

## **REQUEST FOR PROPOSAL SPECIFICATIONS & INSTRUCTIONS**

### **Door County Invasive Team Coordinator 2010**

The County of Door Soil & Water Conservation Department (SWCD) is seeking to contract with an individual or entity for the coordination of the Door County Invasive Species Team (DCIST). The project objectives involve countywide coordinated education and control efforts to reduce aquatic invasive species in high priority landscapes within Door County. This announcement is to solicit formal proposals from those interested in entering into a contract with the County of Door to perform these services.

The proposed contract would be through December 31, 2010, with the commencement date determined upon award of the contract. Currently, a contract will not exceed \$28,000; however there is a potential for additional funding for terrestrial invasive species work.

#### **BACKGROUND**

The Door County Invasive Species Team (DCIST) works to identify, monitor, and control non-native aggressive plants in Door County through public assistance, coordination of countywide control efforts, and provision of informational and educational resources. DCIST is a group of natural resource professionals and interested citizens that are concerned with preserving Door County's native environment.

The coordination of the DCIST is primarily funded by the receipt of annual or semi-annual grant funding.

#### **PURPOSE**

The purpose of this Request for Proposal (RFP) is:

- To solicit proposals for performing functions necessary to coordinate aquatic invasive species education, control, and monitoring throughout Door County.
- To request a description of how the respondent would provide services as outlined.

#### **FUNCTIONS AND DELIVERABLES**

1. A comprehensive coordination of the existing DCIST program.
2. Coordinate the use of the DCIST's monitoring and inventory of aquatic invasive species, assist with the database, implement identification and control training sessions, and integrate the existing invasive species control programs in Door County.
3. Coordinate monitoring and control efforts of aquatic invasive species in the high priority areas of the county. These areas were determined as Landscapes of Distinction and are areas with unique natural communities and state and federally listed endangered species in Door County, that are threatened by invasive species.
4. Train and empower partners within high priority areas (landscapes of distinction), by assisting these partners with developing education and control projects.
5. Coordinate collaboration between various groups and organizations, by providing equipment training, and knowledge to improve the monitoring and control of aquatic invasive species.
6. Coordinate the use of the existing equipment loan program for aquatic invasive species control workshops and work parties.

7. Coordinate and conduct aquatic invasive species demonstration workshops within the high priority landscapes of distinctions.
8. Assist with Website management for invasive species information and links to database for reporting.
9. Measure success of control methods used and partnerships created.
10. Assist with the *Clean Boats, Clean Waters Watercraft Inspection Program*.
11. Coordinate aquatic invasive species education efforts through monthly community meetings and other events.
12. Provide/distribute invasive species resources that are relevant to Door County's issues and concerns.
13. Coordinate additional partnerships to the Door County Invasive Species Team.

#### **Assumptions and Agreements**

- The project/contract will be completed by December 31, 2010.
- A preliminary budget for this project has already been approved.
- A 2010 Contract Payment will not exceed \$28,000, unless additional grant funding is awarded.
- Vendor work is currently estimated at a minimum of 20 hours per week on the project.
- Vendor must meet with SWCD and/or DCIST designee at least once per week during contract period. Meetings may occur via the phone, upon mutual agreement.
- ALL task/job/policy data will be current and approved as such by the SWCD.
- At the conclusion of the project, all materials developed by the vendor will become exclusive property of the Door County Soil and Water Conservation Department.

#### **Required Proposal Format**

The proposal shall describe how the functions noted above would be performed. The proposal must also contain information on the amount of time per week required to complete the project and the estimated total cost of coordination.

#### **Additional Documentation**

Proposals must include detail regarding professional experiences that are related to the project.

#### **Request for References**

References must be included in proposal.

#### **Submission Deadline**

On or before 4:30 p.m., February 15, 2010.

#### **Submit Proposal to:**

Door County Soil and Water Conservation Department  
421 Nebraska St.  
Sturgeon Bay, WI 54235