

REQUEST FOR PROPOSALS (RFP)
for
Recreational Needs Assessment

issued by:

SKAGIT ENVIRONMENTAL ENDOWMENT COMMISSION

KEY PROPONENT INFORMATION

1. Closing date for response to this Request for Proposals: **June 4, 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: **Recreational Needs Assessment**"

3. Commission Contact:

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Skagit Environmental Endowment Commission (SEEC)

Request for Proposal RECREATIONAL NEEDS ASSESSMENT

1.0 Introduction

1.1 Purpose:

The Skagit Environmental Endowment Commission (SEEC) seeks a contractor to do a needs assessment of recreational use in 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 the needs assessment is to ascertain and describe recreational facilities, resources and use in this region, look at trends and possible future recreational use, identify key issues and constraints and to make recommendations on how SEEC might strategically partner with agencies and fund future recreational development and promote appropriate recreational use.

1.2 Overview/Background:

Skagit Environmental Endowment Commission was established in 1984 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 has consisted of selecting and funding projects which provide or maintain environmental values and recreational facilities in the watershed.

Since 1985 SEEC has funded a large number of conservation, education and recreation based initiatives on both the Canadian and US sides of the international border. In 2004 SEEC decided to suspend the normal project funding cycle in order to free-up time and funds to better identify and define a more appropriate future role and focus for expenditure of the endowment fund.

This RFP, and the recommendations that result from it, will help to better define 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. Research existing recreational facilities, resources and use. What recreational facilities in the lower mainland of British Columbia and the northern region of Washington State that bears on the Upper Skagit watershed (including the watershed itself) have been developed during the past 20 years (1983-2003)?
2. What population and demographic trends are occurring on both sides of the border that will determine recreational demands, expectations and trends in the next 10 years?
3. What are the key recreational issues and constraints for the Upper Skagit watershed?
4. Focusing first on the Parks Agencies (BC Parks and National Parks Service), what are the immediate recreational needs and opportunities in the next 10 years?
5. Looking at the lands outside the Parks Agencies but within the Skagit Watershed, what are the immediate recreational needs and opportunities in the next 10 years?
6. Conducting targeted outreach to user groups and recreational interests in BC and Washington State to better understand current use, what need, opportunities, and possible future partnerships exist for SEEC?
7. What role can and should SEEC play in the future development of recreational facilities and use in the region?
8. How might SEEC prioritize its investment in recreational projects in the region?

2.3 Information Sources

Information sources to be consulted should include, at a minimum, parks, recreation and resource management agencies and others on both sides of the border who may have an interest in recreation issues in the watershed. In addition, consultation should occur with those who have received SEEC grants for recreational facilities or activities.

Key contacts for the assessment should include but not be limited to from British Columbia: BC Parks, Park Facility Operators/permittees, Ministry of Forests, and Fraser Valley Regional District.

Key contacts for the assessment should include but not be limited to from Washington State: National Parks Service, US Forest Service, Interagency Committee for Outdoor Recreation, Skagit and Whatcom Counties.

Suggested Outreach to user groups/recreational interest in BC: Outdoor Recreation Council, Canadian Parks and Wilderness Society, Federation of Fly Fishers, Federation of BC Naturalists, BC Wildlife Federation, Federation of Mountain Clubs, Access Mobility, Backcountry Horsemen of BC, Wilderness Tourism.

Suggested outreach to user groups/recreational interests in Washington State: Mountaineers, Sierra Club, Skagit Alpine Club, Commercial Operators, Washington Department of Transportation, Seattle City Light.

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.

3.0 Deliverables

- 1) Interim draft report and presentation to working group (subset of Commission) by August 13, 2004
- 2) A final draft report detailing: methods of research and analysis; a matrix description of all recreational use in the region; maps and supporting materials; advice and recommendations regarding priority areas in which SEEC could effectively direct future recreational funding; potential costs for SEEC in terms of both dollars and staff/commission time of being

- involved in each recommendation. Final draft report due September 15, 2004; final report due October 1, 2004.
- 3) A presentation to SEEC Commissioners, alternates and staff, based on the final draft report (comments may influence the final report). The presentation will be scheduled after the SEEC working group has had time to review the final draft.

4.0 Timeframe

Proposals must be delivered to either the BC Parks office or the Seattle City Light office **on or before noon of June 4, 2004**

5.0 Pricing

The ceiling price for this contract is US\$25,000.00. 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:

- ➔ Considerable experience in recreational planning and program delivery.
- ➔ Ability to forecast trends and opportunities for SEEC in order to fill any existing gaps and needs identified within the findings.
- ➔ The ability to partner with a US based contractor if necessary.

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; professional and client 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:

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| Proposal | <ul style="list-style-type: none">- methodology- delivery of planned activities/schedule- budget- supervision- proposed project team- clarity and scope of presentation- relevance to SEEC's mission |
| Proponent | <ul style="list-style-type: none">- 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.