



"Healthy environment, healthy people"

Steve Bullock, Governor

Tracy Stone-Manning, Director

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February 14, 2014

## LIMITED SOLICITATION FOR:

### WETLAND AND RIPARIAN MAP TRAINING

The Wetlands Protection Section of the Department of Environmental Quality's Technical and Financial Assistance Bureau of the Montana Department of Environmental Quality's Planning, Prevention and Assistance Division, is seeking a contractor to provide training for users of wetland and riparian maps. Provided in the attached Scope of Work is a more complete description of the services required. Proposals submitted in response to this limited solicitation must comply with the instructions and procedures contained herein. This solicitation is issued under the authority of section 18-4-304, MCA (Montana Code Annotated) and ARM 2.5.602 (Administrative Rules of Montana).

The State of Montana will provide reasonable accommodations for any known disability that may interfere with a person participating in any service, program, or activity of the State. Requests for special accommodations can be directed to the procurement officer identified below.

Contract shall become effective upon execution by both parties and terminate December 31, 2014.

Contact information for this limited solicitation is follows:

Procurement Officer: Lynda Saul  
Mailing Address: PO Box 200901, Helena, MT 59620-0901  
Physical Address: 1520 East Sixth Avenue, Helena, MT 59620  
Telephone Number: 406-444-6652  
E-mail Address: [lsaul@mt.gov](mailto:lsaul@mt.gov)

Please submit bids to the DEQ, clearly labeled to indicate that they are in response to this limited solicitation for "Wetland and Riparian Map Training." **Electronic submittal of proposals is requested to the email of the Procurement Officer noted above and must be received by 5:00 pm MST March 2, 2014.**

**Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.** It is the contractor's sole risk to assure delivery at the receptionist's desk at the designated office by the designated time. Late proposals will not be opened and may be returned to the contractor at contractor's expense or destroyed if requested.

The costs for developing and delivering responses to this limited solicitation are entirely the responsibility of the contractor. The DEQ is not liable for any expense incurred by the contractor in the preparation and presentation of their bid or any other costs incurred by the contractor prior to execution of a Task Order.

All materials submitted in response to this limited solicitation become the property of the DEQ and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the DEQ and contractor resulting from this solicitation process.

While the DEQ has every intention to award a contract as a result of this limited solicitation, issuance of the solicitation in no way constitutes a commitment by the DEQ to award and execute a Task Order. Upon a determination such actions would be in its best interest, the Department of Environmental Quality, in its sole discretion, reserves the right to:

- cancel or terminate this limited solicitation (Mont. Code Ann. § 18-4-307);
- reject any or all proposals received in response to this limited solicitation (ARM 2.5.602);
- not award if it is in the best interest of the DEQ not to proceed with Task Order execution (ARM 2.5.602); or
- if awarded, terminate any contract if the State determines adequate state funds are not available (Mont. Code Ann. § 18-4-313).

DEQ appreciates your time and effort in providing a bid to provide the services of wetland and riparian map training.

Sincerely,

Lynda Saul, Wetland Program Coordinator  
Technical and Financial Assistance Bureau  
Planning, Prevention and Assistance Division  
Department of Environmental Quality

## **SCOPE OF WORK** **for** **Wetland and Riparian Map Training Services**

Montana Department of Environmental Quality (DEQ) is issuing a Limited Solicitation for a Wetland and Riparian Map Training project to be completed during 2014. The goals of the training are to provide introductory and detailed level training on the use of digital National Wetland Inventory maps and associated data (<http://mtnhp.org/nwi/>) for land use, project planning, resource management, restoration, and conservation purposes. The project involves developing the training material, setting up the training venues, conducting the training at six statewide and two local venues (training shall be tailored to each specific training site and audience), conducting one webinar, and evaluating the map training and relaying additional wetland training needs.

Montana Natural Heritage Program (MTNHP) Wetland and Riparian Mapping Center shall provide up to 16 hours of direct training to the vendor, and up to 8 hours to assist the vendor with developing site specific maps and information for each of the 8 training venues. Vendor must have DEQ Project Officer's review and approval prior to advertising for and conducting each training session. DEQ Project Officer shall provide support to help ensure the success of this venture.

### **Vendor Qualifications:**

Performance of these services requires vendors to have the knowledge, skills and abilities noted below and vendors proposals will be evaluated based on the stated criterion. The total possible points are noted below along with the available points for each criterion.

Evaluation Criteria	Total Possible Points
1. Demonstrated knowledge of wetland and water resource management, mitigation, and planning.	15
2. Demonstrated knowledge of wetland classifications systems.	5
3. Demonstrated knowledge and experience in the use of wetland and riparian maps for the stated goals and objectives of the trainings.	20
4. Skills in using GIS software to create and display maps.	15
5. Demonstrated experience using digital wetland and riparian maps.	15
6. Demonstrated ability to speak comfortably in public, explain complex concepts in simple terms, and engage audience in learning.	20
7. Ability to travel in Montana and conduct 8 on-site trainings state-wide in 2014	10
<b>TOTAL POSSIBLE POINTS</b>	<b>100</b>

### **Work Plan for Wetland and Riparian Map Training**

#### **Task 1. Project Development**

1. Develop a wetland and riparian map training and outreach curriculum in cooperation with MTNHP for on-site and webinar presentations. Gear training for in-depth level training (approximately 1 hour) and introductory level training (approximately) 30 minutes. MTNHP must provide up to 16 hours of instruction to

contractor to ensure contractor is proficient with accessing and instructing on wetland and riparian maps use.

2. Curriculum shall include at least the following elements:

**Introductory Level Training shall include:**

- Defining wetlands and riparian areas, and discussing their importance.
- What wetland and riparian mapping is (background and history of National Wetland Inventory in United States and in Montana).
- Understanding the Cowardin and Riparian classifications.
- Condensed version of how wetland and riparian mapping is created.
- How to view digital wetland and riparian mapping (online options-NHP MapViewer, etc.)
- Appropriate uses and limitations of wetland and riparian mapping (discuss non-jurisdictional nature of mapping).
- Real-world examples of uses of wetland and riparian mapping in Montana (or if not in Montana, then provide examples from other states).
- Other potential uses of wetland and riparian mapping.

**In-depth Training includes Introductory Level Training, plus:**

- How wetland and riparian mapping is created (imagery, classifications, standards)
- How to download wetland and riparian mapping.
- How to display wetland and riparian mapping.
- How to read and understand wetland and riparian map data.
- How to manipulate wetland and riparian map data (clip to watershed, county, etc.)
- Options for accessing other useful ancillary data layers.

3. Develop participant evaluation and venue evaluation survey.

**Task 2. On-site Training**

1. Contact potential venues to introduce training opportunity and to conduct trainings. Work with a local contact/venue host to establish training dates, times, locations, and advertise and announce the free training opportunity. These trainings shall be in conjunction with other scheduled meetings. Ensure each map training opportunity is announced and distributed in advance.
2. Research audiences for background information and location. Ensure that for statewide meetings the presentation and maps are tailored to meet the audience skill level and how the audience would use the information. For trainings presented to local meetings, contractor shall use map examples from that geographic area. MTNHP must provide up to 8 hours of site specific maps and case study information for each training site to ensure vendor has tailored maps to audience interests, local sites, and audience needs. Modify curriculum as experience is gained, and for each unique audience and location.
3. Conduct 8 total in-depth or survey level trainings to at least 10 participants at each training. Six venues shall be statewide meetings: Montana Watershed Coordination Council, Montana Association of Planners, Montana Association of Conservation Districts, Montana Chapter of American Water Resources Association, Association of Montana Floodplain Managers, Montana Fisheries Society, Montana Bird Conservation Partnership, and/or Montana Wildlife Society. Other venues may be substituted with approval from DEQ Project Officer. Two venues shall be local meetings: Conservation Districts Councils and/or Watershed Groups. Distribute and collect training evaluation to venue host and/or training participants.

4. Circulate sign in sheet and distribute participant evaluation and/or venue evaluation survey to each participant and/or venue host. Discuss feedback with DEQ Project Officer and how to adjust future map trainings.

**Task 3. Conduct Webinar and Evaluate Overall Training**

1. Modify in-depth presentation for hour long webinar.
2. Establish a date and time for webinar with DEQ Project Officer.
3. Coordinate with DEQ Project Officer who shall set up webinar, provide outreach, and register participants.
4. Conduct webinar.
5. Evaluate overall training experience by vendor, identify additional wetland training needs based on venue feedback, and submit written summary to DEQ Project Officer.

Note – the vendor should also plan for a pilot training for DEQ employees under separate purchase order for a maximum of \$1,000.

Total contact amount is \$25,000 including all cost such as: per diem, travel, direct and indirect costs.