

October 5, 2008

REQUEST FOR QUALIFICATIONS

Interested parties are invited to submit a Statement of Qualifications (SOQ) to provide professional services to assist the San Francisco Estuary Project (SFEP) in restoration efforts. This position will serve as a **Restoration Consultant** for SFEP's overall environmental restoration efforts.

The Association of Bay Area Governments (ABAG) provides fiscal, contract and administrative services for the SFEP. Any contract resulting from this solicitation will be negotiated by ABAG and SFEP and administered by ABAG.

I. Background

The SFEP was created in 1987 under the Clean Water Act's National Estuary Program. It is a cooperative effort to promote effective management of the Bay-Delta Estuary and to restore and maintain its water quality and natural resources. Representatives from the public, all levels of government, and elected officials from all twelve Bay-Delta counties, are working together to implement the Comprehensive Conservation and Management Plan (CCMP). The plan recommends specific corrective actions, monitoring programs and research goals aimed at resolving the Estuary's most critical problems. ABAG serves as the fiscal agent for the Estuary Project.

The CCMP includes more than two hundred recommended actions aimed at improving the health and long-term viability of the Estuary, including numerous actions that are specific to wetlands and riparian habitat restoration. One of these actions led to the production of the 1999 *Baylands Ecosystem Habitat Goals*. The *Goals* report recommends needed habitat changes and identifies a number of deficiencies that hinder the way habitat projects are designed, implemented and monitored. SFEP is seeking support to assist in restoration efforts that will implement upland and wetlands action items from the CCMP and the recommendations of the *Goals* report.

The geographic scope of projects to be addressed by this SFEP effort will encompass habitats associated with San Francisco Bay and its immediate watersheds. Habitat projects upstream from the eastern edge of Suisun Marsh (i.e., eastward from the city of Pittsburg) are considered to be the Sacramento-San Joaquin River Delta and fall outside of the purview of restoration efforts under the terms of this Request.

II. Services Required

SFEP seeks to increase the Program's implementation of CCMP restoration goals and actions. We are looking to expand recognition of the cutting-edge restoration activities already promoted by the SFEP, to increase program funding for new restoration efforts, and to accelerate restoration project successes around the estuary. The primary responsibility of the Restoration Consultant will be to build upon SFEP's existing network of partners, supporters and outreach activities to create a regional campaign to promote implementation of SFEP's habitat restoration programs. This effort will include multiple partners and promote restoration projects throughout the bay region.

The applicant should possess considerable knowledge about how to advance priority restoration projects through the planning and implementation process. Significant experience with grassroots organizing and outreach strategies is required, as well as experience working with stakeholders in regional bay habitat restoration efforts. Applicants are required to have an understanding of the Baylands ecosystem and associated habitats, and be able to consider project planning in a regional context. It is expected that the successful applicant will be conversant in restoration strategies, as well as have a strong policy background and a proven track record in working within the San Francisco Bay area watershed on successful restoration efforts. The successful candidate must be able to work effectively with restoration experts in a variety of fields such as, biologists, ecologists, hydrologists, and/or engineers. Familiarity with design and implementation of habitat projects in the Bay Area, as well as the monitoring that occurs following project construction is desirable.

The SFEP Restoration Consultant will be tasked with helping the Project focus more effort and resources on restoration efforts throughout the bay region. Please see Attachment 1 - Statement of Work for requisite tasks and qualifications.

III. Compensation

A flat rate of \$55 per hour will be paid to the selected applicant, up to a ceiling maximum of 1000 hours per year. Opportunity may exist to work beyond 1000 hours per year should project demands require this. If this occurs, the existing contract will be amended between the applicant and ABAG.

The applicant can be a self-employed contractor or the employee of any consulting firm or non-governmental organization. No benefits are provided. All services will be paid for on an hourly basis with other direct costs to be billed on an as expended basis. Contractor is responsible for payment of applicable state and federal taxes. Contractor must provide the necessary office space and

equipment to perform required work but space will be available at SFEP's office at the Regional Water Quality Control Board on an as needed basis.

IV. Time Frame

This solicitation is for part-time work. The term of the contract could extend up to three years depending on available funding.

V. Selection Procedure

Every submittal will be evaluated according to the criteria below. Numerical scores will be tabulated for each offer.

- 1) Relevant Qualifications and Experience - The Contractor will be evaluated based on the level of experience and background in performance of similar projects/programs.
- 2) Educational and Professional Background- The Contractor must possess the educational requirements listed in the Statement of Work.
- 3) Submittal - The Contractor will be evaluated based on the adequacy of the submittal to respond to the goals and objectives of this Request for Qualifications (RFQ). Statements must respond to all the requirements of the RFQ, and must include all information specifically required in all sections of the RFQ.

Highest ranking candidates will be invited to an interview at San Francisco Estuary Project Offices, San Francisco Bay Regional Water Quality Control Board, 1515 Clay Street, Suite 1400, Oakland, CA, at their own expense.

The responsible Contractor whose Statement of Qualifications is most advantageous to the restoration effort, ABAG, SFEP, evaluation factors, and other factors considered, will be awarded first place on the pre-qualified list. Our objective is to obtain the highest qualified candidate to achieve the objectives within a realistic time frame and reasonable cost. Qualifications and experience as a whole are more important than cost.

This RFQ does not commit ABAG to award a contract. Applications will only be considered for the Pre-Qualified List at this time. When services are required, a contract will be negotiated. Applicants are informed that the award of any contract as the result of this solicitation is contingent upon the availability of funds. Award of a contract may not be made to any Contractor unless an agreement can be secured for all general and special contract provisions.

VI. What to Submit

To provide an objective, fair review of all statements of qualifications, the submittals are to include only the following information:

1) Cover Letter - The Cover Letter, covering highlights and unique features of your qualifications, should provide a definitive statement of qualifications allowing the candidate to accomplish the requirements as stated in this RFQ. This must describe in detail the procedures and methods that will be used to achieve the stated needs outlined in the Statement of Work, preferably drawing on past experience/work conducted by the applicant.

Any special terms and conditions related to this request should also be summarized in this portion of the statement. Letter should include your office address.

Finally, the Cover Letter should detail your specific expertise and preferences as relates to the Design Review component of the Restoration Program. Please note any design review experience you might possess relative to specific habitat types, i.e., tidal marsh, riparian woodlands, salt ponds, etc. Length: **Two (2) pages maximum.**

2) Relevant Experiences and Educational and Professional Background - Provide a summary of relevant experience over the last 5 years and a summary of educational background, including degrees. Also include special professional and/or project experience as well as any relevant publications. Length: **Three (3) pages maximum.**

3) List of References - Provide a list of references for your work, including contact name, address, telephone number, nature of job, length of engagement, amount (e.g. 1 year, \$ 35,000). Length: **One (1) page maximum.**

A resume of no more than two pages in length may be submitted in addition to the above-listed items. We require three (3) copies of your statement package or an electronic PDF. **Statements are due in the Estuary Project offices no later than Wednesday, November 5, 2008 at the close of business, 5:00 P.M.**

Questions may be directed to Judy Kelly, Director, SFEP at jakelly@waterboards.ca.gov or Paula Trigueros, SFEP Contract Manager, ptrigueros@waterboards.ca.gov

VII. Where to Submit Application

Hard copies should be mailed to:

Paula Trigueros
Contract Manager
San Francisco Estuary Project
1515 Clay Street, Suite 1400
Oakland, CA 94612-1413

Electronic submittal in PDF must be sent to Paula Trigueros at
ptrigueros@waterboards.ca.gov

(Receipt in our office must be by the deadline stated regardless of postmark.)

Attachment 1 - Statement of Work

1. Create a publicly recognizable identity for the SFEP that captures the region's national significance and build an initiative comparable to programs such as restoration of the Florida Everglades.
2. Design a fundraising program that identifies new sources of funds and funding partners that would accelerate attainment of SFEP habitat restoration goals.
3. Cultivate new partners to support SFEP restoration program goals.
4. Provide assistance to current and candidate Implementation Committee members to seek support for implementation of priority restoration projects.
5. Develop criteria for selecting priority restoration projects for SFEP and partners on which to focus money, time, and attention -- projects which implement *Baylands Ecosystem Habitat Goals* and CCMP goals and priorities.
6. Work with existing organizations and available information to compile an assessment of the most environmentally significant and ready-to-implement projects in the region; watershed by watershed
7. Work with the Implementation Committee to propose habitat projects for SFEP to review, develop and fund .
8. Work with Project outreach staff to design and implement a public outreach program that expands public recognition of SFEP's mission and promotes attainment of SFEP's restoration goals.

Qualifications

Candidates for this work should have many of the following qualifications:

- At least ten years experience working on various aspects of San Francisco Bay ecosystem restoration projects, including wetlands and associated habitats.
- Extensive experience building grassroots initiatives in support of restoration.
- Demonstrated success in building programs to fund ecosystem restoration.
- Experience in effective grassroots public outreach efforts.
- Extensive experience in seeking and securing funding for restoration projects in the San Francisco Bay region.
- Ability to work with scientists and other resource managers.
- Familiarity with the San Francisco Bay/baylands habitat system.
- Demonstrated Writing experience.
- Possess demonstrated experience in working with diverse interests to achieve successful, on-the-ground restoration projects.
- Suitable knowledge of scientific issues relating to the San Francisco Bay

Estuary.

Work Schedule

The workload is variable and work hours can be flexible and involve telecommuting. The expectation is that the selected Consultant will meet face to face with the Director and other SFEP staff on a routine basis on a schedule convenient to all parties.

Supervision

The expectation is that the Restoration Consultant will work in a largely independent way, communicating issues and proposing solutions for restoration efforts. Selected applicant will work directly with the SFEP Director and the Implementation Committee and other senior resource managers in the San Francisco Bay region. Selected applicant will submit monthly reports on progress and completion of deliverables as well as invoices of direct costs, overhead and direct cost expenditures.