

# **Request for Proposals**

## **Pacific Marine and Estuarine Fish Habitat Partnership (PMEP)**

**Friends of South Slough Reserve, Inc. (FOSS)**

## **Eelgrass Restoration Techniques Synthesis Report**

Issue date: July 6, 2020

Schedule/Instruction/ Provision/Clauses

DEADLINE FOR PROPOSALS: July 31, 2020

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# Section 1: PROPOSED SCHEDULE

The following is the schedule for release and evaluation of the Request for Proposals detailed herein.

## Questions

Questions about this RFP must be provided electronically to:

Joan Drinkwin, PMEP Coordinator

Email: [info@pacificfishhabitat.org](mailto:info@pacificfishhabitat.org)

Joan Drinkwin is the sole contact for this RFP. All inquiries must be submitted in writing electronically.

Answers to questions will be posted on the PMEP website:

<https://www.pacificfishhabitat.org/funding-opportunities/>

\*All contractors wishing to receive notifications about this solicitation should send an email to [info@pacificfishhabitat.org](mailto:info@pacificfishhabitat.org) with the subject line: PMEP Eelgrass Solicitation with a request to be added to the notification list.

## Submittals

All submittals must be provided electronically in one PDF file to:

Joan Drinkwin, PMEP Coordinator

Email: [info@pacificfishhabitat.org](mailto:info@pacificfishhabitat.org)

Contractors submitting responses should note that interviews will be scheduled on an as-needed basis on August 5, 2020.

The project inception meeting is currently planned for August 10, 2020.

## Schedule

Date	Task
July 6	RFP issued
July 13	Written questions received
July 16	Answers posted on PMEP website
July 31	Deadline for written proposals
August 5	Candidate interviews (if needed)
August 7	Selected contractor notified
August 10	Contract executed
August 10	Project inception meeting

# Section 2: STATEMENT OF WORK

## 2.1 BACKGROUND

The Pacific Marine and Estuarine Partnership (PMEP) is a recognized Fish Habitat Partnership (FHP) under the U.S. Fish and Wildlife Service's National Fish Habitat Action Plan (NFHAP). PMEP's mission is to protect, enhance, and restore ecological processes and habitats to sustain healthy native fish communities and support sustainable human uses that depend on healthy fish populations. See <http://www.pacificfishhabitat.org/> for information on PMEP's work and publications.

PMEP is partnering with Friends of the South Slough Reserve (FOSS) and Pew Charitable Trusts to implement this project.

The Contractor selected for this work will enter into a contract with and directly report to FOSS. The contractor will be supervised by the PMEP Coordinator and FOSS personnel, and will be expected to work closely with the Eelgrass Advisory Committee of PMEP.

This project is funded by the Pew Charitable Trusts. The selected contractor will be required to coordinate data collection methods with Pew Charitable Trusts as indicated in the Scope of Work described below.

### **Project Background and Benefits**

Eelgrass (*Zostera sp.*), is one type of seagrass present along the U.S. Pacific Coast. Eelgrass plays an important role in biogeochemical cycling, stabilizing sediments, and supporting estuarine food webs. Stable beds, or meadows, of eelgrass provide food and shelter for many fish and invertebrates. Juvenile fishes seek protection from predators within the dense cover of eelgrass meadows. Eelgrass can serve as a biological indicator of ecosystem health.

Eelgrass is declining worldwide and human impacts play an outsized role. Along the US West Coast, human activities are affecting eelgrass through the filling in of estuarine waters, dredging, and eutrophication. Other water quality impacts also play a role. Future harmful impacts include shifting habitat availability from sea level rise, rising water

temperatures, and changes in precipitation patterns that may affect freshwater inputs and water quality.

PMEP published a State of the Knowledge report synthesizing the state of scientific knowledge of U.S. West Coast estuary eelgrass habitats and the ecosystem services they provide ([Sherman and DeBruyckere, 2018](#)). The report also identified knowledge gaps for future research. As part of the eelgrass report development, PMEP also compiled a geodatabase of presence and extent data for eelgrass within 444 estuaries along the West Coast.

Restoration of eelgrass to counteract its decline is a strategy of growing importance along the West Coast. Thom et al. (2008) reviewed over 30 eelgrass restoration projects in Western Washington and British Columbia and synthesized results and lessons learned. The authors also identified an immediate need for a 'clearinghouse' of eelgrass restoration and monitoring results and standardization of monitoring techniques.

## **Objective**

The objective of this project is to improve the success of eelgrass restoration along the U.S. West Coast.

## **Approach**

Building on these two reports and the interests of the PMEP partners, PMEP proposes to develop a synthesis of restoration techniques utilized in projects along the U.S. West Coast to inform the restoration community and encourage successful restoration of eelgrass. The work will include compiling restoration techniques successes and failures along the U.S. West Coast through literature review and interviews with restoration practitioners and researchers.

Factors affecting the success of various techniques will be described, including *inter alia* temperature, salinity, depth, etc. the report will include a review of how and to what extent carbon sequestration was incorporated into the project design and monitoring. Any of the projects' design or results related to positive species interactions related to eelgrass restoration will also be noted.

## **Request for Proposals**

This Request for Proposals seeks to identify a contractor to develop a synthesis of eelgrass restoration techniques along the U.S. West Coast to inform the restoration community,

promote successful restoration of eelgrass, and provide greater clarity regarding the conditions where mitigation would (and conversely would not) be an appropriate intervention as opposed to other management strategies. The work will include compiling and synthesizing restoration and mitigation techniques, successes, and failures along the U.S. West Coast through literature reviews and interviews with restoration practitioners and researchers. Provider will share this report's (Report's) findings with management agencies, scientific institutions, non-governmental organizations, and restoration practitioners throughout the West Coast.

Research questions shall include but not be limited to:

- What is the context or background for each restoration project?
- What factors contribute to the success and failure of techniques used in each eelgrass restoration project?
- What kinds of monitoring are needed to document success or failure of eelgrass restoration?
- How do regulatory, policy and budget factors impact success and failures?
- To what extent are carbon sequestration and/or ocean acidification impacts incorporated into restoration efforts
- Have there been any positive species interactions associated with restoration projects?
- What kinds of monitoring are beneficial to document success or failure of eelgrass restoration?

### **Funded Activity (Scope of Work)**

The selected Contractor will be an independent contractor (individual or firm) who will work under the guidance of the PMEP's Eelgrass Advisory Committee to complete the following.

1. COMPILE REPORT OF EELGRASS RESTORATION TECHNIQUES DATA
  - Conduct a literature review of eelgrass restoration techniques, successes, and failures.
  - Develop methodology to identify and track eelgrass restoration techniques, successes, and failures.
  - Identify eelgrass restoration projects and conduct expert interviews with no less than 20 eelgrass restoration practitioners and researchers.
  - Complete a summary report of data collected.

## 2. COMPILE DRAFT AND FINAL REPORTS

- Establish an approach to identify eelgrass restoration success and failure
- Identify eelgrass restoration projects and conduct expert interviews with eelgrass restoration practitioners and researchers.
- Present draft report to Eelgrass Advisory Committee
- Produce final digital Eelgrass Restoration Techniques Synthesis Report

## 3. COMMUNICATION AND COLLABORATION

- Participate in the inception meeting at the beginning of the project with the PMEP project leadership.
- Participate in Pew Charitable Trust's Methods Review Process, including completion and submittal of method review form and a one (1) hour conference call with Pew's Research Review team.
- Submit monthly progress reports, detailing dates of activities, and summarizing activities by deliverable.
- Participate in PMEP Science & Data Committee and Eelgrass Advisory Committee conference calls and other meetings and webinars necessary to complete the project.
- Solicit the participation of key eelgrass restoration practitioners and scientists to share information.
- Communicate and collaborate with the PMEP Coordinator to ensure expected deliverables are on time and within budget.
- Produce information and updates for the PMEP Coordinator to repurpose content (e.g., post to the PMEP website, share with stakeholders, and include in other documents).

### DELIVERABLES (to be completed by September 7, 2020)

- Proposed schedule and work plan for completing project that includes a plan for how communications and agendas will be logged, data stored, and notes from interviews recorded.
- Proposed approach (outline) to the Eelgrass Restoration Techniques Synthesis Report

### DELIVERABLES (to be completed by December 15, 2020)

- Communication logs, agendas, and notes from practitioner interviews



- Compiled data and data sources for this report

DELIVERABLES (to be completed by April 30, 2021)

- Communication logs, agendas, and notes from practitioner interviews
- Draft and Final Eelgrass Restoration Techniques Synthesis Report

## **2.2 PREFERRED QUALIFICATIONS**

- Master's Degree in Biological Sciences/Management or related field
- Working knowledge of information associated with West Coast fish habitats
- Familiarity with West Coast eelgrass restoration practitioners
- Demonstrated experience compiling and interpreting habitat restoration data
- Demonstrated ability to produce a large, comprehensive technical report
- Demonstrated ability meeting tight deadlines
- Demonstrated knowledge of West Coast eelgrass restoration activities

PREFERRED SKILLS

- Excellent writing and communication skills
- Ability to liaison with representatives from numerous governmental, academic, tribal, and non-governmental organizations.

## **2.3 COMPENSATION**

The applicant shall provide a bid for accomplishing this work. Bids can be expressed as a fixed-cost or as an hourly rate.

Total Cost: Not to exceed \$30,000

# **Section 3: INSTRUCTION, CONDITIONS, AND NOTICES TO APPLICANTS**

## **3.1 NOTIFICATIONS AND QUESTIONS**

All contractors wishing to receive notifications about this solicitation should send an email to [info@pacificfishhabitat.org](mailto:info@pacificfishhabitat.org) with the subject line: PMEP Eelgrass Solicitation with a request to be added to the notification list.

Questions regarding this RFP shall be submitted electronically in writing no later than July 13, 2020 to:

Joan Drinkwin, PMEP Coordinator  
Email: [info@pacificfishhabitat.org](mailto:info@pacificfishhabitat.org)

## **3.2 AMENDMENTS TO SOLICATION**

If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation on offeror's proposal.

## **3.3 PROPOSAL SUBMISSION**

3.3.1. Deadline for proposals is **5:00 P.M. (PDT) on the July 31, 2020**

3.3.2. Proposals must be submitted electronically as a single PDF via email with "PMEP Eelgrass Solicitation" in the subject line to:

Joan Drinkwin, PMEP Coordinator  
[info@pacificfishhabitat.org](mailto:info@pacificfishhabitat.org)

No hard copy submittals will be accepted.

3.3.3. The submitted proposal must include (as a single pdf document):

- a. The name of the solicitation
- b. The name, address, and telephone and email of the applicant
- c. Your bid for accomplishing these services, including your proposed approach to complete the work described in this RFP (not to exceed 4 pages).
- d. Detailed description of previous related experience and how specifically previous work has prepared respondent(s) to be able to accomplish the noted tasks on a self – directed basis with little supervision. (Not to exceed 4 pages)
- e. Resumes of key staff (not to exceed 3 pages)
- f. Names and contact information of 4 professional references who are familiar with applicant’s ability to complete this project.

3.3.4. PMEP reserves the right to consult with and to consider information from its own sources, including information from state, tribal and federal agencies regarding the applicant’s prior performance or the status of outstanding investigations or warrants involving the applicant.

3.3.5. Applicants are responsible for submitting proposals so as to reach PMEP by 5:00 P.M., PDT, on July 31, 2020. An electronic notice of receipt of your application will be provided within one business day of receipt or sooner.

3.3.6. Late proposals: Any application received by PMEP after the exact time specified for receipt to offers is “late” and will not be considered.

## **3.4 SELECTION OF CONTRACTOR**

3.4.1 The selected contractor will be expected to enter into a contract for services with the Friends of the South Slough Reserve (FOSS).

FOSS intends to award a contract resulting from this solicitation to the applicant whose proposal represents the best value, experience, and capabilities to perform the outlined tasks.

3.4.2 PMEP and FOSS may reject any or all of the proposals if such action is in PMEP’s and FOSS’s interest.

PMEP and FOSS may evaluate proposals and make final selections without discussions with applicants. Therefore, the applicant's initial proposal should contain the applicant's best terms from a cost or price and technical standpoint.

3.4.4 PMEP may disclose the following information in any requested post award debriefings to other applicants:

- The overall evaluated cost of price and technical rating of the successful applicant,
- The overall ranking of all applicants, and
- A summary of the rationale for award.

3.4.5 Unsuccessful applicants will be notified by August 14, 2020.