**Request for Proposals**

**Plan Management, Facilitation and Report Writing for the**

**Walla Walla Basin Integrated Flow Enhancement Study**

**Procurement Coordinator: Chris Hyland (**[**chris.hyland@wwcc.edu**](mailto:chris.hyland@wwcc.edu)**)**

**(509) 524-5217**

**Critical Dates:**

Proposal Opening Date:

Proposal Closing Date: 3:00 PM

Proposal Opening:

Contract Award (est):

Project Initiation (est):

**RFP No:** 2016-001

**RFP Title**: Flow Study Plan Management, Facilitation and Report Writing Proposal

**Request for Proposals**

1. **General Information and RFP Process**
   1. **Project Purpose**

The Walla Walla Watershed Management Partnership (Partnership) and the Walla Walla Basin Watershed Council (Council) are administering the Walla Walla Basin Integrated Flow Enhancement Study (Flow Study). The Flow Study is a vital component in a comprehensive Walla Walla River restoration program seeking to restore ecological functions to support spring Chinook salmon and Endangered Species Act (ESA) listed steelhead and bull trout.

The Flow Study seeks to enhance stream flows while maintaining the long-term viability of water supplies for irrigated agriculture, residential, and urban use. The Flow Study will evaluate Walla Walla River flow enhancement scenarios and then select a scenario that achieves stream flow targets for implementation. The Partnership and Council have convened a steering committee that is advised by several technical working groups to guide the Flow Study from development through implementation. The steering committee has developed a Scope of Work (attached) that identifies stream flow targets and tasks to accomplish the Flow Study objective.

The Partnership is currently accepting proposals for plan management, facilitation and report writing services to complete an initial Flow Study Assessment Report.

* 1. **Background information**

The steering committee has been meeting on the Flow Study since 2014. Co-Leads for this effort are the Walla Walla Basin Watershed Council (WWBWC) and the Walla Walla Watershed Management Partnership (WWWMP). Please see the attachments for background materials on the existing governance structure and work completed to date. Also, there is a webpage which lists the completed tasks that have been accomplished. This is at: <http://www.wwbwc.org/assessment/57-wwflow.html>.

* 1. **Scope of the RFP**

This Request for Proposal (RFP) provides the specific services to be contracted as well as information concerning the preparation and submittal of the proposal, and explanation of how Proposals will be evaluated, and terms and conditions of the contract that may be awarded as a result of the RFP.

* 1. **RFP Budget**

Funding for this RFP is contingent upon the Partnership receiving adequate funding from the Washington Department of Ecology and activation of that funding by the Flow Study steering committee. Current budget for this RFP is $40,000.

* 1. **Project Timeline**

Project work is schedule to begin xxxx, 2016, after a Notice To Proceed is received by the selected recipient. The final report for the project will be completed by June 30, 2017.

* 1. **Closing Date for Submissions**

The closing date for submissions will be xxxxx, 2016 at 3:00 p.m., prevailing local time. Proposals received after the specified time will not be considered responsive. Actual delivery, electronic and faxed proposals will be accepted:

* Physical and mailing address: Walla Walla Watershed Management Partnership, Water & Environment Center, Walla Walla Community College, 500 Tausick Way, Walla Walla, WA 99362;
* Email: [chris.hyland@wwcc.edu](mailto:chris.hyland@wwcc.edu)
* Fax: (509) 524-5209
  1. **Necessary Information**

Proposals must contain all information requested in the RFP. The Partnership will not consider additional information submitted after the closing date and may reject incomplete proposals. All proposals shall be divided into the following sections:

* Cover letter or letter of transmittal
* Approach and Work Plan
* Similar Work Experiences
* Work Experiences in Walla Walla Basin in last ten (10) years
* References
* Price
  1. **Award**

The Partnership will provide a written award notice to the highest-ranking Contractor, selected based on the process described in Part III—Selection Criteria.

* 1. **Investigation of References**

The Partnership reserves the right to investigate the references and past performance of any Contractor with respect to its successful performance of similar services, compliance with RFP and contractual obligations, and its lawful payment of suppliers, sub-contractors, and employees.

* 1. **Amendments**

The Partnership reserves the right to amend the resulting Contract from this RFP. Amendments could include, but are not limited to, changes in the statement of work, extension of time and consideration changes for the Contractor. All amendments shall be in writing and signed by all parties before becoming effective. Only the Partnership has the final authority to execute changes, notices or amendment to Contract.

1. **Scope of Work**
   1. **Overview**

This scope of work includes managing and facilitating the ongoing Walla Walla Basin Integrated Flow Enhancement Study (Flow Study) process, receiving and compiling process outputs, and producing a final report. Contractor will coordinate with Flow Study Co-Leads for technical contract matters and decisions will be made by an established stakeholder steering Committee. In all activities, it is required that the contractor be as transparent as possible with all stakeholders and members of the steering Committee.

* 1. **Project Work Plan**
     1. **Flow Study Management**

Contractor will manage the implementation of an existing Flow Study process adopted by the steering Committee. Specifically, the Contractor will manage a myriad of products and communication with various process participants in order to gain the necessary information to complete final reporting requirements. The Contractor may offer recommendations to improve the existing process but developing a new process is not a task of this RFP. The following attached documents provide the adopted Flow Study objectives and process:

1. Flow Study Scope of Work;
2. Flow Study Ground Rules; and
3. Flow Study Strategic Plan and Schedule (working document); and
4. Additional related process documents (project master table, technical work group (TWG) list, project questionnaire, etc.)

The Flow Study process will involve numerous subcontracted products and TWG-developed products such as assessments, modeling, project profiles, preliminary designs, etc. that will be necessary for development of a final report. The contractor will:

1. Receive, collate, and comprehensively manage all products from Flow Study tasks;
2. Communicate with Steering Committee, Flow Study sub-contractors, technical work groups and Co-Leads as necessary to understand and document the application of each product in the final flow study report;
3. Recommend additional products or processes necessary to produce a Flow Study Report which sequentially documents a decision process including initial project identification, screening, analysis and final project recommendations; and
4. Present project and product status updates and, utilizing the Strategic Plan and Schedule working document, recommend adjustments as necessary to meet deadlines.
   * 1. **Flow Study Facilitation**

Steering committee meetings will be held on an “as needed basis” but a minimum of four (4) meetings per calendar year are anticipated. Meetings are typically coordinated via e-Mail (Doodle Poll) and held at the Walla Walla Community College’s Water and Environment Center during normal business hours (9-12AM or 1-4PM).

provide the following facilitation services:

1. C;
2. Develop draft and final agendas;
3. Identify and disseminate pertinent information to steering committee members; and
4. Document meeting outcomes

* + 1. **Report Writing**

Contractor will document the process and outcomes of the Flow Study into a final Report due June 30, 2017. A project planning process which culminates in final flow project package recommendations by the steering committee will be thoroughly documented with rationale for all sequential decisions regarding project identification, screening, analysis and final recommendations. The final report shall also include an outline of recommended next steps to continue the process towards design and implementation. Contractor will complete and present a review draft of the report to the steering committee followed by a final Flow Study Report.

1. **Selection Criteria**
   1. **Overview**

Selection criteria and the evaluation process are intended to identify the proposal that best demonstrates the attributes necessary to complete the Flow Study. Proposal selection will be completed by a review team that includes a scoring sheet using identified evaluation criteria and a weighted scoring system.

* 1. **Evaluation Scoring Topics**

The evaluation scores will be assigned a relative importance for each scored topic. The following points will be assigned for evaluation purposes:

|  |  |
| --- | --- |
| **Evaluation Topics** | **Total Possible Points** |
| Proposed Work Plan to accomplish Sec 2.2 tasks | 30 |
| Similar Work Experiences | 30 |
| Experience in WA and OR in last five (5) years | 10 |
| Experience in Walla Walla Basin past ten (10) years | 15 |
| References | 5 |
| Cost | 10 |
| Total Points | **100** |

Scoring will be done by a policy advisory sub-group of the steering committee. The final decision will be made by the steering committee.

* + 1. **Work Plan**

Proposals shall include a detailed work plan on how the Contractor will meet the Flow Study objectives and tasks identified in Section 2 and utilizing the existing Flow Study process as identified above.

* + 1. **Similar Work Experiences**

Proposals shall demonstrate sufficient evidence that the Contractor has performed similar work and possesses the capabilities to perform the tasks identified in Section 2.

* + 1. **Experience in WA and OR in Last Five (5) Years**

Proposals shall demonstrate the Contractor’s knowledge of both states’ water resources, recent restoration efforts, and the complexities involved.

**Experience in Walla Walla Basin Last Ten (10) Years**

Proposals shall demonstrate the Contractor’s knowledge of the Walla Walla Basin water resources status, recent restoration efforts, and the complexities involved.

* + 1. **Cost**

Proposals shall include price for the proposed work, inclusive of all costs. The not to exceed price for this contract is $40,000.

* + 1. **References**

Proposals shall include three (3) references for similar work within the past five (5) years.