



Request for Proposals for Watershed Modeling

Issued by: The Lower Mississippi River WMO

Dated: July 9th, 2025

GENERAL INFORMATION

- A qualified respondent should review the following request and submit one proposal in electronic and PDF format via email by 5:00 pm on or before **Friday, August 1st, 2025** to the following:

Lower Mississippi River WMO
c/o: Joe Barten, Administrator via Dakota County SWCD
Dakota County Soil & Water Conservation District
4100 220th St. West, Suite 102
Farmington, MN 55024

Telephone: (651) 480-7784
EMAIL: joe.barten@co.dakota.mn.us

- Hard copies will be accepted as well, if received by the deadline.
- Clarifying questions regarding this request for proposal shall be via email and must be received by the LMRWMO Administrator no later than 5:00 pm on July 18th, 2025 to:

EMAIL: joe.barten@co.dakota.mn.us

A response to all clarifying questions received from the WMO will be communicated via e-mail to all recipients of this RFP by 5:00 pm on July 22nd, 2025.

I. INTRODUCTION

A. Description of Issuing Agency

Lower Mississippi River WMO
c/o: Joe Barten, Administrator
Dakota County Soil and Water Conservation District
4100 220th St. West Suite 102
Farmington, MN 55024

B. RFP Contents

This RFP contains the following sections:

- I. Introduction
- II. Project Purpose and Background
- III. Scope of Services
- IV. Timeline
- V. Instructions to Proposers
- VI. Evaluation of Proposals
- VII. Contract Terms and Conditions

II. PROJECT PURPOSE AND BACKGROUND

The Lower Mississippi River Watershed Management Organization (LMRWMO) and its member cities seek to develop watershed-wide hydrologic and hydraulic modeling and priority watershed water quality modeling to identify and prioritize water quality improvement practices to maximize pollutant reduction benefits. To this end, the LMRWMO has obtained grant funding through two sources, a 2023 Watershed Based Implementation Funding Grant (WBIF) and a 2025 Accelerated Implementation Grant (AIG), through the MN Board of Water & Soil Resources. The two grant projects are being combined into one project under this request for proposals. The project involves the watersheds shown on the attached LMRWMO priority waterbodies and sub-watersheds map (Exhibit A).

With primarily urban and suburban landscapes, the LMRWMO estimates that much of pollutant load (i.e., phosphorus, sediment, chloride) reaching its lakes and streams occurs via stormwater runoff. However, without comprehensive water quality models, the absolute and relative amounts of pollutant loading from different portions of the watershed are unknown. This data gap limits the ability of the LMRWMO and its member cities to best allocate resources to achieve the most significant pollutant reductions and water quality improvements.

The reviewers will look that proposals show how they can best realize efficiencies in the implementation of this combined WBIF and AIG modeling grant and project effort. Proposals shall demonstrate the extent to which modeling can be accomplished within the current budget and that it will satisfy all grant/project requirements. Current modeling information will be the responsibility of the consultant to collect from member Cities.

III. SCOPE OF SERVICES

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 sub-consultant needs and costs expected for the tasks below shall be included with the overall costs proposed by a

consultant. The LMRWMO currently has a consultant budget of \$90,000 for the AIG modeling project and \$114,000 for the WBIF project, to complete all tasks and fully satisfy the grant requirements. The scope of the proposed project includes the following tasks:

Project Kickoff and Communication

- Perform desktop analysis of project areas and identify information needs;
- Review existing data provided by the Cities and LMRWMO and identify data gaps to be addressed to fully deliver the final report;
- Provide a kickoff meeting with LMRWMO, City Staff, and any other stakeholders identified by the LMRWMO;
- Provide monthly project meetings as necessary for City and WMO staff on project progress.
- Lead a project partner meeting(s) with City and LMRWMO Staff to discuss potential projects and receive feedback after project identification has been completed and before finalizing the report;
- Provide a presentation to the LMRWMO Board near project completion to summarize project accomplishments and next steps for use of data by Cities and the WMO.

Watershed Based Implementation Funding (WBIF) Project

- The objective of the WBIF project is to combine existing GIS data to develop a water quality, hydrologic, and hydraulic model of priority watersheds. The modeling extent includes the watersheds of priority level 1A lakes (Thompson Lake, Rogers Lake, Seidls Lake). The modeling will identify pollutant loading hotspots, areas with insufficient or no treatment, and identify and prioritize regional treatment opportunities. Created from this information is a priority project list and feasibility analysis for each priority level 1A lake watershed, prioritizing projects that include water quality, volume reduction, and that also address flood risk. Water quality, hydrologic, hydraulic modeling will be used to design water quality improvement projects, evaluate flood mitigation opportunities, and identify areas where changing climate and regional development or redevelopment trends may exacerbate flooding, erosion, and pollutant loading.

Accelerated Implementation Grant (AIG) Project

- The objective of the AIG project includes the development and documentation of water quality models (using P8 or a GIS-based model) covering the watersheds tributary to Priority 1A and Priority 1B lakes and creeks in the LMRWMO. These include the watersheds tributary to Interstate Valley Creek, Ivy Falls Creek, Kaposia Creek (Simon's Ravine), Lake Augusta, Hornbeam Lake, Rogers Lake, Seidls Lake (including the adjacent I-494 system), Sunfish Lake, and Thompson Lake. These areas cover approximately 9,000 acres or 25 percent of the LMRWMO. Thompson Lake and Lake Augusta are currently listed as impaired for recreational use due to excessive nutrients.
- Water quality modeling will quantify estimated sediment and nutrient loading from the watershed and treatment achieved by existing best management practices. The study will identify pollutant loading "hot spots" on the landscape where future treatment maybe focused.
- The consultant will use land use, land cover, and BMP information available during model development to semi-quantitatively assess chloride loading in the modeled watersheds. From the modeling results, the consultant will characterize and prioritize treatment needs throughout the modeled watersheds. Analysis will include preliminary evaluation of treatment opportunities and recommended practices. This information will be used to inform future LMRWMO and member city management actions including design of LMRWMO or city-led public BMP projects, planning/prioritization of BMP maintenance by member cities,

identification/pursuit of public-private partnership opportunities resulting from redevelopment, review of private development/re-development proposals.

Field Reconnaissance

- Conduct field surveys and assessments as necessary to validate findings from desktop mapping, gather additional data, and assess current conditions of the subwatersheds and validity of subwatershed data sets;
- Lead a project partner meeting with City and LMRWMO Staff to discuss potential projects and receive feedback after field review has been completed and before finalizing the report;

Final Deliverables

- Provide new, validated, and accurate water quality, hydrologic, hydraulic models that can simulate stormwater runoff and drainage processes in the identified watersheds;
- The final model will include and be capable of the following:
 - The ability to simulate multiple rainfall events (e.g. 100-year 24-hour storm event, back-to-back 100-year 24-hour storm events.
 - A naming convention consistent with the standards established by the currently underway City of Inver Grove Heights model and previous LMRWMO watershed planning documents.
 - The ability to determine the high-water lines of major lakes or ponds within each subbasin.
 - Any additional modelling necessary to fill gaps identified in the review of the existing modelling and to be consistent with the current City of Inver Grove Heights modeling efforts.
- Provide a comprehensive and complete final report which outlines completion of all grant objectives accomplishes the project objectives by November 1st, 2026 and will be a high-quality electronic format copy of the report, along with associated graphics, photos, maps, tables, and supporting information;
- The consultant will develop standards, guidance, and best practices for the development of this and for any future H&H and water quality models and determine a process to maintain and update the model(s) to promote their continued accuracy and effective uses. These standards should be comprehensive and allow any other party to pick up and create consistent standards in the future of other areas of the LMRWMO. These standards should closely follow and be compatible with the draft and final standards being developed by the City of Inver Grove Heights in their Comprehensive Plan update process and modeling process;
- Additional final deliverables include all electronic drawings, reports, maps, modeling data, GIS data and layer shapefiles; detailed cost tables (Microsoft Excel sheets), high resolution photos, and other original format work products prepared or produced in performance of this Contract which shall be transmitted to the WMO in their original electronic format prior to completion of the project and final payment. These shall be provided to the LMRWMO by December 13th, 2026;
- Billing invoices shall clearly track work between each grant/funding source. Final billing invoices shall be provided to the LMRWMO no later than January 3rd, 2027.

IV. TIMELINE

Project Timeline

This RFP will be conducted according to the following tentative schedule. This tentative schedule may be altered at the discretion of the WMO.

Task	Timeline
Release of RFP	July 9 th , 2025
Deadline for Questions Regarding RFP	July 18 th , 2025
Deadline for Response to Consultant Questions	July 22 nd , 2025
Deadline for Submittal of Proposals	August 1 st , 2025 - 5:00 pm
Proposal Review	August 6 th - 8 th 2025
Selection of Consultant	August 13 th , 2025
Execute Contract	As soon after selection as possible
Commence & Complete Work/Services	As per proposal
Final Report Provided to the LMRWMO Board	Prior to November 3rd, 2026

V. INSTRUCTIONS TO PROPOSERS

A. General Information

1. Submittal of Proposals

Proposers shall submit one electronic copy of their proposal to Joe Barten via email at: joe.barten@co.dakota.mn.us.

All proposals shall be received no later than 5:00 pm on, Friday, August 1st, 2025. Proposals received after this time may be rejected. The WMO reserves the right to accept or reject any proposals.

2. Proposal Format

Proposals shall be prepared on 8-1/2" x 11" format. **We request that proposals consist of a maximum of 10 pages, inclusive of cover page and cost summary, non-inclusive of resumés.** Index the proposal and sequentially number all pages throughout or by section. All text and exhibits should be succinct and relevant to the RFP requirements.

3. Examination of RFP

By submitting a proposal, the Proposer represents that they have thoroughly examined and become familiar with the work required under this RFP and that the Proposer is capable of performing quality work to achieve the objectives of the WMO.

4. Addenda/Clarifications

Any changes to this RFP will be made by the WMO through a written addendum transmitted via e-mail as noted in the project timeline. No verbal modification will be binding.

5. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the Proposer in: 1) preparing its proposal in response to this RFP; 2) submitting the proposal to the WMO; or 3) any other expenses incurred by the Proposer prior to the date of execution of the proposed agreement.

The WMO shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposers in the preparation of their proposals. Proposers shall not include any such expenses as part of their proposals.

6. Exceptions and Deviations

Any exceptions to the requirements in this RFP must be included in the proposal submitted by the Proposer. Segregate such exceptions as a separate element of the proposal under the heading "Exceptions and Deviations."

7. Contract Award

Issuance of this RFP and receipt of proposals do not commit the WMO to award a contract. The WMO reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP.

8. Joint Offers

Where two or more Proposers desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The WMO intends to contract with a single firm and not with multiple firms doing business as a joint venture.

9. Contact Person

The Proposer's sole point of contact with the WMO for this proposal is Joe Barten, LMRWMO Administrator.

10. WMO Rights

The WMO may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the Proposer, and require additional evidence of qualifications to perform the work described in this RFP. The WMO reserves the right to:

- a. Reject any or all proposals.
- b. Cancel the Request for Proposals;
- c. Issue a subsequent Request for Proposals;
- d. Remedy technical errors in the Request for Proposal;
- e. Appoint evaluation committees to review proposals;
- f. Establish a short list of 3 Proposers eligible for interview after evaluation of written proposals;
- g. Negotiate with any, all, or none of the RFP respondents; and
- h. Reject and replace one or more subcontractors.

11. Ownership of Proposals

All submitted proposals become the property of the WMO. By submitting a proposal, the Proposer agrees that the WMO may copy the proposal for purposes of facilitating the evaluation or to respond to requests for public data. The proposer consents to such

copying by submitting a proposal and warrants that such copying will not violate the rights of any third party, including copyrights.

B. Components for the Proposal

1. Letter of Transmittal

Address the letter of transmittal to the address set forth on the cover page of this RFP and include, at a minimum, the following:

- a. Identification of the offering firm(s), including name, address, and telephone number of each firm;
- b. Acknowledgment of receipt of RFP addenda, if any;
- c. Name, title, address, telephone and email address of contact person during period of proposal evaluation;
- d. A statement to the effect that the proposal shall remain valid for a period of not less than 90 days from the date of submittal; and
- e. Signature of a person authorized to bind the offering firm to the terms of the proposal.

2. Proposer's Team

Identify the interrelationship of the Proposer's team members and key personnel. Identify the team members' areas of responsibility. Provide subcontractors' company name, address, contact person, and telephone number. Describe your previous experience working with each subcontractor (if applicable).

3. Qualifications and Experience

Identify similar projects undertaken by the Proposer's team within the last five (5) years. Document the team members' actual responsibility on each project. The subcontractors' projects should be similar to the work they will perform on this project. For each project, provide the contact information for the client who is familiar with the firm's key personnel.

4. Key Personnel

For each of the key personnel shown, provide a brief resume. A longer résumé may be used for the project manager. Include in the project manager's résumé a summary of experience with any specialization or expertise at the local, state and national level needed for the project. At least one of key personnel must be a licensed professional Engineer.

5. Work Plan and Budget for Scope of Services

The proposal should demonstrate the Proposer's understanding of the project intent, goals, and deliverables. The proposal must include a clear description of the methods or process to be used to complete each task in the scope of services along with a project schedule that details tasks, timelines, and work products.

The proposal should demonstrate how the Proposer can best realize efficiencies in the implementation of this combined WBIF and AIG modeling grant and project effort as well as other City modeling efforts. We welcome innovative ideas for maximizing the value and amount of work that can be completed within the budget available through the grant. Provide rationale and evidence of the value and effectiveness of the proposed approach to the scope of services. Provide details on what areas will be covered by what type of modeling, or what the end result of modeling coverage will be accomplished, as well as

what extent, if any, of field work or reconnaissance will be incorporated into the overall project.

The Proposer shall provide a detailed budget and not to exceed cost for the proposed project. The budget should include each of the tasks in the scope of services and provide:

- a. Professional fees, including hourly rates and number of hours to be worked per person
- b. Direct expenses (equipment, supplies, etc.)
- c. Other (contract labor, travel, etc.)

6. Conflict of Interest

The Proposer must identify any potential conflict of interest it may have providing the services contemplated by this RFP.

VI. EVALUATION OF PROPOSALS

Each proposal will be assessed by project partners for its response to the needs outlined in the RFP. Factors to be considered during the review include, but will not be limited to the following:

1. Qualifications and experience of the Firm, Project Manager, and key staff proposed to work on the project and availability.
2. Understanding of project requirements.
3. Completeness and clarity of proposal which demonstrates a thorough approach to study and report, overall understanding of the project objective and individual work tasks, appropriate level of detail, documentation, and back-up material.
4. Responsiveness to the client, clarity of proposed schedule, and ability to complete within required timeline.
5. Fee estimate and value of fee estimate: total project cost, appropriately assigning qualified personnel to complete tasks, and demonstrating value in the allocation of staff hours to project tasks.
6. Any other factors deemed relevant by the LMRWMO and partners.

The LMRWMO reserves the right to consider any additional information gathered by the LMRWMO or submitted by the consultant to evaluate the submitted proposal. The LMRWMO reserves the right to request interviews of consultants prior to selection if necessary.

Lowest cost will not be the sole determining factor in awarding a contract. Rather, the LMRWMO may award the contract to the consultant whose proposal represents the best value proposal, as determined by the evaluation criteria above.

VII. CONTRACT TERMS AND CONDITIONS

The following terms and conditions, together with any necessary State requirements, shall be incorporated into the agreement with the successful proposer.

A. Term

The term of the contract awarded under this RFP shall commence in late February, 2024 and end no later than December 4th, 2024. Final billing from Consultant must be received no later than January 3rd, 2025.

B. Contract

The selected Consultant must be willing to sign a contract that has the terms set forth in the form of the contract attached, including the following attachments to such form contract:

Attachment A Request for Proposals

Exhibit A - LMRWMO Priority Waterbodies and Subwatersheds Maps

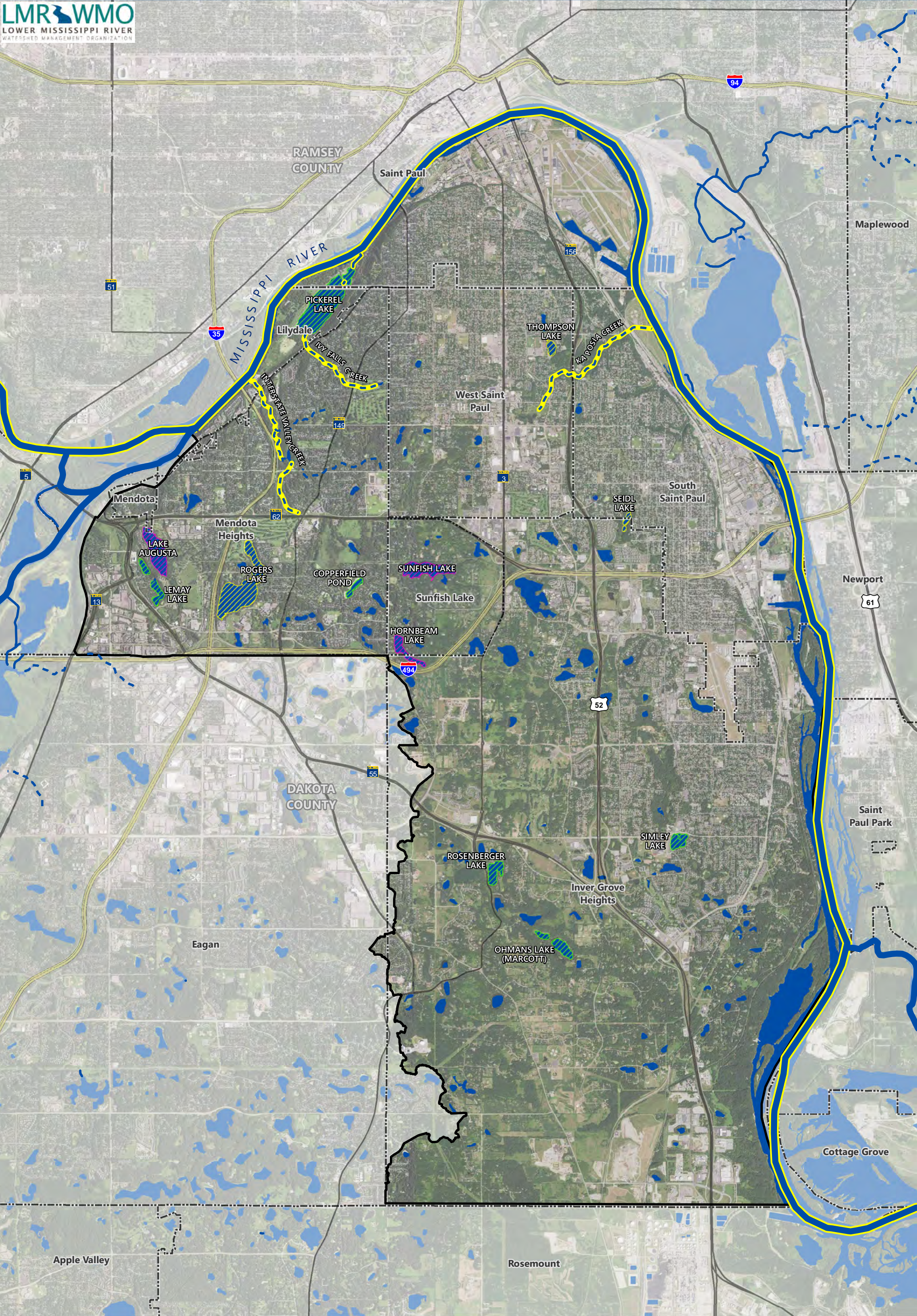
Exhibit B - FY-2023 Watershed Based Implementation Funding Grant Workplan

Exhibit C - FY-2025 Accelerated Implementation Grant Workplan

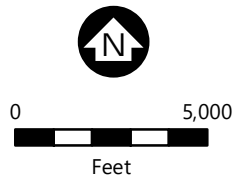
Attachment B Response to Request for Proposal

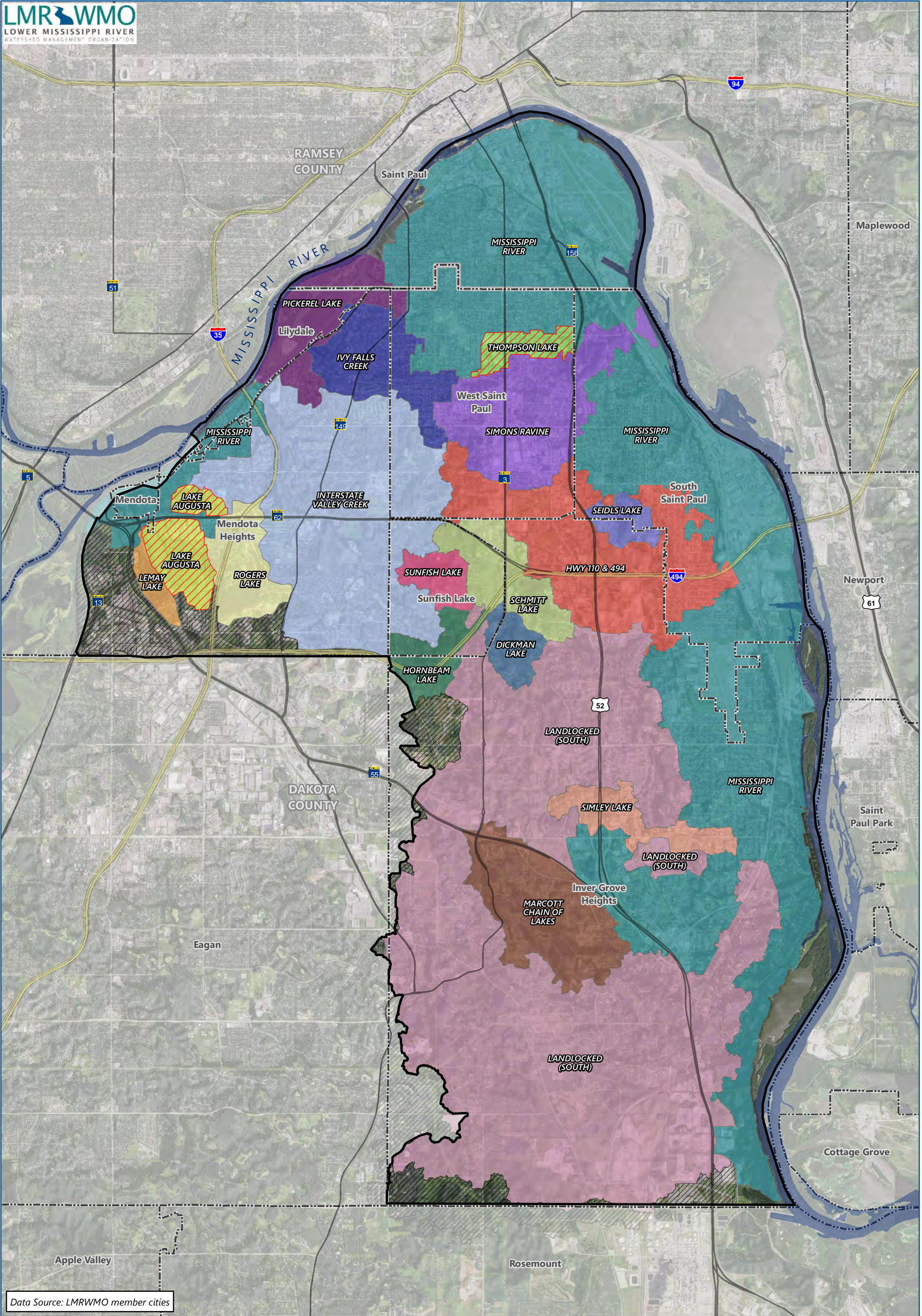
Attachment C Certificate(s) of Insurance

The below is a template contract and the WMO has the right to make any additions, deletions, changes and modifications to the form contract as it deems necessary, prior to the award of the contract.




























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|--|--------------------------------------|--|-----------------------|-----------------------------|-----------------------|
| | Lower Mississippi River WMO Boundary | | Lake or Pond | Priority Waterbodies | |
| | County Boundary | | River | | Priority 1A |
| | Municipal Boundary | | Stream (Intermittent) | | Priority 1B |
| | | | Stream (Perennial) | | Priority 2 |
| | | | | | Priority River/Stream |





Data Source: LMRWMO member cities

- | | | | | | | | |
|--|--------------------------------------|---|-----------------------------|---|------------------------|---|---------------------|
|  | Lower Mississippi River WMO Boundary |  | LMRWMO Regulatory Watershed |  | Lake Augusta |  | Schmitt Lake |
|  | County Boundary |  | Planning Subwatersheds |  | Lemay Lake |  | Seidl's Lake |
|  | Municipal Boundary |  | Dickman Lake |  | Landlocked (South) |  | Simley Lake |
|  | River |  | HWY 110 & 494 |  | Marcott Chain of Lakes |  | Simons Ravine |
| | |  | Hornbeam Lake |  | Mississippi River |  | Sunfish Lake |
| | |  | Interstate Valley Creek |  | Pickerel Lake |  | Thompson Lake |
| | |  | Ivy Falls Creek |  | Rogers Lake |  | Drains to other WMO |



A scale bar labeled "Feet" with markings at 0 and 5,000. The bar is divided into four equal segments by three vertical tick marks.

**LMRWMO PLANNING
SUBWATERSHEDS**
LMRWMO Watershed
Management Plan

FIGURE 2-3