

REQUEST FOR PROPOSALS

CREATION AND DESIGN OF A
HAMPTON-SEABROOK ESTUARY MANAGEMENT PLAN

Seabrook-Hamptons Estuary Alliance
24 Stickney Terrace Unit 2
Hampton, NH 03842

RELEASED ON JULY 9, 2021

1. INTRODUCTION

The Seabrook-Hamptons Estuary Alliance (SHEA) is soliciting proposals from qualified consultants to create and design an Estuary Management Plan for the Hampton-Seabrook Estuary. The plan will provide science and best-practice-based guidance, recommendations, and implementation strategies for the three surrounding communities (Hampton, Seabrook, Hampton Falls). The goal is for communities to adopt or integrate this plan into their Town's Master Plan or other appropriate guidance documents. The communities will use this plan to inform, support, and foster collaborative efforts focused on preserving, protecting, and preventing the loss of wildlife hatcheries and habitat, the salt marsh, water quality, vegetation, and uses of the estuary for commerce and recreation.

The project can start now and must be completed by no later than April 15, 2023. Please email proposals to Jay Diener, SHEA President, at jdiener@shea4nh.org, no later than 4:00 PM EDT on Wednesday, August 11, 2021. The SHEA Board of Directors will review all of the proposals. SHEA will evaluate proposals according to the evaluation criteria outlined in **Section 9** below. SHEA will invite the highest-ranking consultant to enter into a mutually agreeable contract.

2. BACKGROUND AND RELEVANT INITIATIVES

The Seabrook-Hamptons Estuary Alliance is a non-profit, volunteer-based organization whose mission is to help the three neighboring NH communities preserve, protect, and become more informed about the Estuary's health, potential, and future threats, and its valuable ecosystem services. The Hampton-Seabrook Estuary is just over 5,000 acres and contains the largest tidal marsh in New Hampshire. This estuary is a unique and integral part of each community as it provides flood protection, a protective nursery, and foraging grounds for aquatic and terrestrial wildlife, and is vital to many recreational and commercial-based industries.

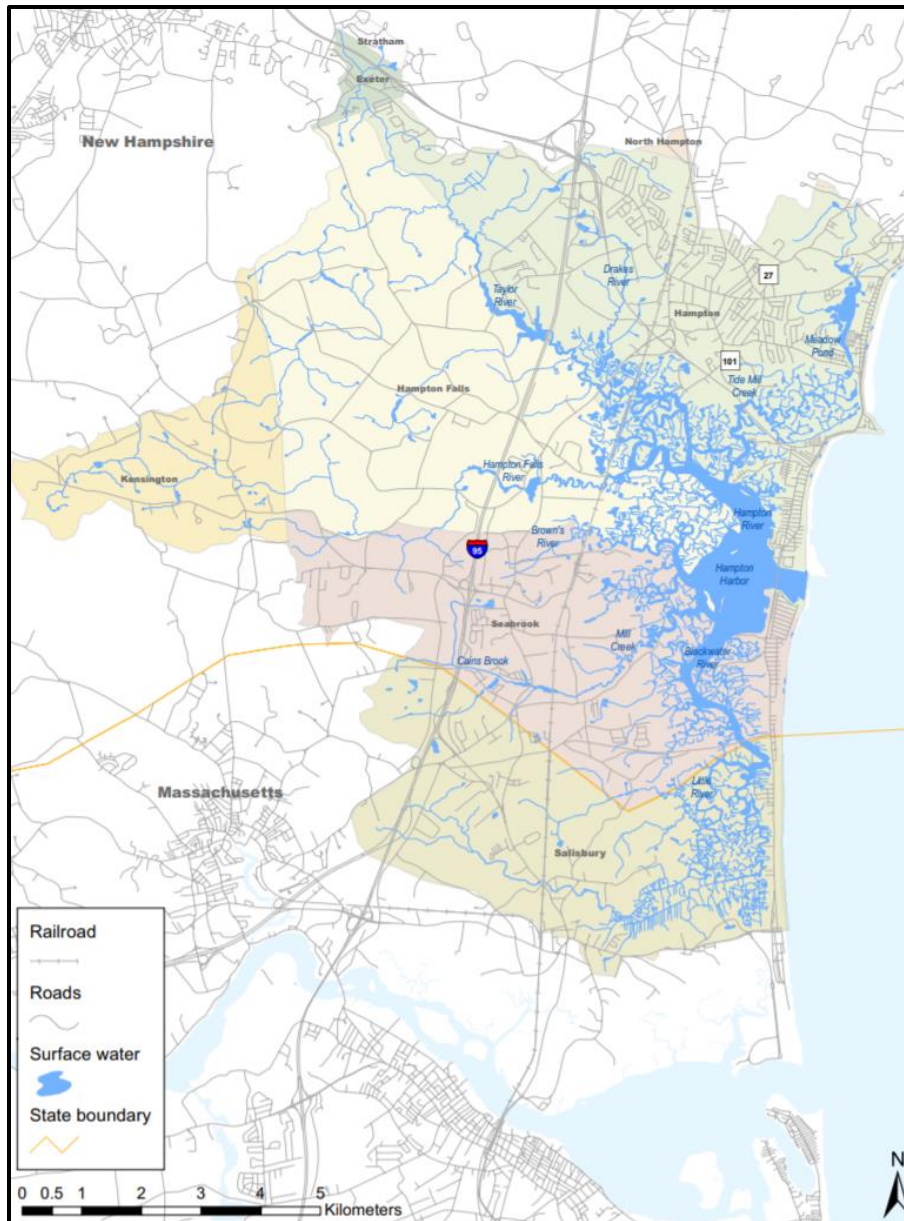


Figure 1. Map of the Hampton-Seabrook Estuary

(Eberhardt, Alyson L. and Burdick, David M., "Hampton-Seabrook Estuary Restoration Compendium" (2008). *PREP Reports & Publications*. 76. <https://scholars.unh.edu/prep/76>)

As SHEA's involvement with these three communities has grown, the need for a localized estuary management plan, spanning political boundaries, has been identified as a critical step in establishing a holistic approach towards more comprehensive estuary oversight. Especially given the fact that the estuary continues to experience development along its shores combined with the impacts of increasing tidal flooding and storm activity, the need for a coordinated focus on the health of the estuary is at a critical point. In 2020, SHEA audited each of three communities' Master Plans and land use regulations as they pertain to the estuary. This audit revealed a lack of coordination and communication among the three surrounding communities.

Even though there is consensus about protecting this special natural resource, they have never consulted with one another when developing estuary-related objectives for their guiding documents and regulations. This lack of communication and coordination increases the risk that a town could make decisions or take actions that unintentionally impact its neighbor. The goal for the Estuary Management Plan is to utilize current science to recommend strategies and practices that the communities can implement individually or collectively that will contribute to the common goal of protecting the estuary. It is envisioned that the final management plan will be incorporated or added as an addendum to each Town's Master Plan.

Below are links to relevant local documents about the estuary:

2020	<u>Audit of Existing Land Use Planning & Local Input on Developing a Management Plan for the Hampton Seabrook Estuary</u>
2019	<u>Town of Hampton Falls Master Plan</u>
2011	<u>Town of Seabrook Master Plan</u>
2008	<u>Hampton-Seabrook Estuary Restoration Compendium</u>
Ongoing	<u>Town of Hampton Master Plan</u>

3. SCOPE OF WORK

The Consultant's role will be to prepare all elements of the comprehensive Estuary Management Plan. They will compile and organize the data, research, and input required to develop an understanding of the estuary's current condition, a communal vision, management objectives, and strategies, as well as supporting maps and documents. See **Appendix B** for an outline of the anticipated major topic headings. The proposed scope of work should include gathering and organizing data; writing and presenting drafts of each section to the SHEA project team and each of the three surrounding communities, and creating and presenting the finished product. SHEA will handle meeting facilitation and municipal coordination.

The Current Conditions chapter should include a list of key indicators and their current status in the estuary, including potential concerns or risks. The Piscataqua Region Estuaries Partnership (PREP) and its partners will provide access to available data and information by either sharing directly or through the Hampton-Seabrook Estuary Science Collaborative.

The process of gathering public input for the Visioning chapter has been completed. The Consultant's role will be to review and analyze the public input and use it as the basis for creating this chapter.

The Management Objectives should be based on the analysis of the current conditions of the estuary, combined with an understanding of the collective vision for the estuary. The Management Strategies should be based on tasks that each of the three communities can perform either individually, in phases, or in collaboration with one another with reference to existing ordinances and Master Plans, where appropriate, to address the Management Objectives.

The SHEA project team will work closely with the Consultant, providing management, support, and supervision as necessary. The Consultant will provide regular project updates on an agreed-upon time frame.

4. PROJECT DELIVERABLES

Proposals shall specify the deliverables, which shall include at a minimum:

One (1) reproducible hard copy and (1) electronic copy each in Adobe PDF and MS Word formats of the public meeting agenda(s), survey and/or interview questions, and other resource materials used.

One (1) copy of all summary tables and charts, including support data, in MS Excel format.

One (1) concluding project presentation and written report to SHEA, including project outcomes and any unanticipated hurdles or lessons learned.

One (1) complete Estuary Management Plan, in Adobe PDF and MS Word formats.

All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the Consultant under this project shall be the property of SHEA.

5. TENTATIVE RFP TIMELINE AND PROJECT SCHEDULE

A tentative RFP timeline and project schedule of important dates are provided below.

Respondents shall include reasonable timelines for the tasks and deliverable completion as part of their proposal and are invited to propose alternative interim project deadlines to those outlined below.

Date	RFP Deadlines
July 9, 2021	RFP released
August 11, 2021	Proposals due by 4:00 pm EDT
August 12-19, 2021	Proposal Review and Interviews if needed
August 20, 2021	Notification of Selected Consultant
August 25, 2021	Review and finalize a contract
August 30, 2021	Project Kick-off meeting

6. FUNDING

This project is funded through SHEA by an NH State Conservation Committee “Moose Plate” Grant. The maximum budget available for this project is \$33,000, inclusive of labor and all project expenses related to the scope of work.

7. PROPOSAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the items listed below as section headings:

Firm Description: Provide a brief description of the consulting firm including firm size and area of specialization, location of corporate headquarters, and location of office proposed to handle this project.

Project Team: Provide names, hourly rates, and resumes of key staff who will be assigned to this project. Each team member's education and qualifications shall be listed. The project manager shall be identified. If multiple consultants or specialty sub-contractors will be teaming together, indicate the lead Consultant.

Project Understanding: Provide a statement summarizing how the Consultant and/or Project Team is particularly qualified for this project.

Scope of Work: Describe the Consultant's approach and plan for accomplishing the work herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP.

Project Schedule: Provide a schedule, itemized by task, for completing the scope of work.

Project Budget: Provide a proposed budget itemized by task and total project cost stated as a firm fixed fee. Also, provide a proposed budget by budget categories following the template provided in **Appendix A**. Budget categories include Personnel, Travel, Supplies, Sub-Contractual, Other, and Indirect Charges.

Comparable Projects: Describe related project experience and the role of key staff.

References: Provide at least three (3) references for similar projects, including current contact name and phone number.

8. PROPOSAL SUBMISSION

All responses to this Request for Proposals must be e-mailed to Jay Diener, SHEA President, at jdiener@shea4nh.org, no later than 4:00 PM EDT on Wednesday, August 11, 2021.

9. PROPOSAL EVALUATION AND SELECTION

Proposals will be reviewed by SHEA board members. The proposals will be evaluated according to the following evaluation criteria:

Criteria	Points
Responsiveness to proposal requirements	10
Qualifications of firm and project team members	20
Previous related work and references	20
Strength of the proposed scope of services	50

SHEA will review all of the proposals and make a final selection. Then the highest-ranking Consultant will be contacted and contract review and finalization will begin.

10. RESERVATION OF RIGHTS

SHEA is not responsible for any costs incurred by respondents regarding the preparation of submissions in response to this RFP. This RFP is not to be construed as creating any contractual relationship between the respondents and SHEA. Submittal of a proposal does not commit the SHEA to award a contract. Timely delivery of proposals is the sole responsibility of the submitting organizations. SHEA reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to proceed or not proceed with any interview processes, or to negotiate without further process any contract as may be in the best interest of SHEA. SHEA further reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Consultant and to evaluate its submittal.

11. QUESTIONS

Questions regarding this RFP should be e-mailed to Jay Diener, SHEA President, at jdiener@shea4nh.org.

APPENDIX A: Budget Table

Budget Category	Total (\$)
Personnel	
Travel	
Supplies	
Sub-Contractual	
Other	
Indirect Charges	
TOTAL (\$)	

APPENDIX B: Draft Estuary Management Plan Outline

- 1. Executive Summary**
- 2. List of Acronyms**
- 3. Table of Contents**
- 4. Introduction**
 - a. Why is this plan necessary?
 - b. What are the primary objectives/goals?
 - c. What process was used to develop the plan?
 - d. What partners/stakeholders were involved/worked with
 - e. How does this plan relate to other local plans?
- 5. Vision for the Estuary**
 - a. What do the surrounding communities (residents/tourists/businesses) value about the estuary?
 - b. What aspects or opportunities related to the estuary should be preserved/protected?
 - c. What potential threats are of greatest concern?
 - d. Establish Estuary Values
 - i. Ecological value
 - ii. Scenic values
 - iii. Heritage/cultural value
 - iv. Recreational value
 1. Active recreation
 2. Passive recreation
 - v. Socio-economic value
 - vi. Educational value
- 6. Existing Protection Policies and Regulations**
 - a. Identify existing State regulations and policies that either protect or regulate development in and around the estuary?
 - i. Identify existing local regulations and policies that pertain to the estuary
(Refer to the [2019 3-community Master Plan and Land Use Regulation audit](#))
- 7. Estuary Description/Location**

Provide a general overview of the location and geography of the estuary
- 8. Current Environmental Conditions and Uses of the Estuary**
 - a. Climate overview
 - b. Land use – human impacts associated with development and impervious coverage
 - c. Tides – current and projected
 - d. Flooding – flood-prone areas
 - e. Water quality – current water quality parameters that are known and if available the conditions of freshwater tributaries that feed into the estuary
 - f. Biodiversity – Known types of aquatic, avian, and terrestrial species, what are species that we should monitor that will be good indicators of estuary health?
 - g. Commercial and recreational uses
 - h. Conservation areas
- 9. Future Threats**
 - a. Climate Change
 - b. Future Development
 - c. Estuary Issues/concerns identified through public engagement

- 11. Management Objectives – what do we want to protect**
 - a. Ranking objectives
 - i. Short-term
 - ii. Long-term
- 12. Management Strategies for Estuaries**
 - a. Ecological management strategies (restoring buffers, accommodating marsh migration)
 - b. Water quality management strategies (including stormwater management)
 - c. Bank erosion and sedimentation strategies (monitoring bank erosion, identifying areas where erosion control methods could be implemented)
 - d. Social strategies (examples – creating walking trails to promote the value and provide passive recreation, upgrade the boat ramp access)
- 13. Description of Preferred Management Strategies for Hampton-Seabrook Estuary**
 - b. Management strategy implementation summary
 - c. Funding opportunities/strategies
- 14. Monitoring**
 - a. Data/monitoring deficiencies
 - b. Short term
 - c. Long term
- 15. Estuary Management Plan Evaluation**
 - a. How we measure performance/success
 - b. Update frequency
- 16. References and Appendices**