

**Alabama Department of Conservation and Natural Resources
Deepwater Horizon and other NRDA Restoration and Planning Support
Request for Qualifications**

Project Description and Scope of Work

As part of restoration efforts associated with the various settlements related to the Deepwater Horizon oil spill and other Natural Resources Damage Assessments, the Alabama Department of Conservation and Natural Resources (ADCNR) is seeking a qualified firm to provide restoration planning and support services.

Professional Services Scope of Work

The ADCNR is seeking a professional services firm to provide restoration planning support and/or other related services. As a part of this scope of services, the selected firm will perform support services to assist the ADCNR in achieving the goals of the restoration programs funded under the various settlements related to the Deepwater Horizon oil spill and other Natural Resource Damage Assessments (NRDA). ADCNR anticipates entering into a contract with the successful firm for a two year period with an option to renew for an additional two-year period. Support services that are anticipated to be needed include, but are not limited to:

- A. Restoration planning, including conceptual project design, spatial and environmental analysis, cost estimation, monitoring and adaptive management plan development, and the drafting and editing of planning and proposal documents using best available science;
- B. Scoping, identification, generation, development, and evaluation of project and program concepts;
- C. Conducting regulatory compliance analyses, drafting National Environmental Policy Act documentation and assisting in obtaining permits and related approvals;
- D. Planning activities related to the design and implementation of project, program, resource, and cross-resource monitoring efforts;
- E. Conducting gap analyses of future restoration needs or evaluations of overall project/program impacts for the development of adaptive management;
- F. Tracking and reporting various activities, including preparing quarterly, semi-annual and/or annual reports as may be required by the various funding sources;
- G. Geological Information Services support, data management, meta-data development and similar services;
- H. Participating in working groups or technical groups;
- I. Public/Stakeholder engagement, including facilitating and planning in-person and webinar meetings that may require renting public venues and audio/video equipment, developing and printing related materials; stakeholder relations; and communications through traditional and social media;
- J. Logistical planning and execution, including attending regular meetings and teleconferences associated with the above activities.

- K. Perform other tasks as required pursuant to project and program funding sources and/or as otherwise identified by the ADCNR.

Submission Requirements:

- Submissions shall consist of a cover letter and a statement of qualifications.
- The cover letter shall be no more than one standard letter size page, text size no smaller than size 12 font, and shall clearly indicate the name, title, email address and telephone number of the submitting firms' primary contact.
- The statement of qualifications shall be limited to no more than 25 double-sided standard letter size pages, text size no smaller than size 12 font, including firm and/or team organization, background, examples of relevant previous project experience, resumes of key personnel and/or all other supporting documentation.
- If more than one entity is responding to this RFQ under a single proposal, the statement of qualifications shall list all entities that are a part of the proposal and/or will perform services pursuant to the Scope of Work.
- Submissions shall consist of 3 paper copies and one electronic copy in PDF format on USB Flash Drive.
- Submissions shall be submitted in a sealed envelope with "DWH and Other NRDA Restoration Support RFQ" clearly written in the bottom left corner of the envelope.

Minimum Experience and Qualifications:

The successful firm must meet all of the following minimum qualifications and must describe these qualifications in the statement of qualifications they submit to DCNR:

1. At least 7 years' experience in NRDA restoration planning and support services.
2. At least 7 years' experience in NRDA restoration planning and support services related to the Deepwater Horizon oil spill.
3. Documented history of preparing NRDA restoration plans and NEPA documentation on behalf of state agencies.
4. Documented ability to address numerous NRDA related issues simultaneously.
5. Demonstrate a clear understanding of the Deepwater Horizon NRDA governance structure including Trustee Implementation Groups (TIGs) and settlement allocations across restoration types.

Submittal and Deadline:

It is the sole responsibility of the entity submitting a statement of qualification in response to this RFQ to ensure actual delivery of their submittal prior to the deadline. Submissions must be received prior to the deadline by physical delivery (mail, courier, overnight or in person). Submissions received after the deadline will not be considered. Email or facsimile submissions will not be accepted.

Responses to this RFQ must be received **no later than 3:00 p.m. on December 7, 2018**. Responses shall be submitted to:

Dr. Amy Hunter
ADCNR Coastal Stewardship Office
31115 - 5 Rivers Blvd.
Spanish Fort, AL 36527

Proposals may be modified or withdrawn in writing prior to the proposal deadline specified herein. Proposals may not be modified or withdrawn after that time and will not be returned. If a proposer no longer wishes to have its proposal considered after the proposal deadline specified herein, a notice to that effect must be submitted in writing.

Open Trade

By submitting a proposal, the Submitter represents that he/she and the business entity he/she represents is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom the State of Alabama can enjoy open trade, as defined in Act 2016-312.

Non-Discrimination

By submitting a proposal, the Submitter represents that he/she and the business entity he/she represents is compliant with all state and federal laws which prohibit discrimination on the basis of race, color, religion, age, gender, pregnancy, national origin, genetic information, veteran status or disability.

Immigration

By submitting a proposal, the Submitter represents that he/she and the business entity he/she represents is not in violation of federal immigration law and has not knowingly employed, hired for employment or continues to employ an unauthorized alien within the State of Alabama.

Non-Commitment of Funds

Any contract related to this proposed project is subject to the availability of funds and/or the needs of the ADCNR and therefore the ADCNR, at its discretion, may or may not issue a final contract as a result of this RFQ. Further, even in the event an initial selection is made by the ADCNR, no selection is final until full execution of a written agreement detailing an agreed upon scope of work. If the ADCNR deems, at its sole discretion, that a satisfactory agreement cannot be reached in accordance with an initial selection; the ADCNR reserves the right to proceed with efforts to make another selection based upon proposals submitted pursuant to this RFQ.

Submittals Public Record:

All proposals submitted to ADCNR in accordance with the deadline set forth in this RFQ will be retained and will become public records following final selection, if any, pursuant to this RFQ or final determination by the ADCNR not to proceed with a selection pursuant to this RFQ.

Further Information:

This work will be for the ADCNR. Any questions should be submitted in writing via email (no phone calls please) to:

Dr. Amy Hunter

Email: amy.hunter@dcnr.alabama.gov

Subject line should read: "DWH and Other NRDA Restoration Support RFQ Question"