

REQUEST FOR PROPOSALS (RFP)
for
Land/Resource Management Review

issued by:

SKAGIT ENVIRONMENTAL ENDOWMENT COMMISSION

KEY PROPONENT INFORMATION

1. Closing date for response to this Request for Proposals: **March 1, 2004**

Closing Location: same as Commission contacts listed below.

2. Send four complete copies of the proposal.
All envelopes should be sealed and marked "Proposal for:
Land/Resource Management Review

3. Commission Contacts:

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Skagit Environmental Endowment Commission (SEEC)

Request for Proposal

RFP Title: Land and Resource Management Overview

1.0 Introduction

1.1 Purpose:

The Skagit Environmental Endowment Commission (SEEC) seeks a contractor to assist the Commission through a needs assessment in determining the adequacy of land and resource management laws, regulations and policies within its service area, which is the Skagit River watershed above Ross Dam, and surrounding areas that bear upon activities in that watershed. The purpose of this needs assessment is to ascertain, describe and evaluate policies, laws and regulations within Canada and the United States as it pertains to this region.

1.2 Overview/Background:

Skagit Environmental Endowment Commission was established in 1984 through international treaty by agreement between the City of Seattle and the Province of BC to "conserve and protect wilderness and wildlife habitat" and to "enhance recreational opportunities" in the upper Skagit watershed above Ross Dam. This Commission administers the Skagit Environmental Endowment Fund which finances a variety of grants that provide or maintain environmental values and recreational facilities within the watershed.

More information may be found at the following website:
<http://www.seattle.gov/light/environment/SEEC>

Since 1985 SEEC has funded a large number of recreation, education/interpretation, and conservation biology initiatives on both the Canadian and US sides of the international border. For 2004/05, the Commission has decided to suspend the traditional project cycle and focus on defining a more proactive role for Commission activities and expenditures of the Endowment Fund.

In order to set strategic direction for the future of the Endowment, needs assessments will be carried out in the areas of recreation, education/interpretation, conservation biology and land and resource management. It is the Commission's intent that each area assessment will complement the others and play a critical role in identifying trends, service gaps and possible future opportunities, as well as suggest how SEEC may contribute to the filling of any identified gaps.

It is the intent that the recommendations resulting from this RFP will assist in defining SEEC's focus for the future.

2.0 Scope

2.1 Geographic scope – The primary study area is the Skagit watershed upstream of Ross Dam in Washington State and British Columbia. However, if unique and critical opportunities exist outside of the geographic boundary of the watershed they should be considered and identified in the outcomes of this project.

2.2 Objectives/ Tasks/Methods

The successful proponent will be required to research, answer and provide direction and a trends analysis around the following questions:

1. What land management resource laws, regulations and policies both in the United States and Canada affect the Upper Skagit watershed today?
2. Of the above identified laws, policies, regulations, which of those have the ability to adequately protect the resources the Commission determines in need of protection?

In this connection, the Commission administers a fund, the purposes of which are:

- (a) to conserve and protect wilderness and wildlife habitat;
 - (b) to enhance recreational opportunities in the Skagit Valley;
 - (c) to acquire mineral or timber rights consistent with conservation and recreational purposes;
 - (d) to conduct studies of need and feasibility of projects;
 - (e) to plan for and construct hiking trails, foot bridges, interpretive displays and the like;
 - (f) to cause the removal of stumps and snags on Ross Lake and on the shoreline as deemed appropriate, and the grooming and contouring of the shoreline, consistent with wildlife habitat protection; and
 - (g) to connect, if feasible, Manning Provincial Park and the North Cascades National Park by a trail system.
3. What options/tools are available to the Commission to constructively influence the management policies of land and resources within the watershed?
 4. What political constraints exist for the Commission with respect to influencing management policies of land and resources within the watershed?
 5. What are the options, if any, for recommending changes in land management laws, regulations and policies in order to address limitations in the current management of the Upper Skagit watershed?

6. What role can and should SEEC play in the future development of land management laws, regulations and policies that oversee the watershed?
7. How might SEEC prioritize its involvement in working with policy makers to influence laws, regulations and policies that pertain to the lands and resources within the watershed?

2.3 Information Sources

Information sources to be consulted should include but not be limited to government agencies north and south of the international boundary and leading practitioners in resource planning. Periodical and professional literature should also be examined.

2.4 Contractor International Partnerships

Because aspects of this contract will likely require work being done in both BC and Washington, the proponent will need to explain how this will be done most effectively. There may be the need to team with another contractor residing in Washington State or Canada.

3.0 Deliverables

1) A final draft report detailing: advice and recommendations regarding priority areas in which SEEC could effectively direct future funding to satisfy important needs in land issues; potential costs for SEEC in terms of both dollars and staff/commission time of being involved in each recommendation. Final draft report is due October 15, 2004. The final report is due November 15, 2004.

2) A presentation to SEEC Commissioners, alternates and staff, based on the final draft report (comments may influence the final report).

4.0 Timeframe

Proposals must be delivered to either of the Commission contacts listed on the cover sheet **on or before noon of March 1, 2004.**

5.0 Pricing

Please supply estimated costs including: research, travel costs and report writing. Total pricing including fees and disbursements are required.

6.0 Proponent Qualifications

The successful proponent will have the:

- Ability to ascertain the laws, regulations and policies most relevant to the Commissions interests
- Familiarity with basic land and resource management programs in the United States and Canada
- Experience evaluating options and making recommendations on land and resource management policies to agencies and/or organizations.

7.0 Submission format

All proposals will include:

- a schedule of work broken down by task and personnel involved
- staff involved and their qualifications and experience including descriptions of past relevant work that provides substantial qualification for the work to be done; references; résumés for staff that will be participating in the contract; any other information that could be useful
- methods of work
- if using subcontractors, must include their qualifications and experience
- a budget section that provides details on tasks, time spent on tasks over the duration of the contract, personnel attached to tasks and their charge-out rates, travel expenditures, sub-contracts (if any), equipment, disbursements.

8.0 RFP Conditions

8.1 Evaluation Criteria – the following criteria will be used to evaluate the RFP:

Proposal	-methodology -delivery of planned activities/schedule -supervision -proposed project team -clarity and scope of presentation
Proponent	-qualifications and experience of personnel -past performance (previous government, private sector contracts) -resources to complete the tasks/deliverables

8.2 Negotiation

Negotiation sessions may be held at a location TBD, to work-out contract details and other expectations between the successful proponent and SEEC that are based on the RFP and proposal.

8.3 Acceptance of Proposal

The lowest bid will not necessarily be selected.

8.4 Proposal Revisions

Proposal revisions must be received prior to the RFP submission closing date and time.

8.5 Disclosure

All documents submitted by proponents shall become the property of the Skagit Environmental Endowment Commission.