



**Lower Minnesota River West  
Comprehensive Watershed Management Partnership  
(CWMP)**

**Request for Qualifications (RFQ)**

Issue Date: July 2, 2020

Statement of Qualifications Deadline:  
4:00 PM, Central Time, July 20th, 2020

# Lower Minnesota River West CWMP Request for Qualifications (RFQ)

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# Section 1: Project Overview

## 1.1 Summary

The Lower Minnesota River West Comprehensive Watershed Management Partnership (CWMP), is requesting statements of Qualifications (SOQs) from consultants with interest and experience developing comprehensive management plans. The Lower Minnesota River West CWMP will be developing a comprehensive watershed management plan and intends to select a consultant through the Request for Qualifications (RFQ) process who best assesses the needs of the project. Once selected, the chosen consulting firm (consultant) and the Lower Minnesota River West CWMP will determine a detailed work plan and final budget for this project. The Lower Minnesota River West CWMP anticipates that the consultant will begin work on this project in August 2020 and complete the work within 24 months of the start date.

## 1.2 Watershed Overview

The Lower Minnesota River West planning area is 498,715 acres throughout parts of McLeod, Nicollet, Renville, and Sibley Counties. Included in this planning area are the watersheds of Rush River, High Island Creek, direct flows to the Minnesota River, and Bevens and Silver Creek up to the Sibley County line. A large majority of the acres within this planning area are highly productive cropland and devoted to intensive agricultural practices consisting of corn, soybeans, small grain, and forage. Many of the streams within the planning area have been channelized, and the hydrology within these watersheds is highly altered. Over 90% of pre settlement wetlands have been drained to accommodate cropland. Shallow lakes dot the landscape, providing recreational opportunities for hunters and anglers.

## 1.3 Project Description

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 Lower Minnesota River West Watershed. Planning boundaries are displayed in Appendix A, Lower Minnesota River West Watershed 1W1P Planning Boundary Map. The consultant hired for plan writing services will be responsible for compiling available data as well as information generated by Lower Minnesota River West CWMP meetings. The consultant will draft a Comprehensive Watershed Management Plan based off the input from the partnership as well as the Policy Committee and will make edits as necessary to complete the final document to ultimately be submitted to BWSR for approval. The consultant will participate in a negotiated number of meetings with the Policy Committee, Advisory Committee, and public informational meetings. Information generated at the meetings will form the basis to establish plan content. Meeting facilitation during the process may also be led by the consultant.

The consultant will be responsible for drafting a plan containing all required content. The Lower MN River West CWMP and the consultant will follow the requirements of

Minnesota Statutes § 103B.801, and the Guiding Principles, Plan Content Requirements Version 2.1 and Operating Procedures Version 2.0 for One Watershed, One Plan (1W1P), which can be found at: <http://www.bwsr.state.mn.us/planning/1W1P/index.html>

## **1.4 Role of Staff, Elected Officials and Public**

The agreement negotiated between the Lower Minnesota River West CWMP and the chosen consultant will outline specific roles and responsibilities of the Lower Minnesota River West CWMP and the consultant.

### **Primary Project Contact**

Sibley SWCD staff (Project Lead) will serve as the primary project contact. Sibley SWCD staff (Project Lead), Sibley County staff (Fiscal Lead), and the Policy Committee will coordinate with the consultant throughout this planning process.

### **Role of Policy Committee**

The Lower MN River West CWMP Policy Committee is made up of elected officials from each County Board of Commissioners, Soil Water Conservation District (SWCD) Board of Supervisors, and Watershed District Board of Managers. The purpose of the Policy Committee is to determine priority issues and priority areas for implementation, make final decisions about the content of the plan and its submittal, and expenditure of funds allocated for plan development. The consultant should engage the Policy Committee throughout this process and regularly provide updates to the Policy Committee.

### **Role of Steering Team**

The purpose of the Steering Team is to provide logistical decision making in the plan development process and will work with the consultant to formulate recommendations for consideration by the Advisory Committee and Policy Committee. Local government staff from each county, including County staff, SWCD staff and Watershed District staff will coordinate and collaborate with the consultant as needed.

### **Role of Advisory Committee**

Public participation is critical to the success of this project. The consultant must lead a process that effectively engages all stakeholders. The Lower Minnesota River West Watershed has numerous stakeholders that want to be actively involved in the planning process. It is in the best interest of the consultant and Lower Minnesota River West CWMP to actively engage all stakeholders throughout this process.

## **1.5 Past Studies and Available Data**

### **Studies**

Numerous studies have been completed in the past that the consultant may find useful in understanding the watershed. A list of studies previously completed in the Lower Minnesota River West Watershed are included in Appendix B.

## **Available Data**

The chosen consultant will have access to GIS data, recent aerial photos, water quality data, land use, and other watershed data that may be helpful in conducting this planning work. The Lower Minnesota River West CWMP will work with the consultant and others to identify other watershed related information, as needed.

All data collected or developed during the completion of the Lower Minnesota River West CWMP will be public data. The consultant will provide data, models and results to the Lower Minnesota River West CWMP partners and the state.

## **Section 2: Qualifications**

### **2.1 Qualifications**

The Lower Minnesota River West CWMP expects to work with a multi-disciplinary, cohesive team of professionals that are highly qualified and committed to excellence.

### **2.2 Specific Qualifications**

#### **Facilitation and collaboration skills.**

The Lower Minnesota River West Watershed community has diverse interests. The consultant must be able to listen to, understand, record and thoughtfully respond to a variety of views from citizens and other stakeholders. The consultant must also be able to collaborate with stakeholders, the Advisory Committee, Steering Team and the Policy Committee to develop a plan that has community support, be approved by the Minnesota Board of Soil and Water Resources (BWSR) and adopted by counties and SWCDs within the Lower Minnesota River West Watershed.

#### **Project management skills.**

The consultant must have strong project management skills. The Lower Minnesota River West CWMP fully expects the consultant to meet project deadlines and to complete the project within the agreed upon budget. The consultant is expected to have regular communication with the Policy Committee and Steering Team to coordinate activities throughout the planning process.

#### **Communication and presentation skills.**

It is critically important that the consultant have excellent communication skills during the planning process. In addition, the consultant's work must be presented in forms that are interesting and accessible to public, Advisory Committee, Steering Team and Policy Committee members.

#### **Watershed management and planning skills.**

It is critically important that the consultant have a strong understanding and the appropriate skills to prepare all required components of Comprehensive Watershed Management Plans, as listed in Minnesota Statute 103B.801, Subd. 4 and described in

Section 1.3 of this RFQ. In addition, the consultant should also understand the existing local government structure, water plans, local capacity for watershed management and must have the ability to compile information and incorporate and make use of existing data, existing local and state plans, Watershed Restoration and Protection Strategies (WRAPS) and other relevant information for the Lower Minnesota River West Watershed.

### **GIS mapping and water quality modeling skills.**

The consultant must have ability to produce maps that effectively display land and water resources, resource concerns, and priority areas for implementation. The consultant must have the skills and capacity to support identification of priority areas and sub-watersheds using GIS and GIS-based hydrologic and water quality-based models. Please note that at this time, a hydro-conditioned DEM is not available for the Lower Minnesota River West CWMP planning area.

## **Section 3: Anticipated Project Budget and Schedule**

### **3.1 Budget**

The Lower Minnesota River West CWMP is funded primarily by a One Watershed, One Plan Planning Grant from the Minnesota Board of Water and Soil Resources sourced from the Minnesota Clean Water Fund. Submitters and the firm selected will be expected to adhere to all pertinent state and local requirements. The consultant will be required to provide all labor, materials, printing, transportation, tools, supplies, equipment, insurance, and other items deemed necessary for completing the plan.

The Lower Minnesota River West CWMP and the selected consultant will negotiate the final budget. The Lower Minnesota River West CWMP reserves the right to discontinue negotiations at any time. It is the intention of the Lower Minnesota River West CWMP to have one lead consultant responsible for all components of this project.

### **3.2 Schedule**

The Lower Minnesota River West CWMP intends to execute an Agreement with the selected consultant within two months from the RFQ issue date. The Agreement is expected to end in June 2022. The Agreement will specify project deadlines, however; the Lower Minnesota River West CWMP expects that the consultant will meet the following major deadlines:

- **First meeting with Steering Team – September 2020**
- **Kick Off Public Meetings – TBD**
- **Final Draft approved – June 2021**

The original Lower Minnesota River West CWMP Development Timeline and Work Plan that was submitted to the Board of Water and Soil Resources, are included as Appendices C and D. The Lower Minnesota River West CWMP reserves the right to change dates as needed or required.

## Section 4: Selection Criteria and Process

### 4.1 Selection Process

1. The Selection Committee will review and evaluate all qualified Statement of Qualifications (SOQ) submitted based on qualifications and experience as described in Section 4.2.
2. The Selection Committee will invite by **July 27<sup>th</sup>** the top-ranked firms for presentations and interviews to be held on **July 29<sup>th</sup> and July 30<sup>th</sup>, 2020**.
3. Following the interviews, the Selection Committee will rank the firms and make a recommendation to the Policy Committee.
4. The Policy Committee will authorize negotiations with the top-ranked firm.
5. As the Fiscal Agent for the One Watershed, One Plan Planning Grant, the Sibley County Board will have final approval of the selected consulting firm.

### 4.2 Selection Criteria

The Lower MN River West CWMP reserves the right to reject any and all submissions to this RFQ, request clarification, or waive technicalities, if it is deemed in the best interest of the Lower Minnesota River West CWMP. The Lower Minnesota River West CWMP assumes no responsibility for costs incurred in responding to this RFQ. No fee or cost information should be submitted with the Statement of Qualifications (SOQ).

The Lower Minnesota River West CWMP will use the following criteria to evaluate SOQ submissions:

- Evaluation of the general qualifications of the consultant and the primary team members that will be working directly with the Lower Minnesota River West CWMP throughout the planning process as described in Section 2.1 of this RFQ.
- Evaluation of the desired qualifications of the consultant as outlined in Section 2.2 of this RFQ.
- The capacity and ability of the consultant to perform the requested work in a timely manner and within the agreed upon budget.
- Evaluation of the consultant's preliminary understanding of the project and what the Lower Minnesota River West CWMP desires from this project.
- Evaluation of the consultant's general approach to this project.
- Evaluation of the consultant's past projects with special attention given to projects similar to this project. The Lower Minnesota River West CWMP reserves the right to modify the selection criteria and to ask consultants to submit additional information.

# **Section 5: Statement of Qualifications Submission Requirements**

## **5.1 Statement of Qualifications Contents**

Statement of Qualifications (SOQ) submissions to this RFQ should be fully self-contained and display clearly and accurately the capabilities, knowledge, experience, and capacity of the consultant to meet the requirements of this project and RFQ. No fees or costs should be included in the submittal. The submittal should include the sections described below.

### **Introduction**

Provide a letter of introduction stating the business name, address, business type (e.g., corporation, partnership, joint venture). Identify one contact person and his or her address, telephone, and e-mail address. This person shall be the single point of contact on behalf of the submitter organization, responsible for correspondence to and from the organization and the Lower Minnesota River West CWMP. The Lower Minnesota River West CWMP will send all project-related communications to this contact person.

Authorized representatives of the submitting organization must sign the letter. The letter must certify the truth and correctness of the contents of the SOQ. The letter of introduction shall be limited to one page. The introduction must also include a table of contents. The table of contents shall be limited to one page.

### **Experience with Comparable Projects**

The Lower Minnesota River West CWMP will evaluate the capabilities of the consulting firm to effectively deliver the project. The information required in this section will be used in the qualitative assessment. Preference will be given to firms who have demonstrated satisfactory experience and performance with watershed planning, working with advisory and citizen committees and meeting facilitation.

Provide a list and description of no more than five similar watershed-based planning projects. Links to websites or final documents may be provided so that the Selection Committee can review the consultant's work in more detail.

Each project description must include the following information:

1. Name of the project, the project manager's contact information (project manager name, phone number, e-mail address).
2. A narrative describing the project.
3. Detailed description of the work or services provided.

The Lower Minnesota River West CWMP reserve the right to contact those provided by the consultant as references.

## **Project Team and Key Personnel**

The qualifications and relevant experience of key personnel to be assigned to the project will be reviewed as part of the qualitative assessment. Preference will be given to firms with key personnel who have experience with similar projects of similar scale. Experience and qualifications of key personnel with project management, research and writing, GIS, meeting facilitation and communication experience should be highlighted.

Provide a description and organizational chart showing the roles of the Project Manager and each individual assigned to this project. Describe the proposed roles and responsibilities of each team member and indicate the estimated percent of time that these individuals will be involved in the project. Provide resumes of key personnel in Appendix A of the SOQ.

## **Project Management Approach**

This information will be used in the qualitative assessment. Preference will be given to firms that demonstrate a clear understanding and familiarity of the project and an approach that will complete the project on schedule and meets the requirements in Section 1.3 of the RFQ.

## **Financial**

Provide information about whether minimum insurance coverage can be provided as recommended by Minnesota Counties Intergovernmental Trust (MCIT) as shown in Appendix E of the RFQ. Information provided will be evaluated on a pass/fail basis.

## **Appendices**

The Appendices shall only contain information relevant to the requested Appendix information in this RFQ. Appendices shall not be used to further enhance a submittal beyond these requirements. The submittal should contain the following Appendices:

- Appendix A – Resumes of Key Personnel. Resumes should not exceed two pages for each person.
- Appendix B – Organizational Conflicts of Interest. An Organizational Conflict of Interest means that because of existing or planned activities or because of relationships with other persons:
  1. A consultant or consulting firm is unable or potentially unable to render impartial assistance or advice due to competing duties or loyalties,
  2. A consultant or consulting firm objectivity carrying out the project is or might be otherwise impaired due to competing duties or loyalties, or
  3. A consultant or consulting firm has an unfair competitive advantage through being furnished unauthorized source selection information or proprietary information that is not available to all competitors, or otherwise has an unfair competitive advantage.

## 5.2 Statement of Qualifications Format

**Page Limit:** The maximum page length is 20 pages, excluding Appendices. One side of an 8 1/2" x 11" piece of paper equals one page.

**Paper size:** 8 1/2 x 11 inches

**Font:** Minimum 11-point for text

**Margins:** 1-inch page margins

The front cover of the SOQ should state "Lower Minnesota River West Comprehensive Watershed Management Plan, Statement of Qualifications", name of the firm, and date of submittal.

## 5.3 Submittal Details and Procedures

The deadline for SOQ submittals is **4:00 pm Central Time, July 20, 2020**. SOQs received after the deadline will not be accepted.

Interested consulting firms are required to submit 8 paper copies and 1 digital copy (in PDF format).

Paper copies and a digital copy should be mailed or delivered in a sealed envelope or package to:

**Lower Minnesota River West CWMP  
Joel Wurscher - Sibley SWCD  
112 5<sup>th</sup> Street, PO Box 161  
Gaylord, MN 55334**

Submitters will receive a confirmation email upon successful delivery.

## Section 6: Other Procedural Information

### 6.1 Point of Contact for the RFQ

To allow for receipt of any RFQ or other information regarding this RFQ, each submitter is solely responsible for ensuring that the Lower Minnesota River West CWMP contact person for the RFQ, Joel Wurscher, has its contact person's name and email address.

Questions and requests for clarification regarding this RFQ must be submitted by email to the Lower Minnesota River West CWMP contact person for the RFQ, Joel Wurscher at: [joel.wurscher@sibleyswcd.org](mailto:joel.wurscher@sibleyswcd.org) Emails should state "RFQ Question" in the subject line.

Mr. Wurscher is the sole contact person for questions and requests for clarification regarding the RFQ. Respondents should not rely on any information from any source other than the point of contact. Only written responses from Mr. Wurscher should be considered official.

To be considered, all questions and requests for clarification must be received by **4:30 pm, Central Time, on July 10th, 2020.**

The Lower Minnesota River West MN CWMP will answer questions and requests for clarification and will post the answers within five business days to the Sibley SWCD website at: <https://www.sibleyswcd.org/lw1p>

During the procurement process, commencing with issuance of this RFQ and continuing until award of a contract for the project (or cancellation of the procurement), the Lower Minnesota River West CWMP reserves the right to revise this RFQ at any time before the due date.

## **6.2 Other Procedures and Conditions**

The following procedures and conditions apply:

### **Right to Modify, Rescind, or Revoke this RFQ.**

The Lower Minnesota River West CWMP reserves the rights to modify, rescind, or revoke this RFQ, in whole or in part, at any time before the date on which an Agreement is executed with the selected consultant.

### **Compliance with RFQ Requirements.**

The Lower Minnesota River West CWMP, at its sole discretion, may disqualify a submission from a consultant if it determines the submission is nonresponsive and/or non-compliant, in whole or in part, with the requirements set forth in this RFQ.

### **Risk of Loss, Damage, Delay.**

The consultant acknowledges and agrees to release and hold harmless the Lower Minnesota River West CWMP, including the partners of High Island Creek Watershed District, McLeod County, McLeod SWCD, Nicollet County, Nicollet SWCD, Sibley County, Sibley SWCD, and their employees, agents, and personnel, from and against any and all claims, liability, damages, and costs, including court costs and attorney's fees, arising out of or pursuant to delivery of the consultant's submission or failure to deliver the consultant's submission to the required location as designated in this RFQ.

### **Ownership of Consultant's Submission.**

Consultant submissions become the property of the Lower Minnesota River West CWMP upon receipt and will be open to public inspection following execution of the Agreement with the selected consultant.

### **Cost of Participation.**

The Lower Minnesota River West CWMP and its members specifically disclaims responsibility and/or liability for any and all costs, expenses, or claims related to or arising out of the consultant's participation in this RFQ process, including, but not limited

to, costs incurred as a result of travel and preparing, copying, shipping, presenting, and/or clarifying the submission and the information relevant to the submission.

**References.**

By submitting a Statement of Qualifications, the consultant hereby authorizes the Lower Minnesota River West CWMP to contact references and make such further investigations as may be in the interest of the Lower Minnesota River West CWMP.

# Appendix A – Lower Minnesota River West Watershed Map

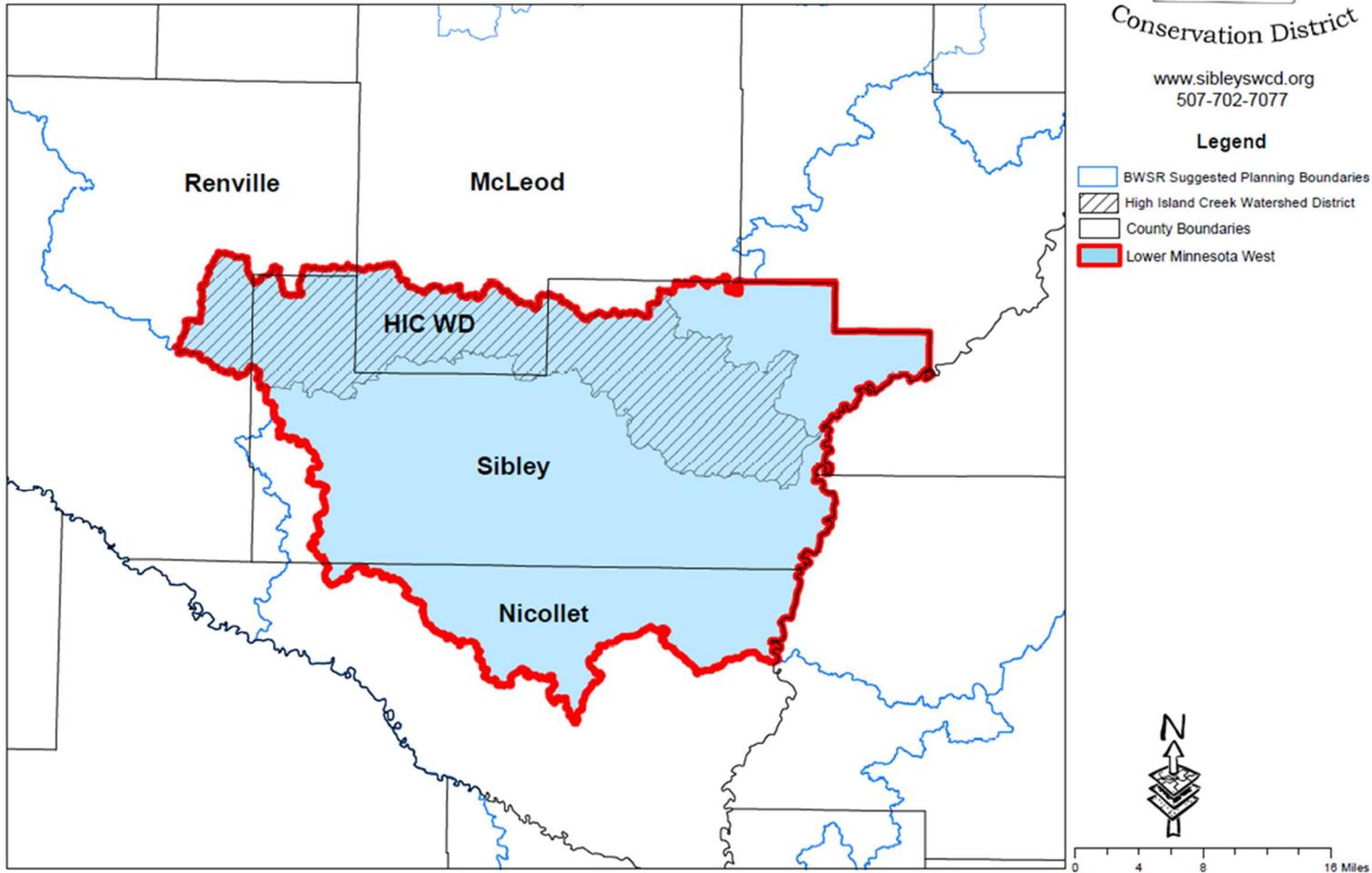
Lower Minnesota River West - 1W1P Planning Boundary



[www.sibleyswcd.org](http://www.sibleyswcd.org)  
507-702-7077

### Legend

- BWSR Suggested Planning Boundaries
- High Island Creek Watershed District
- County Boundaries
- Lower Minnesota West



## Appendix B – List of Watershed Plans and Studies

Technical Information Data Source	Approved/Completed Date or Current Status	Information That Will Be Used in the Comprehensive Watershed Management Plan Development
Lower Minnesota River Watershed Restoration and Protection Strategy Report (MPCA)	Approved 2020	Water quality conditions, suggested BMPs, watershed analysis, civic engagement strategies, water quality target goals.
Lower Minnesota River Watershed Total Maximum Daily Loads (TMDLs)	Approved 2020	Impairment designations, load calculations, pollutant sources, implementation strategies, pollutant reduction goals.
Lower Minnesota River Civic Engagement Project Summary	Approved 2018	Identify community/landowner opportunities, obstacles, and opinions on land management.
Lower Minnesota River Watershed Streams Stressor Identification Report	December 2018	Reports on local stressors limiting the biotic communities of streams.
Lower Minnesota River Watershed Monitoring and Assessment Report	June 2017	Summaries of monitoring and assessment efforts on a watershed-wide and sub-watershed scale. Summaries and recommendations of pollutant loads based off monitoring efforts.
Lower Minnesota River Lakes Stressor Identification Report	November 2017	Reports on local stressors limiting biotic communities in the lakes of the Lower Minnesota River Watershed.
Sibley County 2013 Comprehensive Local Water Plan	Approved 2013, Updated 2019	Priority concerns and assessments of water resources in Sibley County. Goals, objectives and implementation activities for restoration and protection of water resources.

Nicollet County Local Water Management Plan 2008-2018	2018-2023 Extension Approved	Priority concerns and assessments of water resources in Nicollet County. Goals, objectives and implementation activities for restoration and protection of water resources.
McLeod County Comprehensive Local Water Plan 2013-2023 with Five Year Implementation Plan	Adopted June 2013	Priority concerns and assessments of water resources in McLeod County.
Renville County Comprehensive Local Water Plan 2013-2023	Adopted August 2013	Priority concerns and assessments of water resources in Renville County. Goals, objectives and implementation activities for restoration and protection of water resources.
High Island Creek Watershed District Management Plan	Expired	Priority concerns and assessments of water resources within the High Island Creek watershed.
Minnesota River Turbidity TMDL	February 2012	Research on sediment sources, load Calculations, load reductions and implementation strategies
Fecal Coliform TMDL Implementation Plan for High Island Creek and Rush River	July 2009	Implementation strategies based off the 2005 TMDL assessment of fecal coliform bacteria in impaired reaches of High Island Creek and Rush River.
Carver, Bevens, and Silver Creek Bacterial TMDL Implementation Plan	March 2007	Implementation strategies for fecal coliform exceedances in the Carver, Bevens and Silver Creek Watersheds.
Lower Minnesota River Dissolved Oxygen TMDL Implementation Plan	February 2006	Implementation strategies based off the TMDL assessment for dissolved oxygen.

High Island Lake Management Plan	Published September 2018	Minnesota DNR cooperative shallow lake management plan.
Sibley County Aquatic Invasive Species Prevention and Management Plan	Adopted October 2015	Needs assessment and status of AIS within Sibley County. AIS management and control strategies.
Nicollet County Aquatic Invasive Species Management Plan	Adopted 2015	Needs assessment and status of AIS within Nicollet County. AIS management and control strategies.
McLeod County Aquatic Invasive Species Prevention and Management Plan	Adopted 2014	Needs assessment and status of AIS within McLeod County. AIS management and control strategies.
Wellhead Protection Plans (Gaylord, Green Isle, Gibbon, Henderson, New Auburn, Winthrop, Lafayette)	Various	Information on surface and subsurface area surrounding public water supply.
City of New Auburn 10 Year Capital Improvement Plan	June 2006	Information on proposed water resources related infrastructure work.
High Island Creek Flow Rate Reduction Study	February 2017	Information on how flow reduction could reduce flooding frequency in the High Island Creek floodplain.
Rush River Hydrologic Study	December 2004	Information on the hydrology of Rush River.



## Appendix D – Project Work Plan



Lower Minnesota River West 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 Lower Minnesota River West One Watershed, One Plan Planning Grant

**Grant ID:** P20-9954

**Fiscal Agent/Grantee:** Sibley County

Contact: Marliee Peterson

**Administrative Lead:** Sibley Soil and Water Conservation District

Administrative: Joel Wurscher

Project Coordinator: Jack Bushman

## Phase 1: Pre-Planning

### Task 1.1: Establish and Maintain Partnership

<b>1W1P Policy:</b>	Operating Procedures IV.A.1	
<b>Lead:</b>	Administrative Lead	
<b>Support:</b>	Steering Team, LGU Leads, Policy Committee	
<b>Start Date:</b>	November 2019	
<b>Completion Date:</b>	End of Planning process	
	.1	Establish steering team (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 policy committee and advisory committee meetings, agendas distributed at least one week prior to each meeting and meeting minutes distributed/posted no later than one week after the meeting.

### Task 1.2: Develop work plan

<b>1W1P Policy:</b>	BWSR Grants Policy
<b>Lead:</b>	Steering Team
<b>Support:</b>	Project Coordinator
<b>Start Date:</b>	November 2019

<b>Completion Date:</b>	March 2020	
	.1	Fill out narrative work plan, assign lead on each step.
	.2	Adapt the BWSR-provided timeline spreadsheet to reflect work plan and identify completion dates for tasks, including details for subtasks
	.3	Adapt the BWSR-provided budget spreadsheet for the planning process. Review BWSR Board Conservationist
	.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	
<b>Support:</b>	Steering Team, Advisory Committee	
<b>Start Date:</b>	March 2020	
<b>Completion Date:</b>	August 2020	
<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	
	An outline of plan contents for use in the public information/input process	

## 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>	Consultant	
<b>Support:</b>	Steering Team, Policy Committee, Administrative Lead	
<b>Start Date:</b>	February 2020	
<b>Completion Date:</b>	August 2020	
<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 steering team 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.
	.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>		List of plan review authorities and stakeholders, formal notification sent.
		Public meeting held and documented
		Stakeholder input gathered and compiled.

## Task 1.5: Hire Consultants

<b>1W1P Policy:</b>	No policy reference.
<b>Lead:</b>	Policy Committee
<b>Support:</b>	Steering Team
<b>Suggested Start Date:</b>	February 2020
<b>Completion Date:</b>	June 2020

<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 for selection of consultant
	.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)
<b>Objectives:</b>		Consultant(s) selected to help the partnership develop the comprehensive watershed management plan
<b>Deliverables:</b>		Request, selection process, negotiated contract

## Phase 2: Draft Plan

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

<b>1W1P Policy:</b>	Plan Content Requirements III.B	
<b>Lead:</b>	Consultant	
<b>Support:</b>	Steering Team, Advisory Committee	
<b>Start Date:</b>	March 2020	
<b>Completion Date:</b>	August 2020	
<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
	.4	Submit a complete land and water resource narrative for inclusion in the comprehensive watershed management plan
<b>Outcomes:</b>	Better watershed orientation, understanding, discussion, and prioritization	
<b>Deliverables:</b>	A draft land and water resources narrative	
	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.
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## 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>	Advisory Committee, Steering Team	
<b>Start Date:</b>	June 2020	
<b>Completion Date:</b>	September 2020	
<b>Subtasks:</b>	.1	Determine the process(es) that will be used to complete 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.
	.5	Manage policy committee agreement on the priority issues that will be addressed in the 10-year plan.
	.6	Identify priority sub watersheds 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>	A draft list of agreed upon priority issues for the watershed for the ten-year timeframe of the plan, drafted into plan.	
	Draft map(s) of priority areas for focusing implementation during the ten-year timeframe of the plan	

## Task 2.3: Establish Measurable Goals

<b>1W1P Policy:</b>	Plan Content Requirements III.D
<b>Lead:</b>	Consultant
<b>Support:</b>	Advisory Committee, Policy Committee
<b>Start Date:</b>	August 2020
<b>Completion Date:</b>	April 2021

	.1	For each issue, describe the desired future condition (long term goals). 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>		A draft of clearly stated 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

### Task 2.4: Develop a Targeted Implementation Schedule

<b>1W1P Policy:</b>	Plan Content Requirements III.E	
<b>Lead:</b>	Consultant	
<b>Support:</b>	Advisory Committee	
<b>Start Date:</b>	October 2020	
<b>Completion Date:</b>	February 2021	
<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	Estimate 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>		Draft implementation schedule with targeted and measurable actions and capital improvements. 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>	Advisory Committee	
<b>Start Date:</b>	September 2020	
<b>Completion Date:</b>	April 2021	
<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 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>	A draft description of implementation programs that will be carried out by the partnership and/or its members.	

## 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>	Consultant	
<b>Support:</b>	Policy Committee, Steering Team	
<b>Start Date:</b>	August 2020	
<b>Completion Date:</b>	May 2021	
<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>	Draft formal agreement documents, including identification of fiscal agent if appropriate and sub-agreements needed to carry out partnership programs described in the plan.	

## 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>	Policy Committee, Advisory Committee, Steering Team	
<b>Suggested Start Date:</b>	April 2021	
<b>Completion Date:</b>	June 2021	
<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>	Final plan draft prepared for informal and formal review.

## Phase 3: Plan review and submission

### Task 3.1: Conduct Formal Review

<b>1W1P Policy:</b>	Operating Procedures IV. C	
<b>Lead:</b>	Consultant, Policy Committee	
<b>Support:</b>	Steering Team	
<b>Start Date:</b>	June 2021	
<b>Completion Date:</b>	September 2021	
<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 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>	Draft plan reviewed by review authorities and/or local governments. Comments received and compiled. Comment summary and responses made available as required.	

		Plan review process administered as outlined in the memorandum of agreement as well as statute and rule.
		Meeting minutes documenting the public hearing

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

<b>1W1P Policy:</b>	Operating Procedures IV. C and D	
<b>Lead:</b>	Consultant	
<b>Support:</b>	Policy Committee, Steering Team	
<b>Start Date:</b>	October 2021	
<b>Completion Date:</b>	February 2022	
<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 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

<b>Support:</b>	Steering Team	
<b>Completion Date:</b>	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	
<b>Lead:</b>	Fiscal Agent	
<b>Support:</b>	Administrative Lead	
<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	

# Appendix E – Minimum Insurance Coverage and Liability Limits

## Minnesota Counties Intergovernmental Trust Minimum Recommendations Checklist of Coverage(s) and Liability Limits for Independent Contractors

The following are general minimum recommendations for coverage(s) and liability. There may be additional requirements.

### Certificate of Insurance

At the time the agreement is executed, the contractor will furnish an original Certificate of Insurance as evidence of required coverage, showing coverage meets liability limits for the independent contractor. This should arrive before work commences.

### Minimum Coverage Limits

#### Commercial General Liability Coverage

The minimum limits of liability should be:

- \$1.5 million each occurrence
- \$3 million general aggregate
- \$3 million products and completed operations aggregate

The policy should be written on an occurrence basis, not a claims-made basis.

#### Auto Liability Coverage

- The minimum limits of liability should be \$1.5 million on a combined single limit basis
- Auto coverage should include any auto, including hired and non-owned

#### Worker's Compensation and Employers Liability Coverage

Workers' compensation limits are to statutory per applicable state and federal laws.

Employer's liability coverage with minimum limits of:

- Bodily injury by accident \$500,000 each accident
- Bodily injury by disease: \$500,000 each employee
- Body injury by disease: \$500,000 policy limit

#### Professional Liability Coverage

Minimum liability limits should be

- \$2 million per wrongful act or occurrence
- \$4 million annual aggregate level 1