic flooding data, storm surge information, and sea level rise projections applicable to the Town
- Coordinate with the Town, Resiliency Committee and, as appropriate, DNREC regarding available data and regulatory expectations

Task 2 – Existing Conditions Assessment

- Evaluate existing bulkhead heights and shoreline conditions (using available GIS data, surveys, or representative field verification as appropriate)
- Analyze the relationship between existing bulkhead elevations, BFEs, Mean Higher High Water (MHHW), and recurrent flooding conditions

Task 3 – MT2 Coastal Analysis

- Perform an MT2 Coastal Analysis in accordance with DNREC guidance and accepted coastal engineering practices
- Analyze present-day and future conditions, including projected sea level rise and storm surge scenarios
- Identify areas of heightened vulnerability or differential risk within the Town

Task 4 – Bulkhead Height Evaluation and Alternatives

- Develop recommended bulkhead height standards or ranges based on analysis results
- Evaluate potential alternatives, such as tiered standards (i.e. existing boat ramps current bulkhead elevations, etc.), adaptive design approaches, or location-specific considerations
- Identify implications for adjacent properties, canals, and public infrastructure

Task 5 – Regulatory and Policy Considerations

- Identify relevant DNREC, FEMA, and Coastal Zone requirements affecting bulkhead construction and permitting
- Provide guidance on how study results may be incorporated into Town ordinances or policies

Task 6 – Deliverables and Presentation

- Prepare a draft technical report summarizing methodology, findings, and recommendations
- Incorporate Town and agency comments into a final report
- Present findings to the Resiliency Committee and Town Council at a public meeting

At a minimum, the consultant shall provide:

- Draft and Final MT2 Coastal Analysis report (digital PDF and editable format)
- Supporting maps, tables, and figures suitable for public and regulatory use
- Presentation materials for public or Council meetings

Project Schedule

Proposals shall include a proposed project schedule identifying major milestones. The Town anticipates commencing work in March 2026 with completion within approximately six – eight months.

Consultant Qualifications

Firms submitting proposals should demonstrate:

- Experience conducting MT2 Coastal Analyses in Delaware
- Familiarity with DNREC, FEMA, and coastal permitting processes
- Expertise in coastal engineering, hydrodynamic analysis, and sea level rise assessment

Proposal Submission Requirements

Proposals shall include the following:

1. Cover letter
2. Firm background and relevant experience
3. Description of proposed approach and methodology
4. Project team and key personnel qualifications
5. Proposed schedule
6. Cost proposal, including a detailed fee breakdown
7. Examples of similar completed projects

Submission Instructions

- Proposals must be received by the Town by 12:00 PM, Tuesday, March 3, 2026
- Submission Method: email at townmanager@southbethany.org or hard copies can be mailed or delivered to: Town of South Bethany | 402 Evergreen Road | South Bethany, DE 19930
- Questions regarding this RFP should be directed to:
  Maureen Hartman, Town Manager
  Townmanager@southbethany.org

General Conditions

The Town of South Bethany reserves the right to reject any or all proposals, waive informalities, and select the proposal deemed to be in the best interest of the Town. This RFP does not commit the Town to award a contract or pay any costs incurred in the preparation of a proposal.