



**NORTHWEST STRAITS FOUNDATION  
NEARSHORE RESTORATION PROGRAM**

**REQUEST FOR QUALIFICATIONS  
SHORE FRIENDLY OUTREACH AND TECHNICAL ASSISTANCE**

**SUBMISSION DEADLINE:**           **SEPTEMBER 10, 2020; 3:00 PM**

**SUBMISSION LOCATION:**       **[kaufman@nwstraitsfoundation.org](mailto:kaufman@nwstraitsfoundation.org)**

Lisa Kaufman  
8-24-2020

## REQUEST FOR PROPOSALS/QUALIFICATIONS

### SHORE FRIENDLY OUTREACH AND TECHNICAL ASSISTANCE

The Northwest Straits Foundation (NWSF) is requesting statements of qualifications and proposals from consultants and technical experts for on-call assistance for the *Shore Friendly* program. *Shore Friendly* is focused on influencing private shoreline landowners to remove shore armor where feasible and helping landowners to avoid installation on unarmored parcels through technical assistance and education.

The goal of *Shore Friendly* is to provide awareness and reduce negative impacts of shore armor on Puget Sound shorelines, restore sediment transport processes and improve nearshore habitats for fish and wildlife. The geographic region of the Northwest Straits Foundation includes Whatcom, Skagit, Island, Snohomish, Jefferson, Clallam, and San Juan counties.

#### **Objectives:**

- Unarmored shorelines remain unarmored.
- Shore armor is removed along shorelines where armor removal is feasible.
- The social norm favors unarmored shorelines in Puget Sound.
- Shoreline landowners choose to make positive changes to benefit habitat while reducing their perceived risk of erosion.

#### **Overview:**

The Northwest Straits Foundation Shore Friendly program provides outreach and incentives for marine shoreline landowners by providing workshops, beach walks, coastal living assessments, and engineering assistance for armor removal. This project is funded through the Washington Department of Fish and Wildlife Estuary Salmon Restoration Program and includes state and federal funds originating from the EPA's National Estuary Program.

Virtual or in-person workshops, beach walks, and videos will be offered depending on the on-going status of Covid-19 restrictions.

#### Workshop/beach walk topics include:

- 1) Coastal living (coastal geology and coastal processes; erosion; climate change and sea level rise);
- 2) Impacts of shoreline armor and benefits of natural shorelines;
- 3) Alternatives to hard shoreline armor (soft shore alternatives; natural shorelines; managed retreat)
- 4) Shoreline restoration and stewardship;
- 5) Use of native vegetation for slope stability and habitat;
- 6) Drainage management to minimize erosion?

Types of technical assistance includes:

- 1) Coastal geologic site assessments to provide landowners with parcel and drift cell information to alleviate concerns regarding erosion risks and stressors. Site visit reports provide baseline recommendations on feasibility of armor removal, conversion to soft shore or alternative protection options, and tools and resources for avoiding future armor installation;
- 2) Engineering design for potential armor removal projects including conversion to soft shore alternatives;
- 3) Vegetation assessments and planting plans on bluffs and low bank shorelines to encourage use of native vegetation as a tool for erosion management and habitat/species benefit;
- 4) Drainage assessments to guide landowners toward best practices for water management on coastal bluff properties to reduce erosion impacts;
- 5) House and infrastructure relocation assessments to remove risks and vulnerability to climate change, sea level rise, and other erosion concerns.

Initial technical site visits are provided at no cost to the landowner and are funded through a grant from Washington Department of Fish and Wildlife Estuary Salmon Restoration Program for Shore Friendly. Follow up actions such as engineering designs, plans, and implementation assistance may be funded wholly or in part by the grant or directly by the landowner.

The consultant(s) will coordinate and work closely with the NWSF project manager and project team to provide services for the selected landowners.

**Period of Performance:** September 2020 through June 15, 2021. Contracts may be renewed for the period of July 2021 through June 2023 pending receipt of additional funding.

**Required Details in Statement of Qualifications:**

1. Outline of specific areas of technical assistance consultant team can provide as it pertains to the area of expertise include:
  - Demonstrated expertise in nearshore coastal processes;
  - Understanding of impacts of shore armor;
  - Knowledge of how to determine appropriate alternatives to shore armor;
  - Use of native vegetation for erosion control and habitat;
  - Drainage management techniques on bluffs;
  - Knowledge of methods and considerations and/or ability to recommend experts in managed retreat.
2. Consultant's approach to meet the scope of work and selected services.
3. Proposed budget by task.
4. Description of similar projects or technical assistance performed by consultant team including references and team performance.

Note: Consultant teams are not required to provide all of the technical and outreach services, however multi-disciplinary teams demonstrating adaptability will be preferred. The focus is on the ability to provide services to the landowners and make recommendations for experts who may be able to assist with implementation of stewardship actions.

**Submittal:**

Interested firms shall submit a statement of qualifications, not to exceed 10 pages, double-sided, exclusive of resumes. Submittals will be provided by email to: [kaufman@nwstraitsfoundation.org](mailto:kaufman@nwstraitsfoundation.org) with a subject line of: Shore Friendly SOQ.

All costs for proposal preparation incurred by the proposer, regardless of whether they lead to execution of a contract with NWSF, must be borne entirely by the proposer.

Direct questions via email to: Lisa Kaufman, Nearshore Program Manager,  
[kaufman@nwstraitsfoundation.org](mailto:kaufman@nwstraitsfoundation.org)

**Preliminary Schedule:**

September 10, 2020: Submittal Deadline

September 18, 2020: Selection of consultant(s) and contract award

NWSF reserves the following rights for acceptance, modification, and/or rejection of submitted proposals such as:

1. Rejection of any or all proposals.
2. Rejection of any proposal not in compliance with proposal requirements.
3. Providing of addenda, amendments, supplementary material or other modifications to the proposal specifications.
4. Cancellation of this Request for Proposals without issuance of another Request for Proposals.
5. Issuance of subsequent requests for new proposals.
6. Request for submission of further information by the proposer in order to complete evaluation by NWSF.
7. Determination to select one or more proposers for attempted negotiation of a final contract. Decisions made by NWSF will be final.

## General Scope of Work

### I. Coastal Geology/Geotechnical Assistance

Tasks:

#### *Education and Outreach:*

- Provide effective education and outreach assistance to the Shore Friendly program about coastal processes, impacts of shoreline hardening, general nearshore ecology, stewardship, nearshore restoration techniques, and alternatives to hard armor. Outreach will be conducted through workshops (in person or webinars as appropriate given current Covid-19 requirements), community beach walks, and/or other methods such as creation of Shore Friendly related videos. The contractor will:
  - Develop workshop materials/presentations.
  - Conduct seven to ten workshops (if in person is allowed), or two to three virtual workshops during the term of the contract.
  - Conduct seven to ten beach walks.
- Provide high quality and timely technical assistance and reporting to Shore Friendly participants through virtual and on-site assessments of: coastal geology, erosion rates/risk, opportunities for armor removal, stewardship concepts to reduce erosion and avoid installation of new armor, and alternatives to hard armor.
- Understand and effectively communicate the goals and objectives of the Shore Friendly program to the public.

#### *Coastal Living Assessments:*

- Site visits will provide an initial overview of erosion rates occurring on and near the site. As applicable, site visits will include a broad assessment of feasibility for armor removal, potential for use of alternatives to hard armor, or recommendations for stewardship practices to maintain natural shorelines. Contractor will:
  - Develop site visit protocols in coordination with the NWSF Shore Friendly team;
  - Conduct assessments approximately 1.5 to 2 hours in length addressing shoreline conditions and processes, slope stability and erosion, littoral drift, and potential for bulkhead removal. Contractor will engage with the landowners and address their concerns. The assessment will also include a baseline assessment of vegetation, drainage, and setbacks.
  - Provide a 2 to 3-page report/memo outlining findings and recommendations. Reports will be provided to NWSF within 21 days of the visit.
  - Maintain a landowner tracking spreadsheet (provided by NWSF) of all site visits and recommendations. The spreadsheet will be completed quarterly for NWSF to include with reporting to funders.
  - Coordinate with NWSF for scheduling.

#### *Design Assistance:*

- Provide conceptual or permit ready designs for qualifying armor removal projects. Designs will include a feasibility assessment report. The design development process will entail performing additional site visits to the project site to inform restoration design. The design phase will also

include meetings or phone calls with property owners to enable them to have input on the design options. Landowners are highly encouraged to attend additional site visits to inform design.

- Coordinate with the landowner as needed for the purpose of developing designs.
- Design process activities including key landowner communications, progress, and follow-up information will be logged on the 'Property Tracking Spreadsheet'. Reference to all supporting data and any new data on the site that is relevant will be listed in this tracking log.

## **II. Vegetation Assessments, Planting Plans, Weed Abatement Plans**

Tasks:

*Site Assessments:*

- Provide site specific assessments of shoreline properties to assist landowners with vegetation management decisions to reduce the impacts of existing armor or reduce the need for armor installation using native vegetation.
  - Provide written reports and photos providing descriptions of findings and recommendations. Reports will be provided to NWSF for review and distribution to the landowner within 21 days of the visit.
  - Maintain a landowner tracking spreadsheet (provided by NWSF) of all site visits and recommendations. The spreadsheet will be completed quarterly for NWSF to include with reporting to funders.

*Planting Plans/Weed Abatement/Reveg-Reslope Plans:*

- Complete planting plans for landowners approved for funding assistance.
  - Provide drafts to NWSF for review prior to completing and providing final copies of planting plans.
  - Include planting plan information in the above noted landowner tracking spreadsheet and provide updates quarterly as needed.

## **III. Drainage Assessments and Plans**

Tasks:

*Site Assessments:*

- Provide site specific assessments of drainage patterns and management systems used by landowners to determine erosion risks. Geotechnical considerations should be included in the assessment.

*Drainage Management Plans:*

- Develop drainage management plans and solutions when appropriate for the site to aid landowners in the proper diversion of surface water to reduce potential for upland causes of erosion.

## **IV. Managed Retreat (Relocation/Elevation) Assessments**

Tasks:

*Site Assessments:*

- Provide landowners with assessments regarding feasibility, cost, and methods to relocate or elevate at risk homes away from bluff crests or low-lying shorelines.

- Provide written reports and photos providing descriptions of findings and recommendations. Reports will be provided to NWSF for review and distribution to the landowner within 21 days of the visit.
- Maintain a landowner tracking spreadsheet (provided by NWSF) of all site visits and recommendations. The spreadsheet will be completed quarterly for NWSF to include with reporting to funders.