



SKAGIT COUNTY PUBLIC WORKS DEPARTMENT

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

Kids on the Beach Pilot Program Development and Implementation

The Skagit County Public Works Department, on behalf of the Skagit County Marine Resources Committee (MRC), is soliciting quotes and qualifications for the development and implementation of the Kids on the Beach pilot program.

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 using a grassroots approach. 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.

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 the Kids on the Beach pilot program.

For more information about the Northwest Straits Marine Conservation Initiative and the Skagit MRC, please visit the following websites: www.nwstraits.org and www.skagitmrc.org.

Project Description

The Kids on the Beach project is a limited “pilot” program that will provide opportunities for local middle-school students to have meaningful learning experiences about our nearshore marine waters, in the classroom, and on the beach. The work will be done by a qualified contractor with support from the Skagit MRC Project Lead and other volunteers. The Contractor will be responsible for contacting at least three local schools to determine interest, identify potential education activities, and the best ways to proceed with this pilot program. The Contractor will develop a project plan that will include sample classroom and beach activities and then carry them out in collaboration with two or three school groups in the spring and early summer of 2018. The Contractor will produce a report that evaluates the results of this pilot program and recommendations for moving forward with an expanded effort. The Contractor will be responsible for promoting and publicizing the program through newspaper articles and other media outlets.

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 Five Thousand Five Hundred Dollars (\$5,500).

Estimated Project Schedule (subject to change)

- Enter into Personal Services Agreement (**January 2018**)
- Begin contacting schools and review similar programs (**January – February 2018**)
- Finalize a project plan (**February- March 2018**)
- Identify and plan educational activities (**February – March 2018**)
- Promote and conduct education activities (**April - July 2018**)
- Identify potential partners for program expansion (**April - July 2018**)
- Produce the final report by (**September 25, 2018**)
- All deliverables completed by (**September 25, 2018**)
- Contract expires (**September 30, 2018**)

Task Descriptions of Requested Services and Deliverables

Task 1: Program Development

- Review similar programs.
- Contact schools to determine the interest of participating in the pilot program.
- Work with schools to identify potential educational activities in the classroom and on the beach.
- Develop a project plan that includes the educational activities that will be implemented.
- Develop and implement a program evaluation plan to help measure the success of the program.

Task 2: Program Implementation

- Carry out two or three sample classroom and beach activities identified in the Project Plan in collaboration with school groups in the spring and early summer of 2018.

Task 3: Communications and Reports

- Work directly with the Skagit MRC Coordinator and MRC Project Lead during program development and implementation of the Kids on the Beach Pilot Program.
- Provide quarterly progress reports.
- Contact local newspapers to get at least two articles posted in the paper that highlight the Kids on the Beach Pilot Program.
- Produce a final report that evaluates the results of this pilot program and recommendations for moving forward with an expanded effort.

Task Deliverables	Estimated Due Dates
Project Plan (including list of school contacts made and preliminary education activities/plans)	April 6, 2018
Quarterly Report No.1	April 6, 2018
Quarterly Report No.2	July 6, 2018
Quarterly Report No.3	September 27, 2018
Final Report (including all aspects of program development and pilot implementation, jpg images and photo releases, list of participating schools and number of student participants, summary of education activities and plans, summary of evaluation from schools and students, summary of future plans for the program, and any materials developed)	September 27, 2018

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 and implementing marine science educational programs in the classroom and on the beach.
2. Please describe your firm's experience in working with local schools.
3. Please describe your firm's knowledge and experience with the nearshore marine environment, nearshore restoration, and nearshore monitoring.
4. Please provide a list of similar projects completed and references.
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 hourly rates of personnel who will be involved in this project.
7. 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 each of the requested services by the 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 **Wednesday, December 13, 2017**, addressed to:

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