



# SKAGIT COUNTY PUBLIC WORKS DEPARTMENT

1800 Continental Place, Mount Vernon, WA 98273-5625  
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## **Request for Quotes and Qualifications**

### **Salish Sea Stewards Volunteer Training and Coordination**

The Skagit County Public Works Department, on behalf of the Skagit County Marine Resources Committee (MRC), is soliciting quotes and qualifications for the planning and implementation of the Salish Sea Stewards volunteer training program and volunteer coordination.

#### **Background**

The Skagit County Marine Resources Committee (MRC), administered by the Skagit County Public Works Department, was established in 1999 by the Skagit County Board of Commissioners per Resolution #17433. The purpose of the MRC is to bring together diverse interest groups to identify and implement priority projects relating to enhancing, restoring, and protecting our local marine resources at the grassroots level. The MRC implements projects driven by sound science and local priorities. The MRC fosters stewardship and builds awareness by engaging the local community through education and outreach. The MRC relies heavily on trained volunteers to help implement projects and keep project costs low. It is important for the MRC to continue training new volunteers and build its volunteer base to help support its education, monitoring and restoration efforts.

The Skagit MRC was recently awarded federal Environmental Protection Agency (EPA) funding through the Puget Sound Partnership and the Washington State General Fund to help support the MRC operations and priority action projects including Salish Sea Stewardship volunteer training and coordination through September 30, 2018.

The Salish Sea Stewards training program was first developed, implemented and administered by the Skagit MRC in 2014. Since 2015, the Salish Sea Stewards training program has been administered under the umbrella of the Coastal Volunteer Partnership (CVP) at Padilla Bay. Unfortunately, the CVP was recently dissolved in 2017. For more information about the Salish Sea Stewards training program, please visit the Skagit MRC website:

<http://www.skagitmrc.org/projects/education-outreach/salish-sea-stewards/>. For more information about the CVP: <http://www.coastalvolunteerpartnership.org/>. For more information about the Northwest Straits Marine Conservation Initiative: [www.nwstraits.org](http://www.nwstraits.org).

#### **Project Description**

The Contractor will serve as the Volunteer Program Coordinator and will be responsible for planning, promoting, and implementing the Salish Sea Stewardship volunteer training program, recruiting and coordinating volunteers, and continued volunteer communications and engagement under the guidance of the MRC's Salish Sea Stewards Advisory Committee and MRC Staff. The Contractor will develop the Salish Sea Stewards curriculum and training materials to provide the volunteers with a solid background in high priority issues impacting our local marine resources and engage them in specific priority projects and goals of the MRC and the Northwest Straits Marine Conservation Initiative and other partner organizations with similar goals. The training will be conducted by a variety of qualified experts who also have a vested interest in and benefit from their involvement with the Salish Sea Stewards program and are

willing to volunteer their own time to teach the class. The Contractor will take into account past Salish Sea Stewards program evaluations, and feedback from the Salish Sea Stewards Advisory Committee to develop the most effective program possible. The goal of this training program is to increase public awareness of the issues impacting the Salish Sea and the creatures that live there, help foster stewardship, and build, engage, and support a strong volunteer base of citizen scientists to support Skagit MRC and partner projects and increase the visibility of the Skagit MRC. The success of the program will be evaluated by the number of participants in the training program, participant surveys, number of active volunteers, number of volunteer hours, and lessons learned. Volunteers will be asked to commit to 50 hours of volunteer service after completing the training. The Contractor will be responsible for completing background checks on all of the volunteer applicants before they can participate in any volunteer activities. In addition to the training, the Contractor will coordinate and recruit volunteers to help with Skagit MRC projects and special events and will continue to keep the volunteers engaged through “The Wave” a bimonthly electronic newsletter and by maintaining the Salish Sea Stewards website. The Contractor will also be responsible for tracking volunteer hours recorded in Volgistics, our online volunteer hour reporting database.

**Budget**

The final scope of work is negotiable and will be determined by cost estimates from the Contractor. The total budget for this project is not to exceed Twenty Thousand Five Hundred Dollars (\$20,500).

**Estimated Project Schedule (subject to change)**

- Enter into Personal Services Agreement (**January, 2018**)
- Contact and confirm volunteers on training waiting (**January - February, 2018**)
- Update training curriculum (**January - February 2018**)
- Promote training until maximum capacity is reached (**February - March, 2018**)
- Schedule and confirm presenters (**February - March 2018**)
- Develop and produce a binder of training materials (**February – March 2018**)
- Complete background checks on volunteer applicants (**March – April, 2018**)
- Training begins (**March - April 2018**)
- Training completed (**May - June 2018**)
- Bimonthly electronic newsletter distributed to subscribers (**Feb - Sept, 2018**)
- Update and maintain the Salish Sea Stewards website (**Feb - Sept, 2018**)
- Quarterly progress reports and volunteer hours by **April 6, July 6, September 27, 2018**
- All deliverables must be completed by **September 27, 2018**
- All invoices must be submitted by **September 30, 2018**
- Contract expires **September 30, 2018**

<b>Task Deliverables</b>	<b>Estimated Due Dates</b>
2018 training curriculum and training materials (updated from 2017 training)	March, 2018
Bimonthly electronic newsletters (including special events, workshops, and volunteer opportunities)	Feb-Sept, 2018
Quarterly Report No.1 (including accomplishments and volunteer hours)	April 6, 2018
Quarterly Report No.2 (including accomplishments and volunteer hours)	July 6, 2018
Quarterly Report No.3 (including accomplishments and volunteer hours)	September 27, 2018
Salish Sea Stewards Final Report (including training agenda, roster of volunteers, media generated, jpg photos, list of volunteers and volunteer hours and project accomplishments, program evaluation questions and results, lessons learned, and recommendations to improve the program)	September 27, 2018

## **Task Descriptions of Requested Services**

### **Task 1: Salish Sea Stewards Training Program Planning and Development**

- Utilize the 2017 Salish Sea Stewards training curriculum, training materials, and evaluations as the baseline for modifying, enhancing, and implementing the 2018 Salish Sea Stewards training program. The curriculum will consist of 40 hours of classroom style lectures and 10 hours of field-based training.
- Work closely with the MRC Coordinator and the Salish Sea Stewards Advisory Committee to ensure the 2018 training curriculum is constant with current issues impacting the Salish Sea, and priorities of the Skagit MRC and the Northwest Straits Commission, and will provide volunteers with a solid background in citizen science to help meet the needs of the Skagit MRC projects and serve as a model program for other MRCs to use.
- Provide training materials consisting of a binder with reference materials covered in the training and descriptions of potential volunteer opportunities.
- Utilize the 2017 Salish Sea Stewards training curriculum to identify, contact, and coordinate qualified experts willing to volunteer their time to conduct the training.
- Utilize the 2017 program evaluations to modify and enhance an evaluation plan for the 2018 Salish Sea Stewards training program to help measure the success of the program.

### **Task 2: Salish Sea Stewards Recruitment and Training**

- Recruit and train at least 25 new Salish Sea Stewards volunteers in the early spring of 2018.
- Widely advertise the program through multimedia outlets such as newspaper articles, radio, posters/flyers, newsletters, websites, schools/colleges, social media, etc.
- Conduct background checks on all of the volunteers participating in the program.
- Provide a certificate of completion to each of the volunteers who completed the 2018 Salish Sea Stewards training.
- In return for the training, volunteers will each be asked to commit 50 hours of volunteer services to help with Skagit MRC and other partner projects within one year.

### **Task 3: Volunteer Recruitment and Coordination**

- Recruit and coordinate existing Salish Sea Stewards volunteers and new volunteers trained in the spring of 2018 to help with Skagit MRC related projects such as nearshore monitoring and kelp surveys.
- Recruit and coordinate existing and new Salish Sea Stewards volunteers to help with Skagit MRC's Fidalgo Bay Day event.
- Recruit existing and new Salish Sea Stewards volunteers to host Skagit MRC's display/activities at local events such as Fidalgo Bay Day, Mount Vernon High School Science Night, Skagit River Salmon Festival, etc.
- Notify volunteers of any upcoming volunteer or additional training opportunities and other relevant information.
- Track volunteer hours.

### **Task 4: Communications**

- Work directly with the MRC Coordinator and Salish Sea Stewards Advisory Committee during program development and implementation of the Salish Sea Stewards training program.
- Provide project updates to the MRC Coordinator and MRC Project Lead upon request.

- Evaluate the Salish Sea Stewards training to assess its overall value to training participants and the MRC, as well as identify possible modifications and present it to the MRC.
- Contact the local newspapers to get at least two articles posted in the paper that highlight the Skagit MRC's Salish Sea Stewards program, volunteers, and accomplishments.
- Prepare and send the bimonthly electronic newsletter "The Wave" to all Salish Sea Stewards and other subscribers that details volunteer opportunities and other relevant information.
- Update and maintain the Salish Sea Stewards website and other social media with relevant program information.

**Minimum Contracting Requirements:** The Contractor must hold a current Washington State business license and shall provide proof of Commercial General Liability or Professional Liability insurance in the amount of \$1,000,000.00 to cover Contractor's activities during the term of this contract. The Contractor's quote and qualifications will be evaluated and scored based on certain criteria. The Contractor may be called in for an interview.

**Please include the following information in your response:**

1. Please describe your firm's experience in developing a training program and/or educational workshops.
2. Please describe your firm's experience in training and coordinating volunteers.
3. Please describe your firm's experience in developing education and outreach materials.
4. Please describe your firm's knowledge and experience with issues impacting local marine resources.
5. Please describe your firm's knowledge and experience working with the Northwest Straits Marine Conservation Initiative, the Marine Resources Committees, the Puget Sound Partnership, the Salish Sea Stewards, WSU Beach Watchers, or other relevant volunteer training programs.
6. Please provide a list of similar projects completed and references.
7. Please provide hourly rates of personnel who will be involved in this project.
8. The final scope of work is negotiable and will be determined by cost estimates from the Contractor. Please provide a breakdown of estimated costs of performing the requested services by each task as well as the total estimated costs for performing all of the requested services.

The response, whether hand delivered, faxed, emailed, or mailed, must arrive at the Skagit County Public Works Department no later than 4:00 p.m. on **Monday, December 11, 2017**, addressed to:

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 Mount Vernon, WA 98273  
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