SECOORA 2024 Request for Quotes
Operate Nationwide Coastal Web Camera Network

Issue Date: January 8, 2024
Submission Deadline: February 8, 2024
Estimated contract start date: April 1, 2024
Period of Performance: Total of 3 years, renewed annually.*
Subject to continued funding and annual performance-based contract renewal

Overview

The Southeast Coastal Ocean Observing Regional Association (SECOORA) is the coastal and ocean observing network for North Carolina, South Carolina, Georgia, and Florida. Our mission is to observe, understand, and increase awareness of our coastal ocean; promoting knowledge, and economic and environmental health through strong regional partnerships.

SECOORA is soliciting proposals focused on installing, maintaining, and operating web cameras in all of the NOAA Integrated Ocean Observing System (IOOS) Regional Associations (RAs), as part of a federally funded project to scale from a regional to a national network of coastal web cameras (WebCOOS). Cameras will be used to support coastal and ocean research, management, and decision-making in partnership with the project team, including Principal Investigators, the data manager, and representatives of IOOS RAs including SECOORA.

Services Requested

SECOORA anticipates quotes for these services to be in the range of $150,000 to $240,000 over the duration of the project (3 year period). Proposals of high quality with lower estimates will be looked upon favorably. Proposers must demonstrate how they will address the following services:

1. **Camera installation**: install up to two cameras per year in each of ten of the IOOS RAs (total of up to 20 cameras per year). Describe the camera and installation hardware to be used, including schematics/diagrams and/or spec sheets in appendices as relevant.
2. **Camera maintenance**: Installer will be responsible for ongoing operations and maintenance of installed cameras, with a minimum of 85% up-time (i.e., systems are online and providing live streams at least 85% of the time that they are expected to be online).

3. **Data access**:
   a. Provide to the data manager, at minimum, live camera streams, still images, and videos for archival access; and meet or exceed the SECOORA 85% up-time goal.
   b. Videos should be accessible via a live Real-Time Streaming Protocol (RTSP) feed and use the H.264 or H.265 video codec to ensure maximum compatibility and efficiency in transmitting data.
   c. Work with the data manager, project manager, and project team to provide camera feeds and data that will be used with Artificial Intelligence/Machine Learning codes and algorithms to provide data products to stakeholders.
4. **Compliance**: Comply with all federal, state, and local regulations (including NEPA and NDAA) applicable to installing and operating web cameras. The WebCOOS Project Manager will work with the camera installer and the IOOS office to complete NEPA environmental assessments for camera installations.
5. **Coordination**: Determining camera installation locations will be a collaborative process among the WebCOOS Project Manager, this contractor, and representatives and partners in each IOOS RA. Coordinate and communicate with the WebCOOS Project Manager, the IOOS RA representative(s), and applicable partner(s) throughout the process of proposing locations for the cameras, acquiring the appropriate permits/approvals, and installing and maintaining the cameras. Camera locations may include coastal areas in US states, US Pacific Islands, and US Caribbean regions.

Proposers are encouraged to review the WebCOOS website (webcoos.org) and the WebCOOS Documentation site (https://webcoos.org/docs/) for more details.

Required Qualifications, Skills, & Experience:

- Camera installation and maintenance technical skills, and access to and knowledge of hardware and software systems required for operating outdoor webcams in the coastal zone.
- Familiarity and experience with common video streaming protocols, standards, and functionalities (e.g. RTSP, HLS, H.264, H.265, etc.).
- Experience with integration of web camera video streams over the internet.
- Strong communication and interpersonal skills. Must meet virtually with SECOORA staff monthly and participate in in-person meetings with WebCOOS project team or partners as needed. Must be willing to communicate with SECOORA staff, IOOS RA representatives, and WebCOOS project team and partners.
- Dedicated technical personnel to respond to web camera tasks and the needs of the team in a timely manner.
- Demonstrate ability to document technical operations and activities as part of good data management and QA/QC practices.
- Ability to work remotely and interactively with a small staff in the SECOORA region, and a nationally distributed partner group.
- Leadership and collaboration skills; work flexibly with other teams.
- Successful experience in a relevant technical discipline that permits understanding of

coastal and ocean environments from imagery.

- Knowledge of coastal ocean observations, U.S. IOOS, regional associations, artificial intelligence, and/or machine learning are preferred.

RFQ Review Process, Eligibility, and Terms

Any eligible state agency, university, research institution, NGO, or private company that operates in the coastal United States is encouraged to submit applications. Federal employees are not eligible to apply as lead Project Managers but they can be co-PIs, project participants, and end-users. Note: SECOORA cannot fund federal employee salary or travel.

All proposals will be reviewed based on the adherence to the instructions provided in this request for quotes and outlined in detail in the Services Requested section.

1. Solicitation for qualifications will be made available. Responses must be submitted by **5:00 PM Eastern Time, February 8, 2024**.

2. SECOORA will convene a review panel. The panel may include SECOORA staff, WebCOOS project team members, and/or other subject matter experts.

3. The review panel will evaluate the responses to the RFQ and recommend up to three respondents for follow-up interviews.

4. At the conclusion of the interviews, SECOORA will identify their first choice and negotiate a contract for services.

5. Anticipated project start date is **April 1, 2024**.

6. Invoices will be processed via SECOORA's Bill.com system.

7. Progress reports that describe project progress are due every 6 months, in January and July.

This is an open and competitive process. SECOORA reserves the right to reject any and all proposals received as a result of this process. SECOORA reserves the right to request that respondents make modifications to their proposal at any time before a contract is awarded. Any contracts that result from the RFQ are subject to SECOORA's continued IOOS funding and the contractor's annual performance-based contract renewal.

Submission of Responses

Please submit the entire application package electronically through egrants.secoora.org. The submission deadline is **5:00 PM Eastern Standard Time on February 8**, **2024**. First time eGrants users must complete the registration process in order to upload a proposal to egrants.secoora.org. This is a two-part verification system (phone and email confirmations are required). Once you have registered, please select the RFP to which you are applying, complete the required fields, and upload your proposal documents.

The responses should include the following sections:

Technical Proposal (not to exceed 7 pages, with one-inch margins and 12-point text in PDF format) shall provide the following information:

- Title/Cover Page: Includes name of applicant organization and primary contact/co-investigators, contact information, and Year 1 requested funds.
- Introduction/Summary: Provide relevant background information and overview of the proposed scope of work, web camera experience, etc.
- Technical Approach: Provide detailed description of methods and approach to address the items listed in the Services Requested section.
- Management Approach and Qualifications: Describe management structure, identification of key personnel, responsibilities of key personnel, and technical experience.

Required Appendices which do not count towards the 7-page limit:

- CVs of key personnel.
- Documentation of web camera experience and infrastructure capabilities (not to exceed 2 pages).
- Continuity of operations plan (not to exceed 3 pages) that describes how you will interface with SECOORA and maintain continuity of services so that the web cameras maintain an operational up-time of > 85%.
- Schematics, diagrams, and/or spec sheets relevant to camera models to be used in the proposal.

Cost Proposal: 3-year cost proposal to install and maintain up to approximately 20 cameras per year, for a total of up to approximately 60 cameras, including a cost per camera rate (not to exceed 4 pages, with one-inch margins and 12-point text in PDF format). The cost proposal shall address the following cost categories, and provide a basis of estimate for each:

- Labor and fringe benefits rates.
- Detailed equipment costs for cameras and any items over $5,000
- Supplies
- Estimated travel costs, including:
  - o Annual technical workshop with WebCOOS project team and IOOS RA representatives.
  - o Travel to camera locations for installation and maintenance, or to meet with WebCOOS team members or IOOS RA partners.
- Other costs required to complete services requested in this RFQ.
- Indirect or overhead/administrative rate.

Questions Regarding Application Solicitation

For any questions related to this solicitation, please contact webcoos@secoora.org or Theo Jass at theo@secoora.org or 984-291-0115.