

REQUEST FOR PROPOSALS

CONDUCTING A BASELINE ASSESSMENT FOR THE HAMPTON-
SEABROOK ESTUARY

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

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Introduction

The Seabrook-Hamptons Estuary Alliance (SHEA) invites qualified consultants to submit proposals for conducting a Baseline Assessment of the Hampton-Seabrook Estuary. This assessment will compile and synthesize existing data, integrate newly collected data, and establish environmental indicators to monitor the Estuary's condition over time.

The Hampton-Seabrook Estuary is an essential ecological resource for the region, providing habitat for critical species, supporting commercial fisheries, and acting as a buffer against coastal flooding. A comprehensive Baseline Assessment is crucial to understanding its current condition and guiding future management decisions.

The Baseline Assessment will build on the 2021-2022 Hampton-Seabrook Estuary Collaborative [Prospectus](#)' gap analysis, focusing on water quality, habitat health, and species populations, with additional emphasis on the Saltmarsh Sparrow and salt marsh vegetation.

This RFP outlines the project background, proposed scope of work, estimated timeframe, payment plans, and other necessary requirements.

Background

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. It is also vital to many recreational and commercial-based industries.

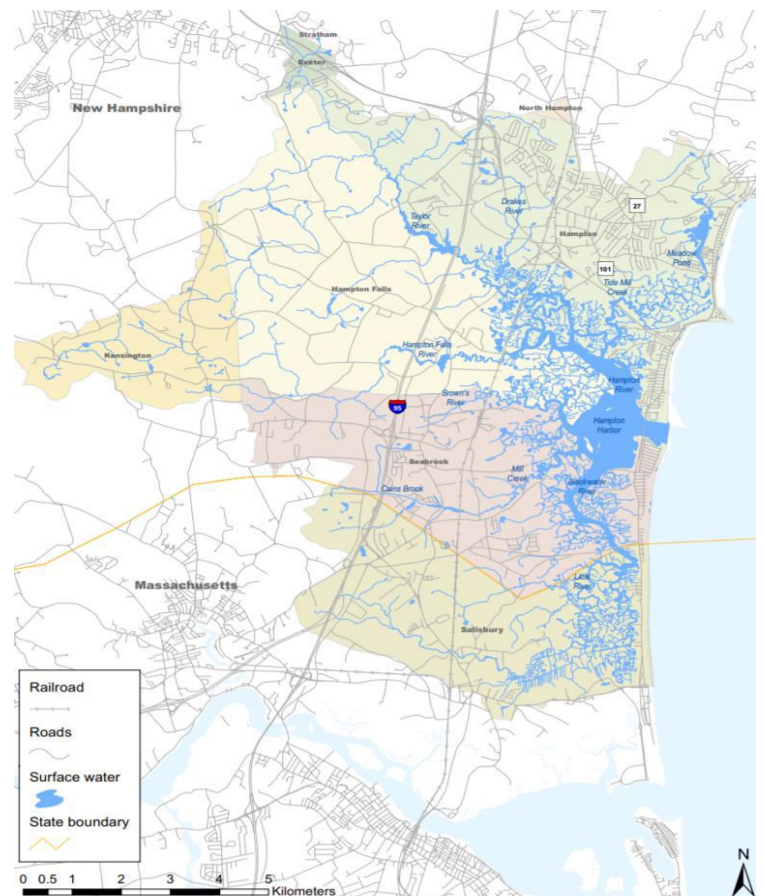


Figure 1. Map of the Hampton-Seabrook Estuary (Eberhardt, Alyson L. and Burdick, David M., "Hampton-Seabrook Estuary Restoration Compendium" (2008). PREP Reports &

Scope of Work

The Baseline Assessment consists of the following components:

Task 1: Review Existing Reports and Data Sources for the Estuary

Here are a few examples of relevant reports and databases. Additional resources and data can also be accessed through various stakeholders.

- [Piscataqua Watershed Data Explorer](#)
- [2023 State of Our Estuaries Report](#)
- [Hampton-Seabrook Estuary Restoration Compendium Hampton-Seabrook Estuary Restoration Compendium](#)
- [Hampton-Seabrook Estuary Management Plan](#)
- [Avian Use of the Hampton-Seabrook Estuary: 2006-2007](#)
- [NH Department of Environmental Services Geodata Portal](#)
- [NH Salt Marsh Plan](#)
- [Estuarine Survey of Juvenile Fish \(2019-2023\)](#)
- [National Coastal Condition Assessment](#)

Milestone(s):

- A list of data sources and types of data for review by SHEA and the Technical Assistance Committee (TAC) (described below).

Task 2: Compile and Analyze Existing Data

- Compile, synthesize, and analyze available data related to the core wetland functions and values for trends that may be used as indicators of estuarine health, including but not limited to:
 - Water level and water quality monitoring data
 - Beach profiling results and dune surveys
 - High-resolution topographic-bathymetric data
 - Salt marsh elevation and vegetation analyses
 - Fish and shellfish population studies
 - Avian populations (e.g., Saltmarsh Sparrow) surveys
 - Sediment quality and system availability
- SHEA also invites prospective bidders to propose other analyses, data sources, and/or assessment topics for evaluating estuary health that may not be specifically mentioned in this RFP.

Milestone(s):

- Submit preliminary trends, statistical and/or geospatial analysis for review by the TAC.
- Identify data gaps and suggest methods to address them, including estimates of effort and associated costs.

Task 3: Integrate Newly Collected Baseline Data

SHEA will facilitate coordination with UNH researchers to secure access to newly collected data from the 2025 field season.

Milestone(s):

- New data added to the analysis

Task 4: Collaborate with the Technical Assistance Committee (TAC)

Engage in up to 4-6 meetings with the TAC, which will be established by SHEA as a resource for technical guidance during the compilation and analysis of baseline assessment data and findings. SHEA will schedule meetings with the TAC when appropriate. The TAC may include staff from the University of New Hampshire, Great Bay National Estuarine Research Reserve, NHDES Coastal Program, Rockingham County Conservation District, and/or other members of the HSE Collaborative.

Milestone(s):

- Provide TAC meeting minutes

Task 5: Develop a Comprehensive Baseline Assessment

Create a Baseline Assessment report that integrates analyses of existing data with newly collected information to examine how they interact and influence current conditions. This process will produce a broad blending of the entire data set, characterize the condition of the Estuary's ecological resources, establish health indicators, and define the next steps for monitoring, management, and research.

Key Components:

- **Data Integration:** Combine existing and newly collected data to create a comprehensive synthesis that captures the Estuary's interconnected dynamics and establishes a baseline for the health of the Estuary.
- **Indicator Development:** Work with the TAC to identify and develop key environmental indicators to measure and monitor the Estuary's health.
 - Identify existing knowledge gaps for any of the selected indicators.
- **Draft Report:** Compile findings into a draft Baseline Assessment report and present it to the TAC for feedback and review.
- **Final Report:** Incorporate feedback to finalize the report.
- **Presentation:** Present the final results and key insights at a quarterly Hampton-Seabrook Estuary Collaborative meeting to inform and engage stakeholders.

Milestone(s):

- Draft & Final Reports
- Presentation and associated slides/materials

Task 6: Semi-annual Progress reports

The project will require progress reports to be submitted on a semi-annual basis. These reports should include the following:

- **Summary of Activities:** A detailed overview of all tasks and activities completed during the reporting period, including milestones achieved.
- **Challenges and Solutions:** Summary of any obstacles encountered, steps taken to address them, and potential implications for the project timeline or outcomes.
- **Budget Update:** A brief financial summary indicating the use of allocated funds.

The reporting schedule, including specific due dates and submission procedures, will be provided at the commencement of the project.

Project Deliverables

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

- One (1) electronic copy of TAC meeting minutes in Adobe PDF
- One (1) electronic copy of recommended health indicators detailing baseline conditions and outlining methods for tracking trends over time in Adobe PDF
- One (1) hard copy and (2) electronic copies of the final report, one each in Adobe PDF and MS Word formats.
- One (1) copy of all summary tables and charts, including support data, in MS Excel format.
- One (1) concluding project presentation to HSE Collaborative, including project outcomes and any unanticipated hurdles or lessons learned.
- One (1) electronic copy of each semi-annual progress report in Adobe PDFs

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.

Tentative RFP Timeline And Project Schedule

Below is a tentative RFP timeline and project schedule of important dates. Respondents must include reasonable timelines for the tasks and deliverable completion in their proposals and are invited to propose alternative interim project deadlines to those outlined below.

Date	Description
January 30, 2025	RFP released

March 7, 2025	Proposals due by 4:00 pm EDT
March 10-21, 2025	Proposal review and interviews, if needed
March 24, 2025	Consultant selected
March 25-April 1, 2025	Review and finalize a contract
April 1-4, 2025	Project Kick-off meeting
April 2025-Dec 2027	Six-month interim progress reports
December 31, 2027	Completion of Baseline Assessment

Funding

This project is funded by a Congressional Direct Spending Request administered through NOAA (National Oceanic and Atmospheric Administration). The maximum budget, including labor and all project expenses related to the scope of work, is \$190,000.

Proposal Requirements

Interested consultants must submit proposals that include the following:

1. **Technical Proposal**
 - Approach and methodology for compiling and analyzing data.
 - Strategies for integrating data and establishing environmental indicators.
 2. **Timeline**
 - Detailed work plan aligning with the estimated timeframe for each task.
 3. **Qualifications and Experience**
 - Relevant experience in estuarine research, environmental assessments, and data synthesis.
 - Key personnel resumes and roles.
 4. **Budget and Payment Plan**
 - Detailed budget, including anticipated costs for each task.
 - Proposed payment schedule based on project milestones.
 5. **References**
 - Contact information for three previous clients or collaborators.
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Submission and Evaluation

Submission

- **Deadline:** March 7, 2025
- Proposals must be submitted electronically as a PDF to SHEA at rdionne@shea4nh.org.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated expertise and qualifications (25%).
 - Comprehensiveness and feasibility of the proposed approach (40%).
 - Alignment with project objectives and timelines (20%).
 - Cost-effectiveness (15%).
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Additional Information

Legal Requirements

Consultants must comply with all applicable federal, state, and local regulations.

Communication

Please email Rayann Dionne at rdionne@shea4nh.org with questions regarding the RFP.

We look forward to receiving your proposal and working together to improve our understanding of the Hampton-Seabrook Estuary.

Contact Information

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