

## **Request for Proposals**

### **Great Bay Adapts Workgroup to Co-Design Technical Assistance Program**

**August 2023**

#### **Summary**

The Piscataqua Regional Estuaries Partnership (PREP), in partnership with the NH Coastal Adaptation Workgroup (CAW), is soliciting proposals for qualified consultants to convene and facilitate a workgroup of municipal/regional staff and partners, service providers and community-based organizations representing local environmental and social interests, historically underserved community leaders, Tribal leaders/speakers, private sector representatives working in the watershed, and volunteer committee members to develop recommendations for the design and implementation of a technical assistance program which supports Great Bay Watershed communities as they plan for climate change, build resilience, and implement priority projects. This project is funded by the New Hampshire Charitable Foundation in support of Great Bay 2030.

PREP expects equity, diversity, inclusion, and justice to be centered in every process and product of this RFP with the goals of: (1) paying specific attention to the needs of people who and places that will be most impacted by climate change and ensuring that outcomes directly benefit those communities (2) elevating the voices of diverse identities, ideas, knowledges, and geographies; (3) ensuring that people and communities who have been disproportionately impacted or traditionally excluded are meaningfully involved in and will influence decisions; (4) helping to build project-based partnerships between municipal/regional staff and service providers/community-based organizations representing climate vulnerable populations; and (5) identifying equity, diversity, inclusion, and justice metrics that PREP can track through Great Bay Adapts.

**Desired Qualifications:** Facilitation; experience building a culture of collaboration, navigating conflict, and shared decision-making among diverse people, organizations, and sectors; ability to listen deeply; excellent interpersonal, oral, and written skills; science communication and translation; general knowledge of climate impacts, climate resilience, cultural and historical context in New Hampshire; experience with equitable engagement; familiarity and experience working with municipalities/regional government, service providers/community-based organizations and community leaders preferably focused on climate change adaptation, resilience, public health, environmental justice, social or racial justice in the Great Bay watershed; creation of accessible and engaging web-based and other content preferred.

**Project Purpose:** Results of this project will be used by PREP and the New Hampshire Coastal Adaptation Workgroup (CAW) to develop a technical assistance program that advances community resilience to extreme weather and climate change in Great Bay Watershed communities.

The selected contractor will work directly with PREP and CAW to coordinate the Great Bay Adapts Technical Assistance Workgroup and Advisory Team, provide meeting facilitation, maintain inter-meeting communication, contribute to project deliverables, and co-lead/accomplish the following tasks (See Scope of Services below for more detail):

Task 1: Review/update detailed project workplan as appropriate

Task 2: Convene Great Bay Adapts Advisory Team

Task 3: Convene Great Bay Adapts Technical Assistance Workgroup

Task 4: Develop and disseminate draft summary of findings and recommendations

Task 5: Deliver final report to PREP, CAW, Advisory Team, Technical Assistance Workgroup, Great Bay 2030 Steering Committee

In addition to the outputs of the tasks noted above, the specific deliverables for the project will be:

1. Detailed project workplan.
2. Great Bay Adapts Advisory Team Summary Memo which should include meeting agendas and materials, findings from background research, stakeholder map, and workgroup process outline.
3. Great Bay Adapts Technical Assistance Workgroup Summary Memo which should include meeting agendas, materials, list of participants, and notes.
4. Draft summary of findings and recommendations for the design and implementation of an equitable, just, and impactful technical assistance program for Great Bay Watershed communities.
5. Final report of findings and recommendations.

**Schedule:** Proposals are due by 4 PM on Friday, August 25, 2023. The approved contract will be initiated for 12 months (October 1, 2023- September 30, 2024).

**Funding amount:** The amount proposed for this work shall not exceed \$20,000. Proposals will be reviewed on their cost-effectiveness in addition to other criteria. (See “Evaluation of Proposals” Section.)

## Background Information

PREP ([prepeestuaries.org](http://prepeestuaries.org)), at the University of New Hampshire, is part of the US Environmental Protection Agency’s National Estuary Program, a partnership between local, state, and federal agencies established under the Clean Water Act, with the goal of protecting and enhancing the Great Bay and Hampton-Seabrook Estuaries. In addition to monitoring the health of our estuaries, PREP works with municipalities in the Piscataqua Region watershed to provide technical assistance to protect and improve water quality.

## Study Details

**Geographic Focus:** [Great Bay Watershed](#)

**Scope of Services:** PREP anticipates, at a minimum, the tasks listed below being performed as part of the project. The selected consultant will be responsible for facilitating a process to achieve each of the tasks in addition to note taking and coordinating meeting logistics. The final scope of work and budget will be negotiated between the selected consultant and PREP.

**Task 1: Review/update detailed project workplan as appropriate** ([work plan](#)). The consultant will work with PREP and CAW to finalize a detailed workplan to develop community-driven, actionable recommendations for the design and implementation of an equitable, just, and impactful Great Bay

Adapts Technical Assistance Program. This should include all subtasks that will be conducted, staff involved, approximate time required for the completion of each task, all materials that will be needed or used, and the deliverables for each task or subtask. The workplan should also include the proposed schedule for completing each task or major subtasks.

**Task 2: Convene Great Bay Adapts Advisory Team.** The consultant will lead a process with PREP, CAW and Advisory Team members, including staff from NH Sea Grant/Cooperative Extension, Strafford Regional Planning Commission (SRPC), and Rockingham Planning Commission (RPC). The Advisory Team will be charged with assisting in the creation of the Technical Assistance Workgroup and providing input and direction on the development of workgroup meetings. In partnership with The Advisory Team, the consultant will review relevant Great Bay resources and exemplary regional/state technical assistance programs, conduct a stakeholder mapping exercise, identify and recruit Great Bay Adapts Technical Assistance Workgroup members, and design the Great Bay Adapts Technical Assistance Workgroup process.

**Task 3: Convene Great Bay Adapts Technical Assistance Workgroup.** The consultant, with support from PREP and CAW, will host a series of Great Bay Adapts Technical Assistance Workgroup meetings to (1) facilitate connections across communities and service providers, (2) establish collective values and priorities, (3) build knowledge of climate impacts (combining best available formal scientific and technical knowledge with the traditional ecological and experiential knowledge of local leaders), and (4) elicit what assistance communities would like to address direct or in-direct impacts from climate change. The consultant will ground workgroup meetings in equitable engagement practices to enable full participation, consider community timelines, and fairly compensate participants for their time and knowledge. The consultant will also coordinate additional work to be completed by workgroup members between meetings.

**Task 4: Develop and disseminate draft summary of findings and recommendations.** Using information discussed and key takeaways generated in Task 4, the consultant will work with PREP and CAW to compile results from the Technical Assistance Workgroup into a report of draft findings and recommendations for the design and implementation of an equitable, just, and impactful technical assistance program for Great Bay Watershed communities. The report should include but not be limited to recommendations for the application process and evaluation criteria, eligible project categories, project timeframe, project deliverables, project team/vendor key capacities, as well as any additional trainings, tools, processes, or resources which will help applicants collaborate with community partners, expand the voices involved, explore factors that contribute to vulnerability, center equity, advance nature-based solutions. The consultant will distribute draft recommendations to the Advisory Team and Workgroup participants for feedback and incorporate this feedback in final products.

**Task 5: Deliver final report to PREP, CAW, Advisory Team, Technical Assistance Workgroup.** The consultant will publish and share a final report of findings and recommendations with PREP, CAW, the Advisory Team, and Technical Assistance Workgroup.

**Project Schedule:** Proposals are due to PREP by 4 PM on Friday, August 25, 2023. Consultant selection is estimated to be completed by September 15, 2023 and the project is expected to begin by October 1, 2023.

**Deliverables**

Detailed project workplan  
 Advisory Team summary memo  
 Technical Assistance Workgroup summary memo  
 Draft summary of findings and recommendations  
 Final report

**Due**

November 2023  
 March 2024  
 July 2024  
 September 2024  
 October 2024

**Proposal Requirements**

In order to be considered, proposals (10 pages maximum) must be provided as an electronic file (PDF format) and include the following elements:

**1. Detailed Workplan and Budget**

The purpose of a detailed workplan and budget is to allow PREP to evaluate and compare the approaches and costs of different consultants. A detailed plan for each task listed in the Scope of Services above, plus any additional tasks proposed by the consultant, should include a thorough description of how each task will be completed. This should include all subtasks that will be conducted, staff involved, approximate time required for the completion of each task, all materials that will be needed or used, and the deliverables for each task or subtask. The workplan should also include the proposed schedule for completing each task or major subtasks.

Applicants must submit a Project Budget using the template below and provide an accompanying budget narrative. The narrative should describe each budget item and how it was calculated. Anything listed as "Other" should be clearly defined in the narrative. The budget should include costs to be charged to PREP. If the applicant is utilizing any in-kind services or donated services, please describe those in the narrative and identify the value of those services.

Project Budget Template (Add additional columns or rows as needed)

BUDGET CATEGORIES	Amount
<b>Salaries</b> (list all staff, hourly rates, number of hours, and tasks to be completed if specific for the staff listed adding lines as needed)	
<b>Fringe</b> if not included in hourly rate (indicate rate if applicable)	
<b>Supplies /Materials</b>	
<b>Equipment</b>	

<b>Travel</b>	
<b>Other Cost (specify in space below)</b>	
<b>TOTAL PROJECT COSTS</b>	

## 2. Staff Roles and Experience

List staff that would be involved with the project, identifying the specific responsibilities of each. For the project staff identified, describe key qualifications and experience.

Where appropriate, samples of comparable work completed by the applicant should be included (links to web-accessible documents are preferred).

## 3. References

The applicant shall include a list of three clients that can be contacted as references. These references should have experience working with the applicants on similar projects.

An original proposal must be received by Abigail Lyon (Abigail.Lyon@unh.edu) at PREP no later than 4:00 PM on August 25, 2023. The PDF file should include the entire proposal (excluding any stand-alone work product samples).

## **Evaluation of Proposals**

A review team assembled by PREP will evaluate all proposals. The review team will evaluate eligible applications and each proposal will be scored according to the following criteria, in accordance with UNH policies and procedures:

1. The technical adequacy of the overall approach – up to 10 points
  - Evaluation of the likelihood that the project activity, as described in the proposed work tasks, will achieve the project objectives (up to 5 points)
  - Evaluation of the estimated hours per task and whether hourly rates for personnel are reasonable for the work described and the deliverables anticipated (up to 5 points)
2. The completeness and clarity of the proposal – up to 5 points
  - The work tasks are thoroughly and clearly defined, and the budget and budget narrative match the proposed tasks
3. The experience and capabilities of the applicant/staff with similar projects – up to 15 points

PREP reserves the right to reject all proposals, to waive any irregularity in a proposal, and to accept or reject portions of any proposal. PREP also reserves the right to request additional information from any or all parties submitting proposals to assist in the evaluation process.

### **Schedule**

08/07/23: Request for Proposals released by PREP (3 weeks to submit proposals)  
08/25/23: (by 4:00 PM) Proposals due to UNH  
09/15/23: Target date for proposal selection (allow for 3 weeks to review proposals and select)  
10/01/23: Target date for project startup

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Direct any questions about this Request for Proposals to Abigail Lyon, PREP Community Engagement Manager, at (603) 862-3729 or [Abigail.Lyon@unh.edu](mailto:Abigail.Lyon@unh.edu)