

# REQUEST FOR QUOTES



The Pacific States Marine Fisheries Commission is requesting quotes for qualified individuals to assist PSMFC staff with editing watershed assessment plans.

## STATEMENT OF WORK

Contractor shall perform services describe below:

1. The contractor shall will work with PSMFC managers and California Department of Fish and Game (CDFG) staff to develop products for the Coastal Watershed Planning and Assessment Program (CWPAP);
2. The contractor will assist in the editing, formatting, and other pertinent revisions of CWPAP assessment reports in completing final watershed assessment reports for the following watersheds: Lower Eel River; Outlet Creek - tributary to the Eel River; South Fork Eel; Coastal Mendocino streams; and Van Duzen River. These final reports will be made available on the CWPAP website <http://coastalwatersheds.ca.gov/>. In addition, work will continue on the Navarro River assessment.
3. The contractor will provide timely updates concerning the status of completing editing and formatting tasks of assessment report products (such as completion of subbasin sections);
4. The contractor will coordinate with CWPAP staff in posting final documents to CWPAP's website for public access and review;
5. The contractor will undertake other duties related to the project as they develop and are mutually agreed to by PSMFC, CDFG, and the contractor.

Additional potential duties:

The contractor may assist in preparation of grants for continued funding for the CWPAP;

**DESIRABLE QUALIFICATIONS:** Three years of experience with watershed planning and/or fisheries management issues.

**PROJECT DURATION AND AWARD PERIOD:** The project period will be September 27, 2010 – May 31, 2012. It is expected that the successful bidder will spend no more than 600 hours on this work.

**PROPOSAL FORMAT:** Proposals should not exceed 4 pages and include:

- Contact information,
- Relevant qualifications and experience of the project investigator(s);
- Hourly Rates

**DEADLINE:** Quotes must be submitted no later than 5 p.m. (PST) on Friday, September 10, 2010 and submitted to:

Pacific States Marine Fisheries Commission  
205 SE Spokane St.  
Suite 100  
Portland, OR 97202  
Attn: Stan Allen  
Phone: (503) 595-3100  
Email: [stan\\_allen@psmfc.org](mailto:stan_allen@psmfc.org)

**CRITERIA FOR SELECTION INCLUDE (weight of each in %):**

- Applicant's documented ability and experience to conduct the work described (70%)
- Proposed Hourly Rate (30%)

**FOR FURTHER INFORMATION CONTACT:** Stan Allen (see above for contact information)