

# Zumbro River

## One Watershed, One Plan

**Meeting agenda:** Zumbro One Watershed, One Plan Policy Committee Meeting

2/14/2019

**Start time:** 9:00 AM    **End time:** 12:00 PM

**Location:** People's Energy Cooperative Conference Center, 1775 Lake Shady Avenue South Oronoco, MN 55960

### Agenda

Topic	Purpose	Time
<b>Introduction to the Zumbro River One Watershed, One Plan (9:00 AM – 10:10 AM)</b>		
1. Welcome & Introductions ( <i>Olmsted SWCD</i> )		5 min
2. Appoint Temporary Chair & Approve Agenda		5 min
3. Introduction to the Zumbro River One Watershed, One Plan <ul style="list-style-type: none"> <li>Overview of the One Watershed, One Plan program (<i>Adam Beilke, BWSR</i>) <ul style="list-style-type: none"> <li>History/Purpose</li> <li>How it works (Policy committee roles and functions)</li> </ul> </li> <li>Work Plan and Anticipated Schedule (<i>Caitlin Brady/Skip Langer, Olmsted SWCD</i>)</li> </ul>	Inform	30 min
4. What's in Our Watershed? ( <i>Local County &amp; SWCD Staff</i> )	Inform	30 min
<b>BREAK</b>		10 min
<b>Policy Committee Action (10:20 AM – 12:00 PM)</b>		
5. Open Nominations to elect Chair, Vice Chair and Secretary Positions	Action	15 min
6. Adoption of Bylaws	Action	15 min
7. Approve Process for Consultant Selection/Request for Proposals	Action	20 min
8. Approve Contract with Southeast MN Water Resources Board	Action	15 min

9. Establish Policy Committee Meeting Schedule (2 <sup>nd</sup> Thursday of the month as needed)	Discuss	15 min
10. Establish an Advisory Committee	Inform & Discuss	20 min
11. Adjourn		12:00



## One Watershed, One Plan

# Guidance for Committees and Getting Ready to Plan

*Supporting information for Section IV.A of the 1W1P Operating Procedures*

The [One Watershed, One Plan Operating Procedures](#) require that planning partnerships (groups of local governments who have come together to write a Comprehensive Watershed Management Plan through the One Watershed, One Plan program) establish a policy committee and an advisory committee. Partnerships may also establish a steering team (a.k.a. planning work group). This document provides more information about the nature and function of the various One Watershed, One Plan committees/teams/groups and provides suggestions and considerations for partnerships as they begin working together.

A significant learning from partnerships that have been through or are currently in the One Watershed, One Plan process is the importance of communication and preparation. Some overarching principles and processes apply to work with planning groups:

- Establish a schedule with meeting dates and milestones
- Provide meeting agendas and materials in advance, with sufficient time for attendees to prepare
- Clearly establish meeting objectives and action items in meeting agendas
- Take meeting notes that accurately reflect discussion points, decisions made, and follow-up actions including responsible parties and deadlines
- Keep meeting records and materials organized
- Appoint chairs for the steering team (planning work group) and for the Advisory Committee (can be rotating)
- Create a shared understanding / expectations about what processes your group(s) will use for gathering input and making decisions

## Steering Team

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The steering team (known in earlier 1W1P efforts as the planning work group) consists primarily of local government staff and should include the planning consultant(s) (when hired, if applicable) and the main contact from the Board of Water and Soil Resources (BWSR). The steering team is responsible for logistical organization (not policy) of the planning process and associated meetings (e.g., setting agendas and coordinating meeting logistics). This team (rather than a single water planner or project manager) may also distill feedback from the Advisory and Policy Committees and provide specific direction to the plan writer.

In the pre-planning phase, this team should include at least one representative from each local government. During this time, the team will develop the grant work plan, memorandum of agreement, processes for selecting consultants, and any other actions associated with getting ready to plan.

The plan development process starts after the grant agreement has been executed. During the planning phase the overall composition of the steering team, as well as meeting frequency and format, will vary depending on the planning approach (e.g. how many LGUs are directly involved with carrying out work plan tasks and how fully the steering team is integrated into the Advisory Committee). Staff from some local governments may choose to opt out of the steering team as the process starts moving forward and the consultant becomes more involved.

The steering team is generally responsible for logistical organization (not policy or plan development) of the planning process and associated meetings.

## Advisory Committee

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The purpose of an advisory committee is to **make recommendations** on the plan to the Policy Committee. The bulk of input in the development of the plan will come from this group. Similar to the current county water planning process, the Advisory Committee is the original forum for vetting ideas and providing feedback on the plan to the plan writer. The Advisory Committee **must** include staff representatives from each local government in the partnership and state water agencies (including the Metropolitan Council for watersheds that are part of the seven county metro area). The Advisory Committee **should** include representatives from other groups such as (but not limited to): county highway and zoning staff, cities, local non-profit groups organized around water, tribal governments, drainage authorities, lake or river associations, citizen-based environmental groups, sporting organizations, and farm organizations/agricultural groups. Depending on size and scope, more than one advisory committee (or a subcommittee structure) may be appropriate.

Regularly scheduled meetings (approximately monthly) maintain the momentum of the project, keeping members engaged in the planning process. Advisory Committee members can anticipate approximately eight to twelve meetings throughout plan development, depending on committee structure(s) and other factors, with the potential for more total meetings if subcommittees are used or multiple meetings are held in different watershed locations.

The potential size of the Advisory Committee can be a challenge. In order to get enough meaningful stakeholder input, you may want to consider holding separate citizen and technical advisory committees, using creative meeting formats to gather input (e.g. world café), or engaging existing local government committees outside of the Advisory Committee (e.g. county water plan task force). This latter solution requires additional commitment from lead staff from each local government unit to engage their local committees at appropriate times.

## Policy Committee

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The Policy Committee consists of one Board member from each local water planning authority (County, SWCD, and Watershed District or Watershed Management Organization) participating in the partnership, which is formalized through the partnership's Memorandum of Agreement or other formal agreement. The purpose of this group is to review recommendations of the Advisory Committee and **make final decisions** about the content of the plan and its submittal. Members are also responsible for representing their respective local government in the development of the plan and to report back to their respective boards about the progress and direction of the plan.

Bringing the policy committee - a new group without established relationships – together for the first time and asking them to appoint a chair and make decisions could be tricky. The policy committee may wish to consider holding their first meeting as an informal gathering where they can get to one another, learn about the different

organizations involved in plan development, ask questions about the planning process, and begin hearing about the watershed's characteristics and the available science.

Policy Committee members can be invited to Advisory Committee meetings and should be encouraged to do so, as long as their role as a policy member is made clear.

## Best Practices for Committee and Team Work

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- Provide a **three-ring binder** with background materials and for storing meeting information for all participants.
- Hold **weekly conference calls or web meetings with the steering team** (generally lead staff and project consultants) to report on progress and keep on task.
- Consider using **web-based collaboration tools** that allow for document sharing with project team and Advisory Committee (e.g. Google Docs, Dropbox, SharePoint)
- Have **respectful and open communication** and be thoughtful of input provided by others.
- It is the responsibility of all the partners to **keep track of how project is progressing** relative to the budget and making changes when necessary.
- It is the responsibility of the project managers/coordinators (consultant and/or local lead) to be **very organized and makes sure everyone is comfortable** with the direction project is moving in. Disorganization (e.g. poor meeting preparation, not meeting deadlines, not being responsive, not keeping track of budget) of project coordinators is a red flag for both the grant work plan and the consultant contract.
- **Good facilitation skills** are critical to keeping Advisory Committee meetings focused and achieving the goals established for the meeting. BWSR may provide training and skill-building for planning work group members in facilitation and other best practices for effective partnerships.
- Don't be afraid to **speak up** if there are questions or concerns. The BWSR Board Conservationist is there to support the planning work group and help work through issues that arise during the process.

## Getting Ready to Plan

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The required steps for developing a comprehensive watershed management plan through the One Watershed, One Plan process are outlined in the [One Watershed, One Plan Operating Procedures](#). The following are some additional considerations for the pre-planning process outlined in section V.1.

- The steering team (planning work group) is established first in the planning process (prior to hiring a consultant). The Policy Committee should be established soon after the steering team starts meeting, during the development of the Memorandum of Agreement (MOA). The Policy Committee may wish to invite/appoint members of the Advisory Committee.
- If you are hiring a consultant, BWSR can provide a template Request for Qualifications and other project management resources.
- For pre-planning step 2, please refer to the "State Review Agencies Plan Routing List" on the BWSR website: [www.bwsr.state.mn.us/planning/1W1P/index.html](http://www.bwsr.state.mn.us/planning/1W1P/index.html).

- See Compiling a Land and Water Resources Inventory for ideas about sources of data and information to get you started on pre-planning step 3.
- The initial planning meeting (“kickoff meeting”) referenced in Step 4 is an important opportunity to notify the public about the planning process and start gathering feedback to inform the plan priorities. See Identifying and Prioritizing Resources and Issues for more information, and talk with your BWSR lead staff about how to make this meeting as effective and productive as possible.
- Anticipate approximately 8-13 meetings during the pre-planning phase:
  - Steering team: 3-6 meeting to prepare the MOA and work plan and hire consultant(s)
  - Policy Committee: 2-3 to get oriented, approve the work plan and discuss Advisory Committee membership
  - Advisory Committee: 1-2 to review/discuss data and plan the public kickoff meeting
  - Public kickoff meeting: 1



**DRAFT**



# One Watershed One Plan

## Bylaws of the Zumbro River Watershed One Watershed One Plan (1W1P) Policy Committee

### Partnership Members:

The counties of Dodge, Rice, Wabasha, Olmsted, and Goodhue (counties), by and through their respective County Board of Commissioners, and the Dodge, Rice, Wabasha, Olmsted, and Goodhue Soil and Water Conservation Districts (SWCDs), by and through their respective Soil and Water Conservation District Board of Supervisors, and The Bear Valley Watershed District, by and through the Board of Managers, and The City of Rochester, by and through the City Council.

ADOPTED: February 14, 2019

These bylaws establish rules governing the conduct of business by the Policy Committee of the Zumbro River Watershed 1W1P, hereafter referred to as POLICY COMMITTEE. Adopted on February 14, 2019.

#### **ARTICLE I: PURPOSE**

1. The purpose of the Policy Committee is recognizing the importance of partnerships to plan and implement protection and restoration efforts pertaining to the Zumbro River Watershed planning area.
2. The Policy Committee operates under a Memorandum of Agreement set forth between members of local units of government: Dodge County, Wabasha County, Rice County, Olmsted County, Goodhue County, Dodge County Soil and Water Conservation District, Rice County Soil and Water Conservation District, Wabasha County Soil and Water Conservation District, Olmsted County Soil and Water Conservation District, Goodhue County Soil and Water Conservation District, Bear Valley Watershed District, and the City of Rochester
3. The Policy Committee will facilitate the approval and adoption of the final Zumbro River Watershed 1W1P by their respective local government unit boards.

#### **ARTICLE II: MEMBERSHIP**

1. The membership of the Policy Committee shall be comprised of up to twelve (12) members; with membership composed of one (1) County Commissioner from each County, one (1) Soil and Water Conservation District Supervisor from each County, one (1) Manager from the Watershed District, and one (1) Administrator from the City of Rochester with the respective individual representatives designated by the board of each member local unit of government.
2. Members of the Policy Committee shall be appointed for a minimum of a one year term to run concurrently with each Policy Committee member's term on his/her respective board. Members may be reappointed by the respective board of that local unit of government.
3. Appointment to the Policy Committee shall be made until December 31, 2020, or until the Memorandum of Agreement is terminated.
4. An alternate member may also be appointed by the respective board of that local unit of government. Only in the absence of the delegate is the alternate given voting responsibilities.
5. A Policy Committee member's term continues until a successor is appointed and qualified. In the event a member of the Policy Committee resigns or is otherwise unable to complete his or her term on the Policy Committee, the Policy Committee will advise the appointing authority of the vacancy thus created as soon as practicable, and the vacancy will be filled according to the requirements of the respective local unit of government.
6. The Policy Committee shall not take action that may materially benefit the financial interest of a Policy Committee member, a member's family member or a member's close associate unless that interest first is disclosed for the record. The interested Policy Committee member may be present to answer



questions, but may not advocate for or vote on the action. If a Policy Committee member concludes that his or her interest does not create a conflict but that there may be an appearance of conflict, he or she shall disclose the interest for the record before participating in discussion or voting on an action.

### **ARTICLE III: OFFICERS**

1. The officers of the Policy Committee shall consist of a chairperson, vice chairperson, and a secretary elected by members of the Policy Committee at the first meeting on February 14<sup>th</sup>, 2019.
  - a. The chairperson shall:
    - i. Serve as chairperson for all meetings; and
    - ii. Sign and deliver in the name of the Zumbro River Watershed 1W1P any correspondence pertaining to the business of the Zumbro River Watershed 1W1P.
  - b. The vice chairperson shall:
    - i. Discharge the chairperson's duties in the event of the absence or disability of the chairperson.
  - c. The secretary shall (under the assistance of the Day-to-Day Contact: Olmsted County Soil and Water Conservation District):
    - i. Maintain records of the Policy Committee;
    - ii. Certify records and proceedings of the Policy Committee;
    - iii. Ensure that minutes of all Policy Committee meetings are recorded and made available in a timely manner to the Policy Committee, and, maintain a file of all approved minutes including corrections and changes;
    - iv. Provide for proper public notice of all meetings; and
    - v. The secretary may delegate a representative to record the minutes and perform other duties of the secretary. The elected secretary will sign the official minutes of all meetings following approval of the Policy Committee.
2. An officer will serve until replaced by the election of a successor. No Policy Committee member may hold more than one office at a time.
3. In the event an officer cannot complete his or her term of office, the Policy Committee shall immediately elect from among its members an individual who will complete the unexpired portion of the term. The individual designated to complete the unexpired term of another officer may not already be serving as an officer of the Policy Committee.
4. The Policy Committee will request the respective local unit of government member to replace their representative member after missing two (2) consecutive meetings without notice to the chairperson.

#### **ARTICLE IV: MEETINGS**

1. All meetings of the Policy Committee will comply with statutes and rules requiring open and public meetings.
2. The conduct of all meetings of the Policy Committee shall be generally governed by the most recent edition of Robert's Rules of Parliamentary Law.
3. A quorum of the Policy Committee shall consist of a simple majority of the members. A quorum shall consist of 50 percent plus one of the total membership (7 members).
4. All votes by Policy Committee members shall be made in person, and no member may appoint a proxy for any question coming before any meeting for a vote.
5. Notice of Policy Committee meetings and a proposed agenda shall be mailed or emailed to all Policy Committee members not less than five (5) days prior to the scheduled meeting date of the Policy Committee.
6. The minutes of any meeting shall be made available to all Policy Committee members prior to the next meeting.

#### **ARTICLE V – VOTING**

1. A motion or resolution shall be approved by a favorable vote of a simple majority of the members present providing enough members are present to make a quorum.
2. A supermajority vote of 75 percent of those members present will be required for final plan submittal to the Board of Water and Soil Resources or changes to these By-Laws or Memorandum of Agreement.

#### **ARTICLE VI – COMPENSATION**

1. Policy Committee members may be compensated for meetings and expenses incurred by the member local unit of government they represent, according to the policies of the local unit of government.
2. Policy Committee members may not be compensated for meeting time and expenses using funds granted by the State of Minnesota for the development of the Zumbro River Watershed 1W1P.

#### **ARTICLE VII – ADVISORY COMMITTEE, PLANNING WORKGROUP, AND SUBCOMMITTEES OF THE POLICY COMMITTEE**

1. The Policy Committee may appoint subcommittees for the purpose of assisting the Policy Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall be able to make motions for consideration or vote on matters put before the Policy Committee.

2. Advisory Committee: The purpose of the Advisory Committee is to routinely advise the Policy Committee on the content and development of the *One Watershed, One Plan*, on plan implementation, and on issues of policy and administration related to the plan.
  - a. The Advisory Committee shall include members of the Planning Workgroup, stakeholders and representatives from Minnesota's principal water management or plan review state agencies, which include the Board of Water and Soil Resources, Department of Agriculture, Department of Health, Department of Natural Resources, and Pollution Control Agency. Each agency will designate a lead contact person from its agency to participate on the Advisory Committee. Additional agency or other persons may participate as Advisory Committee members depending on the desire of the Policy Committee or the needs of the Advisory Committee.
  - b. The Advisory Committee may form subcommittees to increase effectiveness or to address specific topics or project areas. Each subcommittee shall report to the Advisory Committee.
3. The Planning Workgroup: The Planning Work Group shall formulate recommendations for consideration by the Policy Committee regarding logistical and process decision making in the plan development process, will advise the Policy Committee on the plan and its progress and on issues of policy and administration as related to the purpose, and will coordinate Policy Committee meetings.
  - a. The Planning Workgroup shall have one or more representatives from the member local government unit and include a BWSR Board Conservationist.
4. Subcommittees: The Policy Committee may appoint subcommittees to assist the Policy Committee in the performance of its duties. Except for a Policy Committee member appointed to a subcommittee, no other member of a subcommittee shall make motions for consideration to the Policy Committee or vote on matters put before the Policy Committee.

#### **ARTICLE VIII: MEETING LOCATION**

1. All regular meetings of the Policy Committee will be held at the People's Energy Cooperative Conference Center, 1775 Lake Shady Ave S, Oronoco MN 55960. The Policy Committee may, at its own discretion, change the location.
2. Planning Work Group meetings will be held at the Olmsted County Campus Building, 2122 Campus Drive SE Rochester MN 55904.

#### **ARTICLE IX: MISCELLANEOUS**

1. Portions of these bylaws may be suspended temporarily by a two-thirds (2/3's) majority vote of the Policy Committee members present.
2. Addition to, alteration, or repeal of any part of these bylaws by the Policy Committee may be made at any meeting, provided thirty (30) days written notice of the proposed change has been given to each

member of the Policy Committee, and, the proposed change is approved by a supermajority vote (75%) of the Policy Committee members present.

3. The Policy Committee's official records and requirements of the BWSR grant agreement shall be maintained by the Day-to-Day Contact – Olmsted County Soil and Water Conservation District *or subsequent designee (as agreed upon in the Memorandum of Agreement.)* The maintenance and disposition of these records shall be in accordance with applicable laws.
4. The Policy Committee's fiscal agent for the purposes and requirements of the BWSR grant agreement shall be maintained by the Goodhue County Soil and Water Conservation District *or subsequent designee (as agreed upon in the Memorandum of Agreement.)* The maintenance and disposition of these records shall be in accordance with applicable laws.
5. All expenses incurred by the Policy Committee or its subcommittees must have prior approval of the Policy Committee and have an invoice submitted itemizing expenses for Policy Committee approval at their next meeting. All claims must be submitted within thirty (30) days after the month in which they were incurred.
6. These bylaws are intended to be consistent with applicable provisions of Minnesota Statutes Chapters 103B, 103C, and 103D. In all cases of omission or error, those statutes will govern.

## ARTICLE X – CERTIFICATION

1. These By-laws were adopted by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays by the members of the Policy Committee on February 14<sup>th</sup>, 2019

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**SCOPE OF SERVICES FOR  
Zumbro One Watershed, One Plan  
Professional Services for Writing of Plan and Facilitation of Input**

## **1. INTRODUCTION**

- 1.1. The Zumbro River, One Watershed, One Plan (1W1P) (Partnership) is soliciting Request for Proposals (RFP) from qualified consultants to provide professional services for the writing and facilitation of input for the development of a ten-year comprehensive watershed management plan, in accordance with Minnesota Statutes 103B.801.

## **2. PROJECT OVERVIEW**

- 2.1. The Zumbro River watershed has been awarded a planning grant by the MN Board of Water and Soil Resources (BWSR) for the One Watershed, One Plan (1W1P) program. This program allows counties to transition from county-based water management planning to watershed-based planning. The planning area for the Zumbro River 1W1P also includes the Mississippi River Lake Pepin (MRLP) Watershed in Goodhue and Wabasha Counties (see attachment A) for a total drainage area of 1,058,967 acres. The Partnership which includes the counties and soil and water conservation districts (SWCDs) of Rice, Goodhue, Wabasha, Dodge and Olmsted, along with the Bear Valley Watershed District and the City of Rochester, have entered into a Memorandum of Agreement for the sole purpose of undertaking this planning process.

The selected consulting firm (Consultant) will be working with local units of government, state agencies, citizens and citizen-led organizations including the following:

*Policy Committee:* The Decision-making authority for the planning process. Composed of one County Commissioner and one SWCD Supervisor appointed from each of the counties in the watershed, a manager from the Bear Valley Watershed District, and an administrator from the City of Rochester.

*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.

*Planning Work Group:* Local governmental staff from the counties and SWCDs in the watershed will guide the planning process.

Olmsted County SWCD will serve as the day-to-day contact and Goodhue County SWCD will serve as the fiscal agent for the project. The final contract with the chosen Consultant will be executed with the Goodhue County SWCD.

The Consultant must be highly skilled in project management, gathering citizen input, GIS mapping and analysis, 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 improvement programs, facilitation, and technical writing.

### 3. PROJECT SCOPE OF SERVICES

- 3.1. The successful Consultant will fill the following areas of need in cooperation with the Partnership's Planning Work Group, Policy and Advisory Committees:
  - 3.1.1. Compiling available information as well as data generated by the Partnership's Planning Work Group, Advisory and Policy Committee meetings.
  - 3.1.2. Drafting a comprehensive watershed management plan, and editing the plan based on input received from the committees into the final product submitted to BWSR for approval.
  - 3.1.3. Aggregating, analyzing, and mapping watershed data, including the results from watershed models that have been completed. The use of modeling is required to assist in determining implementation strategies.
  - 3.1.4. Meeting facilitation and civic engagement needed at policy committee, advisory committee, planning work group and public meetings.
- 3.2. The selected Consultant will follow the requirements of Minnesota Statutes §103B.801 and the Plan Content Requirements for One Watershed, One Plan, Version 2.0 (March 2018), which is detailed here:  
[http://www.bwsr.state.mn.us/planning/1W1P/2.0\\_Plan\\_Content\\_Requirements.pdf](http://www.bwsr.state.mn.us/planning/1W1P/2.0_Plan_Content_Requirements.pdf)
- 3.3. Work tasks are outlined in *The Plan Development Work Plan* (Attachment B). The work plan outlines the tasks, lead entity, objectives, deliverables, and timeline important to successfully completing the project. Expected work tasks for the selected consultant begins with Task 1.4. Responders are encouraged to suggest refinements or additional task activities that will contribute to the success of the project.

### 4. PROJECT SCHEDULE

- 4.1. A pre-bid meeting has been scheduled to give Respondents the opportunity to ask questions regarding the scope of work. Please refer to the project's "Activities" tab on the website for details. An overview of Olmsted County's electronic bidding process will also be discussed. The meeting is highly recommended but is optional. Please note that any exchange of information that takes place during the pre-bid meeting must be formalized in order to be considered valid.
- 4.2. Review of Proposals: March 20th – 26th, 2019  
Notification of top ranked firms: March 26, 2019  
Presentations by top ranked firms: March 28th, 2019  
Policy Committee Decision: April 4th, 2019

### 5. TECHNICAL PROPOSAL

- 5.1. The technical proposal prepared in response to this RFP should reflect the Responder's approach to project management, quality assurance and coordination of project activities and progress with the Partnership. The proposal shall contain at a minimum the following information and shall be organized in the following manner:
  - 5.1.1. **Contact Information:** The name, address, and contact information of the firm submitting the RFP and identification of a parent company, if any;
  - 5.1.2. **Approach/Methodology:** Describe how service will be provided for the tasks outlined in the *Plan Development Work Plan*. Add additional tasks that may be necessary based on your experience with other similar planning processes.

- 5.1.3. Qualifications and Project Team:** Identify the office location, qualifications, and experience of the individual who would be designated as overall project manager as well as any other team members, partners or sub-contractors contributing to the project. Indicate measures to be taken to guarantee staff assigned in proposal will see the project through to completion and will not be substituted with other staff.
- 5.1.4. Experience and Capacity:** A discussion of the Respondent's experience and capacity. Demonstrate your firm's ability to provide the required services, including past experience in local comprehensive watershed Plan development.
- 5.1.5. Quality:** Provide information on your firm's approach to quality control. Provide examples of client satisfaction and testimonials on quality.
- 5.1.6. Proposal Format:** The response to items 5.1.1 through 5.1.5 in this list shall be limited to 30 numbered pages not counting the transmittal letter, table of contents or any title pages; resumes may be placed in an Appendix and will not be included in the page limit; summaries of projects illustrating similar work may also be placed in an Appendix and will not count towards the page limit, but should be limited to the no more than five recent and relevant projects.

## **6. COST PROPOSAL**

- 6.1.** The cost proposal prepared in response for this RFP shall contain the following:
  - 6.1.1.** A firm, not to exceed price for the complete scope of services tasks described in the Responder's Technical Proposal. Include a specific breakdown of labor and costs based upon the milestones and deliverables as described in the Technical Proposal.
  - 6.1.2.** An estimated, not to exceed price for reimbursable expenses. These expenses shall be reimbursed at the current IRS rates, and per diem amounts.
  - 6.1.3.** Rates that will be applied to the calculations of additional work if such work is authorized by the Goodhue County SWCD. Include hourly rates for each of the project team members as well as rates for the cost of reimbursable expenses.
  - 6.1.4.** The Consultant will be required to furnish all labor, materials, transportation, tools, supplies, equipment, insurance and any other items necessary for completing the work. All costs expected, including those of any sub-consultants, shall be included with the overall costs proposed by the consultant.
  - 6.1.5.** Consultant will provide all large format maps and documents that are not easily reproducible to be used for meetings and public display.
  - 6.1.6.** Consultants will provide up to 25 draft plans and up to 50 final plans, all color copies printed and bound. Consultant will also provide an electronic copy of the draft and final plans.
  - 6.1.7.** The Goodhue County SWCD, through its grant agreement with the Board of Water and Soil Resources, will cover the costs of renting meeting facilities and stakeholder notifications.



## 7. MODIFICATION OR WITHDRAWAL OF PROPOSALS

- 7.1. A proposal may not be withdrawn by the Responder for a period of one hundred twenty (120) days following the time and date designated for receipt of proposals and each Responder so agrees in submitting a proposal.

## 8. PROPOSAL EVALUATION

- 8.1. Phase 1 evaluation: Each proposal will be scored and ranked by the Partnership's Planning Work Group based on the following factors (weighting of each factor listed in parenthesis):

- 8.1.1. **Project Understanding**: Expressed understanding of the project, key objectives and associated risks. Understands watershed planning, prioritization, targeting, measuring and the 1W1P content requirements. Demonstrates the importance of civic engagement (20%);

- 8.1.2. **Project Approach**: Describes the role of Consultant and Partnership, provides an assessment of the proposed key milestones, provides timeline, deadlines and deliverables that align with the grant work plan and addresses time commitments for work tasks proposed for the project (40%);

- 8.1.3. **Project Management, Key Staff, and Experience**: Assessment of the proposed project team and/or firm for qualifications, experience with similar projects, quality assurance, appropriate resources allocated to the project, references (25%);

- 8.1.4. **Cost and Evaluation of Value of Services**: Assessment of the overall project cost estimate on a comparative basis to the other proposals (15%).

- 8.2. Phase 2 Evaluation: Presentations with top ranked Respondents will be held by the Planning Work Group on March 28<sup>th</sup>, 2019. It is important that the chosen Consultant have strong facilitation, communication and presentation skills to effectively work with members of the public, Advisory Committee, and Policy Committee throughout the planning process. In addition, the Consultant's work must be presented in forms that are interesting and accessible. The Consultant will be given 40 minutes to demonstrate these skills and introduce the team ultimately responsible for facilitating the planning process. The presentation will be followed by 20 minutes of questions from the Planning Work Group. Following the presentation process, the Planning Work Group will make a recommendation to the Policy Committee for their final approval in the selection process.

Final scoring and ranking following the presentations is as follows:

- |                  |     |
|------------------|-----|
| A. Written       | 35% |
| B. Cost proposal | 20% |
| C. Presentation  | 45% |

- 8.3. The Goodhue County SWCD reserves the right to award the contract to the Responder whose offer provides the overall greatest value. The award may not be determined by price alone.
- 8.4. Contract negotiations related to the scope of work may proceed following selection of the apparent successful proposal, if necessary. The content of this RFP and the successful Responder's proposal will become integral parts of the contract but may be modified by the

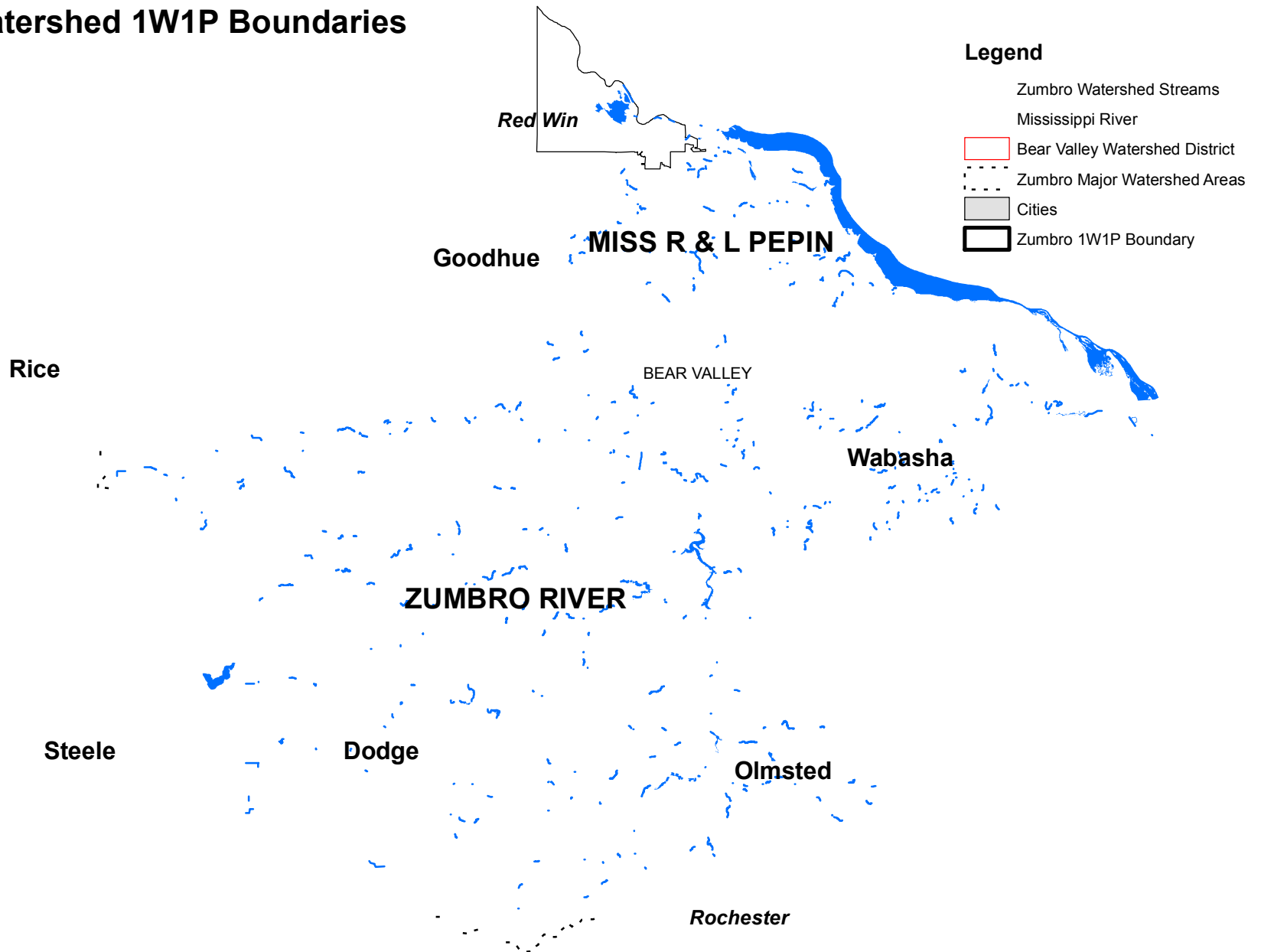
provisions of the contract. If a contract, for any reason, cannot be negotiated, another Responder may be selected.

- 8.5. A Dun and Bradstreet report may be requested and evaluated in order to determine Respondent's level of responsibility as it relates to financial stability and legal activity.

## **9. ATTACHMENT LISTING**

- 9.1. Attachment A – Map of Planning Area
- 9.2. Attachment B – Zumbro 1W1P Plan Development Work Plan and Anticipated Schedule

# Zumbro Watershed 1W1P Boundaries



Attachment A - Map of Planning Area

## Attachment B - Zumbro River One Watershed, One Plan Plan Development Work Plan & Schedule



### **Zumbro River Watershed Plan Development: Work Plan**

This work plan outlines tasks for developing a comprehensive watershed management plan through the Board of Water and Soil Resources' (BWSR) One Watershed, One Plan program. The work plan is designed to reflect the One Watershed, One Plan Operating Procedures and Plan Content Requirements. Suggested start dates may not be in sequential order due to the overlapping nature of the tasks.

This document, along with a budget and a timeline reflecting the work plan tasks, are required in order to receive a BWSR planning grant through the One Watershed, One Plan program.

**Grant Title:** 2019 Zumbro River Watershed One Watershed, One Plan Planning Grant

**Grant ID:** P19-3598

**Fiscal Agent/Grantee:** Goodhue SWCD - Beau Kennedy

**Administrative Lead (project coordinator):** Olmsted County – Caitlin Brady and Olmsted SWCD – Skip Langer

## Phase 1: Pre-Planning

### Task 1.1: Establish and Maintain Partnership

<b>1W1P Policy:</b>	Operating Procedures IV.A.1	
<b>Lead:</b>	Olmsted County/SWCD	
<b>Support:</b>	Planning Work Group, Consultant	
<b>Start Date:</b>	November 1 <sup>st</sup> , 2018 (Ongoing)	
<b>Completion Date:</b>	End of Planning process (Estimated July 2021)	
<b>Subtasks:</b>	.1	Establish planning work group (may occur prior to final grant agreement)
	.2	Draft memorandum of agreement for review by each participating organization in the partnership
	.3	Establish policy committee with approved by-laws
	.4	Establish advisory committee (done by policy committee)
	.5	Coordinate all committee meetings, including preparation and maintenance of distribution lists, preparation and distribution of meeting notices and agendas, publication of required legal notices, recording of meeting notes/minutes
<b>Objectives:</b>		Membership, roles, responsibilities, and expectations for participation in committee, team, or work group explicitly described
		Broad range of stakeholder participation to ensure an integrated approach to watershed management
		Meet goals and requirements identified in statute for public and stakeholder participation for existing local water plans
<b>Deliverables:</b>		For all committee/work group meetings, agendas distributed prior to the next meeting with a goal of distributing and posting within one week after the meeting.
		Consultant prepares project status report for planning work group meetings.

### Task 1.2: Develop work plan (applies to partnerships approved for a BWSR 1W1P planning grant)

<b>1W1P Policy:</b>	BWSR Grants Policy
<b>Lead:</b>	Olmsted County/SWCD
<b>Support:</b>	Planning Work Group
<b>Start Date:</b>	November 1 <sup>st</sup> , 2018

<b>Completion Date:</b>	December 31 <sup>st</sup> , 2018	
<b>Subtasks:</b>	.1	Fill out narrative work plan (this document), deciding who will lead on each step.
	.2	Adapt the BWSR-provided timeline spreadsheet to reflect start and completion dates for tasks, including details for subtasks
	.3	Adapt the BWSR-provided budget spreadsheet for the planning process. Check in with BWSR Board Conservationist on draft budget
	.4	Submit the documents from subtasks 1-3 to BWSR Board Conservationist for review and approval
	.5	Upload work plan documents in eLINK and populate eLINK work plan
<b>Objectives:</b>		Partners understand, discuss, and agree on the tasks, sequencing, approximate timing and budget for the planning process.
<b>Deliverables:</b>		A BWSR approved work plan including word document, excel documents, and eLINK work plan

### Task 1.3: Aggregate Watershed Information

<b>1W1P Policy:</b>	Operating Procedures IV.A.3	
<b>Lead:</b>	Consultant(s)	
<b>Support:</b>	Planning Work Group	
<b>Start Date:</b>	January 1 <sup>st</sup> , 2019	
<b>Completion Date:</b>	May 31 <sup>st</sup> , 2019	
<b>Subtasks:</b>	.1	Aggregate data, issues, goals, strategies, actions (e.g., existing local water plans, input received from review agencies, TMDL studies, WRAPS, and other local and agency plans)
	.2	Identify gaps in existing data
	.3	Complete an outline of what the plan will contain for use in public information/input process
<b>Objectives:</b>		Better watershed orientation, understanding, discussion, and prioritization (not intended to be exhaustive, but rather a compilation for the purposes of understanding current priorities and goals for the watershed)
<b>Deliverables:</b>		A document (e.g., narrative/table/spreadsheet) that summarizes issues, goals, strategies, actions, and clearly identifies gaps that is ready for review by <u>April 30<sup>th</sup>, 2019</u>

		An outline of plan contents for use in the public information/input process
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### Task 1.4: Notify Plan Review Authorities and Host Public Kickoff Meeting

<b>1W1P Policy:</b>	Operating Procedures IV.A.2 Operating Procedures IV.A.4	
<b>Lead:</b>	Olmsted County/SWCD	
<b>Support:</b>	Consultant(s), Planning Work Group, Policy Committee	
<b>Start Date:</b>	January 1 <sup>st</sup> , 2019	
<b>Completion Date:</b>	May 31 <sup>st</sup> , 2019	
<b>Subtasks:</b>	.1	Compile a list of review authorities/ stakeholders
	.2	Write and send a formal notification of intent to prepare a watershed plan, which includes an invitation to submit priority issues and concerns to be addressed in the plan, and establishes a 60-day comment period
	.3	Implement method(s) to obtain public input determined by the planning work group and approved by the policy committee (or its delegate) such as, but not limited to: web survey, workshops with specific interest groups, citizen surveys, public input meeting, etc. <i>(not required)</i>
	.4	Plan and carry out a public kickoff meeting, including publishing a meeting notice to meet the requirements of MN Statutes §103B.313, Subd. 3.
	.5	Record and post meeting minutes and compile input for use in plan development
<b>Objectives:</b>		Stakeholders are notified of the planning process and have an opportunity to provide input
<b>Deliverables:</b>		Planning work group compiles list of plan review authorities and stakeholders, formal notification sent.
		Consultant prepares materials for public kickoff meeting, facilitates and documents meeting.
		Stakeholder input gathered and compiled by consultant. <i>(Deliverables may include surveys, meetings, and other input gathering activities.)</i>

### Task 1.5: Hire Consultants (optional)

<b>1W1P Policy:</b>	No policy reference. This step is optional.
<b>Lead:</b>	Olmsted County/SWCD

<b>Support:</b>	Planning Work Group	
<b>Suggested Start Date:</b>	After work plan approved (and execution of grant agreement) – Tentative January, 2019	
<b>Completion Date:</b>	March 31 <sup>st</sup> , 2019	
<b>Subtasks:</b>	.1	Determine what planning tasks will be completed “in-house” by the partners and what tasks will be contracted to entities “outside” of the partners (e.g., facilitation, plan writing, technical analysis)
	.2	Develop a scope of services for each consultant
	.3	Develop and distribute RFQ/RFP/RFI content for professional consultant tasks; develop qualification rating method and process
	.4	Manage the process of reviewing and ranking consultant responses according to method. If needed, interview consultants based on ranking.
	.5	Select and negotiate contract with selected consultant(s). Policy committee approves consultant(s) prior to contract execution.
	.6	Goodhue county (fiscal agent) will execute the contract with consultant.
<b>Objectives:</b>	Consultant(s) selected to help the partnership develop the comprehensive watershed management plan	
<b>Deliverables:</b>	Request, selection process, negotiated contract, execute contract with selected consultant(s).	

## Phase 2: Draft Plan

### Task 2.1: Write the Land Water Resources Narrative

<b>1W1P Policy:</b>	Plan Content Requirements III.B	
<b>Lead:</b>	Consultant(s)	
<b>Support:</b>	Planning Work Group	
<b>Start Date:</b>	January 1 <sup>st</sup> , 2019	
<b>Completion Date:</b>	May 31 <sup>st</sup> , 2019	
<b>Subtasks:</b>	.1	Gather maps, inventories, and data about the watershed, including information from task 1.3
	.2	Use aggregated information to create the land and water resources narrative to better inform subsequent tasks
	.3	Create other materials (e.g., presentations, posters, story maps) to communicate the story of the watershed



<b>Outcomes:</b>		Better watershed orientation, understanding, discussion, and prioritization
<b>Deliverables:</b>		Consultant develops a draft land and water resources narrative in <u>early May 2019</u> for review by planning work group and policy committee.
		Other materials (e.g., presentations, posters, story maps) that summarize land and water information, to be shared with policy committee and/or at public information meetings, including the public kickoff meeting.

## Task 2.2: Identify and Prioritize Resources and Issues

<b>1W1P Policy</b>	Plan Content Requirements III.C	
<b>Lead:</b>	Consultant	
<b>Support:</b>	Planning Work Group, Advisory Committee, Policy Committee, Agency Staff	
<b>Start Date:</b>	May 1 <sup>st</sup> , 2019	
<b>Completion Date:</b>	November 30th, 2019	
<b>Subtasks:</b>	.1	Determine the process(es) that will be used to complete this step. Consultant facilitates process outlined in this step.
	.2	Review, aggregate and summarize issues from existing local plans, studies, and information; feedback received from initial notifications to the plan review authorities and stakeholders; and the initial planning meeting.
	.3	Identify and draft issue statements that reflect problems or opportunities to be prioritized
	.4	Create, apply, and document in plan the method(s) used to prioritize the identified issues. If the consultant implements a tool for issue identification and prioritization, it must be documented in the plan.
	.5	Manage policy committee agreement on the priority issues that will be addressed in the 10-year plan.
	.6	Identify priority subwatersheds where the priority issues will be addressed.
<b>Objectives:</b>		The planning partnership discusses and determines priorities to be addressed in the plan based on data and information as well as local values gathered through the initial input process.
<b>Deliverables:</b>		Consultant provides a draft list of agreed upon priority issues for the watershed for the ten-year timeframe of the plan.
		Consultant drafts map(s) of priority areas for focusing implementation during the ten-year timeframe of the plan.

		Consultant provides a draft plan chapter in <u>August 2019</u> for review by planning work group, advisory committee, and policy committee.
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### Task 2.3: Establish Measurable Goals

<b>1W1P Policy:</b>	Plan Content Requirements III.D	
<b>Lead:</b>	Consultant	
<b>Support:</b>	Planning Work Group, Advisory Committee, Policy Committee, Agency Staff	
<b>Start Date:</b>	July 1 <sup>st</sup> , 2019	
<b>Completion Date:</b>	March 31 <sup>st</sup> , 2020	
<b>Subtasks:</b>	.1	For each issue, describe the desired future condition (aka long term goal). This goal may not be achievable during the ten year time frame of the plan.
	.2	Determine what modeling approaches or tools will be used to estimate the progress that can be made toward the long term goal in the ten year plan period.
	.3	Select indicators that will be used to describe progress toward the long term goal (complete after task 2.4.1 – selection of implementation approaches – because some indicators may be outputs, not outcomes)
	.4	Apply the approach identified in 2.3.2 to calculate the measurable goal for the 10 year plan period (complete after task 2.4.4 – implementation schedule - because you can't know how far you can get until you estimate how much you will do)
<b>Objectives:</b>	The planning partnership establishes a shared understanding of a desired future and a realistic estimate of how much progress can be made in the 10-year timeframe of the plan	
<b>Deliverables</b>	Consultant develops a draft of clearly stated, measurable goals that describe a desired future condition and an estimate of the pace of progress that can be achieved by implementing the actions listed in the plan by <u>March 2020</u> for review by planning work group, advisory committee, and policy committee.	

### Task 2.4: Develop a Targeted Implementation Schedule

<b>1W1P Policy:</b>	Plan Content Requirements III.E
<b>Lead:</b>	Consultant
<b>Support:</b>	Planning Work Group, Advisory Committee, Policy Committee, Agency Staff

<b>Start Date:</b>	September 1 <sup>st</sup> , 2019	
<b>Completion Date:</b>	March 31 <sup>st</sup> , 2020	
<b>Subtasks:</b>	.1	Determine the types of actions that will be most cost effective and yield the greatest natural resource benefits given the priority issues for the plan.
	.2	Identify approach/es (model, tool etc.) that will be used to target implementation practices to the most important areas.
	.3	<u>Estimate</u> the amount of funding that will be available to the partnership based on current expenditures in the watershed and anticipated grants
	.4	Create an implementation schedule that describes local water management activities, assigns responsibilities, and identifies a timeframe for implementation over the 10-year plan period.
<b>Objectives:</b>	The planning partnership discusses the most appropriate, cost effective, multiple-benefit implementation actions to address the plan goals, estimates a realistic level of implementation based on anticipated future funds, and commits to contributing local resources (time, money, equipment, etc.) to implementing the plan.	
<b>Deliverables:</b>	Consultant develops a draft implementation schedule with targeted and measurable actions and capital improvements by <u>January 2020</u> for review by planning work group, advisory committee, and policy committee. Schedule includes a description of each action/project, location, responsibility, cost, schedule, potential funding sources of the action, and how the outcomes of the action will be measured.	

## Task 2.5: Describe Implementation Programs

<b>1W1P Policy:</b>	Plan Content Requirements III.F	
<b>Lead:</b>	Consultant	
<b>Support:</b>	Planning Work Group, Advisory Committee, Policy Committee, Agency Staff	
<b>Start Date:</b>	August 1 <sup>st</sup> , 2019	
<b>Completion Date:</b>	March 31 <sup>st</sup> , 2020	
<b>Subtasks:</b>	.1	Compile information about existing implementation programs from each partnership. Identify commonalities, gaps, and opportunities to collaborate.
	.2	Describe the various implementation programs (cost share, regulatory, capital improvements, operations, data collection,

		public participation) that will be needed to achieve the plan goals and carry out the actions described in the previous sections.
	.3	Describe who will carry out the programs and incorporate appropriate elements into the targeted implementation schedule if applicable. (partners may want to list new programs as part of the targeted implementation program, while ongoing programs being done by individual partners may not be priorities in for the watershed planning partnership).
<b>Objectives:</b>		The partnership thoughtfully discusses what kinds of programs will be most effective and appropriate for the watershed. Ideally, discussions result in a commitment to develop and carry out programs as a watershed partnership.
<b>Deliverables:</b>		Consultant develops a draft description of implementation programs that will be carried out through the partnership and/or its members by <u>February 2020</u> for review by the planning work group, advisory committee, and policy committee.

## Task 2.6: Determine Plan Administration and Coordination

<b>1W1P Policy:</b>	Plan Content Requirements III.G; Operating Procedures IV.B.3	
<b>Lead:</b>	Policy Committee, Olmsted County/SWCD	
<b>Support:</b>	Planning Work Group, MCIT/County Attorneys, Consultant	
<b>Start Date:</b>	August 1 <sup>st</sup> , 2019	
<b>Completion Date:</b>	May 31 <sup>st</sup> , 2020	
<b>Subtasks:</b>	.1	Introduce the concept of plan administration and coordination, including laying out a range of options for implementation agreements
	.2	Draft any required formal agreement documents (e.g. joint powers agreement), if necessary
	.3	Manage review of formal agreements by MCIT and/or local legal counsel
<b>Objectives:</b>		The planning partnership discusses and agrees to the most appropriate organizational structure to fit their needs and to implement the plan.
<b>Deliverables:</b>		Consultant/Olmsted staff prepares materials for and may also facilitate the discussions on plan administration and coordination.
		Consultant/Olmsted staff draft formal agreement documents, including identification of fiscal agent if appropriate and sub-

		agreements needed to carry out partnership programs described in the plan.
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## Task 2.7: Write Plan Final Review Draft

<b>1W1P Policy:</b>	Plan Content Requirements III.A Operating Procedures IV.B	
<b>Lead:</b>	Consultant	
<b>Support:</b>	All Stakeholders	
<b>Suggested Start Date:</b>	March 1 <sup>st</sup> , 2020	
<b>Completion Date:</b>	May 31 <sup>st</sup> , 2020	
<b>Subtasks:</b>	.1	Compile drafted sections of the plan; review drafts to ensure they meet all plan content requirements
	.2	Write an executive summary
	.3	Manage <i>internal</i> review among watershed partner entities, committee members (internal review may be continuous as plan sections are drafted.)
	.4	Prepare final draft for formal review
	.5	Manage policy committee approval of final draft for formal review
<b>Objectives:</b>		Planning partnership has the opportunity to view all draft sections of the plan together as one document and to have internal discussions about any unresolved items prior to the formal review process.
<b>Deliverables:</b>		Consultant prepares final plan draft for informal review by planning work group and advisory committee by <u>April 1, 2020</u> .
		Consultant prepares final plan draft for formal review by policy committee by <u>May 15, 2020</u> .

## Phase 3: Plan review and submission

### Task 3.1: Conduct Formal Review

<b>1W1P Policy:</b>	Operating Procedures IV. C
<b>Lead:</b>	Policy Committee, Olmsted County/SWCD
<b>Support:</b>	Consultant, Planning Work Group,
<b>Start Date:</b>	June 1 <sup>st</sup> , 2020
<b>Completion Date:</b>	September 30 <sup>th</sup> , 2020

<b>Subtasks:</b>	.1	Submit plan to plan review authorities for 60-day formal review; submit draft electronically ( <i>or</i> ) submit paper copies if requested; provide website copy of draft for review
	.2	Develop and provide process for (submittal and review of) stakeholder comments.
	.3	Write responses to comments received during 60-day review
	.4	Incorporate changes suggested during the comment period into the draft plan
	.5	Schedule one or more hearing date(s) and location(s); send notice(s) with agenda
	.6	Provide the responses to comment to BWSR, other state review agencies, and anyone who provided comments 10 days before the public hearing. BWSR will post the responses to comments on the BWSR website.
	.7	Policy committee members: Attend, conduct, and present plan and review comments summary at hearing
	.8	Post hearing minutes in a public location (e.g., web page)
<b>Objectives:</b>		Provide the opportunity for any stakeholders to review the draft plan and comment on the draft plan, in writing and in a public setting. Ideally, the advisory committee represented key stakeholders throughout the process so that formal comments on the plan do not result in the need to make major changes at this point in the process.
<b>Deliverables:</b>		Olmsted County/SWCD coordinates draft plan review by review authorities and/or local governments. Comments received and compiled. Comment summary and responses made available by Consultant as required.
		Plan review process administered as outlined in the memorandum of agreement as well as statute and rule.
		Consultant develops materials for the public hearing process and drafts responses to comments in coordination with planning work group.
		Meeting minutes documenting the public hearing produced by Olmsted Staff

### Task 3.2: Write Final Plan and Submit to BWSR

<b>1W1P Policy:</b>	Operating Procedures IV. C and D
<b>Lead:</b>	Consultant, Olmsted County/SWCD
<b>Support:</b>	Planning Work Group, Policy Committee
<b>Start Date:</b>	October 1 <sup>st</sup> , 2020

<b>Completion Date:</b>	February 28 <sup>th</sup> , 2021 [submittal: suggested 30-days after public hearing. BWSR has a maximum of 90 days to act from the final plan submittal date]	
<b>Subtasks:</b>	.1	Make final plan revisions
	.2	If required by the memorandum of agreement, support the approval of plan by each local government participant
	.3	Manage policy committee approval of final plan for BWSR review
	.4	Submit the final plan, revised responses to comments, and the changes incorporated as a result of the review process to BWSR
	.5	Attend and make presentations at BWSR regional committee, board meeting, and other meetings as required to support BWSR plan review
	.6	If needed, manage appeals and dispute of plan decision (following existing authorities and procedures of BWSR Board).
<b>Objectives:</b>		The input gathered during the plan review process results in improvements to the plan or dialogue explaining why input was not incorporated.
		The partnership has the opportunity to present their plan to the BWSR Board and make the case for approval of the plan.
<b>Deliverables:</b>		Final plan draft prepared by Consultant for final review and approval.
		Board approves or disapproves a plan based on determination of compliance with plan content and operating procedures.

### Task 3.3: Adopt Plan Locally

<b>1W1P Policy:</b>	Operating Procedures IV.E	
<b>Lead:</b>	Policy Committee [This activity is included for information purposes and may or may not be included as a funded task in the BWSR grant agreement.]	
<b>Support:</b>	Planning Work Group	
<b>Completion Date:</b>	June 28 <sup>th</sup> , 2021 [Within 120 days of BWSR approval]	
<b>Subtasks:</b>	.1	Support the final plan adoption by the local plan authority(ies) within 120 days of BWSR Board approval by presenting the plan to individual local governments and preparing resolutions and other materials necessary for the process
	.2	Send copies of resolutions to adopt the plan to BWSR in order to be eligible for grants for plan implementation
<b>Objectives:</b>		Local governments in the partnership signal their intent and commitment to implementing the plan by adopting it as their

		local plan for the part of their jurisdiction that lies in the planning boundary.
<b>Deliverables:</b>		Plan adopted for implementation by all participating local units of government

### Task 3.4: Grant Reporting

<b>1W1P Policy:</b>	One Watershed, One Plan Grants Policy (this task only applies to groups with planning grants)	
<b>Lead:</b>	Olmsted County/SWCD	
<b>Support:</b>	Goodhue SWCD	
<b>Completion Date:</b>	Annual: February 1 <sup>st</sup> (during grant) Post-grant: when plan is completed and grant agreement requirements are fulfilled	
<b>Subtasks:</b>	.1	Submit required grant reports in eLink
	.2	Prepare and submit audit as required by MOA
	.3	Provide periodic reports to policy committee
	.4	Submit final grant report in eLink and other formats as required
<b>Objectives:</b>	BWSR and local governments fulfill responsibilities associated with accountability for state funds, consistent with state grant policy, rule, and statute.	
<b>Deliverables:</b>	Documented progress towards work plan tasks; grant agreement requirements met	



Zumbro River Watershed One Watershed, One Plan Partnership Plan Development Timeline

					2018		2019											
Start Date	Duration	End Date	Task		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
				Pre-Planning														
11/1/2018			1.1	Establish and Maintain Partnership*	1,2,5		3	4										
11/1/2018	60	12/31/2018	1.2	Develop Grant Work Plan, Budget, and Timeline*	1,2,3	4,5												
1/1/2019	150	5/31/2019	1.3	Aggregate Watershed Information			1	2		3								
1/1/2019	119	5/31/2019	1.4	Notify plan review authorities and host public kickoff meeting			1,2		3	4	5							
1/1/2019	89	3/31/2019	1.5	Hire consultants (optional)			1,2,3	4	5									
				Planning														
1/1/2019	150	5/31/2019	2.1	Write the land and water resources narrative			1			3	2							
5/1/2019	122	11/30/2019	2.2	Identify and prioritize resources and issues							1,2	3	4				5,6	
7/1/2019	274	3/31/2020	2.3	Establish measurable goals									1	2	3			
9/1/2019	212	3/31/2020	2.4	Develop a targeted implementation schedule											1, 2	3		
8/1/2019	243	3/31/2020	2.5	Describe implementation programs										1		2		
8/1/2019	304	5/31/2020	2.6	Determine Organizational Arrangement for Plan Implementation										1				
3/1/2020	91	5/31/2020	2.7	Write Plan Final Review Draft														
				Plan review and submission														
6/1/2020	121	9/30/2020	3.1	Conduct formal review														
10/1/2020	150	2/28/2021	3.2	Write final plan and submit to BWSR														
2/28/2021	120	6/28/2021	3.3	Adopt plan locally														
			3.4	Grant reporting (deadline = February 1)				1,3										

\*work that occurs before the 1W1P grant agreement is signed is not reimbursable with grant dollars.

Numbers in colored boxes correspond to approximate START DATES for subtasks. Please see the One Watershed, One Plan work plan for subtasks and details.

Dark boxes indicate the start and end of the main planning process.

Zumbro River Watershed One Watershed, One Plan Partnership Plan Developm

					2020												2021					
Start Date	Duration	End Date	Task		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
				Pre-Planning																		
11/1/2018			1.1	Establish and Maintain Partnership*																		
11/1/2018	60	12/31/2018	1.2	Develop Grant Work Plan, Budget, and Timeline*																		
1/1/2019	150	5/31/2019	1.3	Aggregate Watershed Information																		
1/1/2019	119	5/31/2019	1.4	Notify plan review authorities and host public kickoff meeting																		
1/1/2019	89	3/31/2019	1.5	Hire consultants (optional)																		
				Planning																		
1/1/2019	150	5/31/2019	2.1	Write the land and water resources narrative																		
5/1/2019	122	11/30/2019	2.2	Identify and prioritize resources and issues																		
7/1/2019	274	3/31/2020	2.3	Establish measurable goals		4																
9/1/2019	212	3/31/2020	2.4	Develop a targeted implementation schedule	4																	
8/1/2019	243	3/31/2020	2.5	Describe implementation programs	3																	
8/1/2019	304	5/31/2020	2.6	Determine Organizational Arrangement for Plan Implementation	2		3															
3/1/2020	91	5/31/2020	2.7	Write Plan Final Review Draft			1, 2	3	4, 5													
				Plan review and submission																		
6/1/2020	121	9/30/2020	3.1	Conduct formal review						1,2	3,4,5,6	7,8										
10/1/2020	150	2/28/2021	3.2	Write final plan and submit to BWSR										1,2	3,4		5	6				
2/28/2021	120	6/28/2021	3.3	Adopt plan locally														1	2			
			3.4	Grant reporting (deadline = February 1)		1,3									2,4							

*\*work that occurs before the 1W1P grant agreement is signed is not reimbursable with grant dollars.*

*Numbers in colored boxes correspond to approximate START DATES for subtasks. Please see the One Watershed, One Plan work plan f*

*Dark boxes indicate the start and end of the main planning process.*



## **REQUEST FOR PROPOSAL (RFP) TERMS AND CONDITIONS**

### **1. PROPOSAL ACCEPTANCE**

- 1.1. The Goodhue County SWCD (SWCD) acting as fiscal agent for the Zumbro One Watershed, One Plan Partnership (Partnership) only accepts proposals which have been submitted prior to the proposal close date and time through the electronic bidding site at <https://olmstedcounty.ionwave.net>. Proposals submitted by any other form including, but not limited to oral, e-mail, facsimile, telephone or paper proposals, in addition to the electronic submittal, shall be rejected entirely.
- 1.2. The Goodhue County SWCD on behalf of the Partnership reserves the right to make any decisions regarding the RFP process that will provide the best value to the project and has the right to reject any or all proposals.
- 1.3. Any costs incurred by Responders responding to this RFP in anticipation of receiving a contract award will not be reimbursed by the Goodhue County SWCD.
- 1.4. The Goodhue County SWCD shall reject all submittals from Responders where there has been collusion among the Responders.

### **2. LATE PROPOSALS**

- 2.1. Per the Terms of Use, proposals may not be submitted after the submission deadline. The server clock shall govern.

### **3. CONTRACT DEVELOPMENT**

- 3.1. The Goodhue County SWCD intends to enter into a contractual agreement with the apparent successful Responder by issuing a written contract.
- 3.2. The Contract Terms and Conditions are downloadable under the "Attachment" tab for this RFP on the electronic bidding site. Any requested modifications to the Contract Terms and Conditions language shall be submitted on or before the deadline for questions via the "Questions" tab on the website. The SWCD shall in good faith attempt to negotiate, agreeable contract language. The SWCD reserves the right to reject proposed contract language changes which it determines will provide a material advantage over other potential Responders.
- 3.3. A contract award shall be conditioned upon mutual agreement of any proposed contract language changes. If mutually accepted contract language cannot be agreed upon, the conditional contract award will be withdrawn and the SWCD will enter into contract negotiations with the next highest ranked Responder.

#### **4. INTERPRETATIONS**

- 4.1.** Requests for additional information, interpretations, or corrections to **Terms and Conditions and/or Scope of Work** shall be initiated on or before the deadline for questions, by utilizing the “Questions” tab on the electronic bidding site.
- 4.2.** Questions shall appear on the website as submitted.
- 4.3.** Information obtained from any source other than the Bid Contact identified on the electronic bid site for the RFP shall be considered invalid. If any Responder attempts any unauthorized communication, the SWCD, in its sole discretion, may reject that Responder’s proposal.

#### **5. ADDENDA**

- 5.1.** Addenda are defined as any change made to the project, including but not limited to, modifications or interpretations to the proposal documents by addition, deletions, clarification or corrections. All addenda issued by the Partnership shall become a part of the scope of work and will be made part of the contract.
- 5.2.** No addenda shall be issued later than five (5) calendar days prior to the date and time for receipt of proposals except an addendum withdrawing the request for proposals or one which includes postponement of the date of receipt of proposals.

#### **6. PROPOSAL SUBMITTAL**

##### **6.1. Technical Proposal**

The technical proposal must be submitted electronically in a separate PDF attachment and shall plainly specify “Technical Services”. DO NOT INCLUDE COSTS IN THIS DOCUMENT.

##### **6.2. Cost Proposal**

The cost proposal must either be: 1) submitted electronically in a separate PDF attachment and shall plainly specify “Cost Proposal”, or 2) submitted electronically by completing the “Line Items” tab for the project, whichever method is indicated for the project.

#### **7. PUBLIC DISCLOSURE OF PROPOSAL DOCUMENTS**

- 7.1** Under Minnesota Law, once the proposals are opened, the name of the Responder becomes public and all other data in the proposal is private or nonpublic data until completion of the evaluation process. The evaluation process is completed when the SWCD enters a contract with a Responder. At that time, all remaining data submitted by all Proposers is public, apart from data exempted under the Minnesota Government Data Practices Act, Minn. Stat. Section 13.37.
- 7.2** If a Responder believes non-public data is included in its proposal, Responder shall:
  - 7.2.1** clearly identify the data and cite the Minnesota Government Data Practices Act exemption;

- 7.2.2** include a statement with its response justifying the non-public designation for each item;
- 7.2.3** agree as a condition of submitting a proposal, the SWCD will not be liable or accountable for any loss or damage which may result from a breach of confidentiality, as may be related to the proposal and;
- 7.2.4** defend any action seeking release of the materials it believes to be non-public, and indemnify and hold harmless the SWCD, its representatives, from any judgments or damages awarded against the SWCD in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the awarding of a Contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the SWCD. The SWCD is required to keep all the basic documents related to its Contracts, including responses to an RFP for a minimum of seven years.
- 7.3** Cost Proposals submitted by the Responder are not considered to be proprietary or non-public data. Responses to this RFP will not be open for public review until the SWCD decides to pursue a Contract and that Contract is executed.

## **8. CONFLICT OF INTEREST**

- 8.1.** The Responder affirms that, to the best of its knowledge, its proposal does not present a conflict of interest with any party or entity, which may be affected by the terms of a contract resulting from this RFP.
- 8.2.** The Responder agrees that, should any conflict or potential conflict of interest become known, it will immediately notify the SWCD of the conflict or potential conflict, and will advise the SWCD whether it will or will not resign from the other engagement or representation. Further, the SWCD may make reasonable efforts to avoid, mitigate, or neutralize an organizational conflict of interest by a Responder in all competitive procurements. To avoid an organizational conflict of interest by a Responder, the SWCD may utilize methods including disqualifying a Responder from eligibility for a contract award or canceling the contract if the conflict is discovered after a contract has been issued. To mitigate or neutralize an organizational conflict of interest by a Responder, the SWCD may use methods such as revising the scope of work to be conducted, allowing Responders to propose the exclusion of task areas that create a conflict, or providing information to all Responders to assure that facts are known to all Responders. The SWCD may, at its sole and absolute discretion, waive any conflict of interest.
- 8.3.** No member, officer, or employee affiliated with the SWCD during their tenure or one (1) year thereafter shall have any interest, direct or indirect, in this RFP or proceeds thereof.

## **9. NON-ALLOCATION OF FUNDS (Contract)**

- 9.1.** The SWCD may cancel or reduce the amount of services to be rendered if the SWCD determines that such action is in its best interest, or that there will be a lack of funding available for the service. In such event, the SWCD will notify the Responder in writing thirty (30) days in advance of the date such cancellation or reduction is to be effective.

## **AGREEMENT BETWEEN**

### **THE GOODHUE COUNTY SOIL AND WATER CONSERVATION DISTRICT AND THE SOUTHEAST MINNESOTA WATER RESOURCES BOARD**

This AGREEMENT is between the Goodhue County Soil and Water Conservation District (hereinafter referred to as "the District"), 104 East 3rd Avenue, Goodhue, MN 55027 and the Southeast Minnesota Water Resources Board (hereinafter referred to as "the Subrecipient").

#### **I.STATEMENT OF PURPOSE**

The purpose of this AGREEMENT is to clarify the roles and responsibilities of the parties regarding a contract for services related to the Zumbro River One Watershed One Plan, Aggregation of Watershed Information- Attachment A (hereinafter referred to as "Services"). The Zumbro One Watershed One Plan Planning Grant is a coordinated comprehensive watershed planning effort being led by local water plan authorities, Soil and Water Conservation Districts and the City of Rochester. A Zumbro One Watershed One Plan Policy Committee comprised of elected/appointed officials determine grant spending and the final content of the plan. Guidance and financial assistance is provided by the Minnesota Board of Water and Soil Resources (BWSR) for this planning process.

#### **II.SCOPE OF SERVICES AND SPECIFIC DUTIES**

The District agrees to provide funding to the Subrecipient for implementation of the duties described in Attachment A. Subject to approval by the authorized representative of the District, the Subrecipient may modify Attachment A through a written addendum to this Agreement which requires signatures by both parties.

#### **III.PAYMENT TERMS AND REPORTING REQUIRMENTS**

- A.      **REPORTING.** The Subrecipient will submit deliverables listed in Attachment A to the District.
- B.      **TERM.** The Subrecipient may expend contract funds toward completion of the Services once all required signatures for this agreement are obtained through December 31, 2019 for the funding amount listed in item III. C (below).
- C.      **AMOUNT.** During the term of this agreement, the Subrecipient may bill the District for up to \$10,000 for expenses incurred toward completion of the services listed in Attachment A, based on a current billable rate not to exceed \$60.00/hour.
- D.      **PAYMENT SCHEDULE.** Upon execution of this AGREEMENT, the Subrecipient may present quarterly itemized invoices to the District for work actually performed. The Subrecipient must provide an invoice to the District with a description of work completed, hours and hourly rate. The Zumbro One Watershed One Plan Policy Committee authorizes all expenses within the Zumbro One Watershed One Plan Planning Grant. Within 30 days of the Zumbro Watershed One Watershed One Plan Policy Committee approves invoice for payment, the reimbursement request will be processed by the District.

E. AMENDMENT. This Agreement can be amended upon approval of both the District and the Subrecipient with concurrence with the Zumbro One Watershed One Plan Policy Committee.

F. CANCELLATION AND REVOCATION. If, upon review the District determines that the Subrecipient has not made satisfactory progress toward performing the agreed upon responsibilities, the District may cancel the Agreement. In the event of cancellation, the Subrecipient is entitled to payment for work satisfactorily performed up to the date of cancellation. The District or Subrecipient may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

#### IV. AGREEMENT EFFECTIVE DATE

This agreement is effective upon execution by all parties.

Approved and accepted for:

FOR THE DISTRICT

assigned by Matt Bove 1-28-19  
Board Chair Date

GOODHUE COUNTY SOIL AND WATER CONSERVATION DISTRICT

FOR THE SUBRECIPIENT

\_\_\_\_\_  
Board Chair Date  
SOUTHEAST MINNESOTA WATER RESOURCES BOARD

#### ATTACHEMENTS:

"ATTACHMENT A"

## ATTACHMENT A

### Zumbro River One Watershed One Plan Aggregation of Watershed Information

#### *Proposal:*

The Zumbro River Watershed planning work group is interested in contracting with the SE MN Water Resources Board for Task 1.3 of the work plan which includes the following subtasks:

1. Aggregating data, issues, goals, strategies, actions (e.g., existing local water plans, input received from review agencies, TMDL studies, WRAPS, and other local and agency plans)
2. Identify gaps in existing data
3. Identify concerns, priorities, and goals for the watershed

This information would be provided to the consultant hired for the plan writing and would be used to develop the Land and Water Resources Narrative.

#### *Objectives:*

Better watershed orientation, understanding, discussion, and prioritization (not intended to be exhaustive, but rather a compilation for the purposes of understanding current priorities and goals for the watershed).

#### *Deliverables:*

1. A document (e.g., narrative/table/spreadsheet) that summarizes issues, goals, strategies, actions, and clearly identifies gaps that is ready for review by April 30<sup>th</sup>, 2019.
2. Provide all electronic documents and applicable reports, including aggregated data, issues, goals, strategies, actions, and gap analysis to the consultant hired by the Zumbro 1W1P policy committee.

#### *Budget:*

The Planning Work Group has budgeted \$10,000 for aggregating watershed information and anticipates a time commitment of less than 166 hours given the data compilation that already exists for the watershed. SEMWRB is well suited for this work and a large amount of data for the Zumbro Watershed has already been compiled through past regional efforts.