



Request for Proposals

Stormwater Green Infrastructure Ecosystem Services Calculator Project
West Michigan Environmental Action Council (WMEAC) & Grand Valley State University (GVSU)
Grand Rapids, Michigan
July 2015

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B. Introduction and Overview

The West Michigan Environmental Action Council (WMEAC) is soliciting proposals from qualified and experienced individuals, teams, or organizations for the programming and design of a web-based online calculator and mobile application. With an award from the United States Forest Service through the Great Lakes Restoration Initiative, WMEAC is working with Grand Valley State University (GVSU) to develop an online calculator and mobile application that will be used to value changes in ecosystem services provided by existing and planned stormwater green infrastructure (GI) practices. Technical assistance is required to translate the underlying spatial and spreadsheet data into a dynamic online and mobile platform that may be piloted in the Cities of Grand Rapids and Muskegon and used in other small to medium cities throughout the Great Lakes basin.

C. Project Background

Ecosystem services are the benefits that we receive from natural resources and environmental assets. These are generally lumped into four categories:

1. Provisioning services include goods produced or services provided by ecological systems, such as food, fresh water, and lumber;
2. Regulating services control ecological systems such as climate and disease vectors;
3. Cultural services provide non-monetary benefits to humans, such as cultural, spiritual, aesthetic, and recreational assets;
4. Supporting services provide necessary, underlying processes for the other three types of ecosystems services, such as soil formation and nutrient cycling.

GI can be defined as environmental assets, which in West Michigan include forests, prairies, waterways, Great Lakes sand dunes, shorelines, and riparian areas. GI helps capture rainwater at or close to where it falls and limits the amount of polluted stormwater that enters our rivers and streams. Stormwater GI includes manmade or enhanced features that mimic these natural systems; it can include tree canopy, forested riparian buffers, bioswales, bioinfiltration basins (e.g. rain gardens), porous pavement, green roofs, and rain barrels. Implementation of these types of stormwater GI practices provides numerous benefits – or ecosystem services – for communities, including improved water quality, natural habitat, aesthetics, and water interception. Stormwater GI can reduce the amount of traditional stormwater infrastructure needed to manage runoff. The Stormwater Green Infrastructure Ecosystem Services Calculator will help community leaders and residents better understand how an investment in GI now will pay off in the long run.

D. Project Timeline

	Start Date	End Date
Federal Award Period	1/1/2015	12/31/2016
RFP Proposal Period	7/20/2015	8/14/2015
RFP/Candidate Review	8/17/2015	9/11/2015
Subaward Contracting	9/14/2015	9/30/2015
RFP Subaward Period	10/1/2015	4/30/2016

Note that the work requested in this RFP falls under a larger project with a two year timeline. It is essential that anyone submitting a proposal under this RFP meet the timeline and final completion date, as outlined below in Deliverables.

E. Scope of Work

The individual, team, or organization (ITO) selected under this RFP will work collaboratively with WMEAC and GVSU project team to develop, program, and design an online calculator tool and mobile application that can value changes in ecosystem services provided by existing or planned stormwater GI practices in the Cities of Muskegon and Grand Rapids.

Utilizing spatial and spreadsheet data provided by GVSU, the selected ITO will program and design a dynamic, interesting, and user-friendly online calculator tool and mobile application. Users will use this tool to provide certain inputs, calculations developed by GVSU will run in the background, and benefit and valuation data will be provided as outputs. Output summaries, graphs, and maps will also be provided to users. Draft products will be provided according to the timeline below for team review and testing with community partners in Grand Rapids and Muskegon. The selected ITO will be required to attend monthly team meetings to report progress.

F. Goals and Objectives

The Stormwater Green Infrastructure Ecosystem Service Calculator online tool and mobile application must meet the following goals and objectives:

- Tools must be appealing and user-friendly to a broad audience that is expected to include local government officials and staff, residents and homeowners, watershed organizations, and planners and other land use managers.
- Tools must be adaptable to other small to medium cities throughout the Great Lakes basin.
- Tools must allow for back-end management by members of WMEAC and GVSU for data updates, adaptability, and light maintenance.

G. Deliverables

Initial deliverables will include draft online tools and mobile applications for initial Project Team review, demonstration, and partner trials. User testing will allow for a comment period where questions will be brought back to the ITO for suggested revisions. Secondary tool/application deliverables will be tested against initial comments and ITO input for finalization.

ITO will also provide WMEAC with an administrative manual as to how to make output changes to the tool and mobile application as new data become available and as new communities request access to the tool.

	Due Date
1 st Drafts Online Tool and Mobile Application	12/31/2015
2 nd Draft Online Tool and Mobile Application	3/15/2016
Draft Administrative Manual	4/1/2016
Final Online Tool, Mobile Application, Administrative Manual	4/30/2016

H. Proposal Contents

- a. **ITO Information:** Name, address, website, phone number, email address, and primary contact for each. If you will be working with a team of ITOs, please provide this information for all entities.
- b. **Work Plan Summary:** Describe in narrative form your technical approach and timelines required for accomplishing the work outlined in this request. Include a description of the requested work to indicate your understanding of the scope of this project. Provide a breakdown of tasks and sub-tasks, showing the assignment of hours to each task. Include a detailed description of deliverables.
- c. **Proposed Budget:** Please provide a detailed, itemized budget for the Work Plan and Deliverables described above. Break down proposed hours, supplies, and rates assigned to each task and sub-task. Include a budget narrative to describe the need for all such costs.
- d. **Capacity and Experience:** Please describe you team and their abilities. Include a portfolio of previous work completed, including the time and resources required to complete each project.
- e. **References:** Please provide us with references from previous clients.

I. Selection Criteria

- Project Summary and Approach (10 points)
- Description of Deliverables (5 points)
- Understanding of Scope of Work (5 points)
- Capacity and Experience (10 points)
- Budget (10 points)
- Match: This is a federally-funded grant, and ITOs willing to provide in-kind match will receive a bonus. (5 points)

- In accordance with WMEAC's Procurement Policy, we intentionally seek out and fairly consider competitive bids from minority, women, and locally owned contractors.
- In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination: write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

J. Submission and Deadlines

Please deliver all submissions to:

West Michigan Environmental Action Council (WMEAC)
1007 Lake Drive SE
Grand Rapids, MI 49506
wmeacwater@gmail.com

K. Contact Information

Please direct any questions about this RFP or the Stormwater Green Infrastructure Ecosystem Services Project to *Elaine Sterrett Isely, Director of Water & Low Impact Development Programs* at the West Michigan Environmental Action Council (WMEAC). Email: wmeacwater@gmail.com, 616-452-3051, ext. 25.

L. About Us

West Michigan Environmental Action Council has been West Michigan's preeminent resource for environmental education and advocacy since 1968. Founded by a diverse group of concerned citizens and organizational stakeholders, WMEAC is a non-profit, 501C3 organization uniquely positioned to respond to emerging issues and new threats to West Michigan's natural and human ecologies, strategically focused on building sustainable communities and protecting water resources. Our service area includes the eight-county West Michigan region: Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, Newaygo and Ottawa, with primary emphasis on the Grand Rapids, Holland and Muskegon metropolitan areas.