REQUEST FOR PROPOSALS
for
NO NET LOSS GRANT

SECTION 1 – GENERAL INFORMATION

Notice: Jefferson County Department of Community Development (DCD) is issuing this request for proposals (RFP) for assistance in implementing and completing a grant to evaluate No Net Loss (NNL) of shoreline functions and processes. Qualified environmental consulting firms are encouraged to apply. Please note that Jefferson County only selects consultants from a roster of firms registered with the Municipal Research and Service Center.

Scope of Work Summary: The work to be completed under this Scope of Work is part of a larger grant from the Environmental Protection Agency (with Clallam County as the grant administrator) to evaluate no net loss of shoreline functions and processes through local shoreline permitting programs. DCD is requesting assistance from a qualified consultant to take the lead in evaluating permitting and land use decisions based on the current county Shoreline Master Program (SMP), which went into effect in February 2014. Tasks to be completed by the selected consultant include: (1) completing a NNL Checklist for each shoreline application to compare the submitted materials against SMP criteria; (2) evaluating each shoreline application against three indicators of shoreline functions; (3) making monitoring site visits to determine if on-site development is consistent with permit conditions; (4) tracking NNL permitting decisions and results in a database; (5) preparing shoreline inventory information to supplement the Jefferson County Final Inventory and Characterization Report for each shoreline segment; and (6) preparing draft and final reports for each of the four deliverables. To complete some of these tasks, GIS capability and staff will be required. Additional detailed information is presented in Section 2 – Scope of Work and Schedule.

Desired Qualifications: The selected consultant is required to have the following qualifications:
- Strong knowledge of the Shoreline Management Act, including NNL requirements;
- Ability to understand and interpret local SMPs;
- Familiarity with the Jefferson County area;
- Capability to complete multiple tasks in a timely manner;
- Ability to conduct all work tasks in a technically sound manner;
- Strong written, verbal, and interpersonal communication skills;
- A history of performing environmental consulting of not less than seven (7) years; and
- A business entity rather than a sole proprietorship is preferred.

Due Date: Four copies of proposals must be received no later than 4:00 PM on Friday, March 27, 2015. The proposals must be sent or hand delivered to:
Donna Frostholm, NNL Project Manager
Jefferson County Department of Community Development
621 Sheridan Street
Port Townsend, Washington 98368

Questions about this Request for Proposal (RFP) should be directed to Donna Frostholm (Project Manager) by email at dfrostholm@co.jefferson.wa.us or by phone at 360-379-4466. Questions directed to Ms. Frostholm and any answers to those questions will be posted on the DCD website. Any other communication shall be considered unofficial and non-binding by Jefferson County.

Jefferson County reserves the right to reject any or all submittals and shall select a consultant believed to be in the best interest of the County.
Proposal Amount: $195,000.00

Duration of Services: All work on the NNL grant must be completed by December 31, 2016. No extensions are anticipated.

SECTION 2 – SCOPE OF WORK AND SCHEDULE

The consultant should clearly show the ability to accomplish each of the following grant tasks.

Task 1 – Initial Report on Ecological Indicators at the Reach Scale: The consultant will prepare a supplemental report to the 2008 Jefferson County Shoreline and Inventory Characterization Report (ICR) based on the 2012 Clallam County Shoreline Inventory and Characterization Report. The supplemental report must include scientific and technical shoreline information made available since the 2008 ICR was completed and must include a two-page drift cell/reach summary sheet for each shoreline reach in east Jefferson County. There are approximately 86 drift cell/reaches in east Jefferson County and each summary sheet is to include photos of the drift cell/reach as well as describe the physical, ecological, and human environments within the reach. It will be the responsibility of the consultant to ensure that the most recent information is obtained for each drift cell/reach and some coordination with Jefferson County GIS staff may be required. The consultant will also be responsible for including any available updated information for west Jefferson County shorelines.

This supplemental report must also address three ecological indicators of shoreline functions and processes at the reach or drift cell scale. Ecological indicator evaluations must be coordinated with the DCD Project Manager.

Task 1 due date: third quarter, 2015.

Task 2 – Review of Permit Activity to Guide Future Decision Making: Jefferson County will provide the consultant with permitting information to meet this task. The consultant will then review the permit information and compare this permitting history with aerial photographs and any other inventory-level information. Jefferson County has 2013 NAIP one-meter resolution (Natural Resources Conservation Service resource grade) aerial photographs in-house and the consultant may need to acquire other aerial photographs to complete this task.

Work on this task will contribute to an overall assessment to guide future decision-making.

This task also includes evaluating permit decisions made under the new SMP to identify any inconsistent actions taken. Based on this analysis, the consultant will identify tools needed to support effective land use and shoreline decision making.

Task 2 due date: third quarter, 2015.

Task 3 – Guidance and Templates for Applying NNL Indicators: The consultant will prepare written guidance and templates to apply NNL indicators in the context of SMP implementation and monitoring, with the intent that this information would be used in/by other jurisdictions. This task must be coordinated with the DCD Project Manager. DCD will provide any available land use and zoning information to supplement and support shoreline analyses, which will be completed by the consultant. Work on this task will be completed by the selected consultant based on work from some of the other grant tasks, including monitoring conducted as part of Task 5.

Task 3 due date: fourth quarter, 2016.

Task 4 – Technical Assistance to Shoreline Property Owners: Jefferson County will take the lead for providing technical assistance to property owners. The consultant will assist the county in developing and implementing a program to provide technical assistance to the residents of Jefferson County and assessing the effectiveness of this in meeting NNL requirements.

Task 4 due date: fourth quarter, 2016.

Task 5 – Compliance Monitoring and Enforcement Using NNL Indicators: The consultant will be responsible for coordinating monitoring site visits with Jefferson County to ensure that at least 50 percent of the issued

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shoreline permits are monitored for compliance with permit conditions and SMP requirements. The consultant will also assist Jefferson County in developing and implementing a monitoring and enforcement program and assessing the effectiveness in relationship to NNL requirements. Staff from the selected consulting firm may need to come into the DCD office to obtain permit information for monitoring site visits.

Task 5 due date: fourth quarter, 2016.

Deliverables: There are four deliverables for this grant, and the consultant will be responsible for drafting a report for each deliverable for review by Jefferson County and for completing the final version, which will be sent to Clallam County (as the grant administrator) and the Environmental Protection Agency. The tasks described above need to be addressed in a deliverable.

The selected consultant must demonstrate sufficient staffing to begin working on this project as soon as a contract is signed and must show an ability to coordinate a number of grant tasks and meet grant deadlines. The entire $195,000 allocated to a consultant would need be expended by December 31, 2016 as no grant extensions are expected.

SECTION 3 – PROPOSAL CONTENTS AND SUBMITTAL TERMS AND CONDITIONS

The following are proposal contents and requirements:

- The proposal shall be limited to 10 pages, not including cover letter or curriculum vitae (or resume) for key staff who will be working on the project.
- A description of the consulting firm, including descriptions of each team member and their qualifications to complete the work.
- A proposal for managing the project, including an example from the proposed project manager describing his/her experience with a similar type of project.
- Detailed project descriptions from four past projects of similar work. Each description should include:
  - Tasks, work items, or deliverables completed for the past project;
  - Relevance of previous work to SMA, local shoreline SMPs, or NNL requirements;
  - Number and type of staffing required to complete the project; and
  - Client contact information.
- Curriculum vitae or resume for each person expected to work on this project, including GIS staff.
- A minimum of three references, including full name, title, address, phone number, and email address.
- A budget breakdown for each task that identifies the individuals (or position titles) who will be performing the work, the hourly billing rates, and the estimated number of hours within each task (show task subtotal amounts).

Failure to respond to any portion of this section may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of Jefferson County and will not be returned.

In the event that it becomes necessary to revise any part of this RFP, the updated information will be posted on the DCD website.

Jefferson County will not be liable for any costs incurred by consulting firms to prepare a proposal submittal, to prepare for and attend an interview, or any other activities related to responding to this RFP.

Jefferson County reserves the right to request clarification from any proposer or to supply any additional material deemed necessary to assist in the evaluation of the proposal. All proposals received shall remain confidential until the contract, if any resulting from this RFP, are signed by Jefferson County.

At least one of the four hard copies submitted must have an original signature from an authorized representative able to bind his or her sole proprietorship or business entity. Copies may be sent or hand delivered, but must be received by DCD by 4:00 on Friday, March 27, 2015. Those submitting proposals are responsible for ensuring delivery. Late responses will not be accepted or considered by Jefferson County. The consultant should allow
SECTION 4 – SELECTION CRITERIA, PROCESS, AND SCHEDULE

The selection committee will consist primarily of Department of Community Development and Central Services (GIS) staff. The selection committee will evaluate all written proposals received by the due date and will interview up to four qualified firms based on responses to the above proposal contents section. Consultant selection will be based on the following criteria:

- Submitted Relevant Information in Proposal (10 points): the selection committee will rank the proposal responses, based on Section 3 of this RFP.
- Relevant Knowledge and Experience (50 points): the selection committee will rank the consulting firm based on past experience, credentials, and references.
- Written and Verbal Communication Skills (15 points): the selection committee will rank the ability of the consultant to effectively communicate technical and scientific information.
- Approach to Deadlines for Tasks/Deliverables (15 points): the selection committee will rank the ability of the consultant to manage multiple tasks and to meet project deadlines.
- Budget Considerations (10 points): the selection committee will rank the ability of the consultant to complete the grant tasks and deliverables within the budget.

Jefferson County wants to contract with a consultant as expeditiously as possible so that the selected consultant can begin work on this grant immediately. The preliminary selection schedule is as follows:

- March 9: RFP is advertised;
- March 27: Proposals are due;
- April 6: Short-listed firms are notified;
- April 14: Short-listed firms are interviewed;
- April 17: Consultant is selected;
- April 20-24: Contracts are negotiated and signed;
- May 4: Project kick-off meeting at DCD

The selected consultant will be required to execute a Consultant’s Contract with the County.

The selected consultant will be required by Jefferson County to show that they have procured and maintained insurance (as mandated by the Consultant’s Contract) for the duration of the contract. The cost of such insurance shall be paid by the selected consulting firm.