

# **Middle Cedar River Watershed Management Authority**

## **Middle Cedar River Watershed Management Plan Request for Proposals**

### **Procurement Timeline**

<b>RFP Publish Date</b>	<b>May 5, 2017</b>
<b>RFP Pre-Bid Meeting</b>	<b>May 16, 2017</b>
<b>RFP Due Date</b>	<b>June 16, 2017</b>
<b>Board Approval</b>	<b>July 25, 2017</b>
<b>Project Initiation</b>	<b>Sept. 1, 2017</b>

# REQUEST FOR PROPOSALS

## Middle Cedar River Watershed Planning Services

Benton County, Iowa is requesting proposals for watershed planning services to assist the Middle Cedar Watershed Management Authority (MCWMA) with a multi-level, FEMA-compliant, comprehensive watershed planning effort to address factors that contribute to flooding and water quality in the Middle Cedar River Watershed.

The Middle Cedar River Watershed is one of eight distinct watersheds across the state that will serve as project sites for the Iowa Watershed Approach (IWA) project, which is receiving Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA). The IWA project seeks to accomplish six specific goals:

1. Reduce flood risk
2. Improve water quality
3. Increase flood resilience
4. Engage stakeholders through collaboration and outreach/education
5. Improve quality of life and health, especially for susceptible populations
6. Develop a program that is scalable and replicable throughout the Midwest and the United States

For more information about the Iowa Watershed Approach, visit <http://www.ihr.uiowa.edu/iwa/>.

**Project Name:** National Disaster Resilience – Iowa Watershed Approach (CDBG-NDR)

**Contract Number:** 13-NDRI-002

The selected contractor will work with Benton County, the MCWMA, and Iowa Watershed Approach partners to complete a watershed management plan and ensure compliance with CDBG program requirements. IWA partners include:

- United States Geological Survey (USGS)
- Iowa State University-Iowa Water Center (ISU)
- University of Iowa-Hydroscience and Engineering (IHR)
- Iowa Department of Natural Resources (IDNR)
- The Nature Conservancy (TNC)
- University of Iowa- Iowa Flood Center (IFC)
- University of Iowa- Flood Resilience Team (FRT)
- Homeland Security and Emergency Management Division (HSEMD)

Contractor(s) interested in submitting proposals are required to attend a Pre-Bid meeting scheduled for May 16, 2017 from 9:00 am-12:00 pm. The goal is to clarify the data and information made available through the IWA project partners to avoid duplication of efforts. Proposals will only be accepted from contractor(s) that attend the Pre-Bid meeting. The meeting will be held at the following location:

City of Cedar Rapids City Services Center  
Time Check Hall  
500 15<sup>th</sup> Avenue SW  
Cedar Rapids, IA 52404

Responses to this RFP should be single spaced, font size of at least 11, margins no less than 0.75 inch, and are limited to ten double-sided pages between covers, not including blank dividers. Number all pages consecutively. Proposals exceeding these limits will not be accepted. Inclusion of promotional literature of a general nature is not solicited, but if submitted, will count toward the overall length restriction.

Proposals must be submitted with a signed "Intent to Comply with Section 3 Requirements" form in Appendix B by 3:00 pm June 16, 2017 as one hard copy and one electronic copy. Hard copies must be post marked by the due date or delivered directly to the following address:

Adam Rodenberg  
700 16<sup>th</sup> Street NE, Suite 301  
Cedar Rapids, IA 52402

Electronic copies should be submitted as a PDF with the subject line, "Middle Cedar River Watershed Proposal". Submissions should be sent to the following email address:

Adam Rodenberg  
[arodenberg@co.benton.ia.us](mailto:arodenberg@co.benton.ia.us)

Questions that arise after the Pre-Bid meeting should be submitted in writing to Adam Rodenberg, [arodenberg@co.benton.ia.us](mailto:arodenberg@co.benton.ia.us) by 3:00 pm June 1, 2017. All questions and answers will be distributed to contractors in attendance at the Pre-Bid meeting. All contractors will be notified in writing regarding results of the selection process.

A summary of the procurement process for this project is as follows:

- May 5, 2017..... RFP published
- May 16, 2017..... RFP pre-bid meeting
- June 1, 2017..... Questions submitted in writing
- June 16, 2017..... RFP proposals due
- June/July 2017..... Proposals ranked by selection committee
- July 17-21, 2017..... Interviews & draft contract review
- July 25, 2017..... Board approval and notice to proceed
- August 2017..... Contract development and finalization
- September 1, 2017..... Project initiation

All dates are subject to change.

Each proposal will be reviewed by an evaluation team, composed of Benton County staff, MCWMA Technical Team representatives, and IWA partners. Each proposal will be scored relative to other all other proposals on the basis of the evaluation criteria listed below. Consultants may be contacted during this process to clarify items in their proposals.

	Maximum
Experience:	40 points
Methodology:	40 points
Capacity:	10 points
Cost and Leveraged Resources	<u>10 points</u>
<b>Total:</b>	<b>100 points</b>

Benton County reserves the right to reject any and all proposals or to waive any irregularities in any proposal if judged to be in the best interest of the MCWMA and their planning process. This RFP does not obligate Benton County or the MCWMA to offer a contract to any firm, nor pay any cost incurred in the preparation of proposals submitted in response to this request. All information and material submitted in this request will become property of the MCWMA Board of Directors.

The checklist of items required for proposal submission:

1. Company contact information
2. Statement of Qualifications
3. Proposed Methodology to Complete Scope of Work
4. Plan Development Milestones and Timeline
5. Proposed Cost of Services and Leveraged Resources
6. Intent to Comply with Section 3 Requirements form

The following outlines expectations for the development of a watershed management plan for the Middle Cedar River watershed. Proposals should follow the outline presented here and respond to each of the items listed in Sections I - IV.

## **I. Statement of Qualifications**

- Experience with IEDA's Watershed Management Planning CDBG program.
- Demonstration of past watershed management planning services including a description of previous projects and experience.
- Description of organizational capacity (and sub-consulting staff) to complete all necessary planning service. Partnerships among consultants are highly encouraged.
- Qualifications and experience of staff anticipated to be assigned work for this project, including total hours and percent of time committed to the project.
- References, including contact information from previous clients of related work within the past five years.
- Evidence of ability to work within tight time constraints and the earliest date available to assume these duties.

## **II. Proposed Methodology to Complete Scope of Work:** The consultant must be prepared and qualified to provide the following:

- a. Lead a watershed management planning kickoff meeting with the Middle Cedar WMA Board members and relevant stakeholders and develop a realistic schedule for plan development.
- b. Develop and implement a public engagement plan to gather stakeholder input for the watershed management plan. Include number of meetings and strategies for effectively engaging urban and rural audiences, following CDBG requirements for public meetings.
- c. Serve as a central point of contact for partners contributing to the watershed management plan. Assemble, organize, and compile technical watershed assessments from partners as they are developed. Assist with developing narrative and identifying key recommendations from each assessment as needed.

Middle Cedar Watershed Management Plan: Data Sources & Partner Contributions		
Watershed Plan Components <sup>1</sup>	Data Source / Contribution	
	Consultant <sup>2</sup>	Partner Contribution
1. Executive summary	X	
2. Public outreach/education/engagement for flood resilience and water quality awareness	X	UI Flood Resilience Team
3. Watershed characteristics (geology, soils, landuse, demographics, floodplain, watersheds, streams & lakes, water quality, biology, source water, existing BMPs, policy and regulations)	X	IIHR, IDNR, ISU, USGS, TNC
4. Watershed assessment (hydrology, pollutant sources & loads, sediment / soil loss, HUC-12 prioritization, ACPF, flood hazard assessment)	X	IIHR, IDNR, ISU, USGS, TNC, HSEMD
5. Goals, objectives, action steps (quantifiable based on existing conditions with target improvements)	X	WMA
5a. Agriculture goals & objectives (flood, erosion, water quality); BMP scenario development	X	IIHR, WMA
5b. Urban goals & objectives (flood, erosion, water quality); BMP scenario development	X	IIHR, WMA
5c. Other watershed goals (e.g. recreation, outreach, habitat / wildlife)	X	WMA
6. HUC-12 watershed plan development (six HUC-12 plans)	X	WMA
7. Case study watersheds (three locations)	X	IIHR, IDNR
8. Implementation schedule	X	WMA
9. Evaluation / monitoring	X	WMA
10. Funding opportunities / needs	X	WMA
<sup>1</sup> <b>Components to include, but not limited to</b>		
<sup>2</sup> <b>Consultant responsible for contacting the contributing partner and incorporating the information into the plan</b>		

- d. Develop a comprehensive, multi-level, FEMA-compliant watershed management plan for the Middle Cedar River Watershed (HUC-8 #07080205) that addresses flood mitigation and resilience, water quality improvement, and other resource concerns identified by local stakeholders. Appendix A contains a detailed outline for the watershed management plan, including the HUC-12 watersheds that have been identified for detailed planning and/or assessment.

The consultant should clearly identify a methodology for watershed plan development and how the components provided by IWA partners will be incorporated into the broader watershed management plan. The consultant may suggest adjustments or alternative approaches to the watershed plan outline, as long as a clear justification is provided.

The watershed management plan should encompass planning at three levels (refer to Appendix A for additional details).

- o HUC-8 scale planning, with HUC-12 prioritization and Best Management Practice (BMP) suitability analysis using the Agricultural Conservation Planning Framework (ACPF) developed by USDA-Agricultural Resource Service.

- HUC-12 scale planning, to complete six discrete watershed management plans that follow the United States Environmental Protection Agency (EPA) framework for Nine-Element Watershed Planning.
- Targeted planning in case study watersheds, at the sub-HUC-12 level, at three locations.
- e. Develop and finalize watershed management plan goals, objectives, actions, and priorities with input from WMA and Stakeholders.
- f. Provide opportunities for feedback from the public and the MCWMA on the draft watershed management plan and incorporate that feedback into the final watershed management plan.
- g. Prepare and deliver draft and final watershed management plan document (50 printed copies and electronic version), a four-page executive summary booklet, and summary PowerPoint presentation. The final watershed management plan and executive summary booklet should be professionally designed.
- h. Develop watershed management plan final review process, formal adoption strategy, and subsequent action plan for the MCWMA Board to consider.
- i. Attend quarterly MCWMA Board meeting and provide progress updates to the MCWMA Technical Committee.
- j. Provide status and expenditure reports to Benton County and its CDBG administrator as follows:
  - Written quarterly status updates.
  - Information on expenditures for CDBG reports/draws as necessary.
  - Retain records for 5 years past the date IEDA closes CDBG agreement with HUD.

**III. Plan Development Milestones and Timeline.** The development of this watershed management plan is expected to take 15 to 18 months.

- Draft watershed plan is expected to be completed on or before December 2018.
- Final watershed plan is expected to be completed on or before March 2019.

**IV. Proposed Cost of Services and Leveraged Resources.** Proposals to Benton County should include the proposed cost to accomplish all scope of work for activities outlined above not to exceed \$250,000.

## Appendix A

### Watershed Management Plan Outline

1. **Executive Summary**
2. **Public Outreach/Education/Engagement for flood resilience and water quality awareness with input from the University of Iowa Flood Resiliency Team.**
3. **Watershed Characteristics**
  - a. Watershed Description
  - b. Geology: Maps/narrative provided by IIHR
  - c. Soils: Maps/narrative provided by IIHR
  - d. Land Use: Some maps will be provided IIHR and TNC
  - e. Watershed Demographics
  - f. Floodplain Characteristics: 100 & 500 year boundaries, inundation maps & depth grids maps provided through Statewide Floodplain Mapping project (Iowa Flood Center and IDNR)
  - g. Watershed boundaries: HUC 8, 10, 12 maps
  - h. Streams and Lakes: designated use and impairments
  - i. Water Quality Conditions: data from USGS, IDNR, City of Cedar Rapids, Coe College, and IIHR.
  - j. Biology: Stream biologic assessments from IDNR and other relevant biologic information.
  - k. Existing conservation practices: Consultant should utilize the BMP inventory developed by IDNR to summarize the amount of practices currently in place (and potentially the total number of acres treated in the watershed currently).
  - l. Policy and Regulations: FEMA-compliant analysis of local, state, and federal governance of water quality, floodplains, and stormwater.
4. **Middle Cedar Watershed Assessment of Current Conditions**
  - a. Hydrology: A hydrologic assessment will be completed by IIHR using the Penn State Integrated Hydrologic Model (PIHM) model and should be integrated into the watershed plan by the consultant.
  - b. Pollutant Load Assessment: Middle Cedar Soil and Water Assessment Tool (SWAT) model and BMP optimization tool is in development by TNC.
    - i. Nitrogen
    - ii. Phosphorus
    - iii. Sediment: HUC-12 level assessment to be completed by Iowa State University, and should be integrated into watershed plan by consultant.
  - c. HUC-12 Prioritization: Consultant should develop maps showing prioritization of all Middle Cedar HUC-12s based on nitrogen, phosphorus, and sediment load estimates. IIHR will provide the HUC-12 hydrologic prioritization. The consultant should also work with TNC and IIHR to produce one additional map showing HUC-12 prioritization that integrates all resource concerns.
  - d. Best Management Practice (BMP) suitability analysis using the Agricultural Conservation Planning Framework (ACPF) developed by USDA-Agricultural Research Service. ACPF runs will be completed by IIHR.
  - e. Flood Hazard Assessment: To be completed by Homeland Security and Emergency Management Division (HSEMD) and the University of Iowa Flood Resilience Team.

5. **Goals & Objectives:** Should be quantifiable, and based on existing hydrologic and water quality conditions with a target for improvement. Consultant should draw on the watershed assessments to develop recommendations and action steps, involving the MCWMA and watershed stakeholders in the goal setting process.
  - a. Agricultural
    - i. Goals and Objectives for Watershed Improvement
      1. Flood mitigation and resilience
      2. Erosion
      3. Water quality
    - ii. BMP Scenario Analysis (Mitigation Actions): Identification of agricultural BMPs (type, quantity, acres treated, and cost) to achieve targeted watershed improvements.
  - b. Urban
    - i. Goals and Objectives for Watershed Improvement
      1. Flood mitigation and resilience
      2. Water quality
      3. Erosion
    - ii. BMP Scenario Analysis (Mitigation Actions): Identification of urban BMPs (types and cost) to achieve targeted watershed improvements.
  - c. Other Watershed Goals/Recommendations. Examples include:
    - i. Recreation
    - ii. Source Water Protection
    - iii. Public Outreach/Education/Engagement for water quality and flood resiliency awareness
    - iv. Habitat/Ecology
6. **HUC-12 Watershed Plans:** Consultant should develop six discrete HUC-12 level Watershed Management Plans. These plans should follow the United States Environmental Protection Agency (EPA) framework for 9-element watershed planning.
  - a. Four HUC-12 watersheds will be identified by local partners, one in each of the following counties:
    - i. Linn County
    - ii. Black Hawk County
    - iii. Butler County
    - iv. Grundy County
  - b. Two HUC-12 watersheds will be identified based on the results of the Middle Cedar Watershed SWAT model.
7. **Case Studies:** These case studies should provide a detailed analysis and BMP recommendations for flood mitigation and water quality improvement.
  - a. City of Vinton: Urban stormwater model/analysis using SWMM (Storm Water Management Model) or similar program & green infrastructure plan, incorporating modeling from IIHR. An analysis of impact to LMI (Low to Moderate Income) areas will be completed by the University of Iowa Flood Resilience Team.
  - b. Greenbrier neighborhood (City of Waterloo): Hydrologic analysis, to be completed by IIHR. An analysis of impact to LMI areas will be completed by the University of Iowa Resilience Team.



- c. Rodgers Park Lake: A gully assessment is being completed by Benton County Conservation staff and IDNR, and a hydrologic analysis will be completed by IIHR. The consultant should identify structural opportunities to mitigate flooding in the park and improve water quality in the lake.

**8. Implementation Plan & Schedule**

- a. Prioritization
- b. Cost
- c. Roles/Responsibilities
- d. Milestones for reaching HUC-8 watershed goals

**9. Evaluation/Monitoring**

- a. Framework for annual watershed plan evaluation and review of accomplishments
- b. Water monitoring plan (based on existing water monitoring efforts)
- c. BMP tracking plan
- d. Outreach & education plan (based on existing resources)

**10. Funding Opportunities/Needs**

**11. Current watershed and/or stormwater plans/work (references)**

- a. Lime Creek Watershed Plan
- b. Miller Creek Watershed Plan
- c. Dry Run Creek Watershed Plan
- d. Benton-Tama RCPP Project
- e. Urban Stormwater Plans/Ordinances
- f. Source Water Protection Plans

### Section Three Clause

**All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):**

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

## Appendix B

### INTENT TO COMPLY WITH SECTION 3 REQUIREMENTS (To be provided with procurement documents and returned with all submitted bids)

Section 3 of the Housing and Urban Development Act of 1968 [12 U.S.C. 1701u and 24 CFR Part 135] is HUD's legislative directive for providing preference to low-income residents of the local community (regardless of race or gender), and the businesses that substantially employ these persons, for new employment, training and contracting opportunities resulting from HUD-funded projects. The regulations seek to ensure that low- and very low- income persons, and the businesses that employ these individuals, are notified about the expenditure of HUD funds in their community and encouraged to seek opportunities, if created.

A Section 3 resident is defined as a public housing resident or someone with a household income that is less than 80% of the area median income.

A Section 3 business is defined as a business that is:

51% owned by Section 3 residents

Whose permanent, full-time staff is comprised of at least 30% Section 3 residents\*\*

Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses

**Note:** If your business meets the definition of a Section 3 business, you may register as a Section 3 Business through HUD's website here: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

Businesses who self-certify that they meet one of the regulatory definitions of a Section 3 business will be included in a searchable online database. The database can be used by agencies that receive HUD funds, developers, contractors, and others to facilitate the award of covered construction and non-construction contracts to Section 3 businesses.

#### **Please complete the following:**

1. If awarded a contract for this CDBG funded project, do you anticipate hiring new employees to complete the project? (Hiring would be specific to this project)

Yes  No If yes, please estimate the number of employees to be hired: \_\_\_\_\_

2. Is your business a Section 3 Business?  Yes  No

3. Is the bidder willing to consider hiring Section 3 residents for future employment opportunities that are a direct result of this CDBG funded project?

Yes  No

4. Is the bidder willing to consider subcontracting with Section 3 Businesses for this project?

Yes  No

I understand that this contracting opportunity is subject to HUD Section 3 requirements (24 CFR Part 135). I have read and understand the Section 3 requirements as generally described above and presented in the Section 3 contract language included in the procurement documents for this project. If awarded a contract, the business commits to following Section 3 requirements, as they apply to this project. If awarded a contract for this project, the business agrees to provide reports to (insert City/County) on Section 3 efforts and accomplishments.

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Name of Contractor/Subcontractor	Address
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Print Name	Title
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Signature	Date
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