



**Request for Proposal
Stream Management Plan
under Colorado Water Conservation Board
Colorado Watershed Restoration Program Grant**

Project Name: South Boulder Creek Stream Management Plan (Phase I)

Project Scope: For the ~9-Mile Stretch of Lower South Boulder Creek:

1. Overall Project Management
2. Stakeholder Outreach and Communications
3. River Health Assessment Methodology and Existing Supporting Data Assessment
4. In-Stream Flow Conveyance Existing Model and Data Assessment
5. Existing Physical Infrastructure Assessment Methodology and Conceptual Modifications
6. Draft and Final Stream Management Plan Reports, Including Phase II Project(s) Identification

Project Sponsors: Boulder Flycasters, a Trout Unlimited Chapter, and Colorado Trout Unlimited

Anticipated Start Date: Notification of award by April 8, 2019. Work to begin by April 15, 2019.

Background

Boulder Flycasters (BFC) and Colorado Trout Unlimited (CTU) are the Project Sponsors of an approved Colorado Water Conservation Board (CWCB) Stream Management Plan grant for lower South Boulder Creek. Matching cash and in-kind support include the Metro Basin Round Table, the South Platte Basin Round Table, CTU, BFC, and the Project Sponsors' municipal partners. The geographic scope of the project is the ~9 mile stretch of South Boulder Creek (SBC) that starts at the mouth of Eldorado Canyon (east entrance to Eldorado State Park and just upstream of the town of Eldorado Springs) and terminates at the confluence with Boulder Creek.

SBC originates in the mountains above the Moffat Tunnel and flows northeast through mostly public lands before meeting up with Boulder Creek east of the city of Boulder. SBC is a transitional stream, changing from cold water to warm water habitat as it flows from mountain canyons to the plains. This gradient supports a diverse assemblage of aquatic organisms including 21 species of fish. The City of Boulder Open Space and Mountain Parks (OSMP) lands along the creek have been designated a Colorado State Natural Area featuring a mosaic of high quality riparian forests, wetlands, and mesic grasslands. These habitats provide essential habitat for a wide suite of plants and animals including the federally threatened Ute ladies'-tresses orchid (*Spiranthes diluvialis*) and Preble's meadow jumping mouse (*Zapus hudsonius preblei*).

SBC has been impacted by historic water development and land use practices, such as gravel mining and stream channelization, adversely affecting in-stream habitat and restricting access of the stream to its floodplain. At least 20 head gates and associated diversion structures occur on the creek, resulting in relatively complex water rights management and flow management regimes. These water diversions, as well as physical impediments to low flow passage, result in no-to-low in-stream flows during much of the winter months (non-irrigation season). Over the years, OSMP, Colorado Parks and Wildlife, Trout Unlimited and other partners have completed a number of conservation projects on SBC including fish passage structures and aquatic habitat improvement projects.

The Project Sponsors are working with the City of Boulder (Water Utilities Division and OSMP – "Boulder"), City of Lafayette (Public Works and Water Utility - "Lafayette"), and Denver Water ("Denver") on a project to increase year round in-stream flows and associated habitat improvement on this stretch. This is largely driven by the proposed

Request for Proposal

CWCB Water Shed Restoration – Stream Management Plan

expansion of Gross Reservoir ("Moffat Collection System Project"). When Denver receives final permitting to construct the expansion, there will be an associated Environmental Pool constructed to house 5,000 AF of water for in-stream flow purposes, with water provided by Boulder and Lafayette.

The Project

To help prepare for the implementation and execution of the Environmental Pool, and to maximize the outcomes this watershed improvement opportunity presents, the Project Sponsors started working informally with the core stakeholders (Boulder, Lafayette, Denver) in the fall of 2017. We are now at a point where having a "master plan" for these efforts is needed. CWCB is tasked with implementing the Colorado Water Plan. Part of that is to fund watershed improvement projects across the State that align with the water plan goals (Colorado Watershed Restoration Program (CWRP)). One type of grant is for a Stream Management Plan (SMP). On November 1, 2018 the Project Sponsors applied to CWCB for a reduced scope SMP ("Phase I") The grant was awarded on January 23, 2019. Contracting is in process and the Project Sponsors expect the grant to be formally awarded by March 31, 2019.

The primary objectives of the SMP Phase I are to:

1. Develop working collaboration between key stakeholders committed to habitat quality and water quantity and quality
2. Improve understanding of the current state, challenges and future opportunities for improvement to the SBC watershed
3. Enable future implementation and action phases

The statement of work tasks are summarized below:

1.0 Stakeholder Engagement and Communications

Overview: Stakeholder engagement will be accomplished through two task areas: steering committee involvement and stakeholder outreach. The current steering committee is made up Boulder, Lafayette, Denver and BFC / CTU. This group will continue forward. Through stakeholder outreach the Project Sponsors will work to add at least two other representatives from the identified stakeholder community; targeting a third party ditch operator and a community representative, at a minimum. Cooperation will be very important in order to implement and use the Environmental Pool (a complex effort), as well as monitoring in order to ensure habitat quality, water quantity / quality and in-stream flow goals are met. Underlying this will be consistent and timely communication through upfront planning and stakeholder outreach.

2.0 Governance and Third Party Relationships

Overview: This task area is primarily concerned with managing third party relations through the steering committee and other third party communications execution. State of Colorado stakeholders will also be engaged (ex: CWCB, Colorado Parks and Wildlife (CPW), District Water Commissioner).

3.0 River Health Assessment Methodology

Overview: Establish agreed-to methodology for river health assessment with Project Sponsors and key stakeholders / partners. Identify, catalog and assess existing data / information sources to establish baseline and gaps. Data will be critical for understanding future phases' projects and expected outcomes. Assess /

Request for Proposal

CWCB Water Shed Restoration – Stream Management Plan

confirm basic flow modeling accuracy post 2013 flooding for minimum in-stream / environmental flow goals. Inadequate flows will be addressed in Phase II projects.

4.0 Existing Physical Infrastructure Assessment

Overview: Establish agreed-to methodology for physical infrastructure assessments with Project Sponsors and key stakeholders / partners. Leverage earlier physical infrastructure mapping. Work with stakeholders to ensure completeness and accuracy of the inventory. Physically inspect each infrastructure location. Develop recommendations for modification to allow low water flow passage, as well as fish passage and water use efficiency as appropriate. Recommendations will be used to define Phase II projects.

5.0 Project Management and Administration

Overview: Overall management of the project, including budget tracking, periodic reporting, task deliverable tracking, and interim and final deliverables development.

The original CWCB Stream Management Plan Grant Application is attached for your reference. However, please see the attached, updated Scope of Work (used for contracting with CWCB) and the attached Proposal Work Sheet for more detail regarding the tasks, deliverables, schedule and staffing estimates.

Project Resource Needs and Staffing

We are soliciting RFP responses to fulfill four (4) roles for the project:

1. Overall Project Manager – Stakeholder Engagement and Communications, Governance and Third Party Relationships, and Project Management and Administration tasks (#1.0, #2.0, and #5.0)
2. Watershed Improvement Consultant – River Health Assessment Methodology tasks (#3.0)
3. Supervising Engineer / Consultant – Existing Physical Infrastructure Assessment tasks (#4.0)
4. Engineer / Consultant – Assess / Confirm Basic Flow Modeling tasks (subset of #3.0)

We expect this work to be completed over a nine (9) month period, from April to December, 2019. Work will need to be accomplished across this timeline in order to observe low flow and high flow stream conditions. The bulk of the work, and major recommendations (draft reports) for Phase II projects, will be required by the end of August, 2019. This is to allow time for grant submissions due in Q4 CY2019. The plan combines third-party consulting staff with BFC volunteers and CTU staff, as well as current stakeholder staff and Colorado School of Mines (CSM) engineering student resources. Also advising the project will be CPW habitat and flow specialists, CWCB in-stream flow experts, and the District Water Commissioner.

Based on past experience, the Project Sponsors planned for one role to be the combination of Project manager and watershed improvement consultant, and a second role to be the combination of the infrastructure assessment and flow analysis engineers. Combining roles could increase efficiency so as not to fragment roles, communications, teamwork and overall project knowledge. We are open to other combinations, but the following descriptions are based on this assumption.

- Project Manager / Watershed Improvement – consultant must demonstrate expertise in:
 - Managing projects of similar size and complexity
 - Managing a diverse stakeholder group, including public and private entities
 - CWCB Stream Management Plan development or equivalent

Request for Proposal

CWCB Water Shed Restoration – Stream Management Plan

- Watershed improvement including low flow regimes, habitat improvement across hydrological, biological and geomorphological components
- Infrastructure Assessment / Flow Analysis – consultant must demonstrate expertise in:
 - Head gate / diversion and fish passage infrastructure, as well as water efficiency of these structures.
 - Low-flow environments
 - Cross-section flow modeling (City of Boulder 2-D model)

The Infrastructure Assessment / Flow Analysis consultant will also help direct and provide QA / QC for aspects of the work to be performed by six (6) CSM students under their Senior Design Project program (see attached CSM program and project description). The CSM student team will provide “in-kind” resources. They will focus on infrastructure assessment / conceptual modifications, and associated habitat improvement opportunities. Including these student / near-engineers in a project of this kind is both supportive of the CSM program, and helping to educate the next generation of watershed project engineers. The students will work on the Physical Infrastructure tasks.

As stated above, and in addition to the CSM student team, there are also substantive “in-kind” resources being made available to the project from the current working group. These resources include volunteers from BFC, and professional staff from CTU, Boulder, Lafayette and Denver. The overall project staffing, skills requirements and utilization are currently planned as follows:

- Stakeholder Engagement and Communications, Governance and Third Party Relationships, and Project Management and Administration
 - Stakeholder Engagement: Consultant (support) and Boulder Flycasters (lead)
 - Third Party Relationships: Consultant (support) and Boulder Flycasters (lead)
 - Communications: Boulder Flycasters (lead)
 - Grant Management: Colorado Trout Unlimited (lead)
 - Deliverables and Reporting: Consultant (lead), Colorado Trout Unlimited (lead on grant components), Boulder Flycasters (support), and Current Stakeholders / Partners (consultation)
- River Health Assessment Methodology
 - Methodology: Consultant (lead) and Current Stakeholders / Partners (support and review)
 - Data Source Inventory: Boulder Flycasters (lead) and Current Stakeholders / Partners (support and review)
 - Data Inventory Assessment: Consultant (lead) and Current Stakeholders / Partners (support and review)
 - Habitat Assessment: Consultant (lead), Boulder Flycasters and Current Stakeholders / Partners (support and review), and District Water Commissioner / CPW / CWCB (advisory – note: no “hours” have been assigned to this role)
- Flow Analysis
 - In-Stream Minimum Required Environmental Flows: Consultant (lead), Boulder Flycasters and Current Stakeholders / Partners (support and review), and CPW / CWCB (advisory – note: no “hours” have been assigned to this role)
- Infrastructure Assessment Methodology:
 - Physical Identification and Inventory: Consultant (lead), Boulder Flycasters (support and review), Colorado School of Mines Student Engineers (support), and Current Stakeholders / Partners (advisory and review)

Request for Proposal

CWCB Water Shed Restoration – Stream Management Plan

- Assessment for Potential Structural Modification: Consultant (lead), Colorado School of Mines Student Engineers (support), Current Stakeholders / Partners (support and review), and District Water Commissioner (advisory – note: no “hours” have been assigned to this role). This will likely require consultation with infrastructure owner(s) if not current stakeholders / partners.
- Conceptual Options for Structural Modifications: Consultant (lead), Colorado School of Mines Student Engineers (support), Current Stakeholders / Partners (support and review), and District Water Commissioner (advisory – note: no “hours” have been assigned to this role). This will likely require consultation with infrastructure owner(s) if not current stakeholders / partners.

Project Deliverables

Project deliverables will generally include the following:

- Project Management Reporting
 - Monthly billing reports with detail task level work completed and estimate-to-complete costs and hours
- Task Level
 - The task level deliverables are described in the Statement of Work and referenced by task in Proposal Work Sheet (attached).
- Interim and Final Reports
 - An interim report describing major findings, opportunities, impediments and recommendations will be due by August 31, 2019. Selected Phase II proposed projects will need to be at a level of detail sufficient for Project Sponsors to apply for grants in Q4 2019 for 2020 work, or for stakeholders / partners to include in 2020 budgets created in Q4 2019.
 - Final reports needed to satisfy the Project Sponsors, partners and the project funding organizations will be due by December 31, 2019.
 - A public accessible website will need to be set up to house the final deliverables for this and future phases associated with the Project Sponsors’ South Boulder Creek improvement initiatives.

Project Funding and Current Status

The total project cost is estimated to be \$138,000. This includes \$38,000 of in-kind matching funds confirmed for staffing, as described above, and described in the Project Work Sheet (attached). The remaining funds (\$100,000) are cash funds for consulting services and related out-of-pocket expenses (85%), Project Sponsors’ out-of-pocket administrative expenses (5%), and contingency (10%). As of this writing, the following cash and cash-match funding sources and status are:

- CWCB SMP Grant approved – contracting in process, with approval expected by 3/31/19
- Cash-match funding approved includes:
 - Metro Basin Round Table matching WSR funds – final approval from CWCB expected by 03/31/19
 - South Platte Basin Round Table matching WSR funds – final approval from CWCB expected by 3/31/19
 - Colorado TU matching funds
 - Boulder Flycasters matching funds

Request for Proposal CWCW Water Shed Restoration – Stream Management Plan

We expect to perform some Project Sponsor and in-kind staff related tasks in late March and early April, 2019. The tasks will include: administrative, public records requests, and physical infrastructure inventory data collection tasks, the latter subject to weather and stream freeze break-up conditions. Once the contract documents are negotiated with the funding sources (March 31, 2019), the core of the project work can begin as early as April 1, 2019.

Proposal Requirements and Process

The selection process will be conducted in general compliance with the competitive sealed bid / RFP process for services as defined by the State of Colorado Procurement Manual. This RFP request and the resulting RFP responses will not constitute a binding contract. The selected firm will enter into a binding contract after completing the process described below. The selected consultant will supply their own contract, which will incorporate the final assumptions, scope of work, timeline and budget documents, and include all terms and conditions. The terms and conditions are expected to be mutual and bi-lateral, and subject to the Project Sponsors' final review and approval.

In-person or telephone discussions regarding the project are encouraged and can be arranged between March 13 and March 20, 2019. Digital, formal proposals for this work should be returned to BFC via email, with a time stamp of no later than 5:00 pm MT on Wednesday March 27, 2019. Any RFP proposal response received after this time and date will not be accepted, will be deleted from BFC files, and will be returned to the sender unopened. At the discretion of the Project Sponsors, finalists may be asked to present their proposal in-person the week of April 1, 2019.

The proposal must contain all of the following information, in the same sequence, as presented below. Each proposal should provide a straightforward and concise presentation adequate to satisfy the requirements of this RFP. The proposal should be in 11 point font or greater, and be no more than 4 pages, excluding the cover letter and information requested below specified as an attachment.

Cover Letter

Provide a one-page cover letter summarizing your proposal, and identifying the project contact person(s) plus relevant phone numbers and email addresses.

Key Staff

Provide a list of the principal individuals who will work on this project, along with a brief resume for each, and a list / short description of no more than three projects demonstrating experience relevant to this project. This list should include any sub-consultants intended to be hired (if any) for the project and noted as such. Full resumes and full project experience descriptions can be included as an attachment to the proposal at the proposing firm's discretion. Provide a summary statement of staff time commitment necessary (average number of days per week level of detail) to adhere to the targeted assessment and conceptual-design schedule.

Provide a description of how you recommend working with and effectively utilizing the volunteer and professional staff resources included as "in-kind" labor for each task. The in-kind labor organizations include CTU, BFC, CSM, Boulder, Lafayette and Denver.

Request for Proposal CWCB Water Shed Restoration – Stream Management Plan

(NOTE: The details of your staffing time, rates and costs, including estimates of out-of-pocket expenses, should be included in the attached Proposal Work Sheet)

Project Approach

Provide a concise explanation of your approach to the project. This summary should be supported by the completed Proposal Work Sheet. Please include the following:

- Description of the overall project team organization and working relationships
- Description of what specifically the project team will do to satisfy the tasks described in the Proposal Work Sheet – type of work to be performed, skills / staffing and deliverables
- Description of proposed assessment methodology
- Ability to meet the proposed timeline / schedule of work
- Summary of itemized budget for staffing time, rates and costs, including estimates of out-of-pocket expenses (additional detail should be included in the attached Proposal Work Sheet)

Please include a summary statement regarding your expertise and fit for this project. Details that demonstrate your expertise / experience for this type of project can be included as an attachment, at the proposing firm's discretion. Selection of the successful proposal will not be based solely on cost.

Selection Criteria

The successful firm will demonstrate tangible evidence of expertise through the above requested information, as follows:

- Specific like-experience
- Practice focus related to the scope of work
- Client project credentials related to the scope of work, and with supporting client references for telephone confirmation of this work
- Supporting education and certifications related to the scope of work, for recommended staff and the firm in general
- Supporting third party recognition related to the scope of work (press releases, awards, etc.)

Additionally the successful proposal will describe how the proposed budget and staffing will result in a superior end product, and also describe potential risks to achieving the deliverables on time and on budget. The selection of the consultant will be at the sole discretion of the Project Sponsors.

The selected firm should expect to present monthly billings (as described above and as agreed to with the Project Sponsors). CTU will be the Grantee and provide grant administration and financial management services for the project. Billings will be collected from all sources monthly and presented to CWCB for reimbursement. The selected firm and other vendors will be paid within 30 days of approval of submitted billings.

A digital proposal should be sent via email to Stephen Brant, the Project Sponsors' Representative, at TUSouthBoulderCreekInitiatives@gmail.com. Please direct all inquires and requests for meetings to this email address as well.