

Sauk River Watershed One Watershed, One Plan

Request for Proposals for

Writing of the Watershed Plan and Facilitation of Stakeholder Input

Issued by: Sauk River Watershed - One Watershed, One Plan (1W1P) Steering Committee

Dated: April 30, 2018

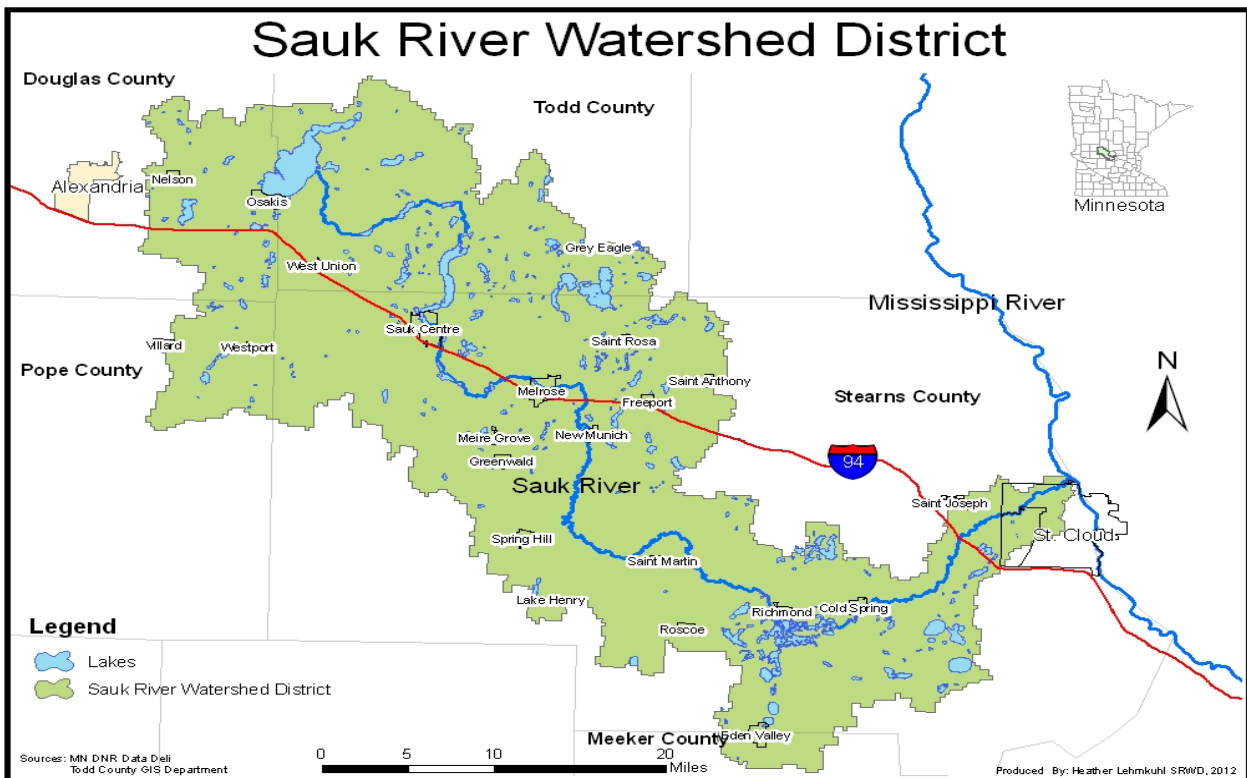
Proposal

The Sauk River Watershed 1W1P Policy Committee is soliciting proposals from interested consultants for professional services to develop the Sauk River Watershed One Watershed One Plan. The desired services include, but are not limited to; facilitation of multiple stakeholder meetings; aggregate watershed data; assist setting priority issues, establishing measurable goals; develop an implementation schedule and programs preparation; and ultimately write a One Watershed One Plan for the Sauk River Watershed. The plan shall include recommendations on Prioritized, Targeted and Measurable Implementation Plan and Schedule and comply with state agency guidelines.

Background Information

The Sauk River watershed lies in the North-central area of the State of Minnesota and encompasses a land area over 1,040 square miles within Douglas, Meeker, Pope, Stearns and Todd counties. The watershed area is diverse with intensive agriculture landscape in the north and west and moving to a more urbanized area to the east and south with the cities of St. Joseph, Waite Park and St. Cloud. In addition to county-based water management planning, the watershed includes the entire Sauk River Watershed District.

Sauk River Watershed Area by County						
County	Douglas	Meeker	Pope	Stearns	Todd	Total
Area (sq. mi)	92.1	14.5	49.8	671.7	214.5	1042.6
Percent of watershed	8.8	1.4	4.8	64.4	20.6	100



Work Plan

The proposal submitted shall include a technical description of the planned approach to accomplishing the Work Plan; including tasks to be performed, methods to be employed, areas of special emphasis, an estimate of the time required to complete the various elements, and the number and qualifications of the people that will be needed to accomplish the Work Plan. The Consultant must demonstrate an understanding of the project requirements, the capability to provide the requested services, and a commitment to meet the proposed schedule.

The consultant will be charged with performing the following tasks:

1. **Lead** in aggregating watershed information and reviewing for commonalities, conflicts, and any potential data gaps.
2. **Participate** in meetings
 - a. Public or “kickoff” meeting
 - b. Advisory Committee meetings
 - c. Policy Committee meetings

Estimated number of meetings in which consultant will be requested to attend: 25-30, including 20 that will need professional facilitation from consultant.

3. **Support** the Advisory and Policy Committee(s) in drafting the plan which includes setting priority issues, establishing measurable goals and developing an implementation schedule and programs. ***This is a locally-driven plan, and as such, local partners will set, establish and develop priorities and goals, with the support of a consultant.***
4. **Lead** in drafting the plan and writing the final plan.

The **Steering Committee** of the Sauk River 1W1P process is requesting any firm interested in providing the services as outlined to submit a proposal utilizing the following submittal format:

1. **Scope of Services:** Describe how service will be provided. Include a detailed listing and description of tasks, assigned staff and deliverables. Attached is the Scope of Services which proposals for this RFP should address. Please add tasks that may be necessary based on your experience with other similar planning processes.
2. **Role of Staff:** Identify the assigned staff and include their relevant background and experience, and their role and responsibilities for the project.
3. **Experience and Capacity:**
 - a. Demonstrate firm’s ability to provide the required services.

- b. Submit a sample of a similar planning process and completed document. This document may be electronic or be a link to a website where the document can be viewed.

4. Cost:

- a. Indicate the proposed cost of services tabulated by Scope of Services Task. Please include how the cost is determined, hourly rates and total per employee.
- b. The Sauk River Watershed District, through its grant agreement with the Board of Water and Soil Resources, will cover the costs of renting meeting facilities, distribution of meeting materials, meeting organization and stakeholder notifications.
- c. Consultant will provide all large format maps and documents that are not easily reproducible to be used for meetings and public display.
- d. Consultant will provide the draft and final plan electronically.

Submission Requirements

The submittal may be structured in a way that most effectively presents the proposal. The proposal should be concise and limited to a maximum of 60 single-sided, 8½ x 11 pages with a font size no smaller than 11-point.

Proposals (electronic copies only) will be accepted until **4:30pm on May 25, 2018** and shall be submitted to:

Mr. Scott Henderson, District Administrator
Sauk River Watershed District
524 4th Street South
Sauk Centre, MN 56378
(320) 352-2231
scott@srwdmn.org

Cost Proposal

The Consultant's fee for completing this work is an important consideration, however, qualifications, experience, approach to completing the work, and ability to address the needs are the most important criteria. The cost proposal will be used with all other elements of the submittal for making a recommendation. The cost proposal will not be considered a bid; it will be the starting point for negotiating a contract for this work.

The Sauk River Watershed Policy Committee reserves the right to negotiate professional services from the selected consultant(s) as deemed necessary to fulfill the complete project intent.

Consultant Selection Process

The Steering Committee will review each proposal based on the following criteria:

1. Professional experience, specific project responsibility and availability of key personnel assigned to the project.
2. Consultant's recent experience in the provision of comparable One Watershed One Plan services.
3. Demonstration of understanding the Sauk River Watershed needs, issues and concerns of the current and future users.
4. Demonstrated ability to meet schedules without significant cost overruns.
5. The anticipated cost of services.

The Steering Committee will evaluate proposals by June 1, 2018, and invite up to three (3) consultants for presentations and interviews with the Policy Committee and Steering Committee. The committees will make the final recommendation by the end of June 2018.

Timeline for Review and Selection

Friday, May 25, 2018	Submission deadline for proposals
Friday, June 1, 2018	Selection of top proposals by Sauk River 1W1P Steering Committee
Date TBD	Presentation by top 3 proposals to Sauk River 1W1P Steering and Policy Committees at a location TBD
Date TBD	Consultants will be notified of chosen firm.
Date TBD	Consultant Contract due for review.
By August 1, 2018	Sauk River 1W1P Policy Committee meeting to approve and sign contract with consultant

If there are any questions regarding this RFP, please direct them to Scott Henderson (see contact information on page 4).

Sauk River Watershed One Watershed, One Plan

Scope of Services for Developing a Watershed Management Plan

General Information for Prospective Respondents:

There could be as many as 30 meetings that the consultant may need to attend. The number may fluctuate, once the firm evaluates the tasks, and some meetings may be held via webinar or conference call. Please use your best estimate to include in your cost.

Please include any additional information, tasks or actions that might be necessary to accomplish all three parts of this document in succinct detail to be included in the proposal.

Part 1: Preparation for Plan Writing

Task 1: Aggregate Existing Watershed Physical/Spatial Data

Anticipated Start Date: August 1, 2018

Anticipated End Date: November 30, 2018

Task 1A: Create usable, presentation quality map projects

- Watershed Scale: Landuse, Drainage, Relief, Public Waters, Sub-watersheds, Pollutant Loading (from models), Impaired Waters, etc.
- Resource Concerns: Impaired Waters, Floodplains, High-valued Resources (named creeks, recreational lakes, critical habitats, etc.), Areas of Special Concern/Natural Resource Value (Biodiversity, etc.)
- Special Interest: Census/demographics, Recreation, Natural Areas, Regulated Land uses, Public Water Suppliers, MDNR Permitted Water Appropriators, etc.
- Incorporation of existing monitoring data and identify gaps

Task 1B: Participate (possible facilitation) of meetings with committees and the public that are needed to accomplish Task 1A

- 1-2 meetings with the Steering Committee to determine purpose, presentation and use of data
- 1 public Kick-off meeting (**completed by November 30, 2018**)
- 1 meeting with Advisory Committee to review/discuss data following notifications and the Kick-off meeting.

Task 2: Issue Prioritization, Data Analysis and Targeted Mapping

Anticipated Start Date: August 1, 2018

Anticipated End Date: November 30, 2018

Task 2A: Bring together all new and existing plan data and information to create a cohesive watershed priority scheme:

- Analysis of existing priorities in current plans (affinity mapping)
- Stressors identified in WRAPS and/or TMDLs
- Use of additional mapping, GIS, and other physical/spatial data and methods
- Identify information gaps

Task 2B: Use the outputs from modeling tools and/or programs that have been completed for the watershed, such as those listed below, to map and target areas identified through prioritization process:

- Hydro-tools (SWAT, Tomer framework, etc)
- HSPF
- MDA Field to Stream Partnership tools (LiDAR Stream Power Index, Agren Planning Tool, etc.)
- PTMApp (Ashley, Adley, Hoboken Subwatersheds)
- WinSLAMM
- The Nature Conservancy Watershed modeling
- Source water protection plans, wellhead protection plans
- Habitat corridor studies
- Historical wetland inventories

Task 2C: Facilitation of meetings with committees to accomplish Tasks 2A and 2B

- 1 meeting or conference call with Steering Committee to review information prior to presentation to Policy and Advisory Committees
- 1-3 joint meetings with the Policy Committee and Advisory Committee to facilitate exercises for Task 2A
- 1-3 meetings with the Advisory Committee to refine the priorities/categories
 - Discuss watershed-wide vs. sub-watershed specific priorities
 - Consider splitting the watershed into logical management areas
- 1 meeting with Policy Committee to review and accept the refined priorities and management areas

Part 2: Development of Draft Plan

Task 3: Set Initial Measurable Goals

Anticipated Start Date: October 1, 2018

Anticipated End Date: March 31, 2019

Task 3A: Organize goals into categories based on priorities identified in Task 2, present and gain group consensus

Task 3B: Facilitation of meetings with committees as needed to accomplish Task 3A

- 1 meeting or conference call with Steering Committee to review information prior to presentation to Policy and Advisory Committees
- 2-3 meetings to understand goals of the Advisory Committee
- 1 meeting with the Policy Committee to review and accept *initial* goals and to introduce concepts for the implementation plan.

Task 4: Develop Targeted and Measurable Implementation Plan and Schedule

Anticipated Start Date: December 1, 2018

Anticipated End Date: April 30, 2019

Task 4A: Create a 10-year implementation plan that contains the following elements:

1. Targeted Implementation Schedule
 - What- brief description of action
 - Where - targeting where the action will occur
 - Who - identification of roles and responsibilities for the action
 - How much - estimate the cost and potential funding sources implementation
 - When - estimate when the implementation will occur within the 10-year plan
 - How - the action will be measured
2. Implementation Programs
 - Plan Administration and Coordination
 - Decision-making and Staffing; Collaboration with other LGUs; Funding; Work Planning; Assessment and Evaluation; Plan Amendments; Formal Agreements
 - Plan Implementation Programs
 - Incentive Programs; Capital Projects; Operation & Maintenance; Regulatory; Data Collection & Monitoring; Information, Outreach & Education Programs

Task 4B: Facilitation of meetings with committees to accomplish Task 4A

- 1-3 meetings or conference call with Steering Committee to review information prior to presentation to Policy and Advisory Committees
- 1-3 joint meetings with the Policy Committee and Advisory Committee to review and finalize draft plan for Task 4A

Part 3: Completed Draft Plan Document

Task 5: Complete the Draft and Submit for Local and Public Review

Anticipated Start Date: April 1, 2019

Anticipated End Date: August 31, 2019

Task 5A: The plan document will contain the following required elements, (refer to BWSR's online document dated March 23, 2016, *Plan Contents Requirements*) **Completed by August 31, 2019:**

1. Executive Summary: A condensed and concise summary of the contents of the overall plan.
2. Identification and Prioritization of Resources and Issues: Summary of the process planning that partners used to reach agreement of the watershed resource issues and priorities that will be addressed in the plan.
3. Establishment of measurable goals: Each priority issue must have associated measurable goals for addressing the issue.
4. Targeted Implementation Schedule: Identifies cost-effective, targeted, and measurable actions necessary to achieve the goals regarding each priority issue.
5. Implementation Programs: a detailed description of the programs that will be used to implement actions identified in the schedule and how these programs will be coordinated between the local water management responsibilities.
6. Plan Appendix- Land and Water Resources Inventory: an account of the water resources and physical factors affecting the water resources within the watershed.

Task 5B: Complete the internal and formal review process and revise plan accordingly

- Internal review among all committees, counties, SWCDs and the Watershed District
- Formal review process with stakeholders
- Public Hearing(s)

Task 5C: Facilitation of meetings with committees and the public that are needed to accomplish Task 5B

- 1 meeting or conference call with Steering Committee to review information prior to presentation to Policy and Advisory Committees
- 1-2 meetings with Policy Committee and Steering Committee to review summary of comments, prepare a formal response and to plan and prepare for public hearings
- 2 Public Hearings – **November 2019**

Task 6: Complete the Final Sauk River Watershed One Watershed, One Plan Management Plan

Anticipated Start Date: November 1, 2019

Anticipated End Date: December 1, 2019

Task 6A: Summarize and incorporate all comments from Public Hearing(s) into final plan

- 1 meeting with Steering Committee to develop responses to comments from Public Hearing(s)

Anticipated Schedule to Accomplish Requested Services

Activity	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19
Aggregate information	x	x	x	x													
Kick-off meeting		x	x	x													
Prioritize & Target	x	x	x	x													
Measurable Goals			x	x	x	x	x										
Implement Schedule					x	x	x	x	x								
Draft Plan Document									x	x	x	x	x				
Formal Reviews														x	x		
Public Hearings																x	
Final Plan Document																	x