



Request for Proposals

Tillamook Bay Watershed Council Action Plan

Deadline for Proposals: February 17, 2025

INTRODUCTION

The Tillamook Bay Watershed Council (TBWC) is a not-for-profit organization. Its mission is to build collaborative, voluntary partnerships to protect, maintain and improve the health of the Tillamook Bay watershed through on-the-ground restoration projects, educational outreach programs, and other community-engagement activities. The vision of the TBWC is for a healthy watershed that supports natural, functioning ecosystems while also providing for a thriving economic base that supports viable communities. Through 2025, the TBWC's restoration and outreach activities have been guided by a 10-year Strategic Action Plan, a copy of which attached to this RFP. Moving forward, the Council requires a revised Strategic Action Plan (the Plan) to maximize and concentrate its efforts on behalf of the watershed and its stakeholders.

PURPOSE

The 2025-2035 Plan will guide the Council's restoration efforts. The plan will be used to develop annual work plans. The TBWC is seeking an experienced natural resource planner/facilitator who will engage with the Council and the community to develop a document that will achieve the following:

1. Serve as a guiding framework for Council activities and projects
2. Identify and prioritize strategies and actions to address Council activities and projects through assessment, restoration and enhancement activities
3. Summarize historic and current watershed conditions and completed projects
4. Develop a map of prior and planned restoration projects

Partners include the Oregon Department of Fish and Wildlife (ODFW), Oregon Department of Forestry (ODF), Bureau of Land Management (BLM), Tillamook County (TC), Tillamook County Soil and Water Conservation District (TCSWCD), Tillamook Estuaries Partnership (TEP), and U.S. Fish and Wildlife Service (USFWS) as well as local partners including, but not limited to Tillamook County Creamery Association (TCCA), Tillamook Working Lands, and Tillamook Bay Flood Improvement District (TBFID). Funding for this technical assistance is provided by the Oregon Watershed Enhancement Board (OWEB).

PROJECT DEFINITION AND SCOPE

The successful contractor will facilitate planning discussions and develop a revised Plan that identifies and prioritizes the ecological problems the Council seeks to address and prioritizes voluntary restoration activities.

Over the last 10 years, several management plans and assessments have been developed for each of the five river sub-basins that drain into the Tillamook Bay (Miami, Kilchis, Wilson, Trask, and Tillamook) as well as the lower sub-basin. Additionally, the Tillamook Bay Watersheds also have a great deal of information because of the presence of a National Estuary Program (NEP) that has invested significant financial resources in the evaluation of natural resource conditions and development of a resource management program. The resource inventory and evaluation efforts of the NEP are valuable and usable for selecting appropriate conservation actions. The Contractor will identify and summarize available plans, studies and information relating to each sub-basin that have already been completed by our many partner agencies. These documents include, but are not limited to

- Culvert Assessment and Prioritization Plan for Fish Passage in the Tillamook Bay Watershed (Tillamook Estuaries Partnership, 2012)
- The Tillamook Bay Watershed Coho Strategic Action Plan (2025)
- NOAA Recovery Plan for Oregon Coast Salmon (2016)
- Salmon Superhighway Strategic Action Plan for Western Oregon (2014)
- Revised Tillamook Bay CCMP (Tillamook Estuaries Partnership, (2019)
- The Habitat Conservation Plan for Western Oregon State Forests (2024)
- Tillamook River Coho Strategy (Demeter Design, 2008)
- Tillamook Bay Data Synthesis and CERP Tool Report (Demeter Design, 2008)
- Tidal Wetland Prioritization for the Tillamook Bay Estuary (Ewald/Brophy, 2012)
- Tillamook Rapid Bio-Assessment (Trask, 2007)

The Contractor will:

- Facilitate a collaborative process to revise topical areas covered in each chapter of the 2015-2025 SAP, track and analyze the methodology used, provide an updated statement on the status of that chapter's topic, and where appropriate, recommend new or revised "Priority Considerations".
- Provide technical expertise for the design of needed planning for restoration.
- Identify and evaluate ongoing initiatives in the Tillamook Bay watershed to determine which of the watershed health issues are being addressed, are under-addressed, or are not being addressed
- Develop a document that identifies priority concerns and planned restoration activities that is acceptable to TBWC and complies with the Oregon Watershed Enhancement Board's (OWEB) [FIP-SAP-Guidance.pdf](#)
- Adhere to an aggressive timeline delivering a draft document by **May 19, 2025**, and a final document by **June 16, 2025**.

The Contractor will **not be responsible** for developing or including provisions relative to the Council's capacity or organization (as included in the current 2015-2025 plan at pp 4-10). Nor will the Contractor be required to develop or include strategies or metrics for evaluating the effectiveness of the Council's

organizational development, staffing, volunteer capacity, board status, public outreach and community engagement. Council Organizational and capacity matters will be addressed in a separate RFP solicitation and contract. The Contractor will communicate with the selected Organizational and Capacity consultant as required by the consultant to address overlapping matters.

The Council's objectives for working with the selected consultant will require:

- Effective facilitation with the Council and Community members
- Engagement with community partners including the Tillamook Estuaries Partnership (TEP), Oregon Department of Forestry (ODF), Oregon Department of Fish and Wildlife (ODFW), Soil and Water Conservation District (SWCD), Tillamook Flood Improvement District (TFID), Tillamook County (TC), Tillamook County Creamery Association (TCCA), Tillamook Working Lands (TWL), and the Salmon Superhighway Working Group.
- Collaborative planning
- Technical design and writing expertise to review and develop summaries of issues and recommended actions from established plans, studies and other guiding documents
- Engaging the Board in a process, including a robust community outreach, to identify priority ecological issues the Council could address and/or opportunities for the Council to add value to existing initiatives being led by other regional organizations

The coordinator, with input from the Council, will:

- Provide the contractor with the necessary materials and information to develop the action plan
- Be available as a resource for the contractor and a liaison between the contractor and the Council
- Work with the contractor to have the written strategic plan produced in a format that is consistent with OWEB's requirements

DELIVERABLES

The key deliverable will be a working action plan that is Council and OWEB-approved. A draft action plan must be completed by **May 19, 2025**. The contractor will have until **June 16, 2025**, to refine the plan into a final guiding document. The document must be in .docx format.

Regular communication between the contractor and the TBWC Coordinator will be critical to ensure the expectations of both parties are met.

Short progress updates will be submitted via email once per month to coincide with the Council's regularly scheduled meetings on the fourth Tuesday of each month (February 25, March 25 and April 29)

QUALIFICATIONS

Experience as a facilitator and strategic planner
Experience in natural resource planning and prioritization
Effective writing and communication skills

MATERIALS SUPPLIED TO THE CONTRACTOR

The contractor will be provided with access to all sub-basin plans, studies and guiding documents that are available to the Council.

PROPOSAL CONTENT AND REQUIRED ELEMENTS

Proposal submissions must include the following sections:

Section 1: Statement of understanding of project scope and requirements

This should include:

- A brief description of the process that will be used to complete this project
- An estimated budget including expected costs
- A work plan and timeline for the completion of each project milestone

Section 2: Statement of Qualifications

List relevant qualifications and provide an explanation of how each will specifically apply to this project. This should include a description of the skills and experience of the contractor.

Three references from past work on projects of a similar nature must be included, with names and contact information.

Section 3: Cost Statement

The project is funded by a grant from OWEB. Proposals may not exceed \$30,000. Submittals will be evaluated based on the services provided within this budget.

The quoted price will include all costs incurred during the completion of the project. This includes administration, materials, printing (assume 20 color copies), travel, labor, mailing, GST, etc.

Section 4: Examples of similar work

Two examples of similar work should be provided to demonstrate the contractor's writing style and skill. These examples will be clearly identified as having been completed by the contractor making the proposal and by the specific individuals identified as members of the contractor's team for this project. All examples will be returned if provided in hardcopy, but an electronic format is preferred.

PROPOSAL GUIDELINES

This RFP will be conducted with the objective of maximizing the benefit to the TBWC, while offering the contractor a fair and equitable opportunity to participate.

This request for proposal is not to be construed as an offer to contract, but as an invitation for proposals. The TBWC is under no obligation to accept any proposal, including without limitation, the lowest priced proposal.

Proposals are to be clearly marked Proposal for *Tillamook Bay Watershed Council Action Plan*. **The deadline for proposals to be received is no later than 5:00 pm, PST on Friday, February 17, 2025.** Proposals received after this time will not be considered.

The proposal may be forwarded electronically (pdf) to paul@tbnep.org or mailed to: Tillamook Bay Watershed Council, PO Box 518 Garibaldi OR 97118. You will be notified via email when we have received your proposal. Faxed proposals WILL NOT be accepted.

METHOD OF PAYMENT

The TBWC and its selected contractor will arrange a plan for payment(s), either in a lump sum upon completion of the project, or in partial payments at the completion of key milestones.

SELECTION OF CONTRACTOR

The award of a Contract resulting from this RFP shall be based on the highest-ranked proposals received. Each proposal will be evaluated by a committee and responses will be sent within a week of receipt.

This RFP does not commit TBWC to award a Contract nor to pay any costs incurred in making necessary studies or designs for services or supplies.