

WATER RESOURCE INVENTORY AREA 14 FRESHWATER STRATEGY: REQUEST FOR PROPOSALS

I. INTRODUCTION

A. PROJECT DESCRIPTION

The primary goal of this project is to assist the Water Resource Inventory Area (WRIA) 14 Lead Entity with updating its existing freshwater habitat strategy. The strategy will be used to help identify and prioritize salmon habitat restoration and conservation work throughout the WRIA. The geography of WRIA 14 includes many relatively small freshwater systems. This makes project prioritization challenging without a strong and comprehensive strategy.

The strategy update process should involve compilation and analysis of existing technical information, collection of additional data as needed to assess the freshwater habitat factors limiting salmonid recovery, and facilitation of meetings to gather input from the Lead Entity Committee.

The Lead Entity Citizens Committee consists of representatives from counties, Tribes, environmental community, citizens, landowners, state and federal agencies, agriculture, and other interested entities in the WRIA. The Committee will be the decision-making body directing development of the updated strategy. The Committee currently meets monthly for two hours in Shelton, but anticipates the need for a limited number of longer meetings to support the strategy update.

We anticipate a phased approach due to funding limitations, but are requesting that proposals outline a holistic approach to performing a strategy update.

Project Objectives include:

- Organize and plan work-group meetings to discuss progress and gather work group input on the strategy update;
- Synthesize existing habitat and fish population data to be incorporated into the strategy update (see Attachment A for a list of some existing studies/data to be considered);
- Identify data gaps that are **critical** to having an effective and reliable strategy;
- Provide a cost estimate, timeline, and process for acquiring and incorporating critical data collected;

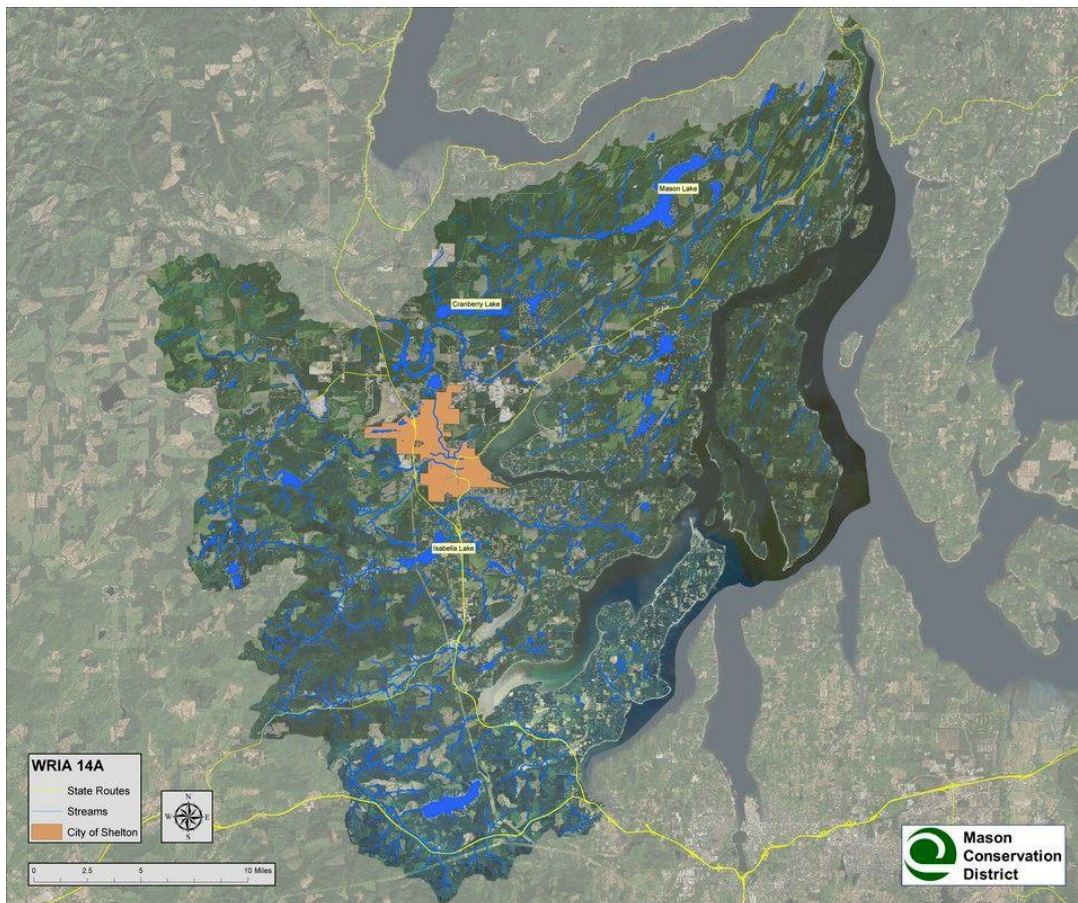
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- Lead development of an updated habitat strategy that includes a watershed prioritization discussion and relative framework for selecting projects in WRIA 14 (Example: should we be prioritizing restoration and conservation efforts in certain watersheds over others?). The strategy should identify the highest priority areas for habitat restoration and highest priority areas with intact habitat where conservation tools are most appropriate.
- Compile the information into a final updated strategy document (see Attachment B for a copy of the existing strategy document).

PROJECT AREA

The project area includes all freshwater streams in WRIA 14 (See Vicinity Map below).

Vicinity Map of WRIA 14



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DESIRED QUALIFICATIONS

The ideal consulting team would demonstrate:

- Ability to identify and apply best available science in conducting technical work;
- Strong knowledge of federal, state and local laws and policies pertaining to water, fish and habitat protection and restoration;
- A proven track record in developing habitat protection and restoration strategies;
- Strong technical expertise in water quality, hydrology, geomorphology, geology, riparian, landscape, stream, and salmonid ecology, fisheries habitat, and projecting land use impacts to fisheries habitat;
- The ability to work collaboratively with a work group consisting of technical and non-technical representatives of the local community including tribes, state agencies, non-profits, and interested citizens;
- A proven history in completing work that is accepted as technically sound by multiple interest groups;
- Experience in WRIA 14 watersheds or similar Puget Lowland WRIAs;
- Awareness of a wide range of available data/information resources to augment those listed in Attachment A.
- The ability to develop and adhere to QA/QC standards.

B. RFP Coordinator

The RFP Coordinator is the sole point of contact for this procurement. All communication between the prospective firms and the Lead Entity shall be with the RFP Coordinator, as follows:

Evan Bauder
450 W. Business Park Road
Shelton, WA 98584
Phone: 360 427-9436 ext. 114
E-mail: evan@masoncd.org

C. PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE

The Mason Conservation District will administer the contract, and is subject RCW 42.56. Materials submitted in response to this competitive procurement shall become the property of the Mason Conservation District and WRIA 14 Lead Entity.

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All proposals received shall remain confidential until the Lead Entity makes a procurement decision; thereafter, the proposals shall be deemed public records as defined in RCW 42.56, Public Records Act.

D. REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be published on the Lead Entity website: <https://www.masoncd.org/salmon-recovery-committee-wria-14.html> . Consultants should view the website prior to preparing their proposals.

E. MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, the Mason Conservation District encourages participation in all of its contracts by firms certified by the Office of Minority and Women’s Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis.

F. RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with the administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

The Mason Conservation District also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

G. COSTS TO PROPOSE

The Mason Conservation District will not be liable for any costs incurred in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

H. NO OBLIGATION TO CONTRACT

This RFP does not obligate the Mason Conservation District to contract for services specified herein. The Mason Conservation District also has the option to propose changes to the responses to this RFP, and may contract for a portion of the proposed scope of work.

I. REJECTION OF PROPOSALS

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The Mason Conservation District reserves the right at its sole discretion to reject any and all proposals received without penalty.

II. PROJECT MANAGEMENT AND REPORTING

Monthly status report must be provided with invoices. Reports shall summarize activities completed the previous month and the current status of all tasks including progress to date, products finalized or delivered, budget, and schedule. The report shall identify problems encountered, their impacts to the schedule and budget and corrective actions taken or planned. Progress reports are to be provided via email and should be brief, to the point, and not a time-consuming task.

Brief, weekly updates via email and/or conference call with the RFP coordinator are expected.

The consulting team is expected to lead and facilitate strategy-related discussions at periodic Lead Entity Committee meetings in Shelton, WA.

DELIVERABLES SHOULD INCLUDE, BUT ARE NOT LIMITED TO:

- Final updated WRIA 14 strategy document.
- Recommendations for future monitoring and adaptive management, including a framework for incorporating data in the future.
- Interim deliverables such as: drafts, data, list of literature and data used or considered, any other materials used to develop the strategy.

III. PROPOSAL CONTENTS

Proposals shall be limited to 10 pages and 12-point font for all text, charts, tables and budget (not including the cover letter or resumes). Proposals exceeding the 10-page limit may be disqualified. Resumes of team members should be provided as an appendix. A single copy of the proposal, schedule, budget and resumes must be delivered electronically in .pdf format and received no later than **5:00 PM, PST, November 30, 2018**. The document must include a table of contents to allow for verification of completeness. Proposals should be emailed to evan@masoncd.org (to ensure delivery, .pdf file size should not exceed 15MB).

The proposals shall, at minimum, include:

- ◆ A **description of the proposed team**, including a description of each firm, its qualifications to complete the assigned work, and its experience in working together in the past.
- ◆ A **proposed scope of approach to completing the project** including detailed sub-tasks and deliverables.

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- ◆ A detailed **budget and schedule** that includes dollar amounts for each task and deadlines for each deliverable. Team members associated with each subtask and their estimated hours must be provided.
- ◆ An explanation of the **proposed project management**, including a description of the project manager's experience in managing similar projects.
- ◆ Brief examples of similar **projects completed** over the past five years. Each project description should include:
 - Client name and phone number,
 - The names of the proposed team members who worked on the project and their role,
 - A comparison of the budget amount allocated versus the actual cost of completing the tasks assigned to the team members, and
 - A specific description of the project and the product(s) delivered highlighting similarities to this proposal.
- ◆ **Resumes** for each technical person assigned work on the project (Do not include clerical or administrative support personnel).

Note: It is mandatory that you identify the actual persons who will be performing the work. The Lead Entity reserves the right to disqualify the consultant awarded this project if that consultant assigns staff who are not listed in the proposal without the prior consent of the Lead Entity.

IV. EVALUATION CRITERIA

Responsive proposals selected for further consideration will be reviewed on their approach to the work, qualifications and experience of the team, budget and proposed schedule to deliver work products. The Mason Conservation District reserves the right to award the contract to the firm whose proposal is deemed to be in the best interests of the WRIA 14 Committee.

V. SELECTION PROCESS AND SCHEDULE

- ◆ The Lead Entity staff and Committee will conduct the interviews as necessary, and any questions regarding the RFP should be directed to the RFP coordinator via email. Firms selected for interviews may be asked to provide work samples.

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Nov 13	RFP Announced
Nov 30	Proposals Due – 5:00 PM PST
Dec 17-21	Interviews in Shelton, WA (If interview is necessary; the exact date is TBD)
Dec 21-31	Firm Selected and Begin Contract Negotiation
Jan 1	Contract Start Date

A. NOTIFICATION

The selected consultant team will be notified via email. Firms not selected will be notified at the same time.

LIST OF ATTACHMENTS:

- A. List of existing studies and data.
- B. Existing strategy document.

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