

**MARYLAND COASTAL BAYS PROGRAM  
REQUEST FOR PROPOSALS FOR IDENTIFYING NON-POINT SOURCE NUTRIENT AND SEDIMENT  
REDUCTION PROJECT OPPORTUNITIES IN THE ASSAWOMAN AND ISLE OF WIGHT/ST MARTIN  
RIVER SUB-WATERSHEDS**

**Date of Advertisement: June 6, 2019**

**Deadline for Receipt of Qualification Statements and Priced Proposals:  
July 15, 2019 5:00 pm.**

The Maryland Coastal Bays Program (MCBP) seeks to receive priced proposals from qualified consultants with relevant experience and demonstrated expertise in watershed assessment for the siting and design of non-point source nutrient and sediment reduction projects in the Assawoman and Isle of Wight/St Martin River sub-watersheds in the Maryland Coastal Bays.

**Project Description**

Watershed planning consultants and firm(s) will provide qualification statements including relevant experience for the specific project titled **Identifying Non-Point Source Nutrient and Sediment Reduction Project Opportunities in the Assawoman and Isle of Wight/St Martin River Sub-Watersheds**, along with a priced proposal, project budget and timeline for meeting project deliverables.

Funded by a grant from the Maryland Department of Natural Resources (DNR), the project is comprised of two parts: 1) watershed planning and analysis activities on the Assawoman Bay and Isle of Wight Bay/St. Martin River sub-watersheds to identify priority sites for conservation and restoration projects that will generate significant non-point source nutrient and sediment load reductions; and 2) development of concept designs for at least three diverse Best Management Practice (BMP) installation projects or project areas which can be positioned for subsequent full design and implementation funding.

Deliverable 1 for the project will be a detailed report documenting the watershed analysis and landowner outreach activities undertaken, and the identification of prioritized prospective conservation/restoration project sites in each of the sub-watersheds. This report will serve as the basis for a collaborative review involving the consultant, MCBP and DNR for the selection of three or more sites for concept design.

Deliverable 2 for the project will be three or more concept level designs for significant non-point source nutrient and sediment reduction projects in the target sub-watersheds. The goal will be to select a diverse range of prospective projects in multiple sub-watersheds and on different landscapes, including agricultural, developed, and coastal that will yield significant and cost-efficient nutrient and/or sediment load reductions.

**Scope of Work**

The selected Consultant will take the lead on the series of tasks set forth below. MCBP staff will be available to assist on some tasks, particularly with respect to providing access to, and interpretation of existing informational resources (e.g. water quality monitoring data), and facilitation of third-party outreach activities.

1. Compile, review and refine all available relevant information sources on the selected sub-watersheds, with particular attention to the identification and location of water quality issues, restoration and conservation opportunities and other possible areas of opportunity and/or concern.

This will include, but not be limited to, watershed characterizations, stream corridor assessments, watershed restoration action strategies, water quality monitoring data, biological and habitat surveys/assessments and GIS and other mapping data.

2. Review and communicate with partners including state agencies (DNR, MDA, MDE), Worcester County, the Town of Ocean City, Ocean Pines Association, NRCS and Conservation Districts, The Nature Conservancy, Lower Shore Land Trust, and other NGO's regarding previous work and current thinking on the most efficient process for identifying parcel level opportunities for conservation/water quality projects.

While this task will require direct outreach to individual partner entities, it will be facilitated through a special meeting of the MCBP Implementation Committee which includes representatives from all of the major partners engaged in the development and implementation of the MCBP Comprehensive Conservation and Management Plan. This meeting will be scheduled early in the project period.

3. Review existing GIS and aerial photogrammetry data and apply geo-spatial tools to produce parcel-based data for the identification and screening of potential projects.

4. Analyze data to develop a matrix utilizing screening criteria to determine land parcels with the highest likelihood for the best outcomes in nutrient reduction BMP's combined with cost efficiency.

This may include data-driven analysis using water quality data to identify "hot spots", delineate pathways to impaired stream segments from targeted land parcels and estimating relative load contributions as well as weighting factors such as geographic proximity to land parcels with a conservation mechanism in place or parcels owned by a public agency or NGO entity.

5. Develop a roster of prioritized BMP project opportunities linked to site conditions that include:

- Rural and agricultural land opportunities such as stream and/or ditch restoration; grass or tree buffer planting; large afforestation opportunities, and wetland creation projects;
- Developed land opportunities such as stormwater retrofits, wetland creation, stream channel stabilization improvements, and urban tree canopy expansion; and
- Coastal land opportunities such as wetland/marsh restoration and shoreline stabilization/restoration.
- Proposed BMP projects will be consistent with approved practices and protocols referenced by the *Development, Review, and Approval of Loading and Effectiveness Estimates for Nutrient and Sediment Controls in the Chesapeake Bay Watershed Model*.
- Nutrient reduction calculations shall be consistent with MD DNR's FieldDoc protocol.

6. Assist in outreach to property owners of prospective conservation/restoration sites to gain access for ground-truthing conditions and assessing owners' interest in participating and determine the most preferred parcels and willing property owners/project partners for potential projects at several scales.

7. Develop report summarizing research, analysis and outreach activities and presenting recommendations for prioritized project opportunities. This report will serve as the basis for a meeting of the consultant, MCBP and DNR to reach consensus on selecting three or more projects for concept level design.

8. Develop concept level designs for selected projects which can serve as the basis for the pursuit of funding opportunities for further design and implementation.

A concept level design will contain the following elements:

Problem statement.

Explanation of why these sites were prioritized.

Supporting documentation of existing impairment(s) in the watershed

Identification of the source or sources and loads of nutrients and sediment from the landscape. Other documented analysis that identifies why this concept design is chosen.

Drainage area that will be managed by the BMP practice or suite of practices.

Type and number of BMP's that will be utilized.

Expected nutrient and sediment reductions and calculations from FieldDoc and/or other sources referenced.

Landowner contact / permission or support generated.

Description of the work to be performed including preliminary estimate of probable cost for full design, permits that would be needed, and estimate of construction costs. BMP's proposed should reflect cost efficiencies that are supported by DNR agency documented requirements.

Identify challenges to the completion of design and construction of the project.

Maps, field drawings, accompanying documents that support concept design.

### **Project Timetable and Budget**

Consultant Selection: August 1, 2019

Project Completion: May 31, 2020

Proposed Consultant Budget: \$47,655

### **Proposal Requirements**

This Request for Proposals (RFP) invites qualified consultants to submit qualifications, experience and a priced proposal for the specific services described in the Scope of Work above.

The submitted proposals shall be concise, not to exceed 10 pages, 8.5" x 11", printed on one side. The minimum font size shall be 11 point. The 10-page limit does not include the cover page, transmittal letter, resumes, or any photos/maps candidates may choose to provide.

The prospective contractor's Response shall include a letter of transmittal not to exceed one (1) page, signed by an individual(s) authorized to represent the prospective firm contractually. The transmittal letter shall include the name, title, address, and telephone number of one or more individuals who can respond to requests for additional information and, of one or more individuals who are authorized to negotiate and execute a contract on the prospective firm's behalf, if applicable.

Proposals should include the following information.

- Articulate your understanding of the project goals and deliverables.
- Explain how your firm would approach undertaking the prescribed Scope of Work, including any adjustments and/or additions to the identified tasks you would propose.
- Present your experience, expertise and capacity to undertake each of the specific tasks included in the Scope of Work.
- Identify the general experience and qualifications of the consultant/firm and any proposed subcontractors with particular reference to experience in conducting similar projects. Knowledge of and experience working in Coastal Bays watershed is desired but not required. Provide references for at least three similar projects.
- Identify all relevant personnel that would be involved in the project and the specific role they would play. Provide resumes for all members of the proposed project team. Resumes do not count toward the ten-page proposal limit.
- Provide a proposed timetable within the project term for the accomplishment of each of the proposed tasks in the Scope of Work.
- Provide a budget derivation that identifies specific personnel, positions, estimated hours and hourly rates for the accomplishment of this project along with other incidental costs.

Maryland Coastal Bays may reject any RFP Response that does not meet these requirements.

## **Submission of Proposals**

**Please provide one hard copy and one pdf electronic version of your RFP response by 5:00 pm. on July 15, 2019.** Please email the electronic version to [sfarr@mdcoastalbays.org](mailto:sfarr@mdcoastalbays.org). The hard copies should be delivered to: Maryland Coastal Bays Foundation, Inc, Attention Steve Farr, Project Manager at 8219 Stephen Decatur Highway, Berlin MD 21811.

All questions should be addressed to Steve Farr by email at [sfarr@mdcoastalbays.org](mailto:sfarr@mdcoastalbays.org). Responses will be shared with all candidates to whom the RFP has been sent as an addendum to the RFP. In this regard, if you did not receive this RFP directly from MCBP, please let Steve Farr know if you intend to submit a proposal so we can keep you in the loop on any addenda that may be generated.

## **Proposal Review Process and Evaluation Criteria**

All proposals received by the submission deadline that meet the guidelines presented above will be reviewed by a committee of MCBP staff and ranked according to the evaluation criteria provided on the last page of this RFP.

Selection of the best qualified firm does not imply or guarantee that any contract will be awarded. MCBP also reserves the right to re-advertise this RFP if proposals submitted do not meet the criteria for the project scope.

Negotiations will begin with the firm having the highest final ranking and will proceed until a selection or selections are made. All respondents will receive notice of contract award. The selection of the firms(s) will be made in accordance with Maryland Coastal Bays Procurement Contracting Procedures.

The consultant selected will enter into a contract with Maryland Coastal Bays Program for the completion of all work necessary to meet the requirements outlined in the scope of services.

By Maryland law (Md. Ann. Code art. GP, § 4-101 2014), all proposals submitted in response to this RFP will be deemed public information.

**MARYLAND COASTAL BAYS PROGRAM  
EVALUATION FORM**

**PROJECT NAME: IDENTIFYING NON-POINT SOURCE NUTRIENT AND SEDIMENT REDUCTION PROJECT  
OPPORTUNITIES IN THE ASSAWOMAN AND ISLE OF WIGHT/ST MARTIN RIVER SUB-WATERSHEDS**

FIRM: \_\_\_\_\_ RATER: \_\_\_\_\_

**EVALUATION CRITERIA**

**1. Understanding of Project Goals and Deliverables** 10 points  
Proposal demonstrates clear understanding of project goals and deliverables

**2. Approach to Scope of Work** 15 points  
Proposal provides clear explanation of how the candidate would approach the Scope of Work. Proposed adjustments/additions to Scope of Work (if any) would enhance effectiveness and/or efficiency of project activities and quality of outcomes and deliverables

**3. Experience, Expertise and Capacity Related to Project Tasks** 20 points  
Proposal demonstrates candidate's specific experience, expertise and capacity to undertake all Tasks required in Scope of Work.

**4. Experience with Similar Projects** 20 points  
Proposal demonstrates candidate's successful experience with similar projects. Candidate has prior experience in Coastal Bays watershed.

**5. Qualifications and Experience of Proposed Project Team** 15 points  
Project team members have appropriate qualifications and experience to undertake all Tasks in the Scope of Work.

**6. Project Timetable** 5 points  
Proposal presents clear and appropriate timetable for undertaking Scope of Work and producing deliverables.

**7. Project Budget** 10 points  
Proposal presents clear, detailed and realistic project budget

**8. Proposal Meets Submission Guidelines** 5 points  
Proposal submitted on time and conforms to submission guidelines for content and format.

**6. Questions of Interest not to include in scoring**

Contractors should address the following questions:

- a. Are there any civil judgments and/or criminal history of the proposing firm or subcontractor's principals? \_\_\_\_\_
- b. Has firm ever been debarred or suspended by any governmental agency? \_\_\_\_\_
- c. Has firm ever had any revocation or suspension of a license? \_\_\_\_\_
- d. Has firm ever been engaged in any bankruptcy filings or proceedings? \_\_\_\_\_
- e. Is firm a minority or certified woman-owned business? \_\_\_\_\_
- f. Is this firm a veteran-owned business? \_\_\_\_\_

**TOTAL SCORE (MAXIMUM POSSIBLE 100):** \_\_\_\_\_