

**Request for Proposals**

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

**Nearshore Science Support**



**Issue date: March 12, 2019**

**Schedule/Instruction/ Provision/Clauses**

**DEADLINE FOR PROPOSALS: April 12, 2019**

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## **Section 1: PROPOSED SCHEDULE**

### **PMEP Nearshore Scientist Contractor Nearshore State of the Knowledge Report**

12 March 2019      Requests for Proposals (RFP) distributed  
22 March 2019      Deadline for written questions on RFP

Any questions should be directed to:

Michael Arredondo  
Pacific States Marine Fisheries Commission  
205 SE Spokane Street, Ste. 100  
Portland, OR 97202

Email: [marredondo@psmfc.org](mailto:marredondo@psmfc.org)  
Phone: (503) 595-3100  
Fax (503) 595-3444

26 March 2019      PSMFC answers to written questions posted on website:  
<http://www.psmfc.org/procurements/blog>

12 April 2019      Deadline for proposals

One (1) original to:

Michael Arredondo  
Pacific States Marine Fisheries Commission  
205 SE Spokane Street, Suite 100  
Portland, OR 97202

Email: [marredondo@psmfc.org](mailto:marredondo@psmfc.org)  
Phone: (503) 595-3100  
Fax: (503) 595-3444

19 April 2019:      Select Contractor

## **Section 2: STATEMENT OF WORK**

### **BACKGROUND**

The Pacific Marine and Estuarine Partnership (PMEP), a recognized Fish Habitat Partnership (FHP) under the U.S. Fish and Wildlife Service's National Fish Habitat Action Plan (NFHAP), is seeking a nearshore scientist to support PMEP's nearshore project, a multi-year effort with the goal of expanding PMEP's spatial data framework and toolset to include nearshore ocean areas of the West Coast.

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.

This Request for Proposals seeks to identify a contractor to conduct literature reviews, compile available information, and collaborate with regional experts including the PMEP nearshore regional working group to develop a "State of the Knowledge" report on West Coast nearshore habitats. The report will identify typical fish and invertebrate assemblages within nearshore habitats, identify data gaps and how they can be filled, define connectivity among habitat types and with estuarine and offshore systems, identify management issues (including discussion of stressors), and develop recommended next steps for the further protection and conservation of nearshore fish habitats. The contractor will be expected to work closely with PMEP personnel, PMEP committees and working groups, and GIS staff from the Pacific States Marine Fisheries Commission (PMEP Data Steward) as nearshore datasets are compiled for the project.

The work is part of a NOAA-funded project. The contractor will be expected to complete Task 3 as described below, which will be informed by the results from Tasks 1 and 2.

- 1.) Define and map boundaries for delineating nearshore zones along the U.S. West Coast based on input from the PMEP Science and Data and Steering Committees. This project element would leverage the expertise of PMEP Committee members and document a rationale for delineating nearshore zones along the U.S. West Coast. PSMFC GIS staff will construct boundary layers defining important nearshore cutoffs in a manner that nests within and extends the existing spatial data framework in use by PMEP. Nearshore zone definitions are being identified by the PMEP Nearshore Working Group and Science & Data Committee.
- 2.) Compile and standardize spatial data on nearshore habitats within zones defined in task 1 above. This step will include a combination of data mining from existing known sources and conducting a data call to a broad range of state, federal and tribal agencies, academic researchers and NGOs, specifically soliciting spatial data on nearshore fish habitats. Compilation of spatial data will be conducted by GIS staff from the Pacific States Marine Fisheries Commission (PMEP Data Steward).
- 3.) Conduct a literature review and use the data compiled in task 2 to draft a report on the State of The Knowledge on U.S. West Coast Nearshore Fish Habitats. This task would enlist the

expertise of nearshore marine biologists to synthesize the knowledge base and create a reference document that will be useful to PMEP and others interested in understanding the range of habitats and conditions coast wide to improve habitat conservation and restoration goal setting.

### **Guidance from the PMEP Nearshore Working Group and Science & Data Committee**

The PMEP Nearshore Working Group and Science & Data Committee consist of scientific experts in nearshore fish ecology and habitat restoration along the West Coast of the United States.

To date, the Nearshore Working Group has provided guidance on the direction of the Nearshore State of the Knowledge Report, including how to define the nearshore area, how to distinguish geographic nearshore zones along the West Coast, and the report's general contents.

#### *Definition of Nearshore*

The definition of nearshore includes a “core” area and additional area both seaward and landward of the core. The core area of the nearshore is based on the Coastal and Marine Ecological Classification Standard (CMECS), which defines “nearshore” as areas from the 30 m depth contour up to the upper limit of the intertidal (splash zone).

The extended seaward boundary is the 100 m depth contour or the boundary of the state's territorial sea (3-mile limit), whichever is nearer to shore. The extended area is intended to include habitat for the many nearshore fish species whose normal depth range extends well beyond the 30 m depth contour used in the CMECS definition. The habitat data described in Task 2, above, will include both the core area and the extended seaward area, and the state of the knowledge report should include these habitats.

The extended landward area includes riparian zones and shoreline processes that influence the nearshore area. While specific data will not be collected for this area under Task 2, the state of the knowledge report should describe these adjacent upland areas and discuss their importance to the nearshore marine ecosystem. The report should also note sources of habitat information, especially GIS-referenced habitat information for this extended landward area.

#### *Nearshore Zones*

For the purposes of the Nearshore State of the Knowledge report, nearshore zones will be divided using the four primary zones the PMEP has been using in its estuary work, further divided into smaller areas within the Salish Sea (based on Puget Sound Nearshore Restoration Project (PSNERP)) and along the West Coast using The Nature Conservancy's ecoregional assessment work.

#### *Scope and Content of the State of the Knowledge Report*

The state of the knowledge report should include descriptions and discussions about the primary habitat types in the west coast's ecoregions, including, but not limited to discussions of:

- typical fish, invertebrate, and algal assemblages within nearshore habitats,
- data gaps and how they can be filled,
- connectivity among nearshore habitat types and with estuarine, offshore and terrestrial systems,
- resource management issues (including discussion of stressors), and
- recommended next steps for the further protection and conservation of nearshore fish habitats.
- Names and affiliations of experts contacted and the documents and datasets referenced

## **2.1. FUNDED ACTIVITY (SCOPE OF WORK)**

The selected Contractor will be an independent contractor (individual or small firm) who will work under the guidance of the PMEP’s Science & Data Committee and Nearshore Working Group to complete task 3 as described above.

### **1. PRODUCE REPORT**

- Design and vet an approach to the “State of the Knowledge” report
- Conduct literature review and outreach to experts
- Assist in collecting geospatial and other data on nearshore habitats for compilation by the PMEP Data Steward
- Hold expert review via webinars
- Compile information into a “State of the Knowledge” report

### **2. COMMUNICATION AND COLLABORATION**

- Participate in an inception meeting at the beginning of the project with the PMEP project leadership.
- Participate in PMEP Science & Data Committee and Nearshore Working Group conference calls (May 9, July 11, September 12, November 7, and TBD), and other meetings and webinars necessary to complete the project.
- Solicit the participation of key West Coast scientists to share information and participate on panel discussions.
- Communicate and collaborate with the PMEP Coordinator to ensure expected deliverables are on time and within budget.
- Communicate and collaborate with the PMEP Data Steward to ensure expected deliverables are consistent and complementary with datasets compiled for the project.
- Produce information and updates for the PMEP Coordinator to repurpose content (e.g., post to the PMEP website, share with stakeholders, reformat and include in other documents).

**DELIVERABLES** (all deliverables must be completed by 30 June 2020)

- Proposed schedule and workplan for completing project
- Proposed approach (outline) to the State of the Knowledge Report

- Communications log, agendas, and notes from expert consultations
- Draft and Final versions of the “State of the Knowledge” report formatted according to PMEP brand guidelines (to be provided)

Pacific States Marine Fisheries Commission (PSMFC) will administer funds related to this agreement on behalf of PMEP and all invoices and related documentation will be submitted to PSMFC.

The agreement administered by PSMFC on behalf of PMEP covers activities through June 30, 2020.

## **2.2. QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum Master’s Degree in Biological Sciences/Management or related field
- Minimum of five years’ experience working with information associated with West Coast nearshore habitats
- Familiarity with on the Coastal Marine Ecosystem Classification Standard (CMECS)
- Demonstrated experience compiling and interpreting nearshore habitat data
- Demonstrated ability to produce a large, comprehensive technical report
- Demonstrated knowledge of West Coast nearshore systems

### **PREFERRED SKILLS**

Excellent writing and communication skills; ability to liaison with representatives from numerous government, 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: INSTRUCTIONS, CONDITIONS, AND NOTICES TO APPLICANTS**

### **3.1 QUESTIONS**

Questions regarding this RFP shall be submitted in writing no later than 22 March 2019 to:

Michael Arredondo  
Pacific State Marine Fisheries Commission  
205 SE Spokane Street, Suite 100  
Portland, OR 97202  
Phone: (503) 595-3100 / Email: [marredondo@psmfc.org](mailto:marredondo@psmfc.org)

## **3.2 AMENDMENTS TO SOLICITATIONS**

3.2.1. 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. SUBMISSION OF PROPOSALS**

3.3.1. Deadline for proposals is 5pm on the 12 April 2019

3.3.2. Proposals must be submitted as a single PDF via email with "PMEP Nearshore Science Support RFP" in the subject line to:

Michael Arredondo <marredondo@psmfc.org>

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 of 4 professional references who are familiar with applicant's ability to complete this project.

3.3.4. The PSMFC 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 PSMFC by 5:00 p.m., local time, on 29 March 2019.

3.3.6. Late proposals: Any application received at the PSMFC office designated in the solicitation 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 PSMFC 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. The PSMFC may reject any or all of the proposals if such action is in the PSMFC's interest.
- 3.4.3. The PSMFC intends to evaluate proposals and award a contract 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. The PSMFC reserves the right to make an award on any item for a quantity less than a quantity offered, at the unit cost or price offered.
- 3.4.4. A written award or acceptance of proposal mailed or otherwise furnished to the successful applicant within the time specified in the proposal shall result in a binding contract without further action by either party.
- 3.4.5 The PSMFC may disclose the following information in any requested post award debriefings to other applicants:
  - 3.4.5.1 The overall evaluated cost of price and technical rating of the successful applicant;
  - 3.4.5.2. The overall ranking of all applicants, and
  - 3.4.5.3. A summary of the rationale for award.