

REQUEST FOR PROPOSALS: SIUSLAW COHO PARTNERSHIP RESTORATION INITIATIVE MONITORING PLAN

The Siuslaw Watershed Council is requesting proposals from qualified individuals for a contracted
Watershed Monitoring Consultant
for the
Siuslaw Coho Partnership
a partnership focused on holistic watershed restoration and coho recovery.

Proposal due: 5pm August 23rd, 2023

Submit to: Application instructions below.

SUMMARY

As a component of the Siuslaw Coho Partnership's (SCP) Focused Investment Partnership (FIP) initiative, we plan to carry out implementation and ecological effectiveness monitoring efforts directed by a Monitoring Plan. The primary deliverable of this project is a complete Monitoring Plan. While the SCP has developed a thorough Monitoring Framework as a component of our Strategic Action Plan, there is a need for the development and finalization of a full Monitoring Plan to strategically guide our efforts throughout the duration of our FIP initiative and beyond. The Monitoring Plan is expected to be completed by May 2024, in time for pre-implementation monitoring of restoration projects in Summer 2024. The Monitoring Plan will cover all restoration strategies in the SCP's Strategic Action Plan, across the SCP's priority geography. All monitoring efforts will be advised by OWEB, the SCP's FIP Technical Review Team, and the SCP's Monitoring Committee, which includes representatives of the: Siuslaw Watershed Council, Siuslaw Soil and Water Conservation District (SSWCD), Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw Indians (CTCLUSI), McKenzie River Trust (MRT), and Confederated Tribes of the Siletz Indians (CTSI). All organizations represented are core partners in the SCP and offer complementary areas of expertise in our initiative monitoring efforts.

ABOUT US

The [Siuslaw Coho Partnership](#) (SCP) is a group of 10 federal, state, and local organizations working together towards holistic watershed restoration and coho recovery in the Siuslaw and Coastal Lakes Basins of Oregon. The SCP has collaborated on restoration projects for nearly three decades. Our partner organizations include: Siuslaw Watershed Council, Bureau of Land Management, Siuslaw National Forest, Siuslaw Soil and Water Conservation District, Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians, Confederated Tribes of the Siletz Indians, the Oregon Department of Fish and Wildlife, and the McKenzie River Trust.

The SCP's vision is: "a future where collaboration among residents drives thriving local communities that exist in balance with the region's highly productive Siuslaw River watershed. In addition to providing critical services that promote a high quality of life for local residents (like drinking water, flood storage, and nature-based recreation), the Siuslaw watershed

will continue to generate some of the largest, most diverse coast coho (and other) salmon runs on the Oregon coast. Healthy salmon habitats – and the numerous plant and animal species that rely on them – will foster social and economic well-being in the Siuslaw Watershed and promote resilience to changing watershed conditions.”

A key step in developing a science-driven process for improving Coho habitat is monitoring and evaluating the effect restoration actions have on the processes that create complex habitat. The monitoring proposed herein would test the hypothesis that strategic investment in the restoration of key habitat-forming watershed processes will further improve the OC Coho Salmon population. Monitoring the effectiveness of these restoration actions is an important step in testing this hypothesis that will allow us to adaptively manage these actions to ensure we are protecting and restoring the natural processes for the conservation and recovery of Siuslaw Coho.

SCOPE OF WORK AND TIMELINE

Task 1: Facilitate the SCP Monitoring Committee

The Consultant will engage current and future partners, convene and facilitate committee meetings to identify monitoring actions, prioritize those actions, identify specific high priority projects, centralize existing datasets, and confirm roles and responsibilities during action planning as well as future phases of implementation. With input from members, Consultant will finalize and execute an initial drafted MOU which identifies roles and responsibilities for the SCP and ensures successful implementation of the monitoring plan. Facilitation of the monitoring committee will primarily include in-person meetings (approximately 8 meetings are anticipated) but may also include email communications, teleconferences, on-line surveys, presentations to the partnership and stakeholders, and data sharing, as necessary and timely, which will be carried out by the Consultant. For the duration of the project, the Consultant will also participate in occasional restoration project meetings and site visits to represent monitoring perspective and scope project-specific monitoring needs.

Deliverables:

1. Agreed upon meeting schedule for SCP monitoring committee.
2. Executed MOU that identifies roles and responsibilities for the SCP members engaged in implementation and ecological effectiveness activities.

Task 2: Produce a Monitoring Plan

Consultant will lead partners in the development of a Monitoring Plan for implementation and ecological effectiveness of the SCP FIP restoration initiative. The purpose of a monitoring plan is to clearly state the problem, goals, and objectives so a reliable dataset will be collected that will answer the original monitoring questions. The Monitoring consultant will work with SCP partners and the necessary federal and state agencies, such as DEQ, to create a monitoring plan using Chapter 2 of the Oregon Plan for Salmon and Watersheds Water Quality Monitoring Guidebook, Monitoring Strategy and Plan, as a template, and informed by the Siuslaw River and Coastal Lakes Basins Strategic Action Plans (linked here).

Proposed components (loosely based on Deschutes FIP Progress Monitoring): Introduction, monitoring questions, theory of change, implementation monitoring framework, effectiveness monitoring framework, training, methods for various

field monitoring activities, site-specific scheduling of monitoring activities, references. Additional key elements of the monitoring plan will include but are not limited to: 1) key personnel responsible for data acquisition and management, 2) specific monitoring protocols: metrics, methods and design with QA/QC and associated costs, 3) process for data analysis and adaptive management, 4) data chain of custody, and 5) location where data will be stored.

For the duration of the project, the Consultant will serve as the point-of-contact and steward for multiple databases and data types. The Consultant will integrate and analyze internal and external data sources (wetland, estuary, freshwater, fish habitat, etc.), and centralize and maintain databases and standardize data collection methods, organized database storage and stewardship methods, and analytical methods. The Consultant will include protocols for managing monitoring databases in the monitoring plan.

Also in 2023, the SCP Monitoring Coordinator will create a Siuslaw Coho Partnership Monitoring Sampling and Analysis Plan using the sampling and analysis plan templates provided by DEQ and EPA. The purpose of this document will be to document specifics of the project: how the data will be used, what methods will be used, and how the data will be reported by SCP.

Deliverable:

1. A monitoring plan that clearly outlines a path towards robust evaluation of our restoration initiative. The plan will also identify partnerships, define high priority geographic focus areas, present current conditions, and establish achievable and measurable outcomes.
2. Data storage and sharing system that is user-friendly, secure, and sustainable.

Task 3: Provide support for SCP Project Managers in development of OWEB FIP monitoring grant application in Spring 2024 cycle

Consultant will provide technical support for SCP members drafting the Spring 2024 monitoring grant proposal, which will include project-specific monitoring activities.

Deliverable:

1. Review of draft grant proposals including scientifically sound feedback.

CONTRACTOR QUALIFICATIONS

Education:

- Master's degree in fisheries, ecology, hydrology, or related field with quantitative research and data management and analysis expertise. The master's degree requirements may be substituted with a bachelor's degree and significant experience designing and leading natural resource monitoring programs.

Professional experience:

- Three years of work experience in natural resources research, monitoring, and conservation planning. Fisheries and coastal natural resource experience are strongly preferred.

- Experience leading the design and implementation of monitoring plans or other science-based natural resource research projects in field settings.
- Experience analyzing large and multi-faceted datasets using sophisticated statistical methods.
- Experience with field data collection and analysis.
- The ability to manage complex projects with a variety of partners and meet deadlines is essential.
- Excellent written and verbal communication skills, including experience with scientific writing for multiple audiences including academic, conservation, and the public.
- Ability to work both independently and as part of a team.
- Knowledge and appreciation of the people, values, and current conservation issues of the region. Knowledge of salmonid life history and habitat needs, watershed processes, water quality issues, natural and introduced vegetation.
- High level of proficiency in ArcGIS or other spatial analysis software.
- High level of proficiency in Microsoft Office Suite.
- High level of proficiency in a statistical program (R, Python, or Matlab).
- A positive attitude with a flexible approach to work.
- Ability to engage in strenuous outdoor activity, carry field equipment, and endure outdoor field conditions including cold and wet winter weather and extreme heat.
- Problem-solving, decision-making skills, and the ability to work independently with attention to detail.
- Essential behavioral skills: dependable, self-motivated, and collaborative.

PROPOSAL REQUIREMENTS

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction of the project. Proposals will be accepted until 5pm PST August 23rd, 2023. Any proposals received after this date and time will be considered untimely responses. All proposals must be signed by an official agent or representative of the company submitting the proposal.

The response to this RFP shall include the following information. Respondents should provide complete and current information for all categories.

Project Approach

Provide a concise statement of Consultant's understanding of the critical issues unique to this project. Describe how Consultant would approach the various tasks and activities listed in the Scope of Work, and how these tasks and activities will lead to a successful project. Consultant may include any additional tasks or deliverables not listed in the Scope of Work that they feel are important to the overall goals and success of the project.

Project Schedule and Bid

Provide information on Consultant's availability for this project and submit a detailed project schedule. Identify key tasks and the actions that will be performed by Consultant or that may be needed by others including SCP's member organization staff members.

Provide a summary chart, graph, or table of the project bid estimate, including itemized service and supply expenses. This budget estimate should be based on the tasks shown in the scope of work for the period covered. SCP member organizations anticipate the total expenditures for this project to be \$85,000 or less. The contractor will show that they have the ability to complete the scope of work within this budget. During the contract implementation consultant will be required to track the budget by task in a monthly summary showing the status for each task in relation to the estimated budget and timeline. In addition, contractor will inform partnership of anticipated budget amendments, net zero. No additional funding will be available.

Qualifications and Experience

Provide qualification/experience information including a list of projects that Consultant has completed that have similar project elements, specifically projects associated with collaborative project management involving numerous parties and stakeholders; multiple treatment types; and large/small group meeting management and facilitation; monitoring plan development, or project prioritization. Please include digital links to no more than 3 sample project action plans, if available. Projects should have been completed within the last 10 years. Include resumes of all consultants and contractors involved in the project.

References

List 3 references from projects having similar elements to this plan. Projects should have been completed within the last 5 years.

ADMINISTRATIVE INFORMATION

Number and format of RFP responses

Submit an electronic copy of the response to this RFP in accordance with all the requirements set forth herein. The minimum font size for all text shall be 11 point.

Delivery of Proposal

Proposals will be accepted until 5pm PST August 23rd, 2023. Any proposals received after this date and time will be considered untimely responses.

Submit proposals to:

Siuslaw Coho Partnership Monitoring Committee, siuswcd@gmail.com

Please use the following subject line when submitting proposals: **"SCP Monitoring Plan Development Proposal"**

Proposal Evaluation Criteria

SCP monitoring committee members will evaluate all proposals based on the following criteria:

- Project Approach: 30%
- Project Schedule and Bid: 20%
- Qualifications and Experience 50%

Proposal Review Schedule

RFP Released: August 9th, 2023

Proposal Due: 5 pm PST, August 23rd, 2023

Consultant Interviews (if necessary): August 28th-29th, 2023
Contract executed by end of August
Project implementation to begin in November, or earlier if possible

Siuslaw Coho Partnership's Obligations and Rights

This solicitation does not and shall not commit SWC, SCP, or any of their agents to enter into any agreement, to pay any costs incurred in the preparation of any response to this solicitation, or to procure or contract for any services or supplies. SWC reserves the right to accept or reject any or all responses to this solicitation, to enter into a contractual agreement with any Consultant submitting a response to this solicitation by the date for same, to delay and/or cancel in part or in its entirety this solicitation if it is in the best interest of the SWC, in its sole discretion, to do so.

SWC reserves the right to waive any inconsistencies or discrepancies in the solicitation if SWC determines it is in its best interest to do so. SWC may reject proposals that do not meet the requirements of the solicitation in any respect. Response to the solicitation will be entirely voluntary and made with this knowledge.

Contractual Obligations

The selected consultant will be expected to execute a Professional Services Agreement with the Siuslaw Watershed Council (SWC) containing SWC's standard language and requirements for General Liability, Workers Compensation, and Professional Liability Insurance.

All contracted work must be performed by the contractor and/or the contractor's organization. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by SWC and SCP partners and will include scope, budget, schedule, and other necessary items pertaining to the project.

Attachments and Links:

1. List of Existing Plans and Assessments
2. OWEB Monitoring Plan guidance document
3. OWEB Focused Investment Partnership Priority for Coho Habitat and Populations Along the Coast
4. Siuslaw Coho Partnership- Geographic FIP Areas

For additional information on:

OWEB Focused Investment Partnership: http://www.oregon.gov/OWEB/Pages/FIP_Main.aspx

Siuslaw Coho Partnership: <https://www.siuslaw.org/siuslaw-coho-partnership/>