



Habitat Conservation & Restoration Team (HCRT), Gulf of Mexico Alliance (GOMA)

Project Scope of Services Announcement

OVERVIEW INFORMATION

Funding Organization: Gulf of Mexico Foundation (GMF)

Project Title: Analysis of Federal Dredging Program in the Gulf of Mexico Region

Closing Date and Time: The deadline for submissions is February 14, 2011, 11:59 pm CST. Proposals must be submitted electronically to info@gulfmex.org. All proposals received after the closing date and time will not be considered for funding. For more information, see [Section III](#).

I. Project Description

Background:

The Gulf of Mexico Foundation (GMF) is a 501(c)(3) nonprofit organization whose mission “is to promote and facilitate conservation of the health and productivity of the Gulf of Mexico and its resources through education, public awareness, research, and leadership programs”. The Gulf of Mexico Alliance (GOMA) is a partnership of the states of Alabama, Florida, Louisiana, Mississippi, and Texas, with the goal of significantly increasing regional collaboration to enhance the ecological and economic health of the Gulf of Mexico. The States have identified six initial priority issues that are regionally significant and can be effectively addressed through increased collaboration at local, state, and federal levels. Under the Habitat Conservation and Restoration priority issue the Habitat Conservation and Restoration Team (HCRT) was established. The mission of the HCRT is to provide leadership to advance conservation and restoration of coastal habitats and ecosystems throughout the Gulf of Mexico and associated watersheds. As part of its activities, GMF coordinates planning and implementation efforts of the HCRT and its subcommittees.

The HCRT has recognized that wise use and management of riverine and coastal sediment resources according to sound management principles in the context of a regional sediment system is essential to maintaining the health and vitality of the Gulf of Mexico ecosystem. Therefore, the HCRT is developing the Gulf Regional Sediment Management Master Plan (GRSMMP). The purpose of the GRSMMP is to develop a sediment management plan that uses the understanding of sediment transport dynamics (sources, sinks, fluxes) to manage sediment resources to accomplish environmental restoration, conservation, and preservation, while reducing coastal erosion and coastal storm damages and associated costs of sediment management. It will help link sources of sediment with sediment needs, provide a basis for assessing competing needs for sediment, and provide regional strategies for sediment management.

The GRSMMP Subcommittee of the HCRT was formed to focus on development of the GRSMMP. This subcommittee has identified the project outlined in this announcement as an important next step toward fulfilling the goals of the GRSMMP action item specified for the HCRT in the [Governors' Action Plan II](#), the foundational document for the GOMA. GMF will fund this project under a grant from the NOAA Coastal Services Center. GMF serves as Principal Investigator and Contract Administrator on the NOAA grant in support of the GOMA.

Project Summary:

The goal of this project is the production of a technical report which provides an analysis of dredging capabilities and history in the Gulf of Mexico region. The analysis would include a robust discussion of how the Jones Act, the Industry Capabilities Program, and the US Army Corps of Engineers (USACE) dredging program/budget process have shaped the current dredging program on federally maintained navigation channels.

As Contract Administrator, GMF is issuing this announcement to solicit proposals and qualifications from interested and qualified service providers. HCRT State Leads, who lead the HCRT Priority Issue Team, will be directly involved in the review of proposals, reports, and drafts submitted as will key members of the GRSMMP Subcommittee. During this process the GMF will make reports available to the HCRT State and Federal Leads along with members of the GRSMMP Subcommittee.

The information listed in the Scope of Services below describes some of the expected outputs and outcomes and should serve as a guide for proposals submitted. The HCRT anticipates that the Scope of Services may evolve based on proposals, communications with applicants, and during the performance of the Contract for Services to be executed with the selected applicant, hereinafter referred to as the Service Provider. The Service Provider will work closely with

HCRT State Leads, other appropriate stakeholders, and the GMF in conducting the activities of the project and developing the outputs.

The Principal Investigator(s) will conduct the project according to the Scope of Services outlined below. This will require considerable research pertaining to the Jones Act, the Industry Capabilities Program, and the US Army Corps of Engineers (USACE) dredging program/budget process as well as consultation with appropriate stakeholders and the HCRT to ensure a comprehensive analysis.

Scope of Services:

Project Tasks:

- Include a history of dredging programs and legislation affecting the program including but not limited to the Jones Act, Industry Capabilities Program, the Harbor Maintenance Fund and the WRDA funding process.
- Conduct a detailed economic analysis of the impact of the Jones Act and the Industry Capabilities Program on the price of dredging in the Gulf of Mexico, as well as job creation and other economic factors.
- Identify the true economic impacts to the Gulf Region if foreign dredges were actually allowed into the U.S.
- Incorporate a history of dredging in the Gulf of Mexico including an inventory of federally maintained channels, amounts dredged from them, associated costs, and dredge material resources.
- Identify the major issues driving dredging costs/dredge plant usage in the Gulf Region.

Additional Information:

Reference the 2002 report for the Pacific NW entitled "[The Case for the Federal Hopper Dredge Fleet on the Pacific Coast](#)", dated May, 31 2002 as a guide to the type of analysis requested.

Geographic Scope:

The project encompasses all navigation channels in the Gulf of Mexico that are maintained by the federal government of the United States as well as the relevant economic impacts wherever they occur.

Outputs: A technical report which provides an analysis of dredging capabilities and history in the Gulf of Mexico region. The analysis would include a robust discussion of how the Jones Act, the Industry Capabilities Program and the US Army Corps of Engineers (USACE) dredging

program/budget process have shaped the current dredging program on federally maintained navigation channels along with the other elements outlined above under Project Tasks.

Outcome: Increased awareness of and insight to the effects of existing federal policies on the current dredging program among policy makers, decision makers, and resource managers.

Timeline: The Service Provider will complete this project and deliver the outputs no later than the due date prescribed by HCRT, which will not fall more than five months after execution of the Contract for Services. During that time, progress reports and drafts will be due and reviewed by the appropriate HCRT members who may provide comments or guidance. A schedule of all due dates for interim reports will be provided on execution of the Contract for Services. The end of the performance period and **due date for all final outputs shall be August 31, 2012.**

II. Submission Requirements

Award Information

Bidding and Number of Awards

This is a competitive funding opportunity and GMF anticipates receiving quality proposals with detailed budgets outlining the applicants' plan for meeting the objectives and requirements under this Scope of Services. All applicants must include cost estimates and are encouraged to work with the HCRT and GMF to develop sound proposals that meet mutual expectations.

Actual awards depend on availability of funds and the evaluation and quality of proposals. Only one contract is expected to be awarded. The period of performance for the award and Contract for Services to be issued under this announcement is not to be more than 5 months.

Type of Award

The HCRT is seeking a professional partner who will provide key services in accordance with this Scope of Services. The applicant whose proposal is selected will enter into a Contract for Services and provide all services needed to fulfill the Scope of Services in consultation with the HCRT, its GRSMMP Subcommittee, and GMF.

The Contract for Services and performance thereof require substantial GMF involvement with the recipient in the form of programmatic oversight and review and comment on all contracted activities and products. When an award is offered, GMF's involvement in carrying out the work with the applicant will be described in a selection letter and identified in the terms and

conditions of the Contract for Services. In general, the award will be made on a one-time basis and the recipient should use the funds within the period of performance to be outlined in the Contract for Services.

Threshold Eligibility Criteria

Proposals from eligible applicants must meet all of the following threshold eligibility criteria by the time of proposal submission. Proposals that fail to meet all of these criteria will not be considered for funding. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Proposals must identify the key staff of the service provider, hereinafter referred to as Principal Investigator(s), who will carry out the Scope of Services and produce Outputs requested in performance of the Contract for Services.
2. Proposals must substantially comply with the instructions and requirements set forth in [Section III](#) of this announcement.
3. Proposals received after the submission deadline will be considered late and rejected without further consideration.

III. Application and Submission Information

Proposal Submission

Proposal packages must be submitted by email to info@gulfmex.org and **received no later than 11:59 pm CST on February 14, 2012**, which is the submission deadline. An e-mail acknowledging receipt of your package will be sent within 2 – 3 business days. If not, please contact Mike Smith at 361-882-3939.

The HCRT members who will review proposal packages are located in several states and all information sharing occurs via electronic means; therefore, applicants must submit application materials in an electronic format. Applications must be sent as an Adobe PDF file or as a MS Word compatible file and according to the instructions found under “Proposal Packages” below.

Adherence to these standards makes electronic file sharing much more efficient and we appreciate your cooperation.

Additional information is available at:

Gulf of Mexico Foundation
<http://www.gulfmex.org>

Gulf of Mexico Alliance
<http://gulfofmexicoalliance.org>

For questions about the application process, please contact:

Mike Smith
HCRT Project Coordinator
Gulf of Mexico Foundation
PMB 51, 5403 Everhart Rd.
Corpus Christi, TX 78411
(361) 882-3939
mike@gulfmex.org

-OR-

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Application and Anticipated Selection/Completion Schedule

DATE	ITEMS DUE	COMMENTS
February 14, 2012	Proposal Packet	Due by 11:59 pm CST
February 29, 2012	Final decision on proposals	HCRT Review Panel estimated to finalize selection of Applicant proposals for awards by this date. NOAA approval required prior to contract execution.
April 2, 2012	Contract for Services	Estimated date to execute Contract for Services (30 days allowed for NOAA approval).
April 30, 2012	Project Outline	Outline elements of the Outputs and of the development plan. Include a timeline where relevant.
July 20, 2012	Draft of Output	This should be complete and is subject to approval by GMF. HCRT Leads will review and return with comments.
August 7, 2012	HCRT review complete	HCRT members will submit comments to GMF for consolidation
August 10, 2012	HCRT comments to Service Provider	GMF will forward consolidated comments to Service Provider
August 31, 2011	Final Output	Final draft due

Proposal Packages

Please submit the following information for each proposal submitted.

Please submit only two electronic files as follows:

- A. Cover letters (if any—not required), letters of support, and brief resumes should be incorporated into one file (PDF or similar).
- B. The balance of the proposal (items 1-23, below) (PDF or similar, Microsoft Word)

Please use this format and these headings (in italics) adding the required information (items 1-23) after each heading.

Applicant Information

1. Organization
2. Type of Organization (State or local government, interstate agency, tribe, college or university, public or nonprofit organization, or specify other type.)
3. Brief description of the organization
4. Address of Organization
5. Organization Web Page Address

Project Contact(s)

6. Principal Investigator(s) and title(s)
7. Address of Contact (if different from above)
8. Phone number(s)
9. Fax number
10. E-mail address(es)
11. Contact web page address(es)

Principal Investigator Qualifications (include Co-Principal Investigators, if any)

Note: Brief resume should be included in item A above, under Proposal Packages.

12. Summarize expertise and resources relevant to the Topic Area.
13. Examples of prior and relevant work of Principal Investigator(s) (research, technical documents, projects, etc.)
14. Other factors that could contribute to the success of the project
15. Professional references

Project Description

16. Concise project summary/abstract
17. Methods and intended approach

- 18. Outline tasks, activities, and milestones
- 19. Objectives and anticipated benefits of the project
- 20. Describe project partners or stakeholders and their contributions.

Budget

- 21. Amount of funds requested
- 22. Budget narrative describing proposed use of funds
- 23. Budgeted line item expenditures (please use the following budget format)

Budget	
ITEM	FUNDS REQUESTED
Personnel	
Principal Investigator(s)	
Staff	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Contractual	
Other (specify)	
Total Direct Charges	
Total Indirect Charges *	
TOTAL BUDGET	

* Applicant must provide documentation of negotiated indirect cost rate for any indirect charges budgeted.

Other Information

Communications with Applicants

Prior to submission of proposals, applicants may contact GMF for clarification of information presented in this funding opportunity announcement, but GMF will not provide preliminary review of or assessments of the merits of individual proposals.

Sub-awards

Sub-awards are not allowed under this funding opportunity, but some funds may be used to acquire third-party contract services if clearly stated in the proposal, agreed to by the Review Panel, and incorporated into the Contract for Services. GMF will hold the applicants fully responsible for the conduct and content of the projects funded through this funding opportunity, regardless of the use of third-party contract services.

V. Application Review Information

Review Panel

A Review Panel will be formed of HCRT members to review and evaluate proposals which have met the threshold requirements listed in this announcement. Subsequent to the submission of proposals and while they are under review, GMF staff and members of the review panel may elect to contact applicants for additional information that may aid the selection process. Such contact shall not constitute approval of the application nor should an applicant begin work on a project until the proposal has been expressly accepted, a Contract for Services fully executed, and the performance period begins.

All timely submitted proposals will first be screened by GMF staff against the threshold criteria in [Section II](#) of this announcement. Proposals that do not pass the threshold review will not be evaluated further or considered for funding.

Proposals which pass the threshold review will be evaluated according to the merits of the proposals and the qualifications of the Applicants. Budget and total costs will be an important consideration but the intent shall be to select the best overall proposal. HCRT Review Panels will use their best judgment in making final selections that will best serve HCRT goals.

Anticipated Announcement Award Date

GMF will notify all applicants whether they were selected to receive an award within 15 days after the final selection is made.

VI. Award Administration Information

Following the GMF and HCRT evaluation of proposals, all applicants will be notified of their status via email or by certified mail. A Contract for Services will be executed for the proposal selected and funding distributions may be distributed once that is done. Failure to execute and return the Contract for Services as requested by GMF may result in selecting a different applicant for the award and at the sole discretion of GMF.