

**REQUEST FOR PROPOSAL (RFP)**  
**WATER RELATED ECOSYSTEMS SERVICES ASSESSMENT**  
**PHASE 1**

**COCONINO PLATEAU WATERSHED PARTNERSHIP**  
**9833 E. PRESERVE WAY**  
**SCOTTSDALE, AZ 85262-1463**

**OCTOBER 30, 2017**

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## **1. SUMMARY AND BACKGROUND**

The Coconino Plateau Watershed Partnership (Partnership) is currently accepting proposals to develop Phase 1 of an Ecosystem Services Assessment (Assessment) as part of a proposed framework for sustainable water management on the Coconino Plateau. Given the mission of the Partnership to facilitate and implement sound water resource management and conservation strategies on the Coconino Plateau, this Assessment is intended to focus on the services provided by the surface water and groundwater resources of the Coconino Plateau. Assessment of these services, specifically their importance and relative trends in their function, will help inform future water management decisions.

Through this scope of work, the Partnership is seeking a respondent to define the water-related ecosystem services to be assessed and identify existing data sources necessary to assess trends in the service functions. Definition of the study area, selection of a method and metrics for performing the Assessment are anticipated to be completed in Phase 2. The final work product for Phase 2 will be a document summarizing the current state of those water-related ecosystem services most important to the Partnership's members and identifying the existing trends in their function. The Phase 1 Assessment should identify services that are easy to measure and are relevant to sustainable water resource management. The Phase 2 work product will include recommendations for reassessment of the ecosystem services and provide instructions and a timeframe for reevaluation.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who is best qualified to complete the Assessment in a manner that provides a useful tool for water related decisions to be made by the stakeholders.

The Partnership is diverse group of stakeholders that has formed a non-profit organization intended to provide a forum for cooperative, sustainable water development and use on the Coconino Plateau. Stakeholders include water providers, State and Federal agencies, Native American Tribes, environmental organizations, academia and interested citizens. The Partnership has a Technical Advisory Committee (TAC) and Public Outreach Committee staffed primarily by volunteers representing participating organizations. Monthly meetings take place at the U.S. Geological Survey facility at 2255 N. Gemini Drive, Flagstaff, Arizona.

The Partnership is administered by an independent contractor, Ron Doba Management Services. Ron Doba is the Coordinator for the Partnership and, as the project manager for the Assessment, will coordinate the Assessment with the TAC and Partnership as necessary through its duration. Ron Doba's office is located at 9833 E. Preserve Way, Scottsdale, AZ 85262 and his phone number is 480-299-5764. Questions regarding this RFP should be directed to Mr. Doba by email at [rdoba@cox.net](mailto:rdoba@cox.net).

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm PST Time, November 30, 2017. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company or agency submitting the proposal.

Proposals shall not exceed 10 pages in length. The page limitation is all inclusive. Do not submit company brochures or other marketing material not relevant to this particular project.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Partnership and will include scope, budget, schedule, and other necessary items pertaining to the Assessment.

## 3. PROJECT PURPOSE AND DESCRIPTION

### **The purpose of this project is as follows:**

The strategic plan for the Coconino Plateau Watershed Partnership includes a directive for the TAC to develop a framework for a sustainable water management that may be used by water providers and others on the Coconino Plateau to effectively develop and use available water supplies in a manner that meets the needs of all stakeholders. The TAC has approached this task over recent years by considering at-risk water resources and their vulnerability to increased water use as a result of growth and climate change on the Coconino Plateau. Reports and other information on past efforts may be found on the Partnership's website at [www.cpwac.org](http://www.cpwac.org). The Assessment is considered to be an important component of the framework that will result in a useful decision-making tool for Partnership participants. The purpose of the Assessment is to help participants prioritize the services they receive from their water supplies for the purpose of allocating available resources and development of future resources.

### **Project Description:**

The work product is anticipated to be a document of 25 to 50 pages in length with full citations and sourcing of all data incorporated into the Assessment. The document shall summarize the results of performing Tasks #1 of the scope of work, including the database or other format selected to list the data sets for Task #2. The successful bidder shall provide 12 hard copies of the final report and an electronic copy in Microsoft Word. The project includes numerous meetings with participants and presentations as described in the *Project*

*Scope.* The respondent may modify the meeting and presentation schedule to better facilitate the completion of the Assessment. Modifications to the tasks must be clearly identified in the respondent's proposal.

#### **4. PROJECT SCOPE**

**The specific tasks anticipated under Phase 1 of this scope of work are as follows:**

**Task #1.** Identification of the Ecosystem Services to be Evaluated. The respondent will meet with Partnership members to identify those water-related ecosystem services to be evaluated in the Assessment. The Partnership previously conducted a survey of its membership to identify priorities and assist with developing a scope of work for a Sustainable Water Management framework for the Coconino Plateau Partnership area. The results of this survey will be provided to the respondent as a guide to the goals and priorities of the Partnership members.

Under this task, the respondent will prepare a presentation to the Partnership that outlines the purpose of the Assessment and provides a population of water-related ecosystem services within the Coconino Plateau for potential measurement. The respondent will subsequently work with Partnership members either individually or in small groups to prioritize the ecosystem services. The initial Assessment will focus on some subset of the larger population of identified services. The specific number of water-related ecosystem services identified for full evaluation in the Assessment will be determined through the Partnership meeting process, but is anticipated to be seven (7) or fewer.

This task will be an iterative process and involve at least two (2) meetings with the Technical Advisory Committee (TAC) and two (2) presentations to the CPWAC/Partnership, in addition to the small group or individual meetings. Interview questions for the meetings would be developed in coordination with the TAC and CPWAC/Partnership. This task assumes no more than 30 small group or individual stakeholder meetings, each approximately two (2) hours in length. The scope will include all necessary travel, analysis of the interview, and preparation of a summary of each interview.

**Task #2.** Review of Existing Data. The respondent will identify all publicly available existing data related to the ecosystem services selected for evaluation. The identification process will include the creation of a brief description of the available dataset and the potential level of value of the dataset to the evaluation of services. TAC will be given the opportunity to review the description of the datasets and affirm which are appropriate and/or necessary for inclusion in the Assessment. The respondent will review and organize those datasets selected for use in the Assessment. It is anticipated that the list of available datasets would be curated in a database or similar format for future use in the Sustainable Water Management framework and the reassessment of the ecosystem services.

**The following tasks are included in Phase 2 and are not part of this specific project. They are identified here so the consultant understands the entire project.**

**Task #3.** Definition of the Services Study Area. The respondent will work with the Partnership and TAC to define the geographic extent of the study area for the Assessment. The Partnership currently has a defined geographical boundary based on its membership. The respondent will work with the Partnership and TAC to define a study area for the Assessment that includes this membership, but may also encompass areas which influence or are influenced by the ecosystem services selected for study. At least one (1) formal meeting with the Partnership would be anticipated under this task.

**Task #4.** Selection and Description of Assessment Methods and Metrics. Under the direction of the TAC, the respondent will identify and describe methods and metrics available for assessment of the water-related ecosystem services selected by the Partnership under Task I. The respondent should focus on publicly available methods that are accessible to and replicable by the Partnership members and stakeholders.

The respondent will provide brief descriptions of each assessment method and identify the benefits and drawbacks of each method. The respondent will also define the metrics to be used in the assessment of ecosystem services. The selected metric should focus on use of existing data available to the Partnership, rather than those that would require additional data be collected. This information will be presented to the TAC for discussion and evaluation, prior to presentation to the Partnership. At least one (1) meeting with the TAC and one (1) presentation to the Partnership would be anticipated under this task.

**Task #5.** Current State of Selected Services and Future Study. Using the services, data, and assessment methods defined above, the respondent will provide a summary of the current state of the water-related ecosystem services selected for assessment by the Partnership. The description of current state will include identification of trends in the function of the evaluated services and briefly describe the causes of those changes, where identifiable. The summary will also include recommendations for future study of the evaluated services.

## **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 5pm PST, November 30, 2017.

Evaluation of proposals will be conducted from December 1, 2017 until December 15, 2017. If additional information or discussions are needed with any bidders during this two-week window, the bidder(s) will be notified.

Depending on the number of proposals received and the quality of submitted proposals, it may be necessary for the TAC to conduct interviews of respondents that are “short listed.” Interviews (if necessary) will be scheduled from December 11, 2017 thru December 15, 2017 and will be held in Flagstaff, AZ.

The selection decision for the winning bidder will be made no later than December 15, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by January 12, 2018 and shall be submitted to the Coconino Plateau Watershed Partnership Board of Directors for approval at the January 26, 2018 meeting.

Notifications to bidders who were not selected will be sent January 26, 2018.

**Project Timeline:**

The Project is to be completed by June 1, 2018. A schedule for completion of the individual Project tasks shall be included in the respondent’s proposal.

**6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the *Project Scope*. Pricing should be listed for each of the following items in accordance with the format below:

Task #1	\$ _____
Task #2	\$ _____
Total Project Cost	\$ _____

NOTE: All costs and fees must be clearly described in each proposal. The budgeted amount the Partnership has for the completion of Phase 1 of the Assessment is \$30,000.

**7. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in development of water related Ecosystems Services Assessments
- List of how many full time, part time, and contractor staff in your organization
- Anticipated staff resources you will assign to this project (total number, role, title, experience)
- Timeframe for completion of the project
- Project management methodology

**8. PROPOSAL EVALUATION CRITERIA**

The TAC will evaluate all proposals based on the following criteria and make a recommendation for award to the Partnership Board of Directors. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Overall systematic approach for the completion of the Assessment

- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience

Each bidder shall email 1 electronic copy of their proposal to the Coconino Plateau Watershed Partnership Coordinator, Ron Doba, at [rdoxa@cox.net](mailto:rdoxa@cox.net) by 5pm PST, November 30, 2017. If submitted by hard copy the due date remains the same and the address is:

Coconino Plateau Watershed Partnership  
C/O Ron Doba Management Services  
9833 E. Preserve Way  
Scottsdale, AZ 85262-1463