

Request for Proposals

Mid-Atlantic Coastal Wetland Assessment Refinement and Technical Support

The New Jersey Department of Environmental Protection (NJDEP) Bureau of Climate Resilience Planning and Division of Science and Research seek a qualified entity to: (1) lead the refinement of the MACWA program, (2) hold a MACWA meeting and (3) provide technical guidance and field assistance to MACWA members.

Deadline for proposals: 5 PM EST on March 3, 2021

INTRODUCTION

In 2006, the Partnership for the Delaware Estuary (PDE) identified coastal wetlands status and trends as a top priority for understanding the overall environmental health of the watershed. Until then, information about coastal wetland conditions and acreage was limited and inconsistent among New Jersey, Delaware and Pennsylvania.

In 2007, PDE worked with the Delaware Department of Natural Resources and Environmental Control (DNREC) to design and begin to implement a multi-level program to assess the health and extent of coastal wetlands in a consistent manner across the Delaware Estuary. Then, in 2008, PDE along with the Barnegat Bay Partnership (BBP) expanded this program to areas outside the Delaware Estuary, referring to it as the Mid-Atlantic Coastal Wetland Assessment (MACWA). MACWA supports a comprehensive assessment of coastal wetland conditions across the mid-Atlantic region. PDE, BBP, DNREC and partners, such as the Academy of Natural Science of Drexel University and Rutgers University, have since worked to implement MACWA as a regional strategy, continuously updating and strengthening the program.

The MACWA is a 4-tier monitoring and assessment program envisioned to provide rigorous, comparable data across all tidal wetlands of the mid-Atlantic. It has become a platform through which research and monitoring is conducted and data are collected for various purposes. The programmatic structure of MACWA generally follows EPA national guidance (U.S. EPA 2001)

Need for MACWA Revision and Evolution

A comprehensive review and revision of the of the MACWA program is needed to allow the program to evolve to suit the needs of a growing set of partnerships. As a first step in this process, MACWA partners met in 2020 to review existing tidal marsh data that has been collected, consider the utility of that data and brainstorm refinements to the MACWA program. The results of the workshop now need to be integrated into MACWA.

SCOPE OF WORK

NJDEP Bureau of Climate Resilience Planning and the Division of Science and Research seek a qualified entity to: (1) lead the refinement of the MACWA program with support and input from MACWA members, (2) hold a MACWA meeting to gain input from members and support communication about tidal wetland monitoring in the Mid-Atlantic and (3) provide technical guidance and field assistance to MACWA members.

The entity is expected to perform the following tasks:

1. Revise the set of metrics that are monitored in MACWA based on the feedback gained during the 2020 MACWA meeting with continued input from an advisory committee of MACWA partners. Suggestions from the 2020 MACWA workshop, such as adding an additional monitoring tier related to education and outreach, supporting blue carbon monitoring and standardizing methods with New Jersey Tidal Wetland Monitoring Network should be considered.
2. Host a 2021 MACWA meeting for partners to review the MACWA updates and to enhance communication among tidal wetland monitoring groups in the Mid-Atlantic.
3. Revise the Umbrella Quality Assurance Project Plan (QAPP) and Standard Operating Procedures (SOPs) as needed for MACWA.
4. Provide technical guidance and field assistance to other organizations in MACWA.

DELIVERABLES

- 1. Draft Revision of MACWA monitoring metrics and methods**
 - a. Work with MACWA partners to refine the program
 - b. Provide a draft revision for comment to NJDEP
- 2. MACWA Meeting**
 - a. Provide DEP with an attendee list, agenda and summary of the meeting
 - b. Send meeting notes to MACWA members
- 3. Updated QAPP and SOPs**
 - a. Submit updated QAPP and SOPs to NJDEP and update websites
 - b. Provide a written report of what changed and why
- 4. Progress Reports and Invoices**
 - a. Progress reports should be sent along with invoices detailed work completed and any issues encountered. Invoices need to show how the funding was spent. The number of hours each person worked and receipts for expenses.

PROJECT TIMEFRAME

The NJDEP Bureau of Climate Resilience Planning and Division of Science and Research seek to complete the tasks/deliverables identified above **by September 1, 2021. No extensions will be granted.**

PROPOSAL REQUIREMENTS

All proposals in response to this Request for Proposals must be submitted via email to Metthea Yepsen at Metthea.Yepsen@dep.nj.gov by **5:00 PM on March 3, 2021.**

Proposal specifications:

All proposals should include:

- A basic statement of qualifications, including experience, background, skills and degree of expertise in the specific areas outlined in this RFP.
- Applicants must have a minimum of two years of experience conducting MACWA assessments (both Site Specific Intensive Monitoring and MidTRAM) and analyzing MACWA data in New Jersey.
- Applicants must have experience leading workshops and writing Quality Assurance Project Plans.

- At least two references that address applicant's successful relevant experience in facilitating trainings and workshops.
- Financial proposal for the project, in the range of **\$17,500 to under \$36,000**, including total work hours and hourly rate schedule to perform this work must be submitted using the [PB-120 Form](#).
- Any other relevant contractual language. The successful applicant's final proposal will become part of any signed agreement.

This request for proposals does not commit the State of New Jersey to engaging the services of any firm for any of the items either within or outside the outlined scope of work.

Schedule for Selection of Consultant

1. Deadline for receipt of proposals: March 3, 2021.
2. Applicant notified of selection: By March 10, 2021.
3. Work will commence upon execution of a purchase order.

Please note: applicants must be registered in [NJSTART](#) and the winner bidder must complete the [DPA paperwork](#) before the execution of the purchase order. If you are a new grantee (not in the State's Treasury system) or an existing grantee with a new payment address or wish to receive direct deposit, you must register/update information at www.njstart.gov in order to process a purchase order.