



Pensacola and Perdido Bays Estuary Program, Inc.

Request for Qualifications

#P2425-02

Sediment Reduction

Prioritization Action Plan

Release Date: May 19, 2025

Response Deadline: 11:59 pm June 25, 2025

PLEASE NOTE: The negotiated contract will be between the selected firm and Pensacola and Perdido Bays Estuary Program, Inc., subject to the approval of the PPBEP Board of Directors.

Respondent is hereby notified that Section 287.05701, Florida Statutes, requires that the PPBEP may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor. PPBEP will abide by the statutory provision and not seek or consider those interests.

Overview

The Pensacola and Perdido Bays Estuary Program's (herein after referred to as "PPBEP" or "the Estuary Program") mission is to restore and protect the Pensacola and Perdido Bay watersheds through restoration, education, and unbiased monitoring of the health of our bays, estuaries, and watersheds.

PPBEP is seeking to retain the services of a qualified vendor to produce a Sediment Reduction Prioritization Action Plan for the Pensacola Bay System. For more information, please see Exhibit A – Scope of Services.

The PPBEP will competitively select a vendor in accordance with Florida Statutes 287.055. Final award will be contingent upon approval of the PPBEP Board of Directors. The PPBEP reserves the right to reject any and all responses, and to withdraw this Request for Qualifications before or after responses are received.

Funding Sources

Up to \$250,000 is available to complete a Sediment Reduction Prioritization Action Plan, inclusive of field reconnaissance, mapping, modeling, restoration identification and prioritization, cost estimation, and developing conceptual designs for a minimum of three prioritized projects. Funding is made available through National Oceanic and Atmospheric Administration (NOAA) Transformational Habitat and Community Resilience Grant Agreement No. NA23NMF4630079. The Grant Agreement is available on the PPBEP website at <https://www.ppbep.org/resources/procurement>. All applicable federal and state terms and conditions will carry forward in the contract between the PPBEP and the selected vendor.

Contact Information

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Pensacola and Perdido Bays Estuary Program
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Timeline

Please note the timeline is subject to change at PPBEP's discretion.

RFQ Release Date	May 19, 2025
Questions Due	11:59 pm CT June 4, 2025
RFQ Response Deadline	11:59 pm CT June 25, 2025
Evaluation Committee Shortlist Meeting	July 17, 2025
Vendor Interviews and Decision/Ranking Meeting	Aug 5-8, 2025
1 st Contract Negotiation Meeting	Aug 25-28, 2025
2 nd Contract Negotiation Meeting	Sept 11-12, 2025
3 rd Contract Negotiation Meeting (if needed)	Sept 22-24, 2025
Board of Directors Meeting Approval	Nov 6, 2025

Questions

Questions should be submitted by email to info@ppbep.org no later than 11:59 pm central time on June 4, 2025. Please include "RFQ #P2425-02 Question" in the subject line. All questions will be collated, presented anonymously, and answered in a document posted on the PPBEP website by June 11, 2025.

Submittal Requirements

All responses must be received no later than 11:59 pm central time June 25, 2025. Responses shall be submitted via email to info@ppbep.org. Please include "RFQ #P2425-02 Sediment Reduction Prioritization Action Plan Response" in the subject line.

Responses, including all supplemental material, shall not exceed forty (40) pages. At a minimum, an 11-pt typeface, 1" margins, and 1.0-line spacing shall be used throughout the body of the text. Response shall be submitted as a single PDF file.

The response shall include the following sections:

1. Cover/Transmittal Letter
 - a. Include the RFQ title, the company name, company UEID, address, and primary point of contact, including name, telephone number, and primary email contact.
 - b. State the names and titles of persons who will be authorized to make representations for the Respondent and the name of the person who will be authorized to bind the Respondent.
 - c. Summarize the Respondent's understanding of the services requested under this announcement, and why the Respondent is the best suited to carry out the scope of this project.
 - d. Describe quality control procedures and state whether the Respondent has been involved in a government contract that ended in termination or litigation.
 - e. State whether the Respondent has or anticipates a conflict of interest if the project is awarded.
2. Qualifications and Experience
 - a. Include a chart of the Project Team.
 - b. Identify project team members, their proposed roles on this project, their proposed time associated with this project, and their previous experience, education, and certifications.
 - c. Describe firm and project team's experience designing, permitting, and implementing similar type and scale habitat restoration projects.
3. Project Approach
 - a. Provide a detailed scope of work that describes the approach that will be used to accomplish the tasks in the RFQ.
 - b. Provide a schedule of initiation and completion of each proposed task and subtask, project milestones, and deliverables.
4. References
 - a. Provide names and contact information of client references for three (3) completed or ongoing projects. Provide a summary description of work conducted, key objectives, and outcomes for the three projects submitted.
5. Certificate to Do Business

- a. Respondent shall provide their Certificate to do Business/Certificate of Status in the State of Florida. Respondents must be in good standing in the State of Florida and not be suspended nor debarred from Federal contracting or receiving Federal funds. Any respondent listed on the Excluded Party List System will be eliminated from further consideration.
6. Minority and Women Owned Enterprises
 - a. PPBEP encourages minority and women owned business enterprises to respond to all applicable procurement opportunities in accordance with 2CFR 200.321 and Florida Statutes 287.09451. If the project team includes a minority and/or women owned business enterprise, please include the certification in the response package.

Evaluation Criteria

The following evaluation criteria will be used to assess proposal responsiveness.

No.	Evaluation Criteria	Scoring Method
1.	<p>Qualifications and Experience of the Respondent</p> <p>The Respondent shall demonstrate ability and experience with similar type and size projects. The Respondent should submit qualifications of the prime and subcontractors, including qualifications and experience of individual team members.</p> <ol style="list-style-type: none"> Does the firm demonstrate the project team has the technical knowledge to implement the project? (15 points) Does the firm demonstrate individual team members of successfully implemented similar scale and type projects? (10 points) Does the firm demonstrate teaming members have worked together on previous projects? (5 points) <p>(Limit response to a maximum of twelve (12) pages)</p>	0-30 Points
2.	<p>Project Approach</p> <p>Provide an organized and clear proposal describing the respondent's project approach and workflow to complete the scope of services, and address PPBEP's needs, local conditions, and Plan goals and objectives. Please specifically identify what makes the firm uniquely qualified to carry out the proposed scope of services.</p> <ol style="list-style-type: none"> Does the firm demonstrate a clear understanding of the sedimentation issue in the Pensacola Bay System and methods for managing sediment loading? (10 points) Does the firm demonstrate how the project objectives will be achieved? (10 points) Does the firm utilize a watershed-based approach to addressing the sedimentation issue in the Pensacola Bay System, integrating engineered and non-engineered approaches? (10 points) Does the firm demonstrate a clear process for developing and evaluating design scenarios/alternatives, specifically identifying critical paths in the design process? (10 points) Does the firm demonstrate a clear understanding of working in rural and urban creeks and streams? (10 points) Does the firm demonstrate innovative approaches to scale up restoration and utilize innovative approaches for reducing sediment loading? (10 points) <p>(Limit response to a maximum of twelve (12) pages)</p>	0-60 Points

3.	Previous Client References Provide three current and/or previous client references. <ol style="list-style-type: none"> 1. Do the client references demonstrate project objectives were achieved in both design and construction? (5 points) 2. Do the client references demonstrate the client was satisfied with the firm's performance? (5 points) 	0-10 Points
	Maximum Possible Score	100 Points

Evaluation Process

An Evaluation Committee shall meet for the purpose of discussing, scoring, and ranking proposals. All meetings of the Evaluation Committee are subject to, and must comply with, Florida's Sunshine Law. Members of the Evaluation Committee will have demonstrated that they have no existing or anticipated conflict of interest in the project which they are evaluating.

Prior to the Evaluation Committee review meeting, PPBEP staff will contact references listed in proposals for information concerning performance history. To ensure that respondents are not suspended or debarred from Federal contracting or receiving Federal funds, PPBEP staff will check the Excluded Party List System (<https://www.sam.gov/portal/public/SAM>). Any respondent listed on the Excluded Party List System will be eliminated from further consideration. This information will be provided at the Evaluation Committee meeting.

The Evaluation Committee will review and evaluate all proposals based on the evaluation criteria and will shortlist a minimum of three Respondents. If three or less responses are received, interviews will be scheduled with all submitting firms so long as the submittal requirements have been met. Shortlisted firms will be invited for an interview with the Evaluation Committee.

Shortlisted firms will be evaluated on responses to questions prepared by the Evaluation Committee. Questions and point values will be shared with shortlisted firms when contacted with the interview schedule. Shortlisted firms will be required to present to the Evaluation Committee in person. Shortlisted firms will have 40 minutes to present responses to the Evaluation Committee followed by 20 minutes of questions and answers between the Evaluation Committee and the firm. Following interviews with all shortlisted firms, the Committee will rank firms according to the firm's response and presentation and vote to enter contract negotiations with the top ranked firm.

Following successful contract negotiations, the final contract, scope, fee, and budget will be recommended to the PPBEP Board of Directors for approval.

EXHIBIT A
STATEMENT OF WORK
SEDIMENT REDUCTION PRIORITIZATION ACTION PLAN

Program Overview

The Pensacola and Perdido Bays Estuary Program's (herein after referred to as "PPBEP" or "the Estuary Program") mission is to restore and protect the Pensacola and Perdido Bay watersheds through restoration, education, and unbiased monitoring of the health of our bays, estuaries, and watersheds.

The Estuary Program serves as a trusted source for residents, businesses, industry, and the community on issues relating to preserving, restoring, improving, and maintaining the natural habitat and ecosystem of the bays, estuaries, and watersheds of Pensacola and Perdido Bays. PPBEP strives to achieve a healthy and collaborative environment by:

1. Elevating and increasing the importance, awareness, and understanding of environmental quality.
2. Employing rigorous, unbiased, and scientifically sound science to inform and guide decisions, policies, and initiatives.
3. Funding programs and projects that protect the environment and increase ecological resilience.
4. Building a network of inclusive, multi-stakeholder partnerships that takes into account factors affecting the environment, the economy, and the community-at-large for the benefit of improving the quality of life for all.

PPBEP is guided by a Comprehensive Conservation and Management Plan (CCMP), a ten-year roadmap for the restoration and protection of the Pensacola and Perdido Bay watersheds. The CCMP can be viewed at <https://www.ppbep.org/the-plan/ccmp>.

Project Background

This project aligns with CCMP Goal 4: Reduce Sedimentation; Objective 4.2: Conduct a sediment study to assess sources of sediments and erosion in the watersheds; Action 4.2.2: Identify major sediment sources within the watersheds; and Objective 4.3: Address sources of sediment loading; Action 4.3.2: Collaborate with partners to prioritize, develop, design, and implement sediment reduction and remediation projects to address gully and streambank erosion.

Sediment inputs from anthropogenic activities in the watershed has negatively impacted seagrass and oyster habitat in the Pensacola Bay System (PBS). Burial by excess sediment loading is a known stressor to seagrasses in Pensacola Bay and Santa Rosa Sound (Yarbro and Carlson 2016). Fine-grained sediment loading has increased in East Bay since the 1960s (George 1988), where a large percentage of oyster reefs have been lost. Between 2020 and 2021, PPBEP and The Nature Conservancy (TNC) in Florida completed bottom type mapping in the PBS of known and suspected areas of subtidal and intertidal oyster reef habitat. The bottom type mapping identified a majority of historical and existing natural reefs were impacted by sedimentation. Identifying the main sediment sources in the Pensacola Bay watershed

is imperative to mitigate, lessen, and/or reverse the effects of sedimentation to coastal waterways and prioritize restoration funds based on the greatest impact.

Recently, the Florida Department of Environmental Protection (DEP) completed the Pensacola Bay Unpaved Roads Initiative Report. Florida DEP, through their consultant, conducted a project to inventory, prioritize, and develop solutions to unpaved roads in the Pensacola Bay watershed with the goal of improving water quality. The Florida DEP project includes a sediment report which has calculated total suspended solids by source (i.e. nonpoint, channel, unpaved crossings) at HUC 8 watershed scale derived from SPARROW model data.

The goal of this project is to utilize the outputs of the Florida DEP project to produce a Sediment Reduction Prioritization Action Plan. Sediment sources that have the greatest impact on aquatic habitat within the PBS (i.e. Blackwater Bay, East Bay, Escambia Bay, Pensacola Bay, and Santa Rosa Sound) should be identified, prioritized, and include implementation actions. Conceptual designs (30%) should be completed for a minimum of the top three prioritized projects.

Once sources are identified, best management practices, including restoring riparian buffer zones, improving stormwater management, and lessening impacts of development and agriculture can be utilized to ameliorate sedimentation and improve water quality downstream. This project will focus on sediment sources not covered by the Florida DEP project, primarily evaluating gullies, streambank erosion, and stormwater inputs.

Project Objectives

The project objectives referenced below are preliminary and intended to help firms orient their project approach. PPBEP intends to work with the selected firm to further refine and specify project objectives and metrics following project kickoff.

Identify Sediment Sources: The project should identify key contributors to non-point source sediment loading into the PBS with a particular focus on sediment impacting aquatic habitat within Blackwater Bay, East Bay, Escambia Bay, Pensacola Bay, and Santa Rosa Sound.

Quantify Sediment Loading: The project should establish erosion rates and quantify sediment loading from primary contributors to non-point sources of sedimentation, including severely eroding streams and gullies, and stormwater in the PBS.

Establish a Sediment loading Reduction Target: Based on the findings from the objectives above, the project should result in the establishment of a sediment loading reduction target based on 1) requirements to sustain oyster and seagrass habitat and 2) to ensure total suspended solids within the PBS are within thresholds established by Florida DEP.

Sediment Reduction Prioritization Action Plan: The project should result in the completion of a prioritization report and action plan that identifies specific projects, inclusive of sediment reduction metrics and preliminary cost estimates, PPBEP and its partners can use to secure funding and guide implementation.

Conceptual Design: The project should result in the completion of conceptual designs (30% design) for a minimum of the top three prioritized projects.

Watershed Approach

PPBEP engages a watershed-based approach in all programs and projects. PPBEP expects the selected firm will engage a watershed-based approach in the project, recognizing the long-term sustainability of the project will require improvements, modifications, and coordination with numerous partners, including the local governments and the Florida Department of Transportation, among others. It is expected the selected firm will work with PPBEP to ensure a coordinated effort is undertaken.

Resources

Comprehensive Conservation and Management Plan: <https://www.ppbep.org/the-plan/ccmp>

Pensacola Bay System Oyster Fisheries and Habitat Management Plan: <https://www.ppbep.org/the-plan/oyster-plan>

Pensacola Bay Unpaved Roads Initiative – Sediment Report

Pensacola Bay Unpaved Roads Initiative – Unpaved Roads Final Prioritization Report

Scope of Services

PPBEP is seeking to retain the services of a firm or local entity to provide the following services: planning, design, engineering, and modeling support associated with the Sediment Reduction Prioritization Action Plan Project. Final award will be contingent upon approval of the PPBEP Board of Directors. The PPBEP reserves the right to reject any and all proposals and to withdraw this Request for Proposals before or after proposals are received.

Timeline: PPBEP intends to enter into a contract with a single successful respondent on or before November 6, 2025. The project shall be completed within 18 months of contract execution.

Budget: Approximately \$250,000 has been budgeted to carry out the project scope of services.

Tasks include, but are not limited to, the following. In the firm's submittal, the firm should identify subtasks and additional tasks that may be required based on the firm's expertise. The firm has discretion to reorder the tasks as presented and/or present alternative tasks to achieve the goals and objectives of the project.

1. Desktop Assessment

The selected firm will conduct a desktop assessment of all existing sedimentation and sediment loading data and reports within the PBS. As noted above, Florida DEP has recently completed a project focused on unpaved roads within the PBS. This project should focus on other sediment sources, including non-point sources such as stormwater, gullies, and streambank erosion. The desktop assessment should result in the production of aerial maps indicating preliminary priority sediment loading problems.

2. Field Reconnaissance

The selected firm will conduct field reconnaissance to ground-truth and investigate sites that appear to be significant sediment contributors based on the desktop assessment. Field reconnaissance includes, but is not limited to, completing streambank erosion assessments. The selected firm will develop a Data Collection Plan for any additional data that may be necessary to

inform project design. This could include a Stream Condition Index, stream flow and river discharge, and water quality data including sediment variables (Total Suspended Solids, turbidity, grain size).

3. Modeling

Following completion of field reconnaissance, the selected firm will be responsible for completing required modeling. The field reconnaissance and modeling should be used to derive a sediment load reduction target for the PBS.

Anticipated deliverables may include a sediment load model, sediment transport model, and/or other modeling recommended by the firm to achieve the goals and objectives of the project.

4. Action Plan

The selected firm will produce a draft and final Action Plan for review and approval by PPBEP. The Action Plan should include a prioritized list of sediment load reduction projects, inclusive of the location, anticipated sediment reduction to be achieved, and preliminary cost estimates.

5. Conceptual Design

The selected firm will produce conceptual designs (30% design plans) for a minimum of three prioritized projects. The selected firm will be responsible for producing a Basis of Design Report, which should include an evaluation of design alternatives, explanation of restoration techniques, a phasing plan, modeling results, and an analysis of existing conditions. The selected firm is expected to produce a minimum of three design alternatives. The Basis of Design Report should address any constructability risks and identify mitigation measures.

The selected firm should view the project as a partnership with PPBEP. Throughout the project, the selected firm will work in conjunction with the Project Team to select sites, restoration techniques, preferred alternatives, phasing, and cost. It is anticipated that monthly standing meetings will be held with the Project Team, with semi-annual meetings being held with PPBEP's Technical Committee.

Anticipated deliverables include, but are not limited to:

- 30% Design Plans and Cost Estimates

6. Project Coordination

The selected firm will be responsible for engaging the Project Team, including participating in monthly meetings, reviewing deliverables with the Project Team, and participating in Board, Committee, and workshop meetings as needed.