

Scope of Services

Project Management Services

Development of a Comprehensive Watershed Management Plan for the Bon Secour Watershed

The **Project Manager** (City of Foley) will work closely with the selected contractor and the MBNEP to facilitate the development of a Comprehensive Watershed Management Plan (WMP) for the Bon Secour Watershed based on the guidelines set forth in the Request for Qualifications (RFQ). The expectations for the **Project Manager** are as follows:

I. Contractor selection

- a. The MBNEP will release the RFQ, advertising it, at a minimum, on the Project Manager and MBNEP websites within two weeks of execution of the contract.
- b. Throughout the RFQ and selection process the **Project Manager** will act as the primary point-of-contact for correspondence with potential respondents and maintain a list of resources including: Updates to the RFQ, Frequently Asked Questions, Pre-submittal Conference materials and other items that will be regularly submitted to and maintained on the MBNEP Bon Secour project website. When requested, the **Project Manager** will also work with potential respondents on setting up site visits within the watershed.
- c. The **Project Manager** will work with the MBNEP to host the Pre-Submittal Conference.
- d. The **Project Manager** will work with the MBNEP PIC to identify selection committee members. The selection committee will comprise a core group of MBNEP PIC members and a minimum of 3 watershed stakeholders. The selection committee should have an odd number of 7 to 11 voting members (MBNEP staff will act as non-voting members of the selection committee).
- e. The **Project Manager** will receive final project proposals by the closing date specified by the RFQ and upload digital copies to an online file sharing service specified by the MBNEP. The **Project Manager** will provide selection committee members with a “Selection Criteria Matrix” similar to what is outlined in the RFQ, and will act as the primary point of contact for the selection committee during the review period, hosting a meeting (or conference call) with selection committee members to finalize proposal rankings and short-list teams for interviews.
- f. The **Project Manager** will work with the MBNEP to host final interview process.
- g. Upon written notification of selected contractor, **MBNEP** will prepare a Notice of Award Exclusive Negotiating Right for the selected contractor.
- a. The **Project Manager** will participate in the contract negotiation between MBNEP and contractor, assisting MBNEP with development of final project scope and timeline.

Deliverables:

- RFQ updates, Sign-in sheets, meeting minutes, FAQ, presentations and other related materials
- Pre-Submittal Conference
- Database of project proposals
- Selection Committee evaluation matrix and minutes
- Final short-list interviews
- Notification of Selected Contractor

II. Watershed Plan Development

- b. Upon selection of a contractor and execution of the MBNEP's Professional Services Contract, the **Project Manager** will act as the primary point of contact for the selected contractor throughout the development of the WMP.
- c. The **Project Manager** will work with the selected contractor to identify, contact and recruit key watershed stakeholders to participate in the development of the WMP.
- d. The **Project Manager** will provide logistical support to the selected contractor for field visits, hosting meetings and other outreach opportunities.
- e. The **Project Manager** will work with the selected contractor to provide regular progress reports to the MBNEP on a quarterly basis and its Management Conference at times to be specified throughout the development of the WMP.

Deliverables:

- Database of watershed stakeholders
- Work progress reports
- Outreach material, meeting minutes, photos and other documents for watershed project page on MBNEP website

III. Final Watershed Management Plan

- a. The **Project Manager** will ensure that the selected contractor is meeting the requirements of their Professional Services Contract by specified dates as set forth in the project scope of services and the RFQ.
- b. The **Project Manager** is responsible for working with the selected contractor to complete first draft edits of the WMP. The MBNEP will assist in editing the final draft WMP.

Deliverables:

- Edited drafts of WMP components
- Work progress reports
- Final WMP

IV. Schedule

All work shall be completed within 430 calendar days. The process of selecting a contractor should take 60 days from the RFQ advertising date through the award of exclusive negotiating right. The development of the WMP should take one calendar year from the date of execution of the MBNEP's Professional Services Contract.

Task/Milestone	Weeks (Cumulative)
➤ RFQ solicitation issue/advertising date	0
Pre-Submittal Conference	Week 2
Statement Receipt Closing Date	Week 4
Selection Committee Review and Shortlist Development	Week 5
Shortlist Notification	Week 6
Shortlist Interviews	Week 7
Award Exclusive Negotiating Right	Week 8
➤ Development of WMP (52 weeks)	
Provide regular logistical support to contractor for watershed meetings	Week 10 - 60
First draft edits of watershed plan components	Week 40-56
Delivery of final WMP	Week 60

DRAFT