



Atlantic Coastal Fish Habitat Partnership

REQUEST FOR PROPOSALS

ASSESSMENT OF EXISTING INFORMATION ON ATLANTIC COASTAL FISH HABITATS

Introduction

This request for proposals relates to work being commissioned by the Atlantic States Marine Fisheries Commission (ASMFC) on behalf of the Atlantic Coastal Fish Habitat Partnership (ACFHP). Pursuant to commitments promised in the 2007 ACFHP Multi-State Conservation Grant (MSCG) Proposal, ASMFC requires this contractor to complete a compilation of existing information on Atlantic coastal fish habitats.

The ACFHP is a partnership working in support of the National Fish Habitat Action Plan. According to the MSCG proposal, the ACFHP will complete an assessment of existing information on Atlantic coastal fish habitat and develop a conservation strategy to facilitate the coordinated implementation of regional or sub-regional projects designed to protect, restore, or enhance key aquatic habitats from Maine to Florida. The contractor shall help complete the first portion of this objective.

Scientific information and data will be collected, integrated into a unified database, analyzed, and utilized as a tool to determine habitat priorities, status, and severity of threats, and scrutinized to identify gaps in both existing knowledge and action. This work will represent a major contribution to a “habitat assessment” to be completed by the Atlantic Coastal Fish Habitat Partnership in 2008. Products from this work will include information on fish populations and habitat quality and quantity to support a coast-wide conservation plan that sets priorities for management, conservation, and outreach.

Notes:

We envision the database to be a comprehensive bibliography/compendium of selected documents, data sets, and analyses on Atlantic coastal fish species and habitats. The database will be queryable, enabling ACFHP partners to identify and summarize priority threats, gaps in knowledge and information, and habitat

conservation, restoration, and policy strategies (i.e., meta-analysis). It will also contain bibliographic information for the existing reports, data sets, and analyses, as well as expert recommendations that are vital to conserving these species and habitats.

Project Goals

The overall project goals, for which this RFP includes tasks to complete, include:

- 1) Create a database to be used as a tool to determine habitat priorities and threats, and gaps in both existing knowledge and action for the Atlantic coast.
- 2) Assess existing priority habitat areas for similarities and differences.
- 3) Map priority habitat areas.

Cost Guidance

ACFHP has up to \$50,000 available for this assessment. If the proposed work cannot be completed within that amount, bidders are requested to indicate which tasks can be completed, plus cost requirements for completing all remaining tasks indicated in the scope-of-work.

Technical Questions

Atlantic Coastal Fish Habitat Partnership staff will not respond to telephone questions about the RFP. Questions concerning this RFP must be received in writing (via U.S. mail or email) by Jessie Thomas at the address provided below by 5:00 pm on March 14, 2008. Applicants wishing to review all questions and answers should submit their email address to JThomas@asmfc.org (Subject: Q&A Digest Request) by March 14, 2008. Atlantic Coastal Fish Habitat Partnership staff shall distribute the Q&A Digest by March 21, 2008.

Submittals

Consultants may submit proposals in digital (i.e., PDF) or hard-copy format. Digital format is preferred. Any submittals in hard copy format must submit one (1) original and four (4) copies of the proposal package. Double-sided copies on plain paper are appreciated. The package shall include:

1. **Technical Proposal**, not to exceed ten (10) typed, single-spaced pages.
2. **Cost Estimate** itemized by Task as described below in the scope-of-work; within each Task, an itemization of time and costs per staff specialty/role.
3. **Draft Timeline** for completion of each Task in the scope-of-work.
4. **Statement of Qualifications** for both the organization and those staff who would be assigned to this project, and directly relevant work experience, not to exceed seven (7) pages.
5. **List of References** who may be contacted about the consultant's qualifications and work experience on similar projects, not to exceed one (1) page.
6. **Resumes** for project team members, not to exceed two (2) pages per team member. The consultant shall identify a primary contact for their proposal and provide that person's

location, phone number, and email address.

All proposals must be received by 5:00 p.m. on April 4, 2008, at:

Jessie Thomas
Habitat Coordinator
Atlantic States Marine Fisheries Commission
1444 Eye St. NW, 6th Floor
Washington, D.C. 20005

Phone: (202) 289-6400
Fax: (202) 289-6051
Email: jthomas@asmfc.org

Any proposals received after this date and time will be rejected.

Selection Criteria

Proposals will be evaluated based upon the following criteria:

- a. Demonstrated familiarity in developing and utilizing the data analysis approaches described in the RFP.
- b. Demonstrated experience conducting aquatic resource assessments and/or conservation planning within the Atlantic coastal region.
- c. Demonstrated cooperation with non-profits, academia, local, state and federal agencies, and private partners to achieve common goals.
- d. Demonstration of similar, successful past project experience.
- e. Demonstrated project management experience of primary personnel.
- f. Clarity and presentation of proposal, and
- g. Cost-effectiveness.

Timeline

March 5, 2008: Request for Proposals (RFP) release

March 14, 2008: Technical questions on RFP due

March 21, 2008: Answers to technical questions provided to interested parties

April 4, 2008: Due date for proposals

April 22, 2008: Final Selection

April 25, 2008: Notice to Proceed (anticipated)

Disclaimer

This RFP does not commit ACFHP to award a contract or to pay any costs incurred during the preparation of the proposal. ACFHP reserves the right to reject any or all of the proposals for completing this work. ACFHP also reserves the right to eliminate the need for the selected

consultant to complete one or more tasks, pending the outcome of preceding related tasks or issues, and/or the availability of project partners to complete that task.

Scope-of-Work

The contractor shall accomplish the following tasks, which shall be completed by December 15, 2008:

- Task I. Create a comprehensive, searchable, bibliography/compendium database of selected documents, data sets, and analyses – including spatial and tabular data – relevant to the ACFHP priority habitats. Example database categories include: relevant species and associated habitats, identified threats, recommendations, and partners.
- Task II. Work with the ACFHP Assessment Subgroup and ACFHP Coordinator to develop and apply objective criteria for the summary and analysis of habitat status, threat type and severity, conservation goals, and existing strategies to be applied in assessment analyses.
- Task III. Develop a map of priority habitats across the range of ACFHP, and a map of ACFHP project sites.
- Task IV. Conduct a spatial analysis of the status of priority habitats, the distribution and severity of threats to priority habitats, and the spatial distribution of existing conservation plan (i.e., protection, restoration, and enhancement) implementation.
- Task V. Identify, assess, and map appropriate gaps in knowledge and actions represented in this existing set of information that relate to types and occurrences of habitats, threats, goals, and strategies to support the identification of conservation priorities across the Atlantic coast.
- Task VI. Compile a final report with a complete bibliography and electronic examples of references, base maps, the Microsoft Access database, and ESRI compatible GIS layers based on occurrences of priority habitats, key threats, and current conservation strategies across the ACFHP region, and document trends and data gaps found in the assessment of existing information.

More Information

For more information on the National Fish Habitat Action Plan, please visit www.fishhabitat.org. For information on the habitats and species included under this partnership, and other background information on the ACFHP, please visit <http://www.asmfc.org/BreakingNews.htm>.