



**Comprehensive Watershed Management Plan  
(CWMP) Renewal Services Request for  
Proposals (RFP)**

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# Comprehensive Watershed Management Plan (CWMP) Renewal Services

## 1. Introduction and Background

The North Fork Crow River Watershed Collaborative (NFCRWC) is soliciting proposals from qualified consulting firms to support the renewal of the NFCR Comprehensive Watershed Management Plan (CWMP) through the One Watershed, One Plan (1W1P) program. The existing CWMP was completed as part of Minnesota’s first-generation 1W1P pilot process and is scheduled for renewal by June 2028. Building on lessons learned from recent watershed plans across Minnesota, the NFCRWC seeks consultant support to update and streamline the Plan so it is more focused, usable, publicly accessible, and aligned with current best practices. The renewed Plan is expected to maintain technical rigor while improving clarity, prioritization, public-facing communication, and long-term usability for staff, partners, decision-makers, and the public.

## 2. Project Goals

The primary goals of this effort are to:

- Renew the NFCR CWMP in compliance with Minnesota Board of Water and Soil Resources (BWSR) [One Watershed, One Plan – Plan Content Requirements \(version 3.0\)](#) or most current version when submission occurs.
- Refine and streamline watershed priorities to focus on the most impactful issues
- Strengthen the connection between priority issues & opportunities, measurable goals, modeling outputs, and implementation actions
- Improve plan usability, web/digital accessibility (see Section 4), and visual communication
- Support meaningful public and stakeholder engagement before and during priority-setting
- Produce public-facing materials that clearly communicate plan priorities and progress

## 3. Scope of Work

Proposers should address the following tasks. The NFCRWC reserves the right to refine final scope based on budget and consultant recommendations.

### Task 1 – Project Management and Coordination

- Coordinate with the NFCRWC:
  - Technical Advisory Committee (TAC). Up to 3 in-person meetings, up to 3 virtual meetings
  - Policy Committee (PC). Up to 3 in-person meetings
  - Planning Subcommittee (PSC). Up to 18 total meetings. Approximately 12 virtual and up to 6 in-person

- Public and Stakeholder/Public Facing Deliverables Subcommittee. up to 2 virtual meetings.
- Develop a detailed project work plan and schedule aligned with the overall plan renewal timeline . See Section 5 for additional information.
- Facilitate regular meetings and provide clear documentation of decisions and action items

## Task 2 – Data Review and Technical Analysis

- Review existing CWMP content, supporting technical documents, and partner-provided datasets
- Utilize PTMApp existing datasets as the primary watershed modeling tool
- Evaluate whether limited updates to underlying data are warranted and clearly document assumptions
- Conduct modeling primarily to inform source assessment, prioritization, and expected outcomes, rather than project-level prescription

## Task 3 – Priority Refinement and Measurable Goals

- Support the TAC and PSC in refining and narrowing watershed priorities (anticipated target: no more than seven priority issues and opportunities)
- Apply a transparent prioritization framework that considers data, feasibility, cost-benefit, partner capacity, and community values
- Develop clear, quantifiable 10-year measurable goals tied directly to each priority issue
- Strengthen the line of sight from priority issue > measurable goal > implementation action > modeled outcome
- Incorporate demographic and equity considerations where relevant
- Drive priority area refinement with multiple benefit analysis

## Task 4 – Public and Stakeholder Engagement

- Implement engagement activities consistent with the NFCRWC Public Participation and Engagement (PPE) Framework
- Engage stakeholders and community members early, prior to finalizing priorities
- Utilize multiple engagement methods (e.g., facilitated sessions, surveys, interactive mapping tools)
- Support ongoing engagement touchpoints during plan development to validate priorities and build buy-in.
- Assume attendance of at least one (1) in-person and up to four (4) Public and Stakeholder Engagement meetings.
- Document engagement methods, participation, and how input influenced decisions

## Task 5 – Plan Development and Documentation

- Prepare a streamlined, clearly organized CWMP renewal document
- Move detailed technical analyses, model outputs, and supporting data into appendices
- Develop implementation tables that link priorities, measurable goals, actions, responsible partners, timelines, and estimated costs
- Ensure the Plan is written in plain language where possible while maintaining technical accuracy

## Task 6 – Mapping, Visualization, and Data Deliverables

- Develop clear, consistent maps illustrating priority areas, subwatershed context, and implementation focus
- Use clean symbology, limited layers, and intuitive legends
- Provide all GIS data, tabular data, and graphics in editable formats
- Deliver metadata and documentation sufficient for future updates by partners

## Task 7 – Public-Facing Deliverables

- Produce an At-a-Glance public summary of the renewed Plan highlighting priorities, goals, and what has changed
- Develop public-friendly visuals such as an infographic, StoryMap, or short presentation deck
- Ensure public-facing materials are accessible, visually engaging, and suitable for community meetings and elected officials

## 4. Plan Usability, Format, and Accessibility Requirements

The NFCRWC intends for the renewed CWMP to function as a working document, not solely a required deliverable. Proposals should demonstrate an understanding of usability and accessibility best practices.

Minimum requirements include:

- ADA-accessible final documents
- Logical structure with consistent headings and visual cues
- Bookmarked and hyperlinked PDFs
- Inclusion of maps, charts, and graphics that communicate priorities at a glance
- A designed final PDF and an editable Microsoft Word version
- Transfer of all design assets (templates, color palettes, fonts, graphics)
- Digital companion outputs (e.g., plan webpage or one-page summary)

## 5. Project Schedule

The anticipated planning window is July 2026 through June 2028. Key milestones include:

- Consultant selection and onboarding: Summer 2026
- Stakeholder and public engagement: 2026–2027
- Technical analysis and modeling: 2026–2027
- Draft plan development (60%): Mid–late 2027
- Review and refinement (90%): Early 2028
- Final Plan and public-facing deliverables: May 2028

Proposers should include a detailed schedule and Gantt chart aligned with these milestones.

## 6. Consultant Qualifications

Proposals should demonstrate:

- Experience leading or supporting Minnesota 1W1P CWMP development or renewal
- Familiarity with PTMApp and watershed-scale modeling tools
- Experience integrating scientific and technical analysis with public engagement
- Demonstrated ability to produce clear, visually strong, and publicly accessible plans
- Experience working with multi-jurisdictional partnerships and advisory committees

## 7. Proposal Content Requirements

Proposals should include:

1. Cover letter
2. Understanding of the project and approach
3. Detailed scope of work and methodology
4. Project schedule and staffing plan
5. Relevant project experience
6. Proposed budget and fee structure
7. Examples of comparable plans or public-facing materials

## 8. Evaluation Criteria

Proposals will be evaluated based on the following criteria with a maximum of 100 points.

<b>Criterion</b>	<b>Maximum Points</b>
Approach to Task 1 Project Management and Coordination	5
Approach to Task 2 Data Review and Technical Analysis	7
Approach to Task 3 Priority Refinement and Measurable Goals	6
Approach to Task 4 Public and Stakeholder Engagement	7
Approach to Task 5 Plan Development and Documentation	6
Approach to Task 6 Mapping, Visualization, and Data Deliverables	7
Approach to Task 7 Public-Facing Deliverables	7
Understanding of NFCR project goals and challenges	10
Familiarity with CWMP methodology	5

Project team qualifications	10
Project Cost	30
<b>TOTAL</b>	<b>100</b>

## 9. Submission Instructions & Timeline

Proposals must be submitted electronically by noon (CST) May 14, 2026 to Luke Johnson, NFCRWC Administrator at [Luke.Johnson@mn.nacdnet.net](mailto:Luke.Johnson@mn.nacdnet.net).

Questions regarding this RFP should be submitted by May 1, 2026 to Luke Johnson, NFCRWC Administrator at [Luke.Johnson@mn.nacdnet.net](mailto:Luke.Johnson@mn.nacdnet.net).

Milestone	Start Date	End Date
Request for Proposal Published	4/15/2026	
Deadline for Consultant Questions		5/1/2026
Proposals Due		5/14/2026
Consultant Interviews	5/15/2026	6/5/2026
Consultant Selection		6/8/2026
Contract Negotiation & Execution	6/8/2026	6/30/2026

## 10. Reserved Rights

The NFCRWC reserves the right to accept or reject any proposal, waive informalities, and negotiate scope and fees with the selected consultant.