

**SCOPE OF SERVICES**  
**Environmental Science Consulting Services**  
**for the**  
**Office of Coastal Protection and Restoration**

**I. Introduction and Background**

The Louisiana Office of Coastal Protection and Restoration (OCPR) requires environmental science consulting services to supplement its staff's capabilities relative to Louisiana's coastal protection and restoration program. Consequently, OCPR is seeking contractors to perform a variety of environmental science services that will enhance the capability, efficiency, and responsiveness of the OCPR to the State's coastal protection and restoration needs. Examples of these required services include planning, facilitating, and managing the implementation of coastal protection and wetland ecosystem restoration projects, water resource planning and basin-wide hydrologic and ecosystem modeling. These services will be utilized to produce high-quality deliverables associated with the execution and expansion of the protection and restoration program and its goals. The contracting process will be based on the issuance of task orders. The OCPR Contract Manager will coordinate all efforts throughout the contract period, including task scopes and negotiations, and will assign tasks to the Contracting Party as needed.

**II. Performance of Task Order**

The Contracting Party shall perform all work required to accomplish the intent of the task orders assigned by the OCPR. The Contracting Party shall provide all staff, support staff, and specialists necessary to plan, perform, supervise, and deliver the required work. The Contracting Party shall furnish all labor, transportation, fuel, equipment, and supplies necessary to perform the services required by each task order. OCPR reserves the right to select multiple Contracting Party(s) based upon its needs and the Contracting Party(s) ability to fulfill all of the services listed in paragraph III below.

**III. Scope of Services**

Services will be required in the following categories:

**A. Environmental Studies and Reports**

Tasks associated with this category may include preparing compliance documents, such as environmental impact assessments and statements to meet National Environmental Policy Act (NEPA) requirements; creating supporting documentation to obtain environmental permits; performing cultural resource investigations; conducting environmental site assessments; describing habitats and populations; performing ecologic analyses; preparing environmental restoration plans; formulating project environmental monitoring plans and quality assurance project plans; providing programmatic recommendations; rendering expert opinion; performing literature reviews; writing feasibility studies;

presenting reports and plans to interagency committees and other groups; performing project and program management; evaluating restoration projects; evaluating project alternatives; and performing project and wetland assessments; and developing programmatic annual plans.

B. Natural Resources Socioeconomics

Tasks associated with this category may include estimating wetland restoration project costs; performing natural resources socioeconomic assessments and analyses (e.g., economics, benefit-cost, financial, and market analysis); performing environmental damage appraisals, ecological risk assessments, and trade-off analyses; developing project-related databases and structure inventories; preparing projections of economic and socioeconomic phenomena; identifying area and regional social and economic natural resources profiles; conducting relevant surveys (recreational use, public opinion, etc); preparing wetland value assessments; preparing reports, plans, and presentations; formulating project socioeconomic monitoring plans and quality assurance project plans; and providing recommendations as requested.

C. Water Resources Planning, Project, and Program Management

Tasks associated with this category may include restoration project planning and management at the project, ecosystem, and program levels. This includes plan formulation; logistical planning; formulating project conceptual design and development; evaluating project alternatives; identifying potential coastal wetland restoration projects; incorporating lessons learned into future project planning (i.e., adaptive management); performing literature reviews; preparing reports, plans, and presentations; providing recommendations for water resources program management strategies; and providing project and program management support.

D. Environmental Surveys

Tasks associated with this category include various types of environmental and biological surveys including oyster resource, habitat, vegetation, geological resource, cultural resource, and archaeological.

E. Data Analysis and Management

Tasks associated with this category may include obtaining, assembling, and organizing data from a variety of sources; reviewing data, quality assurance/quality control; analyzing data; designing and managing databases; developing conclusions and making recommendations based on analyses; and performing spatial analysis, operating geographic information systems, and remote sensing activities applicable to the restoration program.

F. Environmental Modeling

Tasks associated with this category include various types of environmental modeling such as conceptual ecological, hydrologic, and geologic modeling. Environmental models will be used to estimate the environmental response to various parameters such as hydrology, salinity, and sediment movement. In addition, models will be used to demonstrate both cause and effect relationships and ecological processes. Models will be particularly useful to integrate environmental functions with engineering designs; as well as establish ecosystem responses, assess water and sediment needs, and develop ecological benefits assessments. Hydrologic models can estimate environmental response to water movement and geologic models can provide information regarding sediment transport, the fate of sediment in a system, and the best environmental uses of sediment for a particular project.

G. Render Expert Opinion

Tasks associated with this category may include legal, programmatic, and project specific recommendations based on expert opinion. Specific tasks may include request for comments on federal Program Partnership Agreements, Project Management Plans, and white papers relative to the interpretation of federal water resources legislation. These items will be entered into the record and are expected to be utilized as part of the decision process.

**IV. Technical Experience**

Contractors must demonstrate expertise in the following fields: environmental, socioeconomic, and planning disciplines, particularly with respect to water resources planning; NEPA compliance; coastal protection, restoration, and water resources projects; ecosystem restoration; biology; aquatic ecology; wetland ecology; hydrology; geology; geomorphology; biogeochemistry; natural resources economics and sociology; statistics; archeology; environmental surveying; environmental damage assessment; environmental data collection; data analysis and management; environmental modeling; spatial data/remote sensing/geographic information systems; and technical writing and editing.

**V. Contractor Selection**

Contractors must demonstrate capacity in all categories.

**VI. Deliverables**

1. Estimated Cost- The Contracting Party will provide an estimated cost for each task based on a scope of services provided by the OCPR Contract Manager.

2. Estimated Time Schedules- For each assigned task the Contracting Party shall submit an estimate time schedule, including project initiation and completion estimates, to the OCPR Contract Manager for review and coordination with other project implementation elements.
3. Task associated deliverables- The Contracting Party shall provide to the OCPR Contract Manager the specific deliverables related to each task.

## **VII. Rate Schedule**

Submit the following “Rate Schedule Required” as part of your response to this RFP. All administrative costs, supplies, and overhead are to be included as part of these rates.

**Rate Schedule Required**

**Rate (\$/hr)**

**Personnel**

\$ \_\_\_\_\_ /hr

Principle

\$ \_\_\_\_\_ /hr

Project Manager

\$ \_\_\_\_\_ /hr

Senior Scientist

\$ \_\_\_\_\_ /hr

Project Scientist

\$ \_\_\_\_\_ /hr

Staff Scientist

\$ \_\_\_\_\_ /hr

Senior Engineer

\$ \_\_\_\_\_ /hr

Project Engineer

\$ \_\_\_\_\_ /hr

Staff Engineer

\$ \_\_\_\_\_ /hr

Scientific & Technical Editor/Technical Writer

\$ \_\_\_\_\_ /hr

Expert Witness

\$ \_\_\_\_\_ /hr

Senior Geographic Information Systems Analyst

\$ \_\_\_\_\_ /hr

Staff Geographic Information Systems Analyst

\$ \_\_\_\_\_ /hr

Bio-Statistician

\$ \_\_\_\_\_ /hr

Senior Geologist/Hydrogeologist

\$ \_\_\_\_\_ /hr

Staff Geologist/Hydrogeologist

\$ \_\_\_\_\_ /hr

Clerical