

# Request for Proposals

## Protecting Minnesota's Forested Watersheds for Loons, Lunkers and Logs USDA Forest Service Eastern Region State and Private Forestry Fiscal Year 2020 Landscape Scale Restoration (LSR) Grant

### Summary

The Koochiching County SWCD welcomes proposals that assist in the development of two watershed-based landscape stewardship plans including the St. Louis River Watershed and the Big Fork River Watershed.

Proposals are requested for the following activity: **Landscape Stewardship Plan Development**

### Minimum Requirements

- Contractor must be knowledgeable about landscape stewardship and the watershed – forestry concepts.
- The selected plan writer consultant must be skilled in technical writing, listening, and meeting facilitation both virtually and in person.
- Contractor must be able to complete the project work by **May 1, 2021**.
- Contractor will be required to comply with all Federal and State laws and regulations related to the completion of projects as stated in the letter of award.

### Scopes of Work and Deliverables

#### Landscape Stewardship Plan Development Project

- **Research and Analysis:** Research forest management topics as directed by the project staff team. Collect and organize relevant data, maps, studies and reports. Prepare background and technical support documents to be used in the landscape stewardship planning processes.
- **Meeting Agendas and Summaries:** Assist the project staff team in preparing meeting agendas. Prepare meeting summaries and assist the project staff team in the follow up requests from the planning team meetings.
- **Planning Team Input:** Integrate input from the following: 1) LSP planning teams; 2) the supporting GIS analysis, maps and data; 3) guidance in the MFRC landscape plans; 4) information and knowledge from the WRAPs and comprehensive local water plans; 5) guidance in the funding plans including the State Forest Action Plan, 25-Year LSOHC Forest Habitat Vision, etc. and 6) other relevant documents and programs as identified by the project staff team.
- **Landscape Stewardship Plan Documents:** Develop draft and final landscape stewardship plans and appendices for each watershed.
- **Public Comments:** Assist the project staff team distribute, collect, compile and respond to public comments on the draft plans.
- **Plan Summaries:** Prepare a two-page plan summary for each landscape stewardship plan.
- **Presentation:** Develop a powerpoint presentation for each watershed that summarizes the context of the watersheds, the vision and priority actions and tasks in the landscape stewardship plan, the minor watershed/forest management methodologies, and targeted areas to promote increased forest management work.
- **LSP Planning Team Meetings:** Contractor shall assist in developing agendas and information materials, present materials and support active discussions at all LSP planning meetings.
- **Digital Documents:** Contractor will provide the DNR with digital copies of all documents prepared for this contract using Microsoft (MS Word, Publisher, Access, Excel, etc.) and ESRI products.

#### *Deliverables:*

- Draft and final plans and appendices.
- Meeting summaries.
- Outreach materials – plan summaries and power point presentations.
- Public comments report for the draft plan.

## Submittal Instructions

Proposals must be received by the Koochiching SWCD by **4:00 pm on September 18, 2020**. Proposers may submit their proposal by electronic (pdf) or bound 8 ½” x 11” formats. Proposals should be addressed to:

If submitting electronically:

[pam.tomevi@co.koochiching.mn.us](mailto:pam.tomevi@co.koochiching.mn.us)

If submitting hard copy:

Pam Tomevi  
Koochiching SWCD  
501 3<sup>rd</sup> Street, Suite 201  
International Falls, MN 56649

## Evaluation Process

The following process will be used to select the project consultants:

1. Request for proposal released on September 4, 2020.
2. Proposals are due by 4:00 pm on September 18, 2020 and will be publicly opened at 4:05 pm.
3. A selection committee will be convened to review all qualified proposals by September 22, 2020.
4. The Koochiching SWCD will notify all proposers by September 23, 2020 as to whether or not their proposal was selected.

## Evaluation Criteria

1. 25% Demonstrates understanding of the project objectives, tasks, and deliverables
2. 25% Work plan and proposed timeline for completion
3. 25% Qualifications/experience with similar project(s)
4. 25% Cost detail

## Right to Reject

Koochiching SWCD reserves the right to accept or reject any or all proposals received. The SWCD reserves the right to negotiate the terms and conditions of the contract to be executed.

## Important Dates

- Request for proposals released: **September 4, 2020**
- Proposal deadline and public opening: **September 18, 2020 at 4:05 pm**
- Review and final selection of project consultant: **September 21-22, 2020**
- Notification: All proposers will be notified by **September 23, 2020** as to whether or not their proposal was selected.

## For More Information

For more information please contact Pam Tomevi at: 218-290-5662 or [pam.tomevi@co.koochiching.mn.us](mailto:pam.tomevi@co.koochiching.mn.us) .