



Revised 6-19-2015

The Mobile Bay National Estuary Program (MBNEP), through its Community Action Committee (CAC), is issuing a Request for Proposals (RFP) to select an environmental organization or other similar firm to coordinate citizen-training activities throughout coastal Alabama to build community capacity for implementing watershed management plans. Proposals will be accepted until **July 24, 2015** and must be sent to: Ms. Roberta Swann, Mobile Bay National Estuary Program, 118 North Royal St., Suite 601, Mobile, AL 36602.

The CAC five-year strategy included in the Comprehensive Conservation Management Plan for 2013-2018 identified four **goals**:

1. Increase awareness of coastal resources supporting what people value about living in coastal Alabama;
2. Improve community ability to participate in ecosystem-based management actions;
3. Increase citizen actions to mitigate impacts of humans on the environment; and
4. Build capacity of at least fifteen grassroots groups to ensure citizen involvement in creating more resilient and environmentally responsible communities.

Objectives related to those goals include:

1. Increase the number of citizens engaged in watershed management planning and implementation.
2. Increase the number of citizens who are aware of watershed issues through education and training programs.
3. Increase the number of citizens actively monitoring water quality, stream assessment, species, and other environmental conditions within their watershed
4. Increase the number of people who know how to notify appropriate authorities of issues discovered during monitoring

To achieve the “Improve community ability to participate in ecosystem-based management actions” goal, the CAC has identified a need for training opportunities to provide citizens with the knowledge and skills necessary for effectively participating in resource management decisions at the local, state, and federal levels. To assist the CAC in achieving this goal, the MBNEP has secured funding in the amount of \$20,000 to coordinate citizen training activities focused in watersheds where comprehensive watershed planning is or will be occurring over the next year. These watersheds include *Tensaw-Apalachee-D'Olive; Eight Mile Creek; Three Mile Creek; Fowl River; Bon Secour; Bayou la Batre, West Fowl River and Fish River.*

The CAC has identified training priorities as follows:

- Watershed Education;
- Stormwater runoff education, including how the MS4 permit works;
- Volunteer water quality monitoring;
- Volunteer biological monitoring;
- Volunteer shoreline monitoring; and
- Create a Clean Water Future Implementation.

Submittal Instructions

Proposals shall include and be evaluated on the following elements (Not to exceed five 8.5" X 11" pages, Times New Roman, 11 point font)

A mandatory pre-submittal meeting will take place on Monday, July 13th at 1:00 PM CST in the Killian Room at the International Trade Center, 250 N. Water St, Mobile, AL 36602

1. **Resources:** Discussion of how Respondent will use existing training resources. The purpose of this request is to coordinate existing training opportunities and not duplicate current efforts. Respondent shall provide an overview of what a one-year program would include and what resources would be accessed to achieve training objectives. (10%)
2. **Participation:** Identification of target audiences including any community groups within the listed watersheds. Respondent should indicate how they would achieve participation in watersheds that do not have existing grassroots community groups. In addition, Respondent should describe any plans to assist with grassroots group capacity-building through reaching out to the general watershed population. (5%)
3. **Activities:** Delineation of one year program, including how often trainings would be conducted, what topics would be covered, and what number of participants is anticipated. In addition, Respondent should outline how data acquired through these activities will be captured and made available to resource managers, watershed consultants, and the community and establish a notification protocol for the appropriate governmental agency if monitoring efforts reveal watershed concerns. (25%)
4. **Short-Term Outcomes:** Brief discussion of what Respondent will achieve in the short-term related to increasing the knowledge of citizens within the watershed. (5%)
5. **Medium-Term Outcomes:** Brief discussion of what Respondent will achieve in the medium-term related to participants engaging in monitoring activities useful to watershed planning. (5%)
6. **Long-Term Outcomes:** Brief discussion of what Respondent will achieve in the long-term related to how the proposed activities will improve community ability to participate in ecosystem-based management actions. (5%)
7. **Staff Experience:** Respondent will provide bios of key personnel who will be responsible for the implementation of this project, including an indication of each's percentage of effort. (5%)
8. **Organizational Experience:** Respondent will provide a description of experience within the most recent five-year period related to community education and training, including a list of at least three ongoing programs being administered, and organizational experience in completing projects in a timely manner and within a specified budget (10%)
9. **References:** Names, phone numbers, and email addresses of at least three individuals that have benefited from Respondent training programs. (5%)
10. **Leveraged Resources:** Respondents should identify with specificity any other relevant organizational, consulting, or other available resources that will be committed to the program. (20%)
11. **Project Schedule:** Respondents will include a Project Budget (see attached form) and a Project Schedule indicating milestones for updating the CAC, watershed planning steering committees, and MBNEP on the status of activities throughout the contract period. (5%)

The most current RFP document is available at the MBNEP website (www.mobilebaynep.com). Potential Respondents interested in this RFP should contact the MBNEP and request placement on the RFP e-mail distribution list to ensure receipt of amendments and other relevant information. Inquiries should be directed to: Ms. Kelley Barfoot at kbarfoot@mbnep.com or by phone at 251-380-7943. Proposals will be accepted until **July 24, 2015** and must be sent to: Ms. Roberta Swann, Mobile Bay National Estuary Program, 118 North Royal St., Suite 601, Mobile, AL 36602.