**TEMPLATE Request for Qualifications for**

**One Watershed, One Plan Consulting Services**

The following example Request for Qualifications (RFQ) is provided as a starting point for meeting the One Watershed, One Plan requirement to have a clearly outlined decision-making process incorporated into the formal agreement and/or bylaws between participating local units of government. Please note:

* This is an example RFQ. A One Watershed, One Plan Partnership (Partnership) may choose to develop its own RFQ or Request for Proposal document.
* This is an RFQ for services. State law allows selection for professional services based solely on qualifications and not price.
* Where possible, directive text in bold red font is provided to indicate where information should be considered and entered.
* Assistance from the legal counsel of the participating organization is recommended in the development of agreements and contractual terms.

**Additional Instructions for the Partnership**

1. A Project Manager must be identified from the Partnership for the RFQ.

For items 2 and 6 of the [General Parameters](#_General_Parameters) section of this RFQ, the Partnership will need to make a decision on facilitation and modeling and modify these items, and the Understanding section, accordingly.

For item 3 of the [General Parameters](#_General_Parameters) section of this RFQ, be sure to include a copy of the *Plan Development Work Plan* which is a subset of the *Grant Work Plan*.

1. As stated in item 7 of the [General Parameters](#_General_Parameters) section of this RFQ, include a copy of the Partnership’s contract document and any terms and conditions with the RFQ. This contract should be developed with legal counsel assistance; BWSR is not providing a contract template.
2. As stated in item 5 of the [General Parameters](#_General_Parameters) section of this RFQ, be sure to attach a list of relevant local plans and documents to be used in plan development.
3. The successful consultant will be required to submit a detailed work plan and budget within the time frame of notice of selection. The Consultant should include services in a work plan and budget. The Partnership will need to provide a specific number of meetings that are essential to execution of the *Plan Development Work Plan*. Consultant should provide a cost per meeting, which will include preparation, attendance, meeting notes (unless these are kept by partnership), travel, etc.

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**REQUEST FOR QUALIFICATIONS**

# **Overview**

The **Partnership Name** One Watershed, One Plan Partnership (Partnership) wishes to enter into an agreement with a consulting firm for development of a ten-year One Watershed, One Plan (Plan), also known as a comprehensive watershed management plan, in accordance with [Minnesota Statutes § 103B.801](https://www.revisor.mn.gov/statutes/?id=103B.801). The Partnership includes the counties and soil and water conservation districts of **Counties/Districts** along with the **WDs** Watershed District(s).

The selected consulting firm (Consultant) will be working with local units of government, state agencies, citizens, and citizen-led organizations. The Consultant must be highly skilled in project management; gathering citizen input; GIS mapping and analysis; compiling existing plan information; organizing plan information; the use and interpretation of hydrologic, hydraulic and water quality modeling results; land use controls; resource planning; watershed restoration; flood damage reduction; water quality; best management practices; capital improvements programs; facilitation; technical writing and documenting source information. The successful Consultant will deliver a Plan that and provides the following:

Demonstrates that the Partnership and Consultant listened to input and credibly responded in the Plan development process;

Prioritizes the resources that will be targeted and describes what the Partnership will accomplish in terms of goals and responsibilities;

Shows the mapped locations of both restoration and protection resources;

Identifies the components of the Partnership’s implementation program consistent with the Plan Content Requirements for One Watershed, One Plan and demonstrates that the Plan is focused on the prioritized resources;

Identifies the general number of projects and programs that are needed to achieve the measurable goals established by the Partnership;

Allows for the identification and tracking of the measurable goals (numeric);

Provides quantification of the benefits of the implementation program, including proposed projects; and

Provides an estimate of total project and program costs.

[Minnesota Statutes § 103B.801](https://www.revisor.mn.gov/statutes/?id=103B.801), Subdivision 4, lists areas that the Partnership will consider and discuss as part of the watershed plan development process. These issue areas include:

* Surface water and ground water quality protection, restoration, and improvement, including prevention of erosion and soil transport into surface waters.
* Restoration, protection, and improvement of surface water and groundwater storage and retention systems.
* Promotion of groundwater recharge.
* Flood damage reduction, especially to minimize future public expenditures needed to correct flooding problems.
* Wetland enhancement, restoration, and establishment.
* Shoreland and riparian zone management and buffers.
* Protection and enhancement of fish and wildlife habitat and water recreational facilities.

However, our local water planning process is not limited to these issues. Broad issue areas that may also be identified for inclusion in the watershed planning process include:

* Soil health
* Altered hydrology
* Maintenance of core services; understanding of local capacity
* Water supply (protect, provide, and conserve)
* Drinking water supply
* Drainage system management
* Wastewater management
* Drought mitigation
* Education, outreach, and civic engagement
* Contaminants of emerging concern
* Emerging issues (e.g. land cover, climate change, etc.)
* Resiliency and risk management
* Invasive species management

The list above is not all-inclusive. Any land and water related issue could be part of the Plan. Further, issues may also include addressing administrative priorities (e.g., establishment of uniform local policies and controls in the watershed) or fiscal challenges (e.g., minimizing public capital expenditures in resolving problems in areas such as flood control or water quality protection).

An underlying theme within these requirements is the intent for the watershed-based plan to be succinct, with a thorough and science-based process used in development, and an emphasis in the resulting Plan on the implementation schedule and implementation programs. For example, the information found in a Land and Water Resources Inventory is extremely valuable to the planning process and ultimate implementation of the actions in the Plan; however, the majority of this information will be incorporated into the final Plan document by reference.

Finally, for this planning process, the successful Consultant will have demonstrated experience in the use and interpretation of GIS-based habitat evaluation models, hydrologic and hydraulic models, and water quality models. Preference will be given to the use of nonproprietary, publicly developed models. The tools utilized in developing a capital improvements program must be able to demonstrate prioritized, targeted, and measurable outcomes.

# **Understanding**

This project is a comprehensive watershed management planning process, supported by the Minnesota Board of Water and Soil Resources (BWSR) and taking place in the **Watershed Name** Watershed as delineated in the attached Partnership Boundary Map*.* The Consultant hired for plan writing services will be responsible for compiling available information as well as data generated by the Partnership’s Planning Work Group and in the Partnership’s Advisory and Policy Committee meetings, drafting a comprehensive watershed management plan, and editing that plan based on input from the Partnership’s Advisory and Policy Committees into the final product to be submitted to BWSR for approval. The contracted plan writer will participate in a set number of meetings with the Watershed Policy and Advisory Committees. Meeting facilitation throughout the process will be led by **Facilitator Name**. Information generated at the meetings will form the basis from which the Advisory and Policy Committees will create the Plan content, and the selected plan writing Consultant will be responsible for drafting a plan containing all required content. The selected Consultant will follow the requirements of [Minnesota Statutes §103B.801](https://www.revisor.mn.gov/statutes/?id=103B.801) and the Plan Content Requirements for One Watershed, One Plan, April 2016, which can be found at: <http://www.bwsr.state.mn.us/planning/1W1P/index.html>.

# **General Parameters**

1. This is a qualifications-based selection. A final scope, schedule, and budget will be negotiated with the successful Consultant. Only one Consultant will be selected to provide all services requested. The Consultant will be required to enter into a contract (see #8 below) with the **Partnership Name** Partnership.
2. Plan writing services will be provided by the Consultant. Facilitation services will be provided by **Facilitator Name**. Modeling services will be provided by **Name of Modeling Services Provider** the SWCD and/or selected Consultant.
3. The *Plan Development Work Plan (attached and linked)*, outlines the task, lead, and the timeframe for task completion. It is anticipated that the Consultant hired will start at Task **Starting Task Number from BWSR Work Plan** ending at Task **Ending Task Number from BWSR Work Plan** of the Work Plan.
4. The final Plan will be outcome based. The Consultant will work with the Partnership to 1) identify specific project locations; 2) provide an analysis of project load reduction benefits at multiple locations that have been identified as resource concerns; 3) develop estimated costs for the implementation of the practices; and 4) provide a comparison of the proposed reductions to measurable goals.
5. The selected Consultant is responsible for aggregating, evaluating, and mapping existing watershed data, including interpretation of the results from watershed models that have been completed. A list of existing plans that are to be incorporated into the Plan is provided (see attached). While this list is long, it may not be inclusive of all of the plans that are available.
6. The estimated number of meetings which the Consultant will need to attend is **Number of Meetings**. The final number of meetings and the specific role (preparation of agendas, maps, figures, meeting notes, technical facilitation) of the Consultant will be set during negotiation of a scope, schedule, and budget with the successful Consultant. The meetings to be attended may include:
	1. Advisory Committee meetings (lead)
	2. Public meetings (lead)
	3. Policy Committee meetings (support)
7. The draft and final plans will be developed within the parameters outlined in the One Watershed, One Plan Operating Procedures and Plan Content Requirements, found at: [www.bwsr.state.mn.us/planning/1W1P/index.html](http://www.bwsr.state.mn.us/planning/1W1P/index.html).
8. The Partnership’s contracting forms and documents have been attached for your review and reference. Please provide any exceptions to our required contracting provisions with your qualifications statement.

# **Request for Qualifications (RFQ) Schedule**

Publication of Request for Qualifications

Responses Due (allow 3 weeks)

Review of Qualifications (1 Week)

Optional Step: Interview of Project Manager from the three (3) highest rated firms (2 weeks)

Notification of Selection (1 day)

Negotiation of Final Scope/Schedule/Budget (2 weeks)

Contract Signature and Notice to Proceed (1 week)

# **Responses Due**

Interested parties should submit **Number of Copies** hardcopies and email one (1) electronic copy to **Name of Partnership Project Manager**, Partnership Project Manager at:

 **NAME**, **TITLE**

 **ADDRESS**

 **EMAIL ADDRESS**

 **PHONE**

Submittals are due by **Submittal Due Date** no later than 5:00 PM CDT. All electronic submittals must be in a .docx or .pdf format.

# **Submission Questions and Clarifications**

You may contact **Name of Contact for Questions** at **Email Address for Questions** or **Phone Number for Questions** if you have any questions or require clarification on any topics in this RFQ. All questions are due by **Deadline for Questions**.

# **RFQ Submittal Format**

The maximum page length for the Qualifications submittal, excluding resumes and project write-ups, is 30 pages. The cover letter will not exceed one (1) page. The suggested table of contents is:

 Cover Letter

 Table of Contents

 Project Understanding

 Approach to Scope of Work

 Approach to Project Management

 Team Organizational Chart

 Assigned Personnel and Role

 Relevant Project Experience

 Earned Value Management System/Tracking

 Program for Quality

 QA/QC Plan

 Client Testimonials

 Exceptions to Contract Terms

 Appendices

 Resumes (2 pages for project manager, 1 page/person for all other staff)

 Relevant Projects (up to 10, 1 page per project, include reference name, phone number)

# **Proposal Format**

Font: minimum size is 11 point

Margins: 1-inch page margins

Page Limit: 30 pages; one side of an 8 1/2” x 11” piece of paper equals one page

Schedule: 1 - 11” x 17” - one side equals one page

The **Partnership Name** Partnership reserves the right to disqualify any proposals/proposers that do not follow the content and format as described above.

**Scope of Services**: Describe how service will be provided. Include a detailed listing and description of tasks, assigned staff, assumptions, and deliverables. Please add tasks that may be necessary based on your experience with other similar planning processes.

**Role of Staff**: Identify the assigned staff, their background and experience, and their roles and responsibilities for the project. The Consultant will not change project staff assigned to this project without prior, written approval by the **Partnership Name** Partnership.

**Experience and Capacity**: Demonstrate your firm’s ability to provide the required services. 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.

# **Selection of Consultant**

The **Partnership Name** Partnership intends to negotiate a final scope, schedule, and budget with the highest rated Consultant. The **Partnership Name** Partnership reserves the right to negotiate a final scope, schedule, and budget with the next highest rated firm if we are unable to reach agreement with the first firm.

# **Disclaimer**

The **Partnership Name** Partnership retains the right to modify or cancel this solicitation at its own discretion. This RFQ in no way obligates the **Partnership Name** Partnership into entering a contract. Proposers are responsible for all of their own costs for preparing a response to this RFQ document.