

**CITY OF PUNTA GORDA
NOTICE OF INTENDED DECISION
TO ENTER INTO A SOLE/SINGLE SOURCE CONTRACT**

This notice of intended decision to enter into a sole/single source contract is posted. Failure to file a written protest with the City's Procurement Manager within 72 hours (Excluding Saturday, Sunday, and City Holidays) from the date and time of posting this notice of intended decision shall constitute a waiver of the Vendor's right to protest.

DEPT/DIV: 1536-CHNEP **REQUESTOR:** Liz Donley

TITLE – (Short description of the commodity or service desired):

EPA Required Revision of Charlotte Harbor National Estuary Program Comprehensive Conservation and Management Plan

CONTACT

Name: Marian H. Pace
Telephone: 941-575-3348
Email: mpace@pgorda.us

PROCUREMENT PROJECT #: **S2017101/SVC-CCMP/1536**

DEPT PROJECT #/REQUISITION #: **57970**

Date posted: December 15, 2017

Time Posted: 4:00 p.m. ET

Deadline for protest: December 22, 2017 at 11:00 a.m. ET

Commodity or Service Required (commodity class and group, manufacturer, model, and description, as appropriate):

The Comprehensive Conservation and Management Plan for the Charlotte Harbor National Estuary Program must be updated per National Estuary Program FY 15 -16 Clean Water Act Section 320 Funding Guidance for National Estuary Program (NEP) Directors. The 15 objectives, 64 actions, with 412 strategies must be collaboratively evaluated and rewritten within the CHNEP Management Conference structure to satisfy new EPA funding and CCMP update guidance documents, to meet time, budget and meeting cycle constraints, and to provide additional required criteria (including but not limited to description, location, lead and responsible parties, timeframe, costs and potential funding sources and performance measure).

Performance and/or Design Requirements (intended use, function or application, compatibility etc. requirements; reference to policy, statute or other laws, etc., as appropriate):

The chosen contractor must be able to demonstrate that they have specific experience and skills pertaining to the revision or updating of CCMPs, knowledge of the EPA guidelines for updating CCMPs, writing and facilitation skills, abilities and capacity to successfully draft, facilitate stakeholder input, and complete the revision of the CHNEP CCMP within the necessary timeframe. Minimum criteria are that the contractor has experience with the revision and updating of CCMPs and work products that demonstrate the contractor can ensure that the Revised CCMP will successfully meet EPA guidelines. The chosen contractor must demonstrate how they are qualified and will ensure that the CCMP Revision will:

- Conform with current NEP Funding Guidance
- Concur with the EPA CCMP Content Checklist
- Fully incorporate the CHNEP Management Conference comments, concepts, and requirements
- Receive EPA Headquarters and EPA Region 4 approval
- Provide adequate opportunity for public comment and review
- Is collaboratively developed and consensus-based
- Include performance metrics for success that are clearly outlined
- Include objectives that are relevant and supported by current partners
- Include timeframes for the objectives that are aligned with approved revised timelines
- Incorporate new information, new challenges, and emerging issues
- Remove objectives that are no longer possible or relevant
- Provide context for the existing and future strategic plans
- Address and incorporate the results of CCMP Vulnerability Assessment (VA)
- Reflects the results of the CHNEP Habitat Restoration Needs Update project

Intended source (vendor/contractor): Schafer Consulting

Price: \$52,000.00

Justification for single source acquisition (what is necessary and unique about the product, service or source; steps taken to confirm unavailability of competition, as appropriate)

No other vendors are suitable as they have no experience successfully completing a CCMP Revision accepted by US EPA.

Award Approved By:

Procurement Manager _____ Date _____

City Manager _____ Date _____

City Council _____ Date _____

CHARLOTTE HARBOR NATIONAL ESTUARY PROGRAM CCMP REVISION SCOPE

BACKGROUND

Background

The CHNEP Management Conference requires that the CHNEP Comprehensive Conservation and Management Plan be updated or revised at least every five years. The most recent Update was completed in 2013; the CHNEP Management Conference has committed to completing this Revision in early 2019. CHNEP program office is seeking outside expertise to assist in successfully completing the CCMP Revision utilizing resources provided by the US EPA in Assistance Grant # CE-00D22214.

The *National Estuary Program FY 15 -16 Clean Water Act Section 320 Funding Guidance for National Estuary Program (NEP) Directors* broadly communicates expectations for Comprehensive Conservation and Management Plan (CCMP) Revisions and Updates. The CCMP contains goals and objectives and provides a long-term framework for action. It also includes strategies to: monitor progress, finance CCMP implementation, and communicate with stakeholders.

The CCMP contains the overarching goals of the CHNEP Management Conference with measurable benchmarks, to the extent possible, to allow assessment of progress. Implementation strategies to achieve the specific goals are presented as individual actions within topic-focused Action Plans.

CHNEP CCMP Action Plans:

- Water Quality Improvement (WQ)
- Hydrological Restoration (HR)
- Fish and Wildlife Habitat Preservation (FW)
- Public Engagement (PE)

The 2013 CCMP Update has 15 objectives, 64 actions, with 412 strategies. To satisfy new EPA funding and CCMP update guidance documents and to meet time, budget and meeting cycle constraints, the 2019 CCMP Revision will reorganize the structure of the 2013 CCMP Update document to best accommodate EPA's new suite of management criteria required for each Action Strategy (description, location, lead and responsible parties, timeframe, costs and potential funding sources and performance measure). It should be noted that in doing so, actions may be deemed completed (retired) or deleted, others substantially modified to reflect current information or rewritten or relocated within the CCMP as appropriate and approved by the Management Conference. In addition, new actions may be added to capture emerging issues not identified in previous versions of the CCMP.

The CCMP will be completed in phases, with an initial presentation to the Management Conference at first Management Conference cycle after the Scope of Work is approved with general concepts of four major actions, CHNEP boundary modification, and CHNEP name change approved by the CHNEP Policy Committee. Then, draft Action Plans and associated goals will be presented sequentially for public review at each of the second, third and fourth Management Conference cycles. Following revisions based on input received, a final draft will be formed for the fifth Management Conference cycle and a final document for the sixth Management Conference cycle. In addition to ensuring active participation of the full Management Conference, both EPA Headquarters and Regional staff will be consulted throughout the revision process. The proposed timeline for draft production, public review, and adoption of Action Plans is attached as Exhibit A.

Successful completion of this project requires the approval of EPA Headquarters, EPA Region 4 and the CHNEP Management Conference.

Project Requirements:

The chosen contractor must be able to demonstrate that they have experience with revision or updating of CCMPs, knowledge of the EPA guidelines for updating CCMPs, writing and facilitation skills, abilities and capacity to

successfully draft, facilitate stakeholder input, and complete the revision of the CHNEP CCMP within the necessary timeframe.

Minimum criteria are that the contractor has specific experience and skills pertaining to experience with the revision and updating of CCMPs and work products that demonstrate the contractor can ensure that the Revised CCMP will successfully meet EPA guidelines.

The chosen contractor must demonstrate how they are qualified and will ensure that the CCMP Revision will:

- Conform with current NEP Funding Guidance
- Concur with the EPA CCMP Content Checklist
- Fully incorporate the CHNEP Management Conference comments, concepts, and requirements
- Receive EPA Headquarters and EPA Region 4 approval
- Provide adequate opportunity for public comment and review
- Is collaboratively developed and consensus-based
- Include performance metrics for success that are clearly outlined
- Include objectives that are relevant and supported by current partners
- Include timeframes for the objectives that are aligned with approved revised timelines
- Incorporate new information, new challenges, and emerging issues
- Remove objectives that are no longer possible or relevant
- Provide context for the existing and future strategic plans
- Address and incorporate the results of CCMP Vulnerability Assessment (VA)
- Reflects the results of the CHNEP Habitat Restoration Needs Update project

Role of Contractor

The Contractor will work under the guidance of CHNEP Executive Director (the Project Manager) to:

- Draft the Revision, including all Action Plan content, figures, tables, maps, appendices,
- Interface with graphic artist on design and layout elements,
- Manage and facilitate 9 meeting segments (3 TAC, 1 CAC, 3 Management, 2 Policy); and
- Upload draft Actions to the CHNEP website

Draft Actions submitted by contractor should contain a brief synopsis of the issue or problem, a summary of progress made in addressing the issue to date, and additional steps needed to implement action. Contractor will follow format provided by Project Manager in preparing Draft Actions. Ability to synthesize scientific concepts and jargon for a non-scientific audience is critical for all written products produced for this project.

Contractor is encouraged to identify and gather relevant graphics (photographs, charts, illustrations) that could be used to enhance explanation of topic. This project will require multiple iterations of draft products based on comments, responses, and CHNEP Management Conference consensus.

Contractor also is encouraged but not required to offer suggestions on successful methods of obtaining public feedback on CCMP Action Plans as they are posted on the CHNEP website for review.

Role of CHNEP

The Project Manager with the assistance of other CHNEP staff will:

- Provide regular progress updates to and negotiate approval of CCMP elements with EPA
- Write and achieve approval of the 4 required Addenda – Communication Strategy, Finance Strategy, Monitoring Strategy and Restoration Strategy
- Provide Contractor copies of figures, tables, maps, photos, GIS layers for 2013 CCMP Update as well as new reports, data, GIS layers, photos and Climate VA report.
- Provide Contractor timely feedback, consultation and edits on CCMP elements.
- Send out communications to the Management Conference prepared by Contractor (e.g., announcements, surveys, requests for information).
- Create new website page where Draft Actions can be uploaded and available to the public.

- Organize and host Management Conference meetings, including agendas, invites, venue, etc. (including ensuring compliance with the government in the “sunshine” requirements).
- Contract with graphic artist to layout and produce final electronic and print-ready documents.
- Print final documents

Meetings

An initial presentation to the CHNEP Policy Committee will be made at the first Management Cycle after award (Management Cycles are approximately every four months).

The Contractor will then present the action plan for Water Quality to the CHNEP Technical Advisory Committee (TAC) at the first Management Cycle after award.

Then the Contractor will present the action plan for Hydrology to the TAC on April 19, 2018 and the Management Committee at the second Management Cycle after award.

Then the Contractor will present the action plans for Habitat and Public Engagement to the TAC. in Aug. TBD 2018 and the Citizens Advisory Committee (CAC) at the third Management Cycle after award.

The Contractor will then present the draft CCMP Revision document in its entirety to the Management Committee in January TBD 2019. Finally, the Contractor will present the final CCMP to the Policy Committee in May TBD 2019.

It is expected that further communication between the Contractor and the Project Manager can be accomplished by Conference Call, webinar or email. There may be a need for mid-point in-person meetings between Contractor and Project Manager as well throughout the process.

Public Records Documentation

Contractor will document communication with each source contacted for information about a specific action (email record or phone log). Contractor will also document use of or reference to scientific publications for specific citation if needed in “General References” section of the CCMP. The documentation will be submitted in conjunction with drafts of the assigned Actions.

Deliverables

Contractor agrees to provide detailed monthly progress reports with invoices for payment. Invoices must be approved by Project Manager. The first progress report and invoice will be due on November 30, with subsequent progress reports and invoices due at the end of each month thereafter. The final project deliverable will be due on or before February 2019 per attached timeline.

Budget:

Contractor will complete assigned work in project timeframe for a fee not to exceed \$52,000. Contractor will invoice monthly based on work performed and deliverables per attached timeline.

EXHIBIT A Timeline for Charlotte Harbor National Estuary Program CCMP Revision

Key Dates and Presentation of Deliverables

Aug. 2017 – Start Date of Project

Sept. 21, 2017 – Kickoff Presentation to Policy Committee

Nov. 30, 2017 -- Presentations to TAC: Water Quality goals, objectives, actions, activities

Jan. 5, 2018 – Presentations to Management Committee: Water Quality goals, objectives, actions, activities

Apr. 19, 2018 - Presentations to TAC: Hydrology goals, objectives, actions, activities

May 18, 2018 - Presentation to Management Committee: Hydrology goals, objectives, actions, activities

Aug. / Sep. TBD, 2018 – Presentation to TAC & CAC: Habitat and Public Engagement goals, objectives, actions, activities

Jan. TBD, 2019 - Presentation to Management Committee of Draft CCMP revision, with electronic input from others

May TBD, 2019 – Presentation to Policy Committee: Final CCMP

August – September 2017

- Create a PowerPoint presentation on CCMP Revision process (incl. Revision v. Update, timeline for development, etc.) to brief the CHNEP Management Conference and make publicly available.
- Develop framework (Table of Contents) for CCMP Revision based on EPA Guidelines, with four main chapters (Action Plans), one for each of the four goals, each including: goal, objective, actions, activities (description, location, lead and responsible parties, timeframe, costs and potential funding sources, performance measure).
- Simplify and reduce Actions and Strategies with Staff input to present to Policy Committee. Provide presentation to the Policy Committee on September 21, 2017.

2013 Update			
Priority Problems 4			
	Quantifiable Objectives	Priority Actions	Strategy Steps*
WQ	4	13	111
HA	4	16	100
FW	3	16	102
SG	4	19	99
Total	15	64	412

* 3-14 Steps per Action

2018 Revision			
Goals 4			
	Objectives	Actions	Strategy Activities*
WQ	1	5	20
HR	1	5	20
FW	1	5	20
PE	1	5	20
Total	4	20	100

* 3-5 Activities per Action

October – December 2017

- For Water Quality Improvement (WQ) Action Plan, edit and incorporate existing background and relevant content from 2013 CCMP Update; research new updates, information, progress, projects; update background for each Action; and draft location, lead and responsible parties, timeframe, costs and potential funding sources, performance measure for each Activity.

- Send out to Management Conference to survey gaps
- Incorporate new information and finalize draft Actions for WQ.
- Prepare WQ Action Plan by mid-November, to present to the TAC on Nov. 30, 2017 and Management Committee on January 5, 2018

January – April 2018

- Repeat for Hydrologic Restoration(HR) Action Plan, edit and incorporate existing background and relevant content from 2013 CCMP Update; research new updates, information, progress, projects; update background for each Action; and draft location, lead and responsible parties, timeframe, costs and potential funding sources, performance measure for each Activity.
- Send out to Management Conference to survey gaps
- Incorporate new information and finalize draft Actions for HR.
- Prepare HR Action Plan by beginning of April, to present to the TAC on April 19, 2018 and Management Committee on May 18, 2018.

May – September 2018

- Repeat for Fish and Wildlife Habitat Preservation (FW) and Public Engagement (PE) Action Plans, edit and incorporate existing background and relevant content from 2013 CCMP Update; research new updates, information, progress, projects; update background for each Action; and draft location, lead and responsible parties, timeframe, costs and potential funding sources, performance measure for each Activity.
- Send out to Management Conference to survey gaps
- Incorporate new information and finalize draft Actions for FW and PE.
- Prepare FW and PE Action Plans by beginning of August, to present to the TAC and CAC in Aug. / Sept. TBD 2018.

October – January 2018

- Incorporate changes for draft report by mid-November, and present draft to Management Committee in January 2018.

February – May 2019

- Address Management Conference Draft edits suggestions or questions. Incorporate changes for final report.
- After comments incorporated, Work with graphic artist to layout final document in Adobe InDesign online to create an interactive electronic document, as well as an advanced PDF version.
- Prepare finalized electronic and PDF report by beginning of April, to present to the Policy Committee in May 2019.