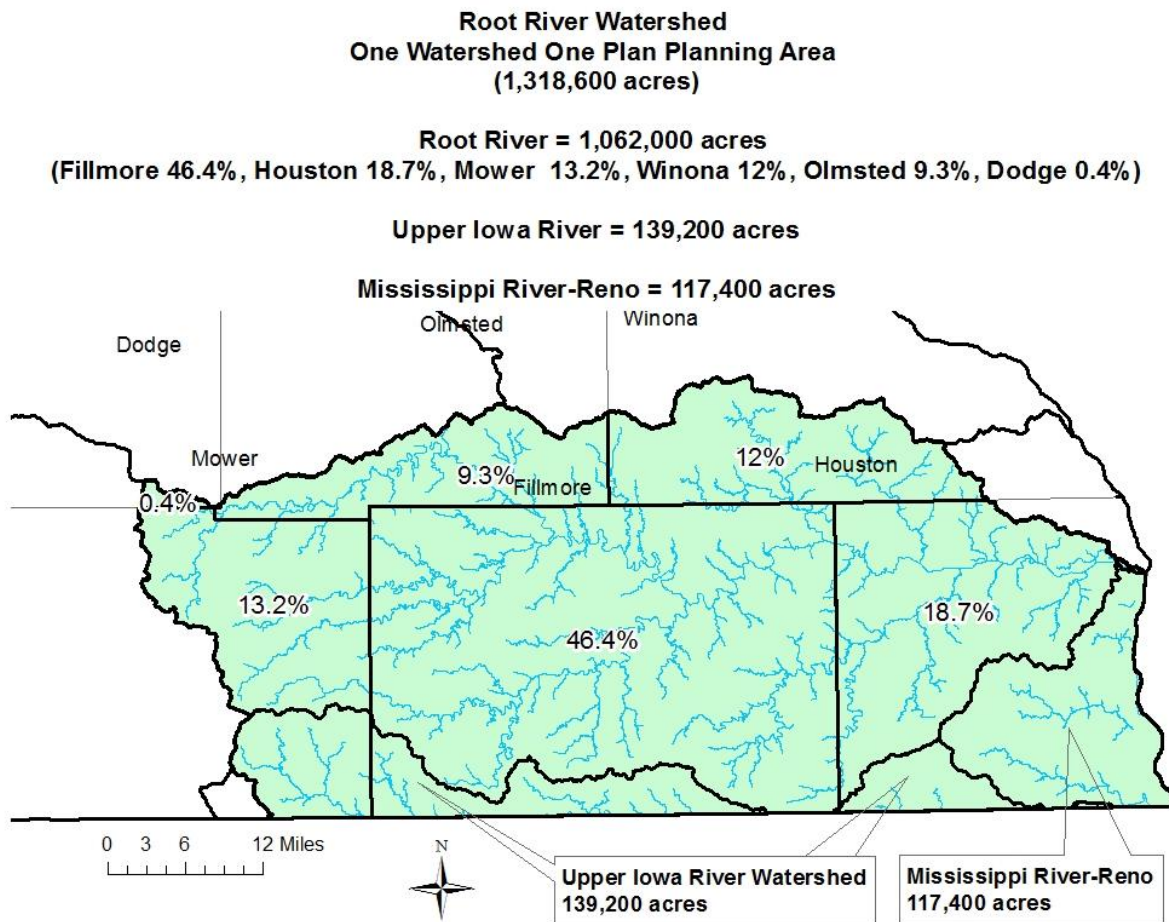


**Root River One Watershed, One Plan  
Request for Proposals  
Proposals DUE: Wednesday, December 3, 2014, 4:00 PM**

The Root River Planning Area (which includes the Minnesota portion of the Upper Iowa River Watershed and the Mississippi-Reno Watershed) has been selected by the MN Board of Water and Soil Resources (BWSR) as a pilot area for the One Watershed, One Plan program. This program allows counties to transition from county-based water management planning to watershed-based planning. The planning area for the Root River One Watershed, One Plan includes the Upper Iowa and Mississippi –Reno watersheds for a total drainage area of over 1.3 million acres. The County Boards and SWCD Boards in each of the six counties in the watershed, along with the Crooked Creek Watershed District in Houston County, have given their initial support to the project and will be entering into a Memorandum of Agreement by the end of November for the sole purpose of undertaking this planning process.



A Policy Committee composed of one County Commissioner and one SWCD Supervisor appointed from each of the counties in the watershed plus a manager from the Crooked Creek Watershed District will be the decision-making authority for the planning process. An Advisory Committee composed of local, state and federal agency staff, representatives from agricultural and conservation groups, municipalities, and other stakeholder groups will serve to make recommendations to the Policy Committee regarding plan content. A Planning Work Group made up of local governmental staff from the counties and SWCDs in the watershed will guide the logistics of the planning process. Winona SWCD will serve as the fiscal agent for the project. Fillmore SWCD staff will serve as the day-to-day contacts for the project.

Because of the workload associated with this new effort, a Request for Proposals is being issued to consultants in order to select one consultant to fill these areas of need in cooperation with the committees listed above:

1. Aggregating, analyzing, and mapping watershed data, including the results from watershed models that have been completed
2. Writing the plan (Link to the One Watershed, One Plan Operating Procedures and Plan Content Requirements for Pilots: <http://www.bwsr.state.mn.us/planning/1W1P/index.html> ) The plan will be developed within the parameters outlined in these documents.
3. Facilitating meetings
  - a. Policy Committee meetings
  - b. Advisory Committee meetings
  - c. Public meetings

The estimated number of meetings which the consultant will need to attend is estimated to be 20-25. That number may be higher once you evaluate the tasks. Please use your best estimate of the number of meetings to include in your cost.

4. After prioritization of resources and issues, the analysis of data is expected to be completed in coordination with piloting and use of the Prioritization, Targeting, and Measuring Water Quality Improvement Application (PTMApp). This tool is being developed, tested and deployed as an operational application for prioritizing subwatersheds and targeting fields for the implementation of nonpoint source Best Management Practices (BMPs) and Conservation Practices (CPs) based on water quality, in coordination with the One Watershed, One Plan pilot plan development. The PTMApp is also being developed, in part, to measure the effectiveness of BMPs and CPs in reducing nutrient and sediment loads. Questions about the PTMApp can be directed to Mr. Charles Fritz, Director, International Water Institute, Phone: 701.388.0861, Email: [charles@iwinst.org](mailto:charles@iwinst.org).

#### Request of Proposal 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, their background and experience, and their roles and responsibilities for the project.
3. Experience and Capacity:
  - a. Demonstrate your 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 Root River Planning Area Policy Committee, 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. A minimum of 7 sets will be needed (one set per county and watershed district).
  - d. Consultant will provide the draft and final copies of the plan, one in electronic format and 100 copies printed and bound.

Please submit your proposal (7 hard copies and an electronic version) by **December 3, 2014, 4:00 PM** (hard copies should be postmarked by this date) to the attention of:

Jennifer Ronnenberg, Water Management Coordinator  
 Fillmore SWCD  
 900 Washington St. NW  
 Preston, MN 55965  
 507-765-3878 ext. 3  
[jennifer.ronnenberg@fillmoreswcd.org](mailto:jennifer.ronnenberg@fillmoreswcd.org)

Timeline for Review and Selection:

Wednesday, December 3, 2014	Submission deadline for proposals
Thursday, December 11, 2014	Selection of top 3 proposals by Root River 1W1P Planning Work Group; notification for presentations on December 17th
Wednesday, December 17, 2014, 1 p.m.	Presentation by top 3 proposers to Root River 1W1P Planning Work Group at a Rochester location; selection of project consultant
Wednesday, January 7, 2015	Consultant contract due for review by Winona County Attorney
Wednesday, January 21, 2015	Root River 1W1P Policy Committee meeting to approve and sign contract with consultant

If there are any questions regarding this RFP, please direct them to Jennifer Ronnenberg (see contact information above).

# Root River One Watershed, One Plan

## Scope of Services for Developing a Watershed Management Plan

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### General Information for Prospective Respondents:

The estimated number of meetings which the consultant will need to attend is in the range of 20 to 25, based on the scope of work. The number may be higher once you evaluate the task, 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 you feel would be necessary to accomplish all three parts of this document in succinct detail to be included in your proposal.

### Part 1: Preparation for Plan Writing

#### Task 1: Aggregate Existing Watershed Physical/Spatial Data

**Anticipated Start Date: January 21, 2015**

**Anticipated End Date: April 30, 2015**

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.

Task 1B: Facilitation of meetings with committees, workgroups and the public that are needed to accomplish Task 1A

- 1-2 meetings with the planning workgroup to determine purpose, presentation and use of data
- 1 public Kick-off meeting (**completed by March 15, 2015**)
- 1 meeting with Advisory Committee to review/discuss data following notifications and the Kick-off meeting

#### Task 2: Prioritization, Modeling and Targeted Mapping

**Anticipated Start Date: January 21, 2015**

**Anticipated End Date: April 30, 2015**

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 document
- use of additional mapping, GIS, and other physical/spatial data and methods
- gap ID

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.)
- PTM app, including working with the consultant piloting the tool in the Root River watershed

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

- 1 meeting or conference call with Planning Work Group to review information prior to presentation to Policy and Advisory Committees
- 1 joint meeting with the Policy Committee and Advisory Committee to facilitate exercises for Task 2A
- 1 meeting 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: February 1, 2015**

**Anticipated End Date: July 31, 2015**

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 & work group needed to accomplish Task 3A

- 1 meeting or conference call with Planning Work Group to review information prior to presentation to Policy and Advisory Committees
- 2-3 meetings with the Advisory Committee and/or planning workgroup to discuss and refine goals
- 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: March 1, 2015**

**Anticipated End Date: September 30, 2015**

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

1. Targeted Implementation Schedule
  - a brief description of what each action is
  - targeting where the action will occur
  - identification of roles and who is responsible for the action
  - an estimate of cost and potential sources of funding for implementing the action
  - an estimate of when the implementation will occur within the 10-year timeframe
  - how the action will be measured
2. Implementation Programs
  - Plan Administration and Coordination
    - Decision-making and Staffing; Collaboration with other Units of Government; Funding; Work Plan; Assessment and Evaluation; Plan Amendments; Formal Agreements
  - Plan Implementation Programs
    - Incentive Programs; Capital Improvements; Operation and Maintenance; Regulation and Enforcement; Data Collection and Monitoring; Information, Outreach and Education Programs

Task 4B: Facilitation of meetings with committees, workgroups and the public that are needed to accomplish Task 4A

- 1 meeting or conference call with Planning Work Group to review information prior to presentation to Policy and Advisory Committees
- 1 joint meeting 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 Root River Watershed Management Plan and Submit for Local and Public Review

**Anticipated Start Date: September 1, 2015**

**Anticipated End Date: March 1, 2016**

Task 5A: The plan document will contain the following required elements, (refer to BWSR's online document dated 9/23/14, *One Watershed, One Plan, Plan Contents for Pilot Watersheds*)

**Completed by October 31, 2015:**

1. Executive Summary: a condensed and concise summary of the contents of the overall plan.
2. Analysis and Prioritization of Issues: summary of the process planning partners used to reach understanding of and agreement of the watershed 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: the plan will have a targeted implementation schedule for achieving the goals that: describes each action, the location, roles and responsibilities, estimated costs and timelines and how the actions will be measured.
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, workgroups and the public that are needed to accomplish Task 5B

- 1 meeting or conference call with Planning Work Group to review information prior to presentation to Policy and Advisory Committees

- 1-2 meetings with Policy Committee and Planning Work Group to review summary of comments, prepare a formal response and to plan and prepare for public hearings
- 1-4 Public Hearing(s) completed between **February 15 and March 1, 2016**

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

**Anticipated Start Date: March 1, 2016**

**Anticipated End Date: April 1, 2016**

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

- 1 meeting with Planning Work Group to develop responses to comments from Public Hearing(s)

### Anticipated Schedule to Accomplish Requested Services

Activity	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	July 15	Aug 15	Sep 15	Oct 15	Nov 15	Dec 15	Jan 16	Feb 16	Mar 16	Apr 16
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	X	X								
Implement Schedule			X	X	X	X	X	X	X							
Draft Plan Document									X	X	X					
Formal Reviews												X	X			
Public Hearings														X	X	
Final Plan Document																X