Dear Interested Party:

The Grays Harbor Conservation District (GHCD) is announcing the opportunity to submit qualifications for the Phase II, Grays Harbor and Willapa Bay Sedimentation Dynamics and Mitigation Measures project in Grays Harbor and Pacific Counties, WA (GHC & PC Sediment Project).

The project is being sponsored by GHCD in partnership with Grays Harbor and Pacific Counties. The Grays Harbor Conservation District is a local non-regulatory subdivision of state government, which matches local natural resource concerns and needs with applicable technical assistance and financial resources to solve on-the-ground conservation issues with proven effective conservation practices.

The GHC & PC Sediment Project Request for Qualifications (RFQ) will be available by email request at cdfishtech@gmail.com. If you prefer to receive paper copies by mail, contact Brandon Carman at (360) 249-8532.

All proposals must be received by 2:00 p.m., Friday July 5, 2019. Please submit one (1) hard copy to Grays Harbor Conservation District, Attention: Brandon Carman, 330 Pioneer Ave West, Montesano, WA 98563. Additionally, please send a digital copy of the proposal to Brandon Carman at cdfishtech@gmail.com. Both the hard copy and digital copy must be received by Brandon Carman before the 2:00 p.m., Friday July 5, 2019 deadline. Faxed proposal submission is not available. Late applications will **not** be accepted. Thank you and we look forward to hearing from you.

Sincerely,

Brandon Carman
Aquatic Habitat Restoration Project Manager
Grays Harbor Conservation District

Grays Harbor Conservation District
330 Pioneer Ave West
Montesano, WA 98563
Phone (360) 249-8532

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

Phase II, Grays Harbor and Willapa Bay Sedimentation Dynamics and Mitigation Measures Project

Submittals are due Friday July 5, 2019 by 2:00pm. See Section VI: Submittal Process

I. PROJECT SUMMARY

1. Washington's shellfish industry has a long and important history in Southwest Washington. The industry is substantially important to the state, the region (Southwest Washington), and the local communities that depend on shellfish growing and processing.

2. In 2010, the shellfish industry payroll was:
   a. Pacific County = $45M and 1,580 jobs.
   b. Grays Harbor County = $6M and 210 jobs.

3. In 2015, Washington Sea Grant reported that the total value of shellfish production was:
   a. Washington State = 23.4 million pounds and $92.1 million in revenue.
   b. Willapa Bay = 5.95 million pounds and $15.6 million in revenue.
   c. Grays Harbor = 1.2 million pounds and $3.96 million in revenue.

4. Washington's shellfish industry faces many pressures. One pressure in particular threatens the industry's future. That is sedimentation, erosion, and excess sedimentation.

5. Shellfish growing beds need stable tidelands for growing shellfish like oysters. When certain activities (dredging, flooding, etc.) or environmental conditions (excess wave energy) occur, excess sedimentation and erosion (beyond the norm) can have the adverse effect of covering up or wiping out existing shellfish growing beds. When this occurs shellfish growers can no longer use their growing beds and must find new ground (tidelands).

6. In Grays Harbor, excess sedimentation and erosion have caused the loss of 700 acres of productive shellfish growing ground since dredging in 1990 due to erosion and sedimentation accumulation. This has adversely affected the industry with an annual estimate of $1,050,000 in lost revenue and 36.4 in lost jobs.

7. Recently, the Grays Harbor and Pacific Conservation districts have joined forces to better understand sedimentation and erosion dynamics in Grays Harbor Bay and Willapa Bay, and how impacts to growing beds can be mitigated.

8. The Districts initiated the following three phased process in 2015:
    a. Phase I (Why) – Conduct literature review, analysis, identification of Phase II next steps. [Done]
    b. Phase II (How) – Conduct mapping, modelling, and documentation of sediment and erosion dynamics in Grays Harbor and Willapa Bay and identify preferred mitigation measures. [Subject of this Funding Request]
    c. Phase III (Implementation) – Implement preferred mitigation measures and best practices through responsible and relevant organizations (public, private, not-for-profit, non-profit, etc.). [Future]

9. See Phase I results here https://www.ezview.wa.gov/site/alias__1492/37525/Excess-Sedimentation.aspx.

The Grays Harbor Conservation District (GHCD) in Partnership with Grays Harbor (GHC) and Pacific (PC) Counties, requests professional services for a technical lead for the physical investigation, project development, and prioritization, and a list of preliminary mitigation BMP's for Grays Harbor and Willapa Bay. **GHCD requires a firm with direct experience in sediment survey design and analysis, extensive knowledge of estuarine habitat requirements, knowledge of Willapa and Grays Harbor geography, and with experienced professional engineers licensed in Washington State on staff or on retainer.** Submittals will be accepted from individual firms or teams formed from a variety of firms that demonstrate the above requirements and describe their experience as a team conducting similar work. The scope of work outlined in this request represent work necessary to perform and establish a specialized twin bay assessment protocol based on existing protocols and project objectives, to identify potential projects within the twin harbors, and to conduct a prioritization of these projects.

II. OVERALL PROJECT GOAL AND OBJECTIVES

Phase II (Conduct mapping, modelling, and documentation of sediment and erosion dynamics in Grays Harbor Bay and Willapa Bay and identify preferred mitigation measures.) will be completed under this funding request. Phase II will catalogue and identify:

a. Areas suitable and not suitable for future shellfish growing.
b. Cost-effective and preferred mitigation measures and best practices.

GHCD has developed this request in order to study the best restoration actions available in the twin harbors. The project intends to provide assessment data to satisfy the following goals:

1. Grays Harbor and Willapa Bay estuaries are nursery areas for a wide range of marine life important to the public. Although Willapa Bay has been well-studied for its marine habitat, it lacks a comprehensive understanding of how, when and why events associated with excess sedimentation and erosion occur. Grays Harbor has been well-studied too, however only in the narrow scope of dredging by the Port of Grays Harbor and U.S. Army Corps of Engineers.

2. There is a lack of basic scientific data and understanding in the Grays Harbor and Willapa Bay estuaries. The study of the bay floor and the currents that travel through it is essential to saving what is left of the shellfish industry and enabling potential expansion in the future. Aerial imagery and analysis will be used to help identify existing and future growing beds, as well evaluate adaptive management practices and their effectiveness.

3. This project will additionally evaluate sediment contribution from Chehalis River flow and flooding (including major tributaries to the Chehalis River) and how it impacts Grays Harbor itself. This has been a missing component that previous funding strategies have not covered, but is essential to the answers being sought.

4. The public, the environment, and users of both bays will all benefit from a better, comprehensive understanding and cataloguing of the tidal landscape and its dynamic interactions.
    a. Short-term -- Data collected can act as a tool to evaluate impacts of anthropogenic (e.g., dredging) and environmental changes (e.g., burrowing shrimp) in the estuaries.

b. Long-term – Phase II results (aerial imagery and LiDAR) will provide a baseline to help adaptively manage impacts of burrowing shrimp on eelgrass, identify areas of sediment erosion or deposition in the estuaries, and identify potential new sites for shellfish aquaculture.

III. PROJECT APPROACH SCHEDULE and KEY DELIVERABLES

Key Deliverables:
This RFQ seeks submittals for a survey of both bay beds (survey protocol, survey implementation, and survey analysis/results), identification and prioritization of conceptual mitigation measures and best practices, and identification of areas suitable and not suitable for future shellfish growing.

- Task 1. Data Preparation -- Data preparation consists of collecting the existing ERDC models and reviewing the model and calibration reports. A review of the collected literature will also be done. Additional data will also be collected including any updated bathymetry for the area and significant changes which should be reflected in other model parameters. Data processing may be required including converting available datasets to required units and coordinate systems for the modeling, trimming datasets to the project area, merging datasets, and/or transforming datasets to a common vertical datum. It does not include time for additional data collection in the field or digitizing of new datasets from topographic maps or nautical charts. This also assume that the model will not need to be recalibrated (if needed, recalibration would be an additional task.)

- Task 2. Model Assembly and Review -- This task involves the work necessary to get the existing models loaded onto our computers, reviewed and get the models running for the current conditions as modeled.

- Task 3. Update models for Current Bathymetry -- This task consists of interpolating the model elevations to the current bathymetry conditions. The models will be rerun and the results compared to the previously run models. These model runs will then be considered the baseline condition model for this study.

- Task 4. CMS Flow/CMS Wave Coupled Run for Baseline Model -- The CMS Flow and CMS Wave models will be run together for the baseline condition. Two wave scenarios will be modeled to represent different wave conditions (directions).

- Task 5. PTM Model Run for the Baseline Model -- PTM (Particle Tracking Model) will be used to assess transport of sediment due to dredging operations and other coastal processes based on the baseline model flow fields generated using CMS Flow/CMS Wave for both wave scenarios. Results will be compared to observed sedimentation patterns.

- Task 6. CMS Flow/CMS Wave Coupled Run for Alternatives Models -- The CMS Flow and CMS Wave models will be run together for the alternatives condition. This model will be run using the same two wave conditions used in the baseline model.

- Task 7. PTM Model Run for the Alternatives Models -- PTM (Particle Tracking Model) will be used to assess transport of sediment due to dredging operations and other coastal processes based on the model flow field generated using CMS Flow/CMS Wave for the alternatives models. Results will be evaluated to determine the benefits and effectiveness of the alternatives.

- Task 8. Reporting -- This task consists of summarizing the modeling process documenting model results, comparing the various mitigation alternatives and summarizing conclusions and recommendations in a report. The report will be provided in digital format as a Microsoft Word document and as a Portable Document Format (PDF). Digital model files, including any relevant animations or other graphical output will be include in a digital appendix.

- Task 9. Communication -- Communication with the project team and other key stakeholders will be critical to the success of this study. This task include time for email and phone communication, frequent status meetings, emails, progress reporting, web meetings for model updates and presentation, and a minimum of two trips by our team for face-to-face meetings related to this project.

- Task 10. Contingencies -- Since the scope of this study is not well defined it is likely unanticipated task or issues may arise. This task provides for a 10% contingency on the total amount of the estimate to account for these unknowns.

IV. SUBMITTAL REQUIREMENTS AND EVALUATION SCORING

Partnerships between firms will be considered if the partners' strengths indicate a clear advantage for the project.

GHCD may also work with the selected contractor to amend the contract to include additional tasks if additional funding becomes available.

1. **Qualifications & Relevant Experience:** 4 pages maximum.

   Submittals will be ranked in this category on the qualifications of the firm, team members and project manager.

   a. Discuss the overall experience of your firm working on this type of project.
   b. Identify the consultant team that will actually be involved with the project. Highest scores will be given to consultants that demonstrate relevant qualifications for key members of the team.
   c. Highest scores will be given to firms that demonstrate they have a coherent team that has worked together previously on similar projects. Identify the project manager and discuss their skills and experience in managing this type of project as well as their technical expertise.

2. **Description of Project Experience:** 3 pages maximum.

   Applicants should describe at least three (3) completed projects that demonstrate experience.

   Provide references for these projects with current contact information.

3. **Methodology and Background:** 2 pages maximum.

   Describe general approach for the design tasks listed in this document. Highest scores will be presented to the firm demonstrating a high degree of interdisciplinary problem solving capacity related to collaborative restoration design planning and estuary restoration.

4. **Schedule:** 2 pages maximum.

   List detailed schedule with concise narrative/justification of proposed tasks for the project. Include a proposed schedule for the deliverables described. Final schedule will be agreed upon during contract negotiations.

V. CONSULTANT SELECTION PROCESS

GHCD, Grays Harbor County, Pacific County, and the Chehalis Flood Authority will evaluate each submittal and score them using the scoring categories below and the items in the section above (IV. A, B, C, and D). Ability to clearly define how the goals and objectives will be met is desired. GHCD values submittals as an indicator of work organization and efficiency.

Scoring will be completed with the following three categories:
Qualifications- 4 points
Methodology- 3 points
Schedule- 3 points

VI. SUBMITTAL PROCESS

1. Each responsible proponent shall respond to the "Submittal Requirements" as presented in Section IV of this RFQ. Submittals received without the required information may be rejected as incomplete.

2. One original with original signatures shall be sealed in an envelope, addressed and delivered/mailed to GHCD, Attention Brandon Carman, Phase II, Grays Harbor and Willapa Bay Sedimentation Dynamics and Mitigation Measures, 330 Pioneer Ave West, Montesano WA 98563, showing on the outside of the envelope the name of the business or proponent. Please also send a digital copy to Brandon Carman at cdfishtech@gmail.com (please try to keep files no larger than 10 mb in size). Submittals will be received until the date and time stated in this RFQ. **Any submittal received after the scheduled closing time for receipt of submittals shall be returned to the proponent unopened. NO SUBMITTAL WILL BE ACCEPTED BY WAY OF FAX OR ELECTRONIC DATA INTERCHANGE.**

3. Submittals should provide a straightforward, concise description of proponent's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content.

4. GHCD Reserves the right to:
   - Reject any and all submittals received in response to this RFQ, if deemed to be in the best interest of the project and in consideration of the limited grant funds available.
   - Waive or modify any irregularities in submittals received, after prior notification to the proponent
   - Work with the selected consultant to add/change tasks based on available funding.
   - Consider submittals or modifications received at any time before the award is made, if such action is in the best interest of GHCD.
   - Seek clarification of each consultant's submittal
   - Negotiate a final contract under which the compensation paid to the consultant is fair and reasonable to GHCD as determined solely by GHCD and its funder(s).

5. RFQ Timeline

RFQ Advertisement	June 14, 2019 to July 5, 2019
Submittals due no later than 2pm	July 5, 2019
Proponent selection*	July 12, 2019
Execute contract*	July 19, 2019

*****Projected dates

6. Incurring Costs -- GHCD shall not be liable for any cost incurred by proponents prior to issuance of a contract.

7. Addenda -- In the event that it becomes necessary to revise any part of this RFQ, addenda will be provided to all prospective proponents who have been issued an RFQ document.

8. Acceptance of Submittal Content -- The contents of the submittal of the successful proponent will provide the basis for a more detailed contractual obligation if the submittal is accepted. Failure of the successful proponent to accept these obligations in a contract may result in cancellation of the award.

9. Liability -- If a contract is awarded, the successful proponent must provide a certificate of coverage at the time of contract execution, indicating proof of insurance coverage with Worker's compensation and employer's liability insurance such as required by the state where the work is performed; comprehensive automobile and vehicle liability insurance covering claims with $1,000,000 combined single limits; comprehensive general liability insurance for injuries arising out of any negligent act or omission with $1,000,000 combined single limits; professional liability insurance of $500,000. Such insurance shall be evidenced by Certificate of Insurance provided to the GHCD, indicating coverage, limits and effective dates, by an insurance company licensed to do business in the State of Washington.

VII. CONSULTANT SELECTION PROCESS

1. GHCD will evaluate responses and make award decision based on qualifications, methodology and schedule.

VIII. CONTRACT ADMINISTRATION

1. The awarded contract will be between the chosen consultant and GHCD. GHCD's project representative and primary contact is:
   Brandon Carman, Aquatic Habitat Restoration Project Manager
   Grays Harbor Conservation District
   330 Pioneer Ave West, Montesano WA 98563
   phone: 360-249-8532
   email: cdfishtech@gmail.com

2. A "not to exceed" total contract price will be negotiated prior to start of work

3. GHCD will disburse all payments after the invoices from the consultant have been reviewed and approved by GHCD and other project stakeholders. Payments will be distributed within 60 days of receipt by GHCD to provide for processing times with GHCD.

4. Compliance with federal, state, and local laws and regulations governing the performance of the business or activity is required.

5. Compliance with Federal Order 12549. GHCD will not award a contract to any consultant or sub-consultant that has been debarred or suspended or otherwise

excluded from participation by Federal Order 12549. Contractors will be asked to state that they have not been debarred, suspended, or otherwise excluded.