

Sample publication for watershed planning services / projects

The **City/ County of** is requesting proposals for watershed planning services to assist with a watershed **planning / construction** program receiving Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

The **City/County** has **received/ is applying for** funds to develop and implement a comprehensive watershed management planning program for the **XXXXXXX Watershed Management Authority** (WMA).

The selected contractor will work with the **city /county** to ensure compliance with CDBG program requirements. Activities will include but are not limited to Task 1 – Statement of Work, Task 2 – Regular Status Updates and Task 3 – Final Watershed Management Plan and final Narrative Report. A full description of the work specifications are available at **City Hall/County Building** at **insert full address**.

Proposals to the **city/county** should include the following minimum information:

- Experience with IEDA's Watershed Management Planning CDBG program
- Description of past watershed management planning services that describes examples of experience and expertise necessary for this work
- Description of organizational capacity (and sub-consulting staff) to complete all necessary planning service activities
- Qualifications and experience of staff anticipated to be assigned work for this project, including total hours and percent of time committed to the project; hourly rate of each person assigned work for this project.
- References from previous clients of related work within the past five years
- Evidence of ability to work within tight time constraints and the earliest date available to assume these duties
- Cost of services

Proposals must be submitted no later than **date/time**. Proposals should be submitted to **name/address**.

Questions regarding this request for proposals should be directed to **name/contact number/contact email**.

Sample RFP for watershed planning / construction projects

The **City/ County of** is requesting proposals for watershed planning services to assist with a comprehensive watershed **planning / construction** program receiving Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

The **City/County** has **received/ is applying for** funds to develop and implement a comprehensive watershed management planning program for the **XXXXXXX Watershed Management Authority** (WMA).

The selected contractor will work with the **city /county** to ensure compliance with CDBG program requirements.

The following outlines work specifications and the request for proposals:

I. Scope of Work: The scopes of services that the consultant must be prepared and qualified to provide are as follows: **(City/county should edit activities below as necessary)**

- a. Attend watershed management planning kick-off meeting and develop realistic schedule for plan development and completion within allotted budget.
- b. Assist with the development and implementation of public outreach strategies.
- c. Develop a comprehensive watershed management plan for the **Watershed Name** that follows the EPA watershed planning process, described in Figure 1 below. The watershed management plan should include, at a minimum, the following components:
 - i. Executive Summary
 - ii. Watershed Characteristics: Conduct a land and water resource inventory that includes, at a minimum, the following components: land use, climate patterns, HUC-12 watersheds, impaired waters (Iowa 303d/305(b) listed waterbodies), soils, topography, floodplain areas, critical infrastructure, recreational information, fish and wildlife habitat, and flood vulnerability and inundation maps for the **x, x, x,** and 100-year floods.
 - iii. Assessment of Issues / Problem Statement: Perform a watershed resource assessment that includes analysis of, at the minimum, the following resource concerns: flooding, water quality conditions, pollutant loads, soil loss and sediment delivery, floodplains, wetlands, source water, land use management, public education, and social dynamics. Identify and prioritize areas of concern within the watershed that should be targeted for practice implementation. A hydrologic assessment of the watershed will be performed by the University of Iowa, and should also be integrated into the watershed plan.
 - iv. Goals, Objectives, & Actions: Develop plans for addressing the concerns identified in the assessment phase, with input from the WMA and watershed community. Identify goals, measurable objectives, and specific action steps. Action steps should include specific flood mitigation and water quality improvement practices that will be targeted to high priority areas of concern in the watershed.
 - v. Implementation Schedule: Develop an implementation plan for achieving the identified goals, objectives, and action steps that includes a timeline, milestone targets, responsible parties, and all associated costs. Identify a prioritized schedule for addressing areas of concern in the watershed.

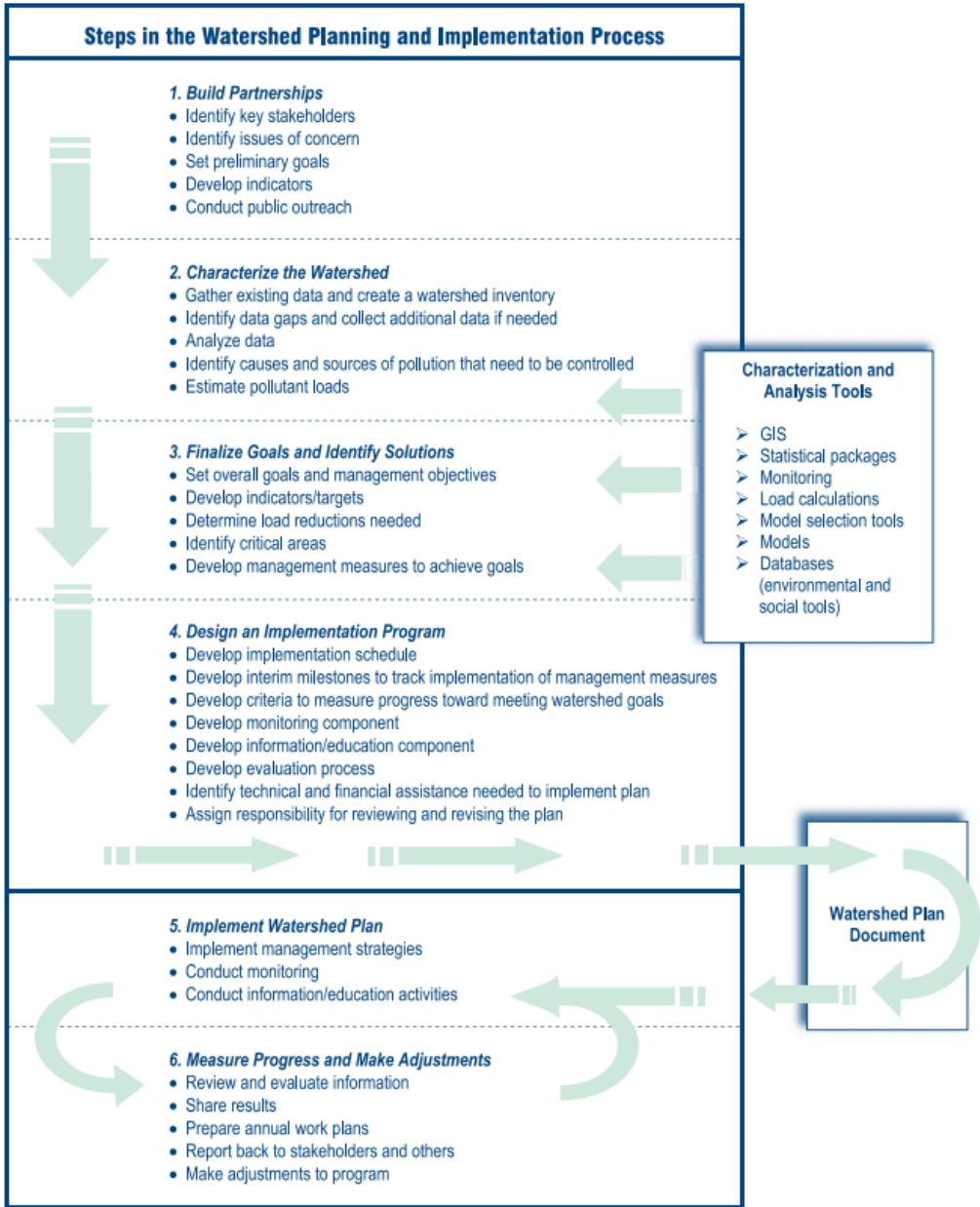


Figure 2-1. Steps in the Watershed Planning Process

- d. Advertise/publish/conduct (per CDBG requirements) **several** public meeting discussions on the above inventory and assessment.
- e. Lead **several** Watershed Management Authority (WMA) strategic planning sessions to help identify watershed management goals and policies.
- f. Develop and finalize watershed management plan goals, objectives, actions, priorities and policies.
- g. Prepare and deliver draft and final professionally designed watershed management plan reports and accompanying PowerPoint presentation.
- i. Provide for and incorporate feedback from the public and the WMA on the draft watershed management plan into the final watershed management plan.
- h. Develop watershed management plan final review process, formal adoption strategy and subsequent action plan for the WMA Board to consider.
- j. Provide to the county and its HUD National Disaster Resilience Competition Community Development Block Grant administrator written quarterly status updates to forward to the IEDA and its CDBG Disaster Resilience Competition partners.
- k. Provide information on expenditures for IEDA reports / draws as necessary.
- l. Manage dispute resolution as outlined in the **city/county** program administrative plan.
- m. Retain records for 5 years past the date IEDA closes CDBG agreement with HUD

II. Statement of Qualifications. Proposals to the **city/county** should include the following minimum information:

- Experience with IEDA's Watershed Management Planning CDBG program
- Description of past watershed management planning services that describes examples of experience and expertise necessary for this work
- Description of organizational capacity (and sub-consulting staff) to complete all necessary planning service activities
- Qualifications and experience of staff anticipated to be assigned work for this project, including total hours and percent of time committed to the project; hourly rate of each person assigned work for this project.
- References from previous clients of related work within the past five years
- Evidence of ability to work within tight time constraints and the earliest date available to assume these duties

III. Proposed cost of services. Proposals to the **city/county** should include the proposed cost to accomplish all scope of work for activities outlined above.

IV. Evaluation criteria. The **city /county** will evaluate and rank proposals received according to the following criteria regarding watershed management planning:

	<u>Maximum</u>
Previous work performance / expertise:	30 points
Capacity to complete scope of work:	20 points
References from previous clients of related work:	10 points
Evidence of ability to work within tight time constraints:	10 points
Proposed cost:	20 points

Experience with the state's CDBG program: 10 points
Total: 100 points

- V. **Deadline for submission.** Proposals must be submitted no later than date/time. Proposals should be submitted to name/address. Questions regarding this request for proposals should be directed to name/contact number/contact email.

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