

## **COASTAL ZONE MANAGEMENT PROGRAM**

### **SPECIAL REQUEST FOR PROPOSALS:**

#### **DATA COLLECTION EFFORTS TO REDUCE COASTAL EROSION HAZARDS**

*Release Date June 2, 2014*

##### **I. Introduction**

The Coastal Zone Management (CZM) Program, Office of the Great Lakes, Michigan Department of Environmental Quality (MDEQ) invites proposals for the collection and/or development of geographic information system (GIS) datasets that improve knowledge and foster increased resilience for Michigan's Great Lakes coast with respect to coastal erosion. Datasets developed through this effort will be made available to coastal stakeholders, including local officials, to serve as a tool within coastal land use planning and zoning efforts. Datasets collected should also provide value to coastal property owners and the general public by serving as a resource that identifies methods and approaches to maintain natural and healthy beaches along the State's Great Lakes shoreline. These grant funds are made available by the National Oceanic and Atmospheric Administration (NOAA), pursuant to the Coastal Zone Management Act (CZMA) of 1972. The CZM Program anticipates approximately \$300,000 in pass-through grant funds will be available in the funding cycle covered by this special Request for Proposals (RFP).

The CZM Program supports coastal communities' resilience by fostering understanding of the impacts, both natural and human, of coastal hazards through the development of adaptation strategies. The CZM Program works with local, state, and federal partners to minimize the loss of life and property from coastal erosion by supporting creative local efforts that increase scientific knowledge and public awareness of this coastal hazard. This includes supporting coastal communities' efforts to become more resilient through comprehensive planning and other activities that help eliminate improper development in areas likely to be affected by or vulnerable to coastal hazards.

Competitive proposals will include dataset collection and/or dataset development to increase resilience from coastal erosion by providing information on:

- Coastal nearshore processes (e.g. sediment transport, littoral cell definition, and/or sediment budget).
- Coastal geology (e.g. detailed nearshore or bluff/bank classification).
- The built coastal environment (e.g. building footprints, shore-protection structure inventories).
- Local policies and management of coastal hazards (e.g. local coastal construction restrictions or setback requirements).

Creative approaches toward providing datasets that are effective in communicating coastal erosion hazard risks are encouraged. Proposals will be strengthened by having dataset development targeted toward specific end-user applications that are clearly identified in the proposal, such as incorporation into development of a local shoreline overlay zoning ordinance or a community's hazard mitigation plan.

The CZM Program has a long-term goal of developing a GIS-based coastal web atlas (CWA) including a module specifically aimed at increasing resilience to coastal hazards. The datasets developed through this RFP will ultimately be incorporated into the coastal hazards module of a Michigan CWA, and this should be taken into consideration and addressed within the project proposal. Examples of existing CWAs are available at: <http://ican.science.oregonstate.edu/atlasses>.

Prospective applicants are encouraged to review the CZM Program's Grants Administration Manual available at [www.michigan.gov/coastalmanagement](http://www.michigan.gov/coastalmanagement) for additional insight on grant administration processes and requirements.

**A. Who is Eligible to Apply**

- Coastal units of government including cities, counties, villages, and townships
- Regional planning agencies and conservation districts
- State agencies
- Universities and school districts
- Tribal governments
- Nonprofit organizations

An applicant for which any of the following conditions existed in the 12 months prior to the application deadline for this RFP is not eligible for funding:

- DEQ grant contract terminated
- Unresolved DEQ enforcement actions
- History of inability to manage or meet DEQ contractual terms and conditions

**B. Grant Amounts**

No less than \$100,000 and up to \$300,000.

**C. Match Requirement**

A one-to-one non-federal match is required for all projects. Match may be in the form of cash, in-kind services, or donations. Match funding sources must be secured at the time of proposal submission. Documentation of secured match funds must be provided with the proposal.

**D. Award Period**

October 1, 2014, through September 30, 2015. Projects will be evaluated on project readiness and feasibility for completion within the 12-month project time frame.

**E. Application Deadline**

Applications must be received no later than 5:00 p.m., July 11, 2014.

**F. Application Submittal**

Applications must be submitted by e-mail. Attach the application as described below as a file in Portable Document Format (PDF) with a cover letter (also attached as a PDF file) signed by an authorized representative of the applicant on the applicant's letterhead. The combined size of the files attached to the e-mail cannot exceed ten megabytes.

**G. Confidentiality**

Grant applications are considered public information under the Michigan Freedom of Information Act, Public Act 442 of 1976, as amended.

**H. Acceptance of Grant Agreement**

The successful applicant will be required to enter into a grant agreement with the MDEQ which includes standard terms and conditions that are not subject to modification. Failure of the successful applicant to accept these obligations will result in cancellation of the grant award.

## **I. Project Location and Extent**

Projects must be within Michigan's coastal zone boundary, which includes the waters and islands of Michigan's Great Lakes and connecting channels. On the mainland, the boundary generally extends a minimum of 1,000 feet inland from the ordinary high water mark. For further information, see Coastal Zone Boundary Maps at [www.michigan.gov/coastalmanagement](http://www.michigan.gov/coastalmanagement).

At a minimum, datasets developed must cover the entire Great Lakes coast for one of Michigan's Prosperity Regions (<http://www.michigan.gov/deg/0,4561,7-135-67055---,00.html>). Proposals covering the coast of an entire Great Lake within Michigan or the statewide coast are strongly encouraged.

## **J. Geospatial Data Sharing Requirements**

In accordance with the NOAA Data Sharing Policy, all NOAA-funded projects require the following:

- Geospatial data and Geographic Information System (GIS) information collected and/or created under a NOAA grant will be made accessible and independently understandable to users
- Information provided must be visible, accessible, and understandable to users
- Data must be free of charge or available at a minimal cost
- Information must be made available in a timely manner (typically no later than two (2) years after the data is collected/created) except when limited by law, regulation, policy, or by security requirements

This policy applies to newly created data and not existing information that will be modified or used in projects. This policy does not apply to geospatial data that is created/maintained internally for planning purposes and is not shared outside of your organization. Applicants are required to submit the form entitled "NOAA Data Sharing Plan" found at [www.michigan.gov/coastalmanagement](http://www.michigan.gov/coastalmanagement).

In the event the proposed project is awarded grant funding, the grantee creating the GIS information must satisfy the following requirements. Additional information will be provided on these conditions during grant contract award development.

- Develop Federal Geographic Data Committee Compliant Metadata
- Expose/export metadata to [geo.data.gov](http://geo.data.gov), the federal government's one-stop geospatial portal
- Publish your grant-funded data layers online for free public access

## **II. Project Description**

This is an RFP for the development of coastal hazards GIS datasets along Michigan's Great Lakes coasts. The CZM Program, through this RFP, seeks dataset development that supports creative approaches to reduce risks associated with coastal erosion.

### **A. Project Scope**

The project scope should focus on datasets for the following:

- Coastal nearshore processes (e.g. sediment transport, littoral cell definition, and/or sediment budget)
- Coastal geology (e.g. detailed nearshore or bluff/bank classification)
- The built coastal environment (e.g. building footprints, shore-protection structure inventories)
- Local policies and management of coastal hazards (e.g. local coastal construction restrictions or setback requirements)

Preference will be given to projects that are designed to:

- Foster a systems approach toward nearshore sediment management (e.g. defining and mapping coastal littoral cells, littoral transport direction, and/or generalized nearshore sediment transport volumes).
- Measure resilience of built infrastructure (e.g. assess the number of buildings and infrastructure that are, or may soon be, threatened by coastal erosion through mapping of top of bluff and/or mapping building footprints within a specified distance from the coastal bluff or bank).
- Support identification of suitable Great Lakes sites for implementation of living shorelines (see <http://www.habitat.noaa.gov/restoration/techniques/livingshorelines.html> for information on living shorelines) as a form of shore protection.
- Foster knowledge of existing locally-administered coastal policies (e.g. geospatial map layer conveying which local unit of governments implement no-build areas or coastal construction setbacks, buffers, or other land use policies to direct development away from areas vulnerable to coastal hazards).

Applicant should display knowledge of existing relevant datasets, making sure to describe how the proposed project avoids replication of existing data, and how it fills an existing data gap. Datasets to be leveraged include those provided by NOAA's Coastal Services Center through the Digital Coast (<http://csc.noaa.gov/digitalcoast/>), the Federal Emergency Management Agency's Great Lakes Coastal Flood Study (<http://www.greatlakescoast.org/>), and the Great Lakes Information Network (<http://gis.glin.net/>).

## **B. Contract Activities**

### **Key Dates**

The project timeline has the following key dates and milestones for the development of deliverables:

- August 1, 2015: A 75% complete report with draft GIS datasets must be submitted to the CZM Project Manager
- September 30, 2015: A 100% complete report and final GIS datasets must be submitted to the CZM Project Manager

## **III. Application**

Applications inclusive of Sections A – C described below can be no more than ten pages in length with text no smaller than 11-point font size. A cover letter signed by an authorized representative of the applicant and on the applicant's letterhead must accompany the application. Applications should be e-mailed to [warnerm1@michigan.gov](mailto:warnerm1@michigan.gov).

In addition to the cover letter, the following information is required:

### **A. Application Cover Page:**

Information about the applicant must include:

- Applicant, organization, agency, or institution name.
- Applicant mailing address.
- Applicant e-mail address.
- Applicant telephone number.
- Applicant Federal ID#.
- Applicant DUNS #.

- Name, title, and contact information of primary project contact person during the RFP process and, if successful, through the grant project.
- Name, title, and contact information of the applicant's sole contact authorized to receive and sign any resulting contract.

**B. Proposed Project Description:**

The proposal must include the following:

- Detailed description of proposed project including clear statement of datasets to be created, identification of knowledge gap to be filled, and how the data will be applied by end-users
- Proposed background research to be conducted
- Proposed methodology for dataset development including description of any associated field data collection activities
- Methodology justification, including explanation as to why the proposed method will provide the best results based on the objectives
- Anticipated results of the dataset development effort and how those results will meet the objectives and priorities of the CZM Program
- Identification of any prescribed end-users of the datasets along with a description of how the entity will apply the new datasets toward improved coastal management
- Preliminary description of the quality assurance measures and standards for datasets to be created (Note that a Quality Assurance Project Plan will be required of successful applicants. Development of this plan, which must be completed and approved by the CZM Program prior to any data collection, should be incorporated into the project schedule and budget)
- Map and description depicting the proposed study area
- A detailed Gantt chart including key milestones, tasks, and staffing (names and hours) assigned to each task
- Description of the involvement of any project partners and/or subcontractors
- Detailed description of project deliverables. At minimum, to include, Quality Assurance Project Plan, Geospatial datasets with full metadata, and Final Project Report

**C. Applicant Capability:**

Provide a list of staff members, by name and title, and subcontractors who will be involved in this project. Describe the qualifications of the individual(s) anticipated to work on the project, and the demonstrated experience in successfully completing similar or relevant projects on schedule and within budget.

**The following items including the completed budget spreadsheet, contractor's qualification form(s), data sharing plan(s), letters of commitment or support, and resolution of support must be included (unless otherwise indicated) with the application submission but will not count toward the ten-page application limit. These items should be submitted as separate attachment(s) to the email submittal.**

**D. Project Budget:**

Download and complete the *Detailed Proposed Budget* available at:  
[www.mi.gov/documents/deq/deq-mcmp-CZM-Grant-budget-form\\_407422\\_7.xls](http://www.mi.gov/documents/deq/deq-mcmp-CZM-Grant-budget-form_407422_7.xls).

**E. Contractor's Qualification Form (as applicable)**

Complete and submit a completed Contractor's Qualification Form for each subcontractor or partnering organization on the project. The Contractor's Qualification Form is available at [www.michigan.gov/coastalmanagement](http://www.michigan.gov/coastalmanagement).

#### **F. Data Sharing Plan**

Complete and submit a NOAA Data Sharing Plan for each dataset to be created. The Data Sharing Plan form is available at [www.michigan.gov/coastalmanagement](http://www.michigan.gov/coastalmanagement).

#### **G. Letters of Commitment or Support (optional)**

Letters of commitment or support from project stakeholders will be accepted but are not required. Such letters are encouraged from prospective end-users of developed datasets in cases where a prescribed end-user has been identified.

#### **H. Resolution of Support (as applicable)**

Applications from local units of government must include a resolution of support from the governing body. An example can be found at:

[www.mi.gov/documents/deq/deq-ogf-czmp-ResolutionofSupport\\_407111\\_7.doc](http://www.mi.gov/documents/deq/deq-ogf-czmp-ResolutionofSupport_407111_7.doc).

### **IV. Proposal Selection**

The CZM Program encourages prospective applicants to contact the CZM program contact early in the proposal development process if guidance is needed. Complete applications will be evaluated for funding based on the following considerations:

- Overall quality and clarity of the application
- Understanding of the project as demonstrated in the proposed project description
- Quality, utility, and innovation of the project deliverables
- Capability of the applicant to successfully complete the project, including specialized experience of key personnel
- Reasonableness of project costs

The CZM Program will coordinate review of the applications with other State agency staff, and recommend up to three proposals to the MDEQ Director for funding. The CZM Program anticipates notifying applicants of the selection process results in late August 2014.