



# **Bay Area Ecosystems Climate Change Consortium**

## **Baylands Goals Technical Update Coordinator Services**

**Request for Qualifications  
California State Coastal Conservancy**



September 19, 2011

### **Introduction**

Recognizing the urgent need for coordinated, science-based strategies to address the environmental impacts of accelerating climate change on regional ecological systems ([www.globalchange.gov](http://www.globalchange.gov)), federal, state and non-governmental research, management and planning agencies in the San Francisco Bay area joined forces in spring 2009 to launch the Bay Area Ecosystem Climate Change Consortium ([www.baecccc.org](http://www.baecccc.org)). BAECCC brings together resource managers, scientists, and policy makers to jointly address the impacts of accelerating climate change on Bay Area ecosystems. BAECCC's goals are to secure nature's ecological and economic benefits to society by reducing the negative impacts of climate change on the region's wildlife, habitats and ecosystem function, while also enhancing the role of natural systems in mitigating those impacts. The California State Coastal Conservancy (Conservancy), as a member of BAECCC, has recently authorized funding to support BAECCC's efforts.

As part of its initiative, BAECCC seeks to guide the development of a technical update to the *San Francisco Baylands Ecosystem Habitat Goals (Goals)* report to incorporate an improved understanding of the processes affecting bay habitats resulting from climate

change. This foundational study was produced in 1999 by the San Francisco Bay Area Wetlands Ecosystem Goals Project, a coalition of public agency, private and non-profit partners that included numerous current BAECCC partners. Focused on wetlands at the Bay's edge, the *Goals* report has been the guiding document for wetlands restoration and enhancement around the Bay for the past decade, having contributed to the protection of 40,000 acres of baylands and having attracted significant funding for implementation of acquisition, protection, and restoration projects. With the ongoing and impending significant effects that climate change will have on the Bay's wetland ecosystems, there is an urgent need to incorporate an assessment of these predicted impacts and associated adaptation strategies in a technical update of the report.

To complete the *Goals* Report Technical Update, BAECCC will identify and initiate a methodology for the update process with up-front consensus from scientists and managers. Main goals of the Technical Update will include:

- Identifying management strategies for marshes to be more resilient (e.g., improve sedimentation dynamics and maintain ability to support native species);
- Developing recommendations for "living shorelines"- using habitats to manage shoreline erosion;
- Identifying long-term science and management gaps needing resolution to implement recommendations; and
- Identifying upland sites that have potential to accommodate wetland transgression upslope.

As a member of BAECCC, the Conservancy is now requesting Statements of Qualifications for a full-time *Goals* Report Technical Update Coordinator to assist in the development and coordination of the update process. The successful contractor will have knowledge about climate change assessments for estuaries in California, as well as a background in environmental laws, policies and programs pertaining to climate change adaptation and impact reduction. Conservancy funding has been authorized for this position for two years, with the expectation that the Technical Update will be completed within that timeframe.

The BAECCC *Goals* Report Technical Update Coordinator will be housed at the Conservancy, will report to the Conservancy project manager on day to day matters, and will coordinate with the BAECCC Executive Coordinator to carry out the tasks described in this RFQ.

The deadline for submission of Statements of Qualifications is **5 p.m. on October 14, 2011**.

## **Major Duties and Scope of Work**

The primary tasks of the *Goals* Report Technical Update Coordinator are as follows:

1. Report to, and take direction from the Conservancy project manager and receive overall guidance from the BAECCC Executive Coordinator and *Baylands Ecosystem Habitat Goals* Update Steering Committee (*Goals* Update Steering Committee).

2. Plan and conduct meetings with key participants involved in development of relevant regional goals projects (individuals and agencies involved in the development of *Baylands Ecosystem Habitat Goals*, Upland Habitat Goals/Conservation Lands Network, and Subtidal Habitat Goals) to identify and learn from the strengths and weaknesses of these processes and organizational structures for the *Goals Report Update*.
3. Assist in assembling the *Goals Update Steering Committee* to guide the *Goals Report Update* (likely to include the Coastal Conservancy, San Francisco Bay Conservation and Development Commission, U.S. Geological Survey, U.S. Fish and Wildlife Service, San Francisco Bay Joint Venture, San Francisco Estuary Partnership, San Francisco Estuary Institute, Point Reyes Bird Observatory, and Regional Water Quality Control Board, among others).
4. Analyze existing *Goals Report* for references to known climate change impacts (sea level rise, invasives management, water and sediment management, freshwater inflow, etc.), in order to identify elements needing updating.
5. Prepare draft work plan for completion of the technical update including a description of the process, the organizational and informatics structure, a schedule and list of participants, desired scientific peer review, and proposed written products.
6. Assemble currently-available resources for identifying and explaining current and potential future climate change and extreme weather effects on the Baylands, including information about their trends, severity and the uncertainties involved. Assemble findings related to impacts on ecosystem services within the region or for the region as a whole.
7. Organize kick-off workshop (in early 2012) with the appropriate scientists and managers to:
  - a. Review latest climate science and summarize predicted impacts to the San Francisco baylands ecosystems.
  - b. Identify gaps in critical information that is needed to begin and to complete the technical update (contractor prepares summary, using existing summaries where available, of research and information that pertain to updating the *Goals Report* and circulates this in advance of the meeting).
  - c. Obtain comments on previously circulated draft work plan, organizational and informatics structure, list of participants, and scientific peer review for updating *Goals Report* (drafts prepared by contractor in advance of meeting).
8. Based on input from the workshop, update workplan and budget for the *Goals Report Update*. Finalize and update as necessary with the input of the *Goals Update Steering Committee* and approval of Conservancy project manager and BAECCC Executive Coordinator.
9. Identify key analyses needed to produce for purposes of the update, in following issue areas, at minimum:
  - a. Species or habitats needing detailed focus,
  - b. Sea level rise impacts and potential upland adjacent habitats,
  - c. Extreme weather event impacts,
  - d. Sediment budget and implications for marshes,
  - e. Watershed and streamflow influences,
  - f. Links to other ecosystems.

10. Coordinate efforts among *Goals* Report Update partners to produce analyses.
11. Develop preferred approach for roll-out of results (report structure, outreach strategies, issue papers and/or decision support tools).
12. Attend and report at regular BAECCC meetings as determined by the Executive Coordinator, and ensure regular communication of update progress among BAECCC Steering Committee and participants.
13. Report to *Goals* Update Steering Committee on progress, solicit feedback and direction quarterly, throughout project.
14. Report on *Goals* Report Update progress to key stakeholders through regional coordination efforts, such as the San Francisco Bay Joint Venture and the San Francisco Estuary Partnership.
15. Organize meeting or workshop (Winter 2012/13) to synthesize and discuss key results, and develop proposed recommendations.
16. Coordinate mapping and data management for the update.
17. Develop analytic sections of the update, decision support tools and/or issue papers, circulate these for review, and incorporate revisions.
18. Finalize *Goals* Report Update and distribute (Summer 2013) with approval of Conservancy project manager and BAECCC Executive Coordinator.
19. Assist with outreach, potentially involving an executive summary, web site, email announcements, media outreach, and an event, to announce completion of the *Goals* Report Update and its major findings.

## **Required Knowledge, Skills, and Abilities**

1. An advanced degree in environmental science, conservation biology, resource management, public policy or a related field; or equivalent experience.
2. General knowledge of climate change trends, projections, and predicted impacts to marine, estuarine and terrestrial ecosystems.
3. Familiarity with State of California and federal environmental laws, policies and programs relating to climate change impacts and adaptation recommendations.
4. At least five years of experience in effectively planning, organizing and facilitating meetings, working groups, and multiple partners.
5. Proven ability to coordinate the work of scientific, technical, resource management, and communications professionals toward a joint goal.
6. Proven ability to interpret technical reports and data and write (and otherwise communicate) concise summaries of technical, environmental, and resource management information and recommendations for a variety of audiences.
7. Demonstrated experience and capability for establishing positive working relationships and working collaboratively with multiple stakeholders.
8. Proven ability to be a team player.
9. Ability to communicate effectively with scientists, resource managers, IT consultants, and the public.
10. Written and verbal skills in presenting technical and resource management information to multiple audiences.
11. Skills in collaborative planning processes and consensus-seeking planning efforts, with coordination and mediation skills appropriate to resolving complex issues.

12. Organizational skills, ability to multi-task, work under pressure and meet deadlines.
13. Ability to inspire others to contribute energy and talents to planning efforts.
14. Demonstrated ability to make sound decisions and exercise independent judgment with respect to sensitive, controversial and/or complex issues.
15. Must possess a valid California driver's license and be able to travel to meetings throughout the nine-county San Francisco Bay Area.
16. Proven ability to manage budgets and timelines responsibly and effectively.

### **Desirable Experience and Knowledge**

1. General knowledge and familiarity with scientific research pertaining to the San Francisco Baylands ecosystem.
2. Knowledge and experience with San Francisco Bay regional management, ecosystem restoration and conservation agencies, programs and individuals.
3. Specific knowledge of documented and projected climate change impacts to San Francisco Baylands.
4. Knowledge and general familiarity with applications of downscaled climate model outputs to inform resource conservation and management actions.
5. Knowledge and familiarity with species range monitoring.
6. Knowledge of project management, presentation, web site hosting and web conferencing applications.
7. Knowledge of GIS data management.

### **Compensation and Contracting**

Compensation and contract terms will be negotiated with the top-ranked candidate (see "Selection Criteria and Process," below). The Conservancy will enter into a contract directly with the selected candidate. Invoices will be submitted on a monthly to quarterly basis to the Conservancy. The contract period will be for two years.

### **Submitting Statements of Qualifications**

Please submit:

1. A letter (no more than two pages) describing your interest in the position and how you meet the knowledge, skills, and abilities described in this RFQ, and identifying any potential conflicts of interest that you may have in carrying out the tasks described above;
2. A resume (no more than two pages) with a description of your relevant experience and education, specialized qualifications, and a list of three references for persons familiar with your work experiences related to the duties and scope of work pertaining to this position, including contact name and telephone number or email; and
3. Sample written material for which you were a primary author and which relates in content to the subject of this RFQ.

Please submit your statement of qualifications electronically (pdf documents only) by *5 p.m.* on *October 14, 2011* to: Nadine Peterson at [npeterson@scc.ca.gov](mailto:npeterson@scc.ca.gov).

Questions may also be addressed to Nadine Peterson at (510) 286-4176 or email above.

## **Selection Procedure**

Staff from the Conservancy, the BAECCC Executive Coordinator and other BAECCC Steering Committee members will review submittals and interview candidates. We are hoping to conduct interviews during early November. This RFQ may be re-issued as needed.

Potential contractors will be ranked based on the following criteria:

1. Demonstrated competence in the areas as specified under the heading “Required Knowledge, Skills, and Abilities,” above, and including:
2. Specialized qualifications for the services to be performed, such as knowledge and experience in managing collaborative processes with scientists and resource managers; collecting, summarizing and disseminating technical information in digestible formats and language; development of reports, decision-support tools, and papers.
3. Non-technical scientific information; environmental laws and policies related to ecosystem protection and climate change; specific knowledge of climate change science related to the San Francisco Bay ecosystems; climate and resource conservation adaptation strategies for ecosystems within the region; physical and biological monitoring for conservation purposes; and other related expertise.

In addition, the following criteria will be used to rank contractors who otherwise have comparable qualifications and competence under the above criteria:

1. State-certified Small Business status of the contractor submitting a statement of qualification.
2. State-certified Disabled Veteran Business Enterprise (DVBE) status of the contractor submitting a statement of qualification.

The consultant will be hired under contract to the Conservancy. The Conservancy will attempt to negotiate a contract with the best qualified individual at compensation that the Conservancy determines is fair and reasonable to the State of California for the services being requested. If the Conservancy is unable to do so, negotiation with that individual will be terminated and negotiations will then proceed in the same manner with the other individuals on the list in order of ranking. If the Conservancy is unable to negotiate a satisfactory contract with any of the selected individuals, the Conservancy may select additional individuals and continue the negotiation process.

The consultant will be paid for his or her actual time and expenses up to the amount provided for each task in the final approved project budget and work program. The

consultant should anticipate that ten percent (10%) of each progress payment will be withheld until all work under the contract is completed to the satisfaction of the Conservancy. Alternatively, the 10% withholding can be released upon satisfactory completion of identified distinct tasks.

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