National Estuary Program

Puget Sound Marine and Nearshore Grant Program

Protecting Puget Sound Habitat and Species from High Priority Threats

REQUEST FOR PROPOSALS:

Assessment of Biofouling Threats to Puget Sound

June 6, 2012

Washington Department of FISH and WILDLIFE

WASHINGTON STATE DEPARTMENT OF Natural Resources

Assessment of Biofouling Threats to Puget Sound

REQUEST FOR PROPOSALS (RFP)

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IMPORTANT DATES

June 6, 2012	Request for Proposals published
June 22, 2012 12:00 PM (Noon)	**Proposal due date**
June 25 – June 29, 2012	Proposal evaluation period
July 3, 2012	Successful proposals chosen
Mid July – August 2012	Contracting
September 2012 – October 2013	Project implementation

PROPOSAL DUE DATE: June 22, 2012, 12:00PM (noon) *Pacific Standard Time*, Olympia, WA USA

Washington Departments of Fish and Wildlife and Natural Resources reserve the right to amend this solicitation for administrative (i.e. change of dates or location) or technical (i.e. change in requirements) purposes. Application material and amendments are posted at http://wdfw.wa.gov/grants/ps_marine_nearshore/rfp/. Please check periodically for changes. Other than the proposal deadline, these dates are estimated and subject to change.

OVERVIEW

Purpose

The Puget Sound Marine and Nearshore Grant Program (Grant Program) is issuing this Request for Proposals for research into threats to Puget Sound species and nearshore and marine habitats from commercial and recreational watercraft biofouling—the transport and/or introduction of marine invasive species by watercraft and other biofouling pathways in Puget Sound. The Grant Program is supporting implementation of the Puget Sound Action Agenda and the US Environmental Protection Agency's (EPA) national goals for Puget Sound by strategically investing funds in marine and nearshore protection and restoration.

The purpose of this RFP is to fund research, based on published studies, gray literature, and interviews with biofouling experts and regulators, that produces interim and final reports regarding:

- Marine invasive species associated with watercraft biofouling and their environmental and socio-economic impacts.
- Standard protocols for identification of high-risk watercraft.
- Best Management Practices (BMPs) for in-water cleaning.
- Identification of other biofouling pathways and threats.
- Recommendations for future research and monitoring.

Background

Preventing aquatic invasive species from establishing and spreading is the most cost effective and least environmentally damaging method of protecting Puget Sound ecosystems and local economies from the impacts of invasive species. Recent research shows that watercraft biofouling is the leading pathway responsible for aquatic invasive species introductions in locations worldwide, and is now considered to be an equal if not greater threat than ballast water. Therefore, biofouling on watercraft is assumed to be a significant marine invasive species pathways threatening Puget Sound, but there is a gap in current knowledge about the scale and nature of the issue, which limits our ability to act. Best management practices (BMPs) and strategies have not been identified and formally adopted for Puget Sound, although work is currently under way on this issue in other locations.

The report produced through this RFP will provide baseline knowledge about the watercraft biofouling pathway in the Puget Sound. It will also provide insight into priorities to improve management and enable implementation of improved management strategies in order to interrupt the watercraft biofouling pathway. Ultimately, it is expected the report will help the state implement a science-based management program that protects functioning ecosystems from invasive species transported into and within Puget Sound by watercraft biofouling, and balances the operational needs of the watercraft owners and operators. For the purposes of this report, watercraft will be divided into commercial and recreational types. Commercial types are those that do not, or would not, require registration through

the state Department of Licensing and includes, but is not limited to: fishing vessels, charter boats, tugs, construction barges, and those vessels over 300 gross tons regulated under RCW 77.120, the WDFW Ballast Water Management Program. Recreational watercraft are those owned by residents of Washington State that are required to be registered under RCW 88.02.640 and similar non-resident watercraft not engaged in commercial business.

This RFP supports the 2008 Puget Sound Action Agenda priorities, including:

- NTA A.5.4. Enhance and target existing capacity to rapidly respond to immediate invasive species risks.
- Strategy A.5.4. Continue to implement targeted and strategic efforts to contain, control, and eradicate existing infestations of invasive species that impair ecosystem processes.

It is also consistent with proposed strategies and priorities in the draft Puget Sound Action Agenda Update including B5.3 NTA 3 regarding managing invasive species on or in watercraft. DFW will evaluate options for managing invasive species transported on and in the hulls of watercraft.

Eligible Applicants

Any organization or entity that has the capacity to carry out the tasks of the RFP are eligible to apply, including state , local, and tribal government, NGOs, institutes of higher education, graduate researchers, and private businesses or contractors.

Applicants must not be an affiliate, subsidiary, or an allied organization of the Association of Community Organizations for Reform Now (ACORN).

Project Period

The expected project period is starting 9/01/2012 and to end no later than 10/31/2013.

PROJECT SCOPE

Project Design

All project proposals must include the following tasks and deliverables.

Task 1: Identify the species and assess the percentage of invasive marine species in Puget Sound associated with watercraft or other biofouling pathway. Invasive species includes both micro and macro fauna and flora, but does not include bacteria or viruses.

Where available, compile and present impact data that shows established species in Puget Sound causing, or having links to, negative consequences to the economy, environment, human health and social/cultural values.

> ***Deliverable 1*:** Interim report including the following sections: introduction, methods, preliminary results, discussion, preliminary conclusion, and references.

Task 2: Identify high-risk watercraft types arriving to, staying for extended periods within, or residing in Puget Sound. This should not require actual in-water surveys and should be based on factors including, but not limited to: hull husbandry history including niche areas, biofouling inspection history, normal hull speed underway, anti-fouling systems used and age of systems, residency history at anchor or berth, and known extent of biofouling existing at time of risk assessment. Factors for determining high-risk risk data include, but are not limited to: California State Lands Commission hull husbandry surveys of vessels that have made Washington State arrivals; watercraft categories (*barge, tanker, cargo, fishing, ocean cruising yacht, etc*) and frequency of arrival/year; volume of vessel arrivals/year; volume of unique vessel arrivals/year; and non-WA last port prior to arrival. As part of this task, document and standardize the method used to determine high-risk watercraft for use as a future state management tool.

> ***Deliverable 2*:** Interim standard report (introduction, methods, preliminary results, discussion, preliminary conclusion, references).

Task 3: Identify best management equipment and practices currently used, or likely available in the near-term, for in-water watercraft cleaning by commercial and recreational types. Include a summary of management strategies at state, federal, and international levels, and create a database of stakeholders that should be consulted in the event that the state development new biofouling laws and rules. Identify best management practice threshold levels of macro-fouling that would allow in-water cleaning or require cleaning in dry-dock.

> ***Deliverable 3*:** Interim standard report (introduction, methods, preliminary results, discussion, preliminary conclusion, references).

Task 4 : Identify non-watercraft biofouling vectors, as well as other biofouling research and monitoring that should be conducted. Other pathways include, but are not limited to: construction barges; boat docks; navigation and mooring buoys; aquarium trade; and aquaculture infrastructure. If different than those in Task 3, include a summary of management strategies at state, federal, and international levels, and create a database of stakeholders that should be consulted in the event that the state developments new biofouling laws and rules.

> ***Deliverable 4:*** Interim standard report (introduction, methods, preliminary results, discussion, preliminary conclusion, references).

Task 5: Compile final report summarizing the results and conclusions of the research and recommendations made in the previous tasks.

> ***Deliverable 5*:** Final report summarizing information gathered in Tasks 1 through 4 and providing final results, conclusions and recommendations, with Deliverables 1 through 4 included as appendixes.

Desired Project Outcomes & Performance Measurement

The following are the desired outcomes from this project, and the performance measures that will be used to assess the success of the project.

Near-term outcomes –

Improved knowledge about the biofouling pathway provides insight into priorities to improve management of invasive species. This enables implementation of improved management strategies that interrupt the biofouling pathway and reduce the introduction and spread of invasive species.

Long-term outcomes –

Ultimately, preventing the introduction or spread of invasive species through the biofouling pathway will prevent irreversible harm to Puget Sound and protect functioning ecosystems from environmental harm.

Performance measures -

- Delivery of interim reports (introduction, methods, preliminary results, discussion, preliminary conclusion, references).
- Delivery of a report that summarizes data on hull fouling and provides recommendations for a comprehensive program for Puget Sound.
- Development of management tools and performance measures that minimize risk of introduction or spread of invasive species in Puget Sound via the biofouling pathway.

FUNDING INFORMATION

Anticipated Funding Level

It is anticipated that up to $150,000 will be available for this project.

We reserve the right to reject all proposals and make no awards under this RFP or award less than the full amount of funds available.

Source of Funding

The Grant Program is funded by the EPA through an approximately $8.5 million grant from the National Estuary Program. **All awards are subject to both state and federal terms and conditions.**

PROPOSAL SUBMITTAL

A complete proposal will include three documents:

1. Technical Proposal (Scored)

A. COVER PAGE

- Project Title

- Contact information (*Primary and secondary contact names, affiliations, mailing addresses, telephone numbers, e-mail addresses*)
- Estimated Budget
- Authorized Signatures

B. STATEMENT OF WORK

In order to expedite potential contracting and a final award, the Proposed Statement of Work (SOW) will be an important element of the proposal. The SOW should completely describe the proposal so that there is a clear understanding of what will be accomplished via the contract and to what standards. The SOW contents will address, in full, the project design:

I. SCOPE

Provide a brief statement of what will be accomplished under the contract — the project's breadth and limitations.

Specific details on the tasks and deliverable will be provided in the "Tasks/Deliverables" section.

II. OBJECTIVES

Provide a concise overview of the contract effort, goals, and objectives.

III. TASKS AND DELIVERABLES

Describe how the tasks will be completed. Under each task, list the deliverable(s), the associated reimbursable cost, and due date. If applicable, reference minimum requirements or industry standards associated with a task or deliverable.

IV. PERIOD OF PERFORMANCE

Projects must be complete by October 31, 2013

Management Proposal (Scored)

C. STATEMENT OF QUALIFICATIONS

- Provide organizational experience relating to the proposed activities and objectives.
- Describe how the expertise, qualifications, and knowledge, of key project staff (*including any contracted resources*) will enable them to successfully implement the project.
- Submit a list of no more than three projects similar in size, scope, and relevance to the proposed project that your organization performed within the last three years and describe:
  - Whether and how you were able to successfully complete and manage the agreements within the original budget and schedule.
  - Your history of meeting the reporting requirements under the agreements including whether you adequately and timely reported on your progress towards achieving the expected milestones and results (*and if not, explain why not*) and whether you submitted acceptable final technical reports under the agreements.

Cost Proposal (Scored)

D. BUDGET WORKSHEET

Provide an **total cost** for each deliverable and the cost breakdown for the objects, such as salaries, travel, etc.

	Deliverable 1	**Deliverable 2**	**Deliverable 3**	**Deliverable 4**	**Deliverable 5**	
Description of Deliverable	Interim report on biofouling NIS	Interim report on high-risk watercraft identification	Interim report on in-water cleaning BMPs	Interim pathways report, research, and monitoring	Final report summarizing tasks 1 through 4	
Delivery date						
Cost						**Total**
Salaries						
Fringe Benefits						
Travel						
Equipment						
Supplies						
Contractual						
Other						
Indirect or Overhead						
Total						

BUDGET NARRATIVE

To evaluate project costs, we require disclosure of whole project cost estimates, recognizing that an award may only result in phased funding, or may only pay for a portion of whole project costs. A complete budget narrative is necessary to evaluate project costs. The budget narrative should, at minimum, justify total task cost.

'Personnel' refers to wages and salaries for staff engaged in project implementation. Narrative should break down costs by staff type, by rates, and hours. Identify project roles for project managers and key staff.

'Fringe Benefits' are those costs employers incur for providing a package of benefits beyond salary or wages, and can be described as a percentage of wage costs.

'Travel' should include the method used to calculate travel costs (mileage rate; estimated miles traveled). Costs must not exceed the Washington State per diem rates.

'Equipment' includes items with a value greater than $5000 per unit and a useful life more than 1 year. Items with a unit cost of less than $5000 are deemed to be supplies, pursuant to 40 CFR 31.3 and 30.2. If applicable, provide an itemized list of equipment and indicate why it is more economical to purchase rather than lease.

'Supplies' are material costs that are not equipment. Please describe quantities and unit costs of supplies.

'Contractual' costs may not be finalized at the time of application. Individual contracts should be itemized with a brief description of scope, recipient's qualifications, the basis for the estimate (*engineers estimate, firm fixed bid, etc.*) and the status of the contract (*bid documents prepared, RFP released, etc.)*.

'Other' costs should be described by the nature of the expense and the method of estimation.

Ineligible Expenses or Activities:

Please review the attached State and Federal terms and conditions.

The following costs are not eligible for funding.

- **RFP Submittal costs.**
- **Management Fees** or similar charges in excess of the direct costs and indirect costs. Expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for similar costs not allowable under this agreement.
- **Mitigation Requirements** or obligatory compensation or incurred by the sponsor or a third-party. Funding, however, may be provided for actions associated with compensation or mitigation, if those elements are above and beyond the mitigation requirements and can be easily isolated from the required mitigation activities.
- **Lobbying** or litigation against Federal, State or local Governments.
- **Ordinary operating expenses** of local government, such as the salaries and expenses of a mayor, city council member, city attorney, etc., overtime differential paid to employees of local government, and permits and fees required by federal, state, or local regulations.
- **Bad debts, uncollected accounts or claims**
- **Alcoholic beverages**
- **Interest and other financial costs**
- **Raffle, door, or other prizes** unless authorized by the Program coordinator.

Submittal Format

Complete proposals received by **12:00 PM (Noon), June 22, 2012**. Proposals received after this time will be rejected.

Responses deemed incomplete or otherwise ineligible will not be reviewed and evaluated, and the project sponsors will be notified within two business days of the ineligibility determination.

PROPOSAL REVIEW PROCESS

An advisory review panel made up of individuals with subject-matter expertise will review, evaluate, and rank proposals. The Grant Program will then select a successful proposal for funding.

Debriefings

Sponsors of unsuccessful proposals may request a debriefing.
Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the firm's proposal.
- Critique of the proposal based on the evaluation.
- Review of proposer's final score in comparison with other final scores without identifying the other firms.

Comparisons between proposals or evaluations of the other proposals will not be allowed.

Evaluation Criteria

Eligible proposals will be evaluated on the criteria listed below. Points will be awarded based on how well each evaluation criterion or sub-criterion is addressed. Proposals that do not sufficiently address *all* tasks and deliverables will *not* be forwarded to the review committee. Weight is based on a 100 point scale.

a) **Technical Proposal** (40 points)
- Project Approach/Methodology – Includes a complete description of the Consultant's proposed approach and methodology for the project. This section should convey Consultants' understanding of the proposed project.
- Work Plan - Includes all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the Consultant's knowledge of the subjects and skills necessary to successfully complete the project. The Consultant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
- Project Schedule - Includes a project schedule indicating when the elements of the work will be completed. Project schedule must ensure that any deliverables requested are met.
- Outcomes and Performance Measurement – Describes the likelihood that the proposed approach will achieve the outcomes and appropriate performance measures outlined.
- Risks - The Consultant must identify potential risks that are considered significant to the success of the project. Include how the Consultant would propose to effectively monitor and manage these risks, including reporting of risks to the AGENCY'S contract manager.
- Deliverables – Fully describes all deliverables required under the proposed contract.

b) **Management Proposal** (35 points)
- Project Team Structure/Internal Controls - Provides a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm or organization indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.
- Staff Qualifications/Experience - Identifies staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide resumes' for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Consultant must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the Grant Program.

c) **Cost Proposa**l (25points)
- Budget does not exceed the anticipated award amount.
- Budget is complete and accurate.
- Budget provides good return on investment.