

REQUEST FOR PROPOSAL

One Watershed, One Plan Implementation

PLAN IMPLEMENTATION, WRITING, and
FACILITATION SERVICES
NORTH FORK CROW RIVER WATERSHED
COMPREHENSIVE MANAGEMENT PLAN



Request for Proposals

Proposals due: Tuesday, October 6, 2020 at 12:00 PM

Definitions

North Fork Crow River Watershed Collaborative

NFCRWC

All organizations (present on page one) who will take part in planning process.

Policy Committee

PC

Through a Memorandum of Agreement, the Policy Committee is made up of elected and appointed officials from each one of the partnering organizations listed here: Pope County, Pope SWCD, Kandiyohi County, Kandiyohi SWCD, Stearns County, Stearns SWCD, Meeker County, Meeker SWCD, Wright County, Wright SWCD, McLeod County, McLeod SWCD, North Fork Crow River Watershed District, and Middle Fork Crow River Watershed District.

Technical Advisory Committee

TAC

The Technical Advisory Committee is made up of key staff and technical workforce from each one of the partnering organizations listed here: Pope County, Pope SWCD, Kandiyohi County, Kandiyohi SWCD, Stearns County, Stearns SWCD, Meeker County, Meeker SWCD, Wright County, Wright SWCD, Hennepin County, North Fork Crow River Watershed District, Middle Fork Crow River Watershed District, Minnesota Department of Natural Resources, Minnesota Department of Health, Minnesota Board of Water and Soil Resources, Minnesota Pollution Control Agency, Minnesota Department of Agriculture, Metropolitan Council, and Natural Resources Conservation Service.

Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted by email or in paper-copy form, delivered to the office, as stated below, no later than: Tuesday, October 6, 2020 at 12:00 PM.

Submission Delivery

The delivery address to be used for all submissions:

Luke Johnson
District Manager
311 Brighton Ave S, Suite C
Buffalo, MN 55313

Submission Electronic

Electronic submission will be accepted:

Sent via email to: luke.johnson@usda.gov

Must be PDF format.

Submission Questions and Clarifications

You may contact the following people if you have questions or require clarification on any topics covered in this Request for Proposal:

Luke Johnson, District Manager, Wright SWCD (763) 682-1933 ext. 3, luke.johnson@usda.gov

Selection

The Wright Soil and Water Conservation District (WSWCD) will be reviewing submitted RFP materials and selecting the most qualified applicant, and also reserves the right to not select any consultant. WSWCD also reserves the right to select any or all of the listed Objectives and Tasks bid items.

Timeline for Review and Selection:

October 6, 2020 at 12:00 PM	Submission deadline for proposals
October 8, 2020	Selection of top proposals
October 13, 2020	Approve and sign contract with consultant

This RFP is solely a solicitation for Responses. Neither this RFP, nor any Repose to this RFP shall be deemed or construed to: 1. Create any contractual relationship between the WSWCD and any Firm; 2. Create any obligation for the WSWCD to enter into a contract with any Firm; or 3. Serve as the basis for a claim for reimbursement for costs associated with submittal of any Response.

Introduction

The consultant hired for plan implementation will be responsible for compiling information and data generated in cooperation with the NFCRW Technical Advisory and Policy Committee meetings. Wright Soil and Water Conservation District (WSWCD) will serve as the fiscal agent and day-to-day contact for the project. For purposes of this RFP herein, the Wright Soil and Water Conservation District will serve as the contact.

Overview, Background, and Prerequisite

The NFCRW is one of five pilot watersheds in Minnesota where water plans previously developed within the geo-political boundaries of counties are being transitioned to development at the watershed scale. Specific duties and specifications are detailed below.

The firm selected to complete the NFCRW plan implementation and writing activities will have demonstrated experience in project management, working with elected officials, working with government representatives, organizing plan information, technical writing, and documenting source information.

RFP: Objectives and Tasks

Objective 1: North Fork Crow River 1W1P Plan Coordination

Anticipated Start Date: October 2020

Anticipated End Date: December 2022

Task 1A: Serve as a point of contact regarding the 1W1P, in conjunction with Wright SWCD, to keep the Policy Committee and Technical Advisory Committee updated on new data, projects and programs. Refine prioritization of project areas and plan implementation schedule actions to lay out a course of action for the FY20 watershed-based implementation funds and beyond. Provide guidance to LGU staff that facilitates implementation of high priority practices.

Task 1B: Preparation for, and participation in meetings with committees to accomplish the implementation of the plan using email and the Middle Fork Watershed District Share Point to provide necessary meeting materials for each meeting.

Task 1C: Recommend plan amendments and updates. The plan is due for a 5-year review and self-assessment in 2023, so any necessary plan changes should be tracked for inclusion. Updates and revisions to be discussed with committees with updated completed as directed.

Task 1D: Assist with the development and implementation of educational, outreach, and other projects and programs for the public throughout the entire North Fork Crow River Watershed.

Task 1E: Develop other reports and programs as needed by the Policy Committee and/or Technical Advisory Committee.

Objective 2: Write Annual Work Plan based on current funding of plan implementation

Anticipated Start Date: October 2020

Anticipated End Date: December 2022

Task 2A: Identify local funding needs for implementation. This plan envisions collaborative implementation. Therefore, annual work planning is envisioned to align the priority concern addressed, the availability of funds, and the roles and responsibilities for implementation. An annual work plan will be developed by the Watershed Collaborative based on the targeted implementation schedule and any adjustments made through self-assessments (see **Section 5.5.4**). The annual work plan will then be presented to the Watershed Collaborative's individual and representative Boards and/or Policy Committee, who will ultimately be responsible for approval, while recognizing the existing authorities of the local government units. The intent of these annual work plans will be to maintain collaborative progress toward completing the targeted implementation schedule.

Task 2B: Write Annual Work Plan for presentation to the Policy Committee and submission to eLINK

- Based on Watershed-Based Implementation Funding
- Based on other sources currently assessable to the NFCRWC

Objective 3: Write Annual Report for North Fork One Watershed One Plan

Anticipated Start Date: December 2020

Anticipated End Date: February 2022

Task 3A: Completing the annual work planning process, completing and submitting annual reports. In addition to annual reports, the Watershed Collaborative will also develop an annual State of the Watershed Report. This report will document progress toward reaching goals and completing the targeted implementation schedule, it will also describe any new emerging issues or priorities. The information needed to annually update the State of the Watershed Report will be developed through the annual evaluation process.

Task 3B: The annual load reductions for sediment and total phosphorus and percent of progress toward goals are estimated and reported on at the outlet of each of the seven planning regions. 1. Lake Koronis-North Fork, 2. Middle Fork Crow River, 3. Jewetts Creek-North Fork Crow River, 4. Washington Creek, 5. Big Swan Lake, 6. North Fork Crow River, 7. Crow River.

Task 3C: Each year the Watershed Collaborative members will provide their individual and representative Boards and/or the Policy Committee with an annual update on the progress of the plan's implementation in accordance with BWSR's Level 1 performance standards. During this annual review process, feedback will be solicited from the Boards, Policy Committee, and the Technical Advisory Committee. This feedback will be presented to each Board and/or the Policy Committee to set the coming year's priorities for achieving the plan's goals and to decide on the direction for grant submittals. In addition, this feedback will be documented and incorporated into Five Year Evaluations.

Objective 4: Seek and assist in federal, state, local, non-governmental, and private grant opportunities on behalf of the NFCRWC

Anticipated Start Date: October 2020

Anticipated End Date: December 2022

Task 4A: Review grant opportunities with the Technical Advisory Committee based on the implementation needs of the IWIP. The opportunities will include (but not limited to):

- Federal: Environmental quality Incentive Program, Agricultural Conservation Easement Program, Conservation Reserve Program, Conservation Reserve Enhancement Program, Farmable Wetlands Program, Grasslands Reserve Program, Flood Mitigation Assistance, Risk Mapping, Assessment, and Planning, Water Pollution Control grants (Section 106), Federal Clean Water Act Section 319 grants

- State: Aquatic Invasive Species Control Program, Conservation Partners Legacy grant program, Reinvest in Minnesota, Clean Water Fund, Natural Resources Block Grant, Surface Water Assessment grant, Source Water Protection grant program
- Other: Trout Unlimited, Pheasants Forever, Ducks Unlimited, Initiative Fund, McKnight Foundation; Mississippi River Initiative, etc.

Task 4B: Apply for grant opportunities listed in Task 4A that have been reviewed and approved by the NFCRWC or Wright SWCD. Grant application process will generally be assisted by staff within the watershed; however the consultant will be the primary grant writer for the designated grant recipient.

Assumptions & Constraints

The cost provided by the prospective consultant will include travel, per diem, lodging, and any other incidental costs that may be incurred through this process.

Prospective consultants are expected to bring to the process specific goals and information needs pertinent to the implementation of the North Fork Crow River One Watershed One Plan and the North Fork Crow River Watershed Based Implementation Funding.

Request for Qualification Submittal Format

1) Scope of Services:

- Describe how services will be provided. Include a detailed listing and description, assigned staff, deliverables, and the steps that you anticipate being involved.
- Please add tasks that may be necessary based on your experience with other similar projects.
- Provide project schedule based on given anticipated schedule. Consultant may propose alternative timeline and additional activities as needed.
- Itemized scope of services identifying aggregate cost per task: complete *Cost Proposal Sheet* and *Hourly Billing* below.

2) Role of Staff:

- Identify the assigned staff, their background and experience, and their roles and responsibilities for the project.

3) Experience and Capacity:

- Demonstrate your firm's ability to provide the required services.
- Submit a list of completed plan documents, or similar planning process, with the years they were completed, and web-links to where these documents may be found.
- Describe how you anticipate working collaboratively with the NFCRWC to develop meeting goals and session design.

4) Consultant Cost:

- Indicate the proposed cost of services tabulated by the Scope of Services Tasks:
 - Consultant services for compiling/organizing information gathered from meetings attended
 - Consultant services for drafting, formatting, and producing requested items

Note. Wright Soil and Water Conservation 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, select meeting organization and stakeholder notifications.

Cost Proposal Sheet

The following is a summary of all cost estimates required for services outlined in the RFP for professional consultant services and will be used as the basis for negotiating a Professional Services Agreement:

WORK OBJECTIVE	PROPOSED COST
Objective 1: North Fork Crow River 1W1P Plan Coordination	
Task 1A: 1W1P Point of Contact	
Task 1B: Preparation and Participation in Committee Meetings	
Task 1C: Plan amendments and updates	
Task 1D: Development & Implementation of Education/Outreach	
Task 1E: Development of Reports for Committees	
Objective 2: Write Annual Work Plan based on current funding of plan implementation	
Task 2A: Identify local funding needs for implementation	
Task 2B: Write Annual Work Plan for submission to eLINK	
Objective 3: Write Annual Report for North Fork One Watershed One Plan	
Task 3A: Complete the annual work planning and annual report	
Task 3B: The annual load reductions	
Task 3C: Annual update on the progress of the plan's implementation	
Objective 4: Seek and assist in federal, state, local, non-governmental, and private grant opportunities on behalf of the NFCRPP	
Task 4A: Review grant opportunities with the Technical Advisory Committee based on the implementation needs of the 1W1P.	
Task 4B: Apply for Grants as Requested	
TOTAL LUMP SUM	

Note. Consultant may include all or some work objectives it believes necessary to complete the project; and may submit a proposal for all or some of the tasks described in this RFP.

Billable Rates

TITLE	HOURLY BILLING RATE
<i>Example: Principal</i>	
<i>Example: Professional Engineer</i>	
<i>Example: GIS Technician</i>	
<i>Example: Water Resources Consultant</i>	
<i>Additional consultants as necessary</i>	

Anticipated Schedule to Accomplish Requested Services

Activity	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
Plan Coordination	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Work Plan(s)	X	X	X										X	X	X
Annual Report				X	X										
Policy Committee Meeting			X			X			X			X			X
TAC Meetings	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Seek/Apply for outside grants	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Activity	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
Plan Coordination	X	X	X	X	X	X	X	X	X	X	X	X
Work Plan(s)										X	X	X
Annual Report	X	X										
Policy Committee Meeting			X			X			X			X
TAC Meetings	X	X	X	X	X	X	X	X	X	X	X	X
Seek outside grants	X	X	X	X	X	X	X	X	X	X	X	X