



Request for Proposals

for Professional Services

Plan Writing and Committee Facilitation

For a Comprehensive Watershed Management Plan – One Watershed, One Plan –
for the St. Louis River Watershed Planning Area



Notice of Request for Proposals

June 17, 2020

Proposals Due

July 10, 2020 5:00 pm

Interviews with 3 highest-rated firms

July 22 - July 30, 2020

Notification of Selection

Aug 3, 2020

Contract Finalized/Consultant Start

by Aug 21, 2020



1. INTRODUCTION

- 1.1. The St. Louis River, One Watershed, One Plan Planning Partnership (Partnership) is soliciting Proposals from qualified Proposers to provide professional services in the form of Plan Writing and Committee Facilitation leading to the development of a ten-year comprehensive watershed management plan, in accordance with Minnesota Statutes 103B.801 (One Watershed, One Plan). Only one Proposer will be selected for the work contained in this Request for Proposals (RFP).
- 1.2. The St. Louis River Watershed has been awarded a planning grant by the MN Board of Water and Soil Resources (BWSR) through the One Watershed, One Plan (1W1P) Program. This program allows counties to transition from county-based water management planning to watershed-based planning. The planning grant will be the sole funding source for the Proposer's work and expires on June 30, 2022.
- 1.3 The final Plan will be outcome-based. The Consultant will work with the Partnership to 1) identify specific project locations; 2) provide an analysis of project load reduction benefits at multiple locations that have been identified as resource concerns; 3) develop estimated costs for the implementation of the practices; and 4) provide a comparison of the proposed reductions to measurable goals. A BWSR-approved Comprehensive Watershed Management Plan is expected by the grant expiration date and must contain the required plan components including the following:
 - Shows the mapped locations of both restoration and protection resources;
 - Identifies the components of the Partnership's implementation program consistent with the Plan Content Requirements for One Watershed, One Plan and demonstrates that the Plan is focused on the prioritized resources;
 - Identifies the general number of projects and programs that are needed to achieve the measurable goals established by the Partnership;
 - Allows for the identification and tracking of the measurable goals (numeric);
 - Provides quantification of the benefits of implementation programs, including proposed projects; and
 - Provides an estimate of total project and program costs.
- 1.4 The planning area for the St. Louis River 1W1P includes portions of St. Louis, Carlton, Itasca, Lake and Aitkin Counties, Fond du Lac Tribal land and 1854 ceded territory. See Attachment C: *Planning Area Map*. Itasca, Lake and Aitkin Counties and SWCDs elected to participate in an advisory role only, as the percent watershed area in these counties and districts was less than 10%. The Planning Partnership thus includes the counties and Soil and Water Conservation Districts (SWCDs) of St. Louis County and Carlton County and the Fond du Lac Band. These parties have entered into a Memorandum of Agreement (MOA) for the sole purpose of undertaking this planning process. Proposer must recognize that this is a locally-driven plan that must reflect local priorities. It is expected that five County Boards and six SWCD Boards will approve this Plan at the completion of the process in order to meet requirements set forth under MN Statute 103B.

2. PROJECT OVERVIEW

- 2.1. The selected consultant shall develop a comprehensive watershed management plan that includes Prioritized, Targeted and Measurable Implementation actions and strategies that can be implemented by myriad partners over a 10-year time period. The Proposer must demonstrate the

capability to provide the requested services, a commitment to meet the proposed schedule, and an understanding of the One Watershed, One Plan guidelines and requirements as set forth in Minnesota Statutes 103B.801. The selected consultant will be working with local units of government, state agencies, natural resource professionals and citizens participating within the following committee structure:

2.11 *Policy Committee:* The Decision-making authority for the planning process. Composed of one County Commissioner and one SWCD Supervisor appointed from each of the counties and districts in the watershed and a Tribal representative from the Fond Du Lac Tribe's Resource Management Division.

2.12 *Advisory Committee:* The Advisory Committee is not yet formed as of the posting of this RFP. Required members include one staff each from MN Departments of: Natural Resources, Health, Agriculture, BWSR and the Pollution Control Agency. The Planning Partnership is also a part of this Committee. Lake, Aitkin and Itasca Counties and SWCDs requested participation also, as they chose not to be signatories to the MOA, but will need to adopt the final plan.

2.12.1 The Planning Partnership plans to solicit additional participants via an application process during July, 2020. Interested persons and entities will then be recommended for membership to the Policy Committee, which has approval authority over Advisory Committee membership.

2.13 *Steering Committee (a.k.a. Planning Partnership):* Local governmental staff from St. Louis and Carlton counties, planning and technical staff from the South St. Louis, North St. Louis and Carlton County SWCDs, and natural resources staff from the Fond du Lac Tribe will guide the planning process. The South St. Louis SWCD will serve as the day-to-day contact and as the fiscal agent for the project. Any contract resulting from this RFP will be between the Proposer and the South St. Louis SWCD.

2.2. The St. Louis River watershed lies in the Northeast area of the State and encompasses a land area of 2,441,235 acres within Aitkin, Carlton, Itasca, Lake and St. Louis counties. The Watershed also includes the Fond du lac Band and 1854 Treaty Authority ceded territory. This Planning Area is the largest One Watershed, One Plan planning area in the State. As such, the Planning Partnership is proposing to divide the Plan into smaller, sub-planning areas so that implementation projects and strategies can be identified and prioritized to more accurately address the geography, land uses, and water quality conditions of each sub-planning area. The Planning Partnership and BWSR have identified these four smaller planning areas as:

- The Cloquet River watershed, which has very high water quality, a high percentage of public land, four reservoirs administered by MN Power and is less densely populated than the rest of the watershed;
- The Duluth Urban and North Shore streams, from Mission Creek to the Sucker River. Brewery Creek watershed to the Sucker River watershed empty in Lake Superior, not the St. Louis, but because the Lake Superior North One Watershed, One Plan boundary extends to the Knife River watershed, these north shore subwatersheds were grouped into the St. Louis River Planning area. Streams running through the City of Duluth urban area are also distinct from the streams in the rest of the watershed as they are flashier, colder and surrounded by

urban land uses.

- Fond du Lac Tribal lands and the federally approved water quality standards set by the Tribe that apply to their portion of the watershed.
- The remainder of the watershed, including the Mesabi Range, which has land uses, geographical characteristics, and water quality conditions and stressors that are unique to the northern part of the watershed.

2.3. It is the intention of the Planning Partnership to coordinate the One Watershed, One Plan and the Minnesota Pollution Control Agency's Watershed Restoration and Protection Strategies (WRAPS) processes together as appropriate and as timing and scheduling allows. The status of the WRAPS Cycles for the MN Pollution Control Agency's watershed units located within the St. Louis River 1W1P planning area are as follows:

- St. Louis River – Cycle 1 completed, Cycle 2 began in 2019;
- Cloquet River Watershed – Cycle 1 WRAPS / TMDL documents in final review, Cycle 2 begins in 2025;
- Lake Superior South/Duluth Urban – Cycle 1 completed, Cycle 2 began in 2020.

3. GENERAL SCOPE OF SERVICES

3.1. This is a qualifications-based selection. Only one consultant/firm will be selected to provide all services requested.

3.2. The selected consultant must be highly skilled in: project management, GIS mapping and analysis; the use and interpretation of hydrologic, hydraulic and water quality models and modeling results; land use controls; watershed restoration and protection strategies; water quality impairments and stressors; understanding the nuances of local politics; technical writing; listening; and meeting facilitation both virtually and in person. The successful consultant should also possess knowledge of local politics and historical natural resource challenges and opportunities affecting the many communities throughout this large watershed.

3.3. These are general descriptions of services – more detail can be found in the *St. Louis River 1W1P Planning Grant Work Plan* (Attachment B); *One Watershed, One Plan Guidebook* - https://bwsr.state.mn.us/sites/default/files/2019-09/1W1P_guidebook.pdf; and/or by reviewing other One Watershed, One Plans that have been completed or are in process - <https://bwsr.state.mn.us/one-watershed-one-plan-participating-watersheds>.

3.31 Identifying and *aggregating available data and reviewing this data for commonalities, conflicts, and any potential data gaps. Existing plans and studies that should be referenced include:

- WRAPS Plans and reports from the MN Pollution Control Agency, for the St. Louis River, Cloquet River, Lake Superior South and Duluth Urban Major Watersheds (MPCA watershed planning areas are not congruent with BWSR 1W1P watershed planning areas).
- Groundwater Restoration and Protection Strategy (GRAPS) plans and reports, if

available (MN Dept. of Health).

- Existing Comprehensive Water Management Plans from Aitkin, Carlton, Itasca, Lake and St. Louis Counties.
- Forestry Management Plans from the USFS and MN DNR including a concurrent landscape stewardship planning initiative being completed by the Minnesota Forest Resource Council.
- Aquatic / Fisheries Management plans – MN DNR.
- Studies, models and other available data and studies from Fond du Lac.
- Comprehensive Land Use Plans in the Planning Area, including St. Louis County's Plan, which was recently completed and is based on a watershed level.

**North St. Louis SWCD has completed some of this work.*

3.32 Compiling, interpreting and presenting information and data generated during Steering, Advisory and Policy Committee meetings.

3.33 Analyzing and *mapping watershed data, including the results from existing watershed models.

**Carlton SWCD has completed some of this work.*

3.34 Modeling – using GIS-based habitat evaluation models, hydrologic and hydraulic models, and water quality models – to assist the Planning Partnership in identifying, prioritizing and measuring the outcomes of implementation strategies.

3.35 Professionally facilitating Advisory and Policy Committee meetings that engage and guide the committee members to reach desired outcomes. Many of these meetings will likely need to be held virtually until face to face interactions can again be held without limitations.

3.36 Drafting a comprehensive watershed management plan, and editing the plan based on input received from the committees and the public into the final product that will be submitted to BWSR for approval and ultimately adopted by LGUs in the planning area.

3.4. The selected consultant will follow the requirements of Minnesota Statutes §103B.801 and assist the Partnership with meeting Plan requirements set forth in the *One Watershed, One Plan Plan Content Requirements Version 2.1* - https://bwsr.state.mn.us/sites/default/files/2019-12/1w1p_plan_content_requirements_2.1_0.pdf

4. INSTRUCTIONS FOR PROPOSERS

4.1 **Submittal Format:** The Proposal Package should be limited to 25, 8.5 x 11 pages and be presented in a narrative format. The following items will not be included in the page count: cover letter, title page, table of contents, the Cost Proposal Spreadsheet, and resumes (helpful but not required). In

addition, one-page summaries of projects illustrating similar work may be placed in an Appendix and will not count towards the page limit. All submittals must be in .pdf format.

- 4.2 How to submit:** Interested proposers should submit their proposal via email to Kate Kubiak at the following email address: kate.kubiak@southstlouisswcd.org. Proposals shall be clearly marked “PROPOSAL FOR 1W1P PLAN” on the email subject line. Only electronic submittals will be accepted. Receipt of submittal will be provided.
- 4.3 Proposal Due Date:** Proposals are due by **5:00 p.m. on July 10, 2020**.
- 4.4 RFP Questions:** Questions about the RFP are due by 5:00 p.m. July 5, 2020 and should be emailed to: Kate.Kubiak@southstlouisswcd.org. Answers will be posted on the project website at: <https://www.southstlouisswcd.org/1w1p>.

4.5 RFP Schedule

Publication of Request for Proposals	June 17, 2020
Questions Due	July 5, 2020 <u>5:00 pm</u>
Proposals Due	July 10, 2020 <u>5:00 pm</u>
Review of Proposals	by July 20, 2020
Interviews/Presentations with Interview Panel- 3 highest-rated firms	July 22 - July 30, 2020
Notification of Selection	Aug 3, 2020
Negotiation of Final Scope/Schedule/Budget	by Aug 14, 2020
Contract Finalized/Consultant Start	by Aug 21, 2020
First Advisory Committee Meeting – Consultant-Led	by Aug 31, 2020

5. TECHNICAL PROPOSAL

The Technical Proposal should contain the following information in a narrative format:

- 5.1 Cover Letter:** Include the following: 1. Name and address of firm and individual who will serve as the contact person during the period of proposal evaluation; 2. Statement to the effect that proposal shall remain valid for a period of not less than 90 days from the date of submittal; 3. Signature of a person authorized to bind the offering firm to the terms of the proposal.
- 5.2 Approach/Methodology:** Describe your firm’s general approach towards: 1. Project management and project pacing; 2. Facilitating groups in creative, engaging ways to achieve the desired objective.
- 5.3 Project Understanding:** 1. Identify assumptions and uncertainties present in your understanding of the proposed work, if any; 2. List deliverables and anticipated dates of delivery; 3. Summarize your firm’s ability to provide the required services within the proposed timeline.

- 5.4 Qualifications and Project Team:** 1. Discuss the qualifications and experience of the individual who would be designated as overall project manager as well as any other team members, partners or sub-contractors contributing to the project. 2. Indicate measures to be taken to guarantee staff assigned in the project will see the project through to completion and will not be substituted with other staff.
- 5.5 Experience and Capacity:** 1. Provide a narrative of your firm's experience and capacity. 2. Demonstrate your firm's ability to provide the required services, including past experience in local comprehensive watershed or similar natural resources plan development.
- 5.6 Assurances of Quality:** Provide information on your firm's approach to quality control. Provide examples of client satisfaction and testimonials on quality.

6. COST PROPOSAL

- 6.1.** Proposers should provide a detailed cost proposal using the attached *Cost Proposal Spreadsheet* (Attachment A). The *Project Work Plan* (Attachment B) provides more detail on the Project Tasks, but proposers should note that the Task Numbers and Start and end Dates in the *Work Plan* do not necessarily match those in the *Cost Proposal Spreadsheet*. The task numbers and timelines set forth in the *Cost Proposal Spreadsheet* take precedence.
- 6.2.** The *Cost Proposal Spreadsheet* identifies a "Lead" and a "Support" for each Task. Proposer should provide costs for any Task that identifies Consultant as "Lead" or "Support."
- 6.3.** The selected consultant will be required to furnish all labor, materials, transportation, tools, supplies, equipment, insurance and any other items necessary for completing the work. Expenses that the selected consultant incurs in performing the services required to perform each task (including travel and lodging, document reproduction, etc.) are to be included in each task's charges and rates and are considered incidental to the project. Specific costs that should be included in the cost proposal and are considered incidental, include but are not limited to the following:
- 6.31** Large format maps and documents that are not easily reproducible to be used for meetings and public display.
- 6.32** Up to 25 draft plans and up to 25 final plans, all color copies printed and bound. Selected consultant will also provide an electronic copy of the draft and final plans.
- 6.33** Depending on the location of the firm and/or project team, completing the required tasks for this project may require significant travel throughout the Planning Area. Proposer should estimate these travel costs as best as possible based on the information provided in the *Cost Proposal Spreadsheet*.
- 6.4.** The Planning Partnership expects that qualified consultants providing a proposal should have an awareness of planning processes sufficient to understand that actual hours may be greater or smaller for each task. Moreover, effective planners/facilitators can reduce the number of meetings or duration of each task by providing structure and materials prepared in advance.

- 6.5. The South St. Louis SWCD, through its grant agreement with the Board of Water and Soil Resources, will cover the costs of meeting facility rental, meeting refreshments and notifications.

7 PROPOSAL EVALUATION

- 7.1 **Phase 1 Evaluation:** Each proposal will be scored and ranked by the Partnership's Steering Committee based on the following factors:

- 7.11 **Project Understanding:** Expressed understanding of the project, key objectives and associated risks. Understands watershed planning, prioritization, targeting, measuring and the 1W1P content requirements. Demonstrates an understanding of planning at a local level. Demonstrates an understanding of and/or openness to working with both local government and with Tribal government.
- 7.12 **Project Approach:** Expressed understanding of the role of and relationship between consultant and Planning Partnership; provides timeline, deadlines and deliverables that align with the grant work plan and addresses time commitments for work tasks proposed for the project.
- 7.13 **Project Management, Key Staff, and Experience:** Assessment of the proposed project team and/or firm for qualifications, experience with similar projects, quality assurance, appropriateness of resources allocated to the project and testimonials.
- 7.14 **Cost and Evaluation of Value of Services:** Assessment of the overall project cost estimate on a comparative basis to the other proposals received.

7.2 **Phase 2 Evaluation:**

- 7.21 Interviews/Presentations with three top-ranked Proposers will be held by the Steering Team Interview Panel between July 22 and July 30, 2020. It is likely that these interviews/presentations will need to be conducted virtually. If conditions allow, the interviews/presentations will be conducted in person in Duluth, MN during the same timeframe.
- 7.22 Proposers will be given 40 minutes to present their proposal and introduce the Project Team. The presentation will be followed by 20 minutes of questions from the Steering Team Interview Panel.
- 7.23 Once Phase 2 evaluation process is complete, the selected consultant will be notified. Selection will be posted on the project webpage and emailed to all who submitted proposals.

8 SPECIAL CONSIDERATIONS FOR THE ST. LOUIS RIVER PLAN

- 8.1 **Size of planning area:** This is the largest One Watershed, One Plan Planning Area in the State with a total drainage area of 2,441,235 acres. The partners anticipate and expect that the Plan will include targeted and prioritized implementation and strategies at four sub-panning areas. The proposed sub-

panning areas that the Partnership is considering at the time of this RFP are: 1.) Mesabi Range and the greater St. Louis watershed 2.) Cloquet Watershed (few impairments, large amount of public land) 3.) North shore streams and Duluth urban area streams (Mission Creek to Sucker River) 4.) Fond du Lac Tribal lands.

- 8.2 Planning Grant:** Funding to pay for the development of this Plan will be provided entirely by a Planning Grant between the South St. Louis Soil and Water Conservation District and BWSR. The FY 2020 STATE OF MINNESOTA BOARD OF WATER and SOIL RESOURCES CLEAN WATER FUND ONE WATERSHED, ONE PLAN PROGRAM GRANT AGREEMENT was executed on April 10, 2020 and expires on June 30, 2022. No funding outside of the planning grant will be available to pay for the proposer's work. This RFP and project are contingent upon the awarding of grant funds from BWSR.
- 8.3 St. Louis River Area of Concern:** Proposer should note that although the St. Louis River Area of Concern is located within the Planning Boundary, the expectation is that the area under AOC designation is being managed under federal guidelines and programs and does not need to come under special consideration in the Plan. Focus should instead be placed on the Duluth Urban/North Shore as a sub-planning area.
- 8.4 Alternative meeting formats:** Proposer must be prepared to facilitate and participate in virtual meetings, through 2020 and possibly into 2021. Proposer should be prepared to develop and implement creative solutions to limitations relating to in-person meetings and events.
- 8.5 Tribal partner:** This is the first One Watershed, One Plan with a Tribe participating as a formal Partner. A Tribal representative is serving on the Policy Committee. Proposer should be aware of and consider and include the Tribe's water quality standards in conjunction with State water quality standards.
- 8.6 Local Partners' Role in Plan Development:** As this is a locally-led Plan, approximately 33% of the planning grant is being reserved to fund local partners' role in Plan development, including grant administration. Proposer should recognize the importance of and plan for close coordination with local partners, in order to create a Plan that has the necessary local buy-in to lead to adoption by local Boards. Proposer will be working most closely with South St. Louis, North St. Louis and Carlton County SWCD staff and staff from the Fond du Lac Tribe.
- 8.7 Coordination with St. Louis River WRAPS Cycle 2 (MPCA):** The Planning Partners, specifically the SWCDs, have been working under contracts with the MN Pollution Control Agency to complete monitoring, assessment, geomorphology and civic engagement work for the MPCA's WRAPS processes in the Planning Area. The Partnership and the MPCA wish to coordinate the One Watershed, One Plan process with the continuing WRAPS cycles for the St. Louis, Cloquet and Lake Superior South WRAPS processes. Combining meetings of the WRAPS Core Teams and the 1W1P Advisory Committee is one way that this may be accomplished. Proposer should try its best to integrate these two programs throughout the development of the Plan.

9 RESERVED RIGHTS

- 9.1** The cost proposal will not be considered a bid. It will be the starting point for negotiating a contract for the described services. It is the intention of the St. Louis River 1W1P Partnership to negotiate a final scope, schedule, and budget with the selected consultant. The Partnership reserves the right to negotiate a final scope, schedule, and budget with the next highest rated firm if it is unable to reach

agreement with the first firm.

9.2 Issuance of this RFP and receipt of proposals does not obligate the Planning Partnership or the South St. Louis SWCD to select a consultant or to otherwise enter into a contract, nor does it obligate the Partnership or South St. Louis SWCD to pay for any costs incurred in preparing and submitting proposals in anticipation of a contract.

9.3 The St. Louis River 1W1P Partnership reserves the right to the following:

- Make the selection based on its sole discretion, without regard to cost;
- Reject any and all proposals;
- Issue subsequent RFPs;
- Postpone opening for its own convenience;
- Modify or cancel all or part of this solicitation at its own discretion;
- Approve or disapprove use of particular subcontractors;
- Negotiate with any, all, or none of the proposers;
- Waive informalities and irregularities in the proposals and;
- Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the Partnership, as represented by the South St. Louis Soil and Water Conservation District.

10 CONTRACT NEGOTIATION

10.1 During the selection and contracting process, the Planning Partnership and South St. Louis SWCD, in collaboration with the selected consultant, will negotiate final work tasks, milestones, deliverables, costs and invoice intervals.

10.2 A Contract for Professional Services will be executed between the South St. Louis Soil & Water Conservation District and the selected consultant. This contract shall be typical to the type of services provided.

10.3 A contract shall not be binding or valid with the South St. Louis Soil and Water Conservation District unless and until it is executed by the District Board and the consultant.

11 ATTACHMENTS

Attachment A – Cost Proposal Spreadsheet – to be completed by Proposer as part of proposal.

Attachment B – BWSR Work Plan – **For reference only**. Timeline and Task Numbers may not match Cost Proposal Spreadsheet.

Attachment C – Map of Planning Area

Attachment D – Map of Proposed Sub-Planning Areas



St. Louis River Watershed
Plan Development: Work Plan

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

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

Grant Title: 2019 St. Louis River Watershed One Watershed, One Plan Planning Grant

Grant ID: _____

Fiscal Agent/Grantee: South St. Louis SWCD/Kate Kubiak or her successor

Administrative Lead (project coordinator): South St. Louis SWCD/Kate Kubiak or her successor

Phase 1: Pre-Planning

Task 1.1: Establish and Maintain Partnership

1W1P Policy:	Operating Procedures IV.A.1	
Lead:	South St. Louis SWCD	
Support:	Steering Team, SWCD and County Boards, Tribal Council, BWSR staff	
Start Date:	11/1/19	
Completion Date:	End of Planning process	
	.1	Establish steering team (may occur prior to final grant agreement)
	.2	Draft memorandum of agreement for approval 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
Objectives:		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
Deliverables:		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.
		Signed MOA
		Policy Committee by-laws

Task 1.2: Develop work plan, timeline, budget and grant agreement

1W1P Policy:	BWSR Grants Policy	
Lead:	South St. Louis SWCD	
Support:	Steering Team, BWSR	
Start Date:	11/1/19	
Completion Date:	3/30/20	
	.1	Fill out narrative work plan (this document), deciding who will lead on each step
	.2	Adapt the BWSR-provided timeline and budget spreadsheet to reflect completion dates for tasks, including details for subtasks
	.3	Adopt the BWSR-provided budget spreadsheet for the planning process. Check in with BWSR Board Conservationist on draft budget
	.4	Submit the documents from subtasks 1-3 to BWSR Board Conservationist for review and approval
	.5	Upload work plan documents in eLINK and populate eLINK work plan
	.6	Execute grant agreement
Objectives:		Partners understand, discuss, and agree on the tasks, sequencing, approximate timing and budget for the planning process
Deliverables:		A BWSR approved work plan, timeline and budget
		An executed grant agreement between South St. Louis SWCD and BWSR

Task 1.3: Aggregate Watershed Information

1W1P Policy:	Operating Procedures IV.A.3	
Lead:	North SWCD	
Support:	Steering Team	
Start Date:	4/1/20	
Completion	6/1/20	

Date:		
Subtasks:	.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
Objectives:		Better watershed orientation, understanding, discussion, and prioritization (not intended to be exhaustive, but rather a compilation for the purposes of understanding current priorities and goals for the watershed)
Deliverables:		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 Meetings (2)

1W1P Policy:	Operating Procedures IV.A.2 Operating Procedures IV.A.4	
Lead:	South St. Louis SWCD, North St. Louis SWCD	
Support:	SWCDs, Policy Committee, BWSR	
Start Date:	4/1/20	
Completion Date:	7/1/20	
Subtasks:	.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. <i>(not required)</i>
	.4	Plan and carry out 2 public kickoff meetings – one in the northern part of the watershed, one in the south, 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
Objectives:		Stakeholders are notified of the planning process and have an opportunity to provide input
Deliverables:		List of plan review authorities and stakeholders, formal notification sent
		Public meetings held and documented (kick-off meetings)
		Stakeholder input gathered and compiled. <i>(Deliverables may include surveys, meetings, and other input gathering activities.)</i>

Task 1.5 Hire Consultant(s)

1W1P Policy:	No policy reference. This step is optional.	
Lead:	Steering Team	
Support:	Policy Committee	
Suggested Start Date:	4/1/20	
Completion Date:	6/1/20	
Subtasks:	.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 content for professional consultant tasks; develop qualification rating method and process
	.4	Manage the process of reviewing and ranking consultant responses according to method. If needed, interview consultants based on ranking
	.5	Select and negotiate contract with selected consultant(s) (policy

		committee)
Objectives:		Consultant(s) selected to help the partnership develop the comprehensive watershed management plan
Deliverables:		Request, selection process, negotiated contract

Phase 2: Draft Plan

Task 2.1: Write the Land Water Resources Narrative

1W1P Policy:		
Lead:	North St. Louis SWCD	
Support:	South St. Louis SWCD, Carlton SWCD	
Start Date:	4/1/20	
Completion Date:	6/1/20	
Subtasks:	.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
Outcomes:		Better watershed orientation, understanding, discussion, and prioritization
Deliverables:		A land and water resources narrative
		Printed materials that summarize land and water information, to be shared with policy committee and/or at public information meetings, including the public kickoff meeting
		A webpage and story map set up on the South St. Louis SWCD website

Task 2.2: Establish Plan Structure

1W1P Policy:	Optional	
Lead:	Steering Team	
Support:	Policy Committee, Consultant	
Start Date:	4/1/20	
Completion Date:	6/1/20	
Subtasks:	.1	Steering team and/or consultant will identify planning areas to be recommended to the Policy Committee.
Objectives:		The St. Louis River Watershed Panning area is the largest in the State under this program. If appropriate, smaller, sub–planning areas will be delineated in order to allow implementation actions to be targeted more specifically, and, possibly, easier to measure.
Deliverables:		A plan that is appropriately aligned with the specific conditions and opportunities of each sub-planning area.

Task 2.3: Identify and Prioritize Resources and Issues by Planning Area

1W1P Policy	Plan Content Requirements III.C	
Lead:	Consultant	
Support:	Steering Team, Advisory Committee, Policy Committee	
Start Date:	7/1/20	
Completion Date:	11/1/20	
Subtasks:	.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 planning areas, and subwatersheds within those areas where the priority issues will be addressed

Objectives:		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
Deliverables:		A draft list of agreed upon priority issues for the watershed for the ten-year timeframe of the plan, drafted into plan, by planning area
		Draft map(s) of priority areas for focusing implementation during the ten-year timeframe of the plan

Task 2.4: Establish Measurable Goals

1W1P Policy:	Plan Content Requirements III.D	
Lead:	Consultant	
Support:	Steering Team, Advisory Committee, Policy Committee	
Start Date:	11/1/20	
Completion Date:	2/1/21	
	.1	For each issue, describe the desired future condition (aka long term goal). This goal may not be achievable during the ten year time frame of the plan.
	.2	Determine what modeling approaches or tools will be used to estimate the progress that can be made toward the long term goal in the ten year plan period.
	.3	Select indicators that will be used to describe progress toward the long term goal (complete after task 2.4.1 – selection of implementation approaches – because some indicators may be outputs, not outcomes)
	.4	Apply the approach identified in 2.3.2 to calculate the measurable goal for the 10 year plan period (complete after task 2.4.4 – implementation schedule - because you can’t know how far you can get until you estimate how much you will do)
Objectives:		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
Deliverables		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 2.5: Develop a Targeted Implementation Schedule

1W1P Policy:	Plan Content Requirements III.E	
Lead:	Consultant	
Support:	Steering Team, Advisory Committee, Policy Committee	
Start Date:	2/1/21	
Completion Date:	4/1/21	
Subtasks:	.1	Determine the types of actions that will be most cost effective and yield the greatest natural resource benefits given the priority issues for the plan
	.2	Identify approach/es (model, tool etc.) that will be used to target implementation practices to the most important areas
	.3	<u>Estimate</u> the amount of funding that will be available to the partnership based on current expenditures in the watershed and anticipated grants
	.4	Create an implementation schedule that describes local water management activities, assigns responsibilities, and identifies a timeframe for implementation over the 10-year plan period
Objectives:		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
Deliverables:		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 2.6: Describe Implementation Programs

1W1P Policy:	Plan Content Requirements III.F	
Lead:	Consultant, Steering Team	
Support:	Steering Team, Advisory Committee	
Start Date:	4/1/21	
Completion Date:	5/1/21	
Subtasks:	.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.
Objectives:	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.	
Deliverables:	A draft description of implementation programs that will be carried out by the partnership and/or its members.	

Task 2.7: Determine Plan Administration and Coordination

1W1P Policy:	Plan Content Requirements III.G; Operating Procedures IV.B.3	
Lead:	Consultant, Steering Team	
Support:	Steering Team, Policy Committee	
Start Date:	5/1/21	
Completion Date:	8/1/21	
Subtasks:	.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
Objectives:	The planning partnership discusses and agrees to the most appropriate organizational structure to fit their needs and to implement the plan.	
Deliverables:	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 2.8: Write Plan Final Review Draft

1W1P Policy:	Plan Content Requirements III.A Operating Procedures IV.B	
Lead:	Consultant	
Support:	Steering Team, Advisory Committee, Policy Committee	
Suggested Start Date:	8/1/21	
Completion Date:	12/31/21	
Subtasks:	.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
Objectives:	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.	
Deliverables:	Final plan draft prepared for informal and formal review.	

Phase 3: Plan review and submission

Task 3.1: Conduct Formal Review

1W1P Policy:	Operating Procedures IV. C	
Lead:	Steering Team	
Support:	Policy Committee, Consultant	
Start Date:	1/1/22	
Completion Date:	5/1/22	
Subtasks:	.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 – one north, one south - 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	Attend, conduct, and present plan and review comments summary at hearing
	.8	Post hearing minutes in a public location (e.g., web page)
Objectives:		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.
Deliverables:		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

1W1P Policy:	Operating Procedures IV. C and D	
Lead:	Consultant	
Support:	Steering Committee, Policy Committee	
Start Date:	5/1/22	
Completion Date:	7/1/22	
Subtasks:	.1	Make final plan revisions
	.2	If required by the memorandum of agreement, support the approval of plan by each local government participant / local adoption
	.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).
Objectives:		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.
Deliverables:		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.

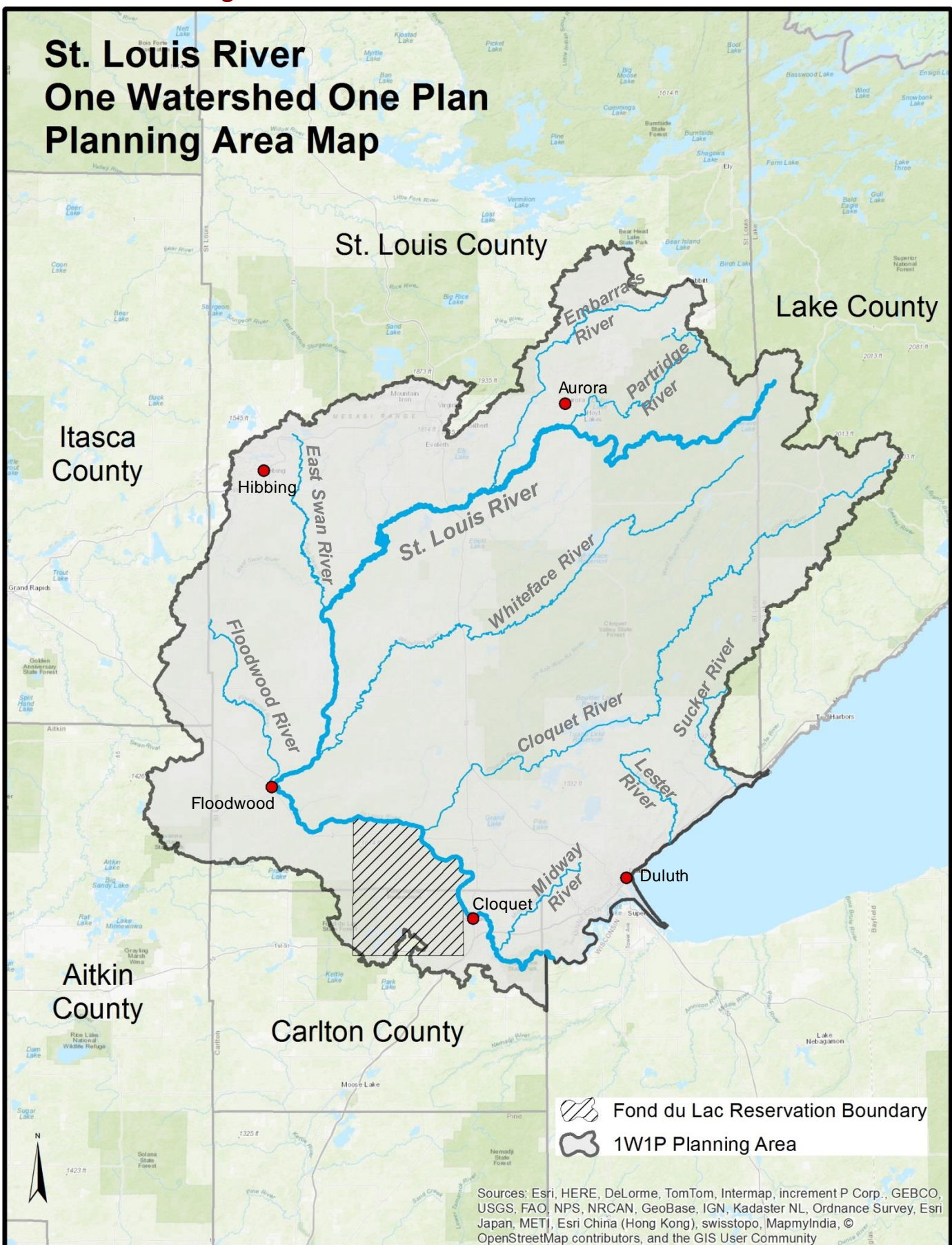
Task 3.3: Adopt Plan Locally

1W1P Policy:	Operating Procedures IV.E	
Lead:	MOA Signatories	
Support:	BWSR	
Completion Date:	7/1/22-9/30/22 Within 120 days of BWSR approval	
Subtasks:	.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
Objectives:	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.	
Deliverables:	Plan adopted for implementation by all participating local units of government	

Task 3.4: Grant Reporting

1W1P Policy:	One Watershed, One Plan Grants Policy (this task only applies to groups with planning grants)	
Lead:	South St. Louis SWCD	
Support:	North St. Louis SWCD, Carlton SWCD	
Completion Date:	Annual: February 1 st (during grant) Post-grant: when plan is completed and grant agreement requirements are fulfilled	
Subtasks:	.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
Objectives:	BWSR and local governments fulfill responsibilities associated with accountability for state funds, consistent with state grant policy, rule, and statute.	
Deliverables:	Documented progress towards work plan tasks; grant agreement requirements met	

St. Louis River One Watershed One Plan Planning Area Map



1W1P Planning Area
Fond du Lac Reservation Boundary
Duluth Urban Area and Superior Streams
Cloquet River Watershed

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