



REQUEST FOR PROPOSALS

Platte River Recovery Implementation Program Independent Science Review Services RFP

PLATTE RIVER RECOVERY IMPLEMENTATION PROGRAM
Office of the Executive Director
4111 4th Avenue, Suite 6
Kearney, Nebraska 68845

February , 2014



PLATTE RIVER RECOVERY IMPLEMENTATION PROGRAM Request for Proposals

SUBJECT: Independent Science Review Services
REQUEST DATE: Month, DD, YYYY
CLOSING DATE: Month, DD, YYYY
POINT OF CONTACT: Chad Smith
 Headwaters Corporation
 Director of Natural Resources
 4111 4th Avenue, Suite 6
 Kearney, Nebraska 68845
 (402) 432-7950
smithc@headwaterscorp.com

RECITALS

The Governance Committee (GC) of the Platte River Recovery Implementation Program (Program) submits this Request for Proposals (RFP) to solicit proposals from contractors to provide assistance with evaluating and recommending independent science experts to serve as members of the Program's Independent Scientific Advisory Committee (ISAC) and peer review panels. This effort is intended to help provide a high level of scientific expertise in necessary fields to provide independent review of scientific and technical materials related to implementation of the Program's Adaptive Management Plan (AMP). Work under this RFP would be conducted for the GC and supervised by the Program's Executive Director's Office (EDO).

The scope of work and schedule in this RFP describe a three-year plan of work from 2014-2016. Under the final contract, annual written Notice to Proceed from the EDO will be required before work begins. All work will be contingent on availability of Program funding and annual budgets and work plans will be developed jointly by the contractor and EDO, subject to annual approval by the GC and other Program Advisory Committees.

In responding to this RFP, the Governance Committee requests study proposals that include:

- 1) **Scope of work** for completing this project. Prospective contractors should provide a detailed outline that addresses the tasks identified in the Scope of Work for Contract Services for this RFP.
- 2) **List of relevant project experience** within the past five years, including name, location, and brief description of the projects; name, address, and phone number of the contracting officer for the client; and identification of key project participants and their tasks.
- 3) **Resumes** of all primary investigators and level of full-time employees, part-time employees, and student involvement (if any). Provide a table showing the tasks, responsibilities, and the number of hours each key participant is committing to this project.
- 4) **Schedule** for completing each task in the scope.
- 5) **Detailed cost not to exceed proposal** to complete the project. The proposal should identify costs and hours allocated for each task in the scope of work and the total cost for the project. Hourly rates and reimbursable expenses for the proposing firm/individual and any sub-contractors must be attached to the detailed price proposal. The contract will be awarded on a Cost Not to Exceed basis. Governance Committee approval is needed before the contractor is authorized to begin implementation.



6) **Conflicts of Interest Statement** addressing whether or not any potential conflict of interest exists between this project and other past or on-going projects, including any projects currently being conducted for the Program.

7) **Acceptance of the terms and conditions** as outlined in the attached Program's Consultant Contract (**Attachment A**), or clear description of any exceptions to the terms and conditions.

TERMS AND CONDITIONS

The selected contractor will be retained by:

Nebraska Community Foundation
PO Box 83107
Lincoln, NE 68501

The Governance Committee of the Program has the sole discretion and reserves the right to reject any and all proposals received in response to this RFP and to cancel this solicitation if it is deemed in the best interest of the Program to do so. Issuance of this RFP in no way constitutes a commitment by the Program to award a contract, or to pay Consultant's costs incurred either in the preparation of a response to his RFP or during negotiations, if any, of a contract for services. The Program also reserves the right to make amendments to this RFP by giving written notice to Consultants, and to request clarification, supplements, and additions to the information provided by a Consultant. By submitting a proposal in response to this solicitation, Consultant understands and agrees that any selection of a Consultant or any decision to reject any or all responses or to establish no contracts shall be at the sole discretion of the Program. To the extent authorized by law, the Consultant shall indemnify, save, and hold harmless the Nebraska Community Foundation, the states of Colorado, Wyoming, and Nebraska, the Department of the Interior, members of the Governance Committee, and the Executive Director's Office, their employees, employers, and agents, against any and all claims, damages, liability, and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the Consultant or its employees, agents, sub-Consultants, or assignees pursuant to the terms of this project. Additionally, by submitting a proposal, Consultants agree that they waive any claim for the recovery of any costs or expenses incurred in preparing and submitting a proposal.

PRE-PROPOSAL MEETING

A **pre-proposal Web/conference call meeting** for interested parties will be held on **February, 2014 at 1:00 p.m. Central time**. This meeting will provide important information on the Program and the scope of work and offer interested parties the opportunity to seek clarifications or ask questions. To facilitate logistical arrangements, if you plan to participate and submit a response to this RFP please contact Chad Smith at smithc@headwaterscorp.com by **February, 2014**.

POINT OF CONTACT & RFP DUE DATE

Questions about this RFP should be e-mailed Chad Smith. Questions, responses, and any additional information related to the RFP will be available to all bidders on the Program website (www.platteriverprogram.org/Contractors/Pages/OpenRFPs.aspx). **One electronic copy of your proposal in PDF format must be submitted to Chad Smith at smithc@headwaterscorp.com no later than 5:00 p.m. Central time on February , 2014.**



SCOPE OF WORK FOR CONTRACT SERVICES

INTRODUCTION

The Program initiated on January 1, 2007 between Nebraska, Wyoming, and Colorado and the Department of the Interior to address endangered species issues in the central and lower Platte River basin. The species considered in the Program, referred to as “target species”, are the whooping crane, piping plover, interior least tern, and pallid sturgeon. A Governance Committee reviews, directs, and provides oversight for activities undertaken during the Program. The Governance Committee is comprised of one representative from each of the three states, three water user representatives, two representatives from environmental groups, and two members representing federal agencies. The Governance Committee named Dr. Jerry Kenny to serve as the Program Executive Director. Chad Smith, representing the Program EDO, will be the primary contact for prospective contractors responding to this RFP.

OBJECTIVES AND SCOPE

Implementation of the Program’s Adaptive Management Plan (AMP) and associated scientific monitoring and research are to incorporate rigorous independent scientific review to ensure the use of proper monitoring and research methodologies, experimental design, and data collection and analysis in Program implementation. The purpose of this RFP is to engage contract assistance from a contractor(s) possessing prior experience with peer reviews and/or in assembling independent scientific review panels to find candidates to serve on the ISAC and on separate peer review panels for the Program. It is envisioned that contract assistance will afford the Program access to a larger, more diverse pool of potential ISAC and peer review panel members, help limit potential bias in peer review panels and the ISAC, and ensure a higher level of scientific expertise and independence for Program science needs.

Peer Review Panels

Peer review is to be used to evaluate the reliability and soundness of methods employed by the Program to conduct ongoing monitoring related to implementation of the AMP and evaluation of data for use in assessing the Program’s Big Questions and related priority hypotheses. The Program’s Peer Review Guidelines (**Attachment B**) guidelines generally require the establishment of three-person peer review teams for each product requiring review, with the addition of statistician as a fourth member of the panel when the subject in question involves experimental design and/or statistical analyses.

General peer review activities under this RFP include:

- Recommend at least two candidates for each open spot on peer review panels; compile report including candidates, areas of expertise, and resumes.
- Communicate with potential candidates regarding the peer review panel selection process; the EDO will handle contracting with all panelists.
- Participate in organizational web/conference call meeting with EDO and panelists for each review.
- Compile all peer review comments into a single spreadsheet or database tracking each individual peer review comment for use by the EDO and Program in responding to the comments.
- Facilitate communication between the EDO and panelists for clarifications or to address other questions as necessary.

Independent Scientific Advisory Committee (ISAC)

As detailed in the approved ISAC Scope of Work (**Attachment C**), the ISAC is to provide scientific advice and recommendations pertaining to implementation of the Program’s Adaptive Management Plan, related monitoring and research, and other Program activities during the First Increment (2007-2019) of the Program. ISAC members are selected for three-year terms and the Program has initiated a process of cycling two new members onto the ISAC each year replacing two existing members.



General ISAC member activities under this RFP include:

- Recommend at least three candidates for each open spot on the ISAC; compile report including candidates, areas of expertise, and resumes.
- Communicate with potential candidates regarding the ISAC selection process; the EDO will handle contracting with all panelists.

SPECIFIC 2014 SCHEDULE

In 2014, the Program is accelerating its level of peer review. Activities in 2014 will focus primarily on peer review. The proposed 2014 peer review schedule is included as **Attachment D**.

BUDGET

Submitted proposals should provide a detailed budget for completing the general annual peer review panel and ISAC member selection activities detailed above, as well as specific 2014 peer review activities detailed in **Attachment D**. Annual study budgets will be subject to Governance Committee approval as a part of the overall annual fiscal year Program budget approval process.

AVAILABLE INFORMATION

In addition to the Program Document, the AMP, and the 2012 State of the Platte Report, several additional sources of information are available to assist potential contractors in responding to this RFP. All of these documents can be accessed either from the Program Web site (www.PlatteRiverProgram.org) or by contacting Chad Smith.

DELIVERABLES

The successful contractor will be responsible for completing the following (based on annual work plans according to Program priorities:

- Report for each peer review panel including background and expertise of all recommended peer review panel members, willingness and ability to complete peer reviews according to the Program's Peer Review Guidelines, and Conflict of Interest statements.
- Report for each peer review compiling all comments from peer reviewers.
- Report for new ISAC members including background and expertise of all recommended ISAC members, willingness and ability to participate in the ISAC according to the Program's ISAC Scope of Work, and Conflict of Interest statements.



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Attachment A

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Standard Consultant Contract



Attachment B

PRRIP Peer Review Guidelines

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Attachment C

PRRIP ISAC Scope of Work



Attachment D

Proposed 2014 PRRIP Peer Review Schedule



FY14 Document	Comments	FY14 Timing for Peer Review
Inundation risk memo, LIDAR imagery results, EDO analysis from 1998 aerial imagery	Combined paper by EDO to replace 1998 channel analysis; combine information on terns/plovers, more recent channel analysis, and information from other systems with tern/plover nesting	Summer 2014
Elm Creek Proof of Concept final report	Mussetter completing final report	April/May 2014
Geomorphology data analysis report	Mussetter completing final report	April/May 2014
Flow consolidation final report	InterFluve completing final report; EDO will add commentary about what it means for Program (decision to not pursue consolidation)	June 2014
Whooping crane habitat selection analysis	WEST needs to complete data analysis and plan; need direction from February 2014 workshop	Fall 2014
Wet meadows hydrology monitoring plan	EDO compiling information into document for peer review	Spring 2014