

**City of Steamboat Springs  
Request for Proposal  
Steamboat Springs Yampa River Stream Management Plan  
Proposal Deadline – December 8, 2016**

**I. PURPOSE**

The City of Steamboat Springs is soliciting proposals from qualified consultants to prepare a Stream Management Plan (SMP) for the Yampa River from the Chuck Lewis State Wildlife Area to the City of Steamboat Springs Waste Water Treatment Facility. The primary objective of this project is, through sound science and stakeholder involvement develop a plan outlining operational, management, and physical options that can improve the health of the Yampa River.

**II. PROPOSAL REQUIREMENTS**

Proposal submittals shall include:

- A. Cover sheet: The cover sheet shall list the name of the individual or firm with names, email addresses and phone numbers of persons who may be contacted to answer questions. Also, the cover sheet shall state who prepared the submittal and how that person(s) can be reached.
- B. Qualifications: The Consultant qualification information shall include:
  - 1. Professional resumes stating qualifications to provide the services described herein. Include number of years in business, number of employees, location of office or offices, names of principals or employees who will complete the services. Provide resumes of all personnel assigned to the project and indicate their role. Proposed sub-consultants to be used for this contract must be listed and must provide the information addressed above.
  - 2. Experience as consultant on similar projects in Colorado. Include project name, date, owner, location of project, budgeted cost and cost at completion. If team includes subcontractors or staff from different corporate offices, list the projects that the proposed team has worked on together.
  - 3. References (three minimum) identifying each client, a contact person, the client's mailing and email addresses and telephone number for similar projects completed by the personnel proposed for this project.
- C. Cost Proposal: The cost proposal shall be broken down by task. Include proposed hours and fee for each staff member assigned to the tasks. Reimbursable expenses shall be listed as a separate item.
- D. Project Approach: Describe project approach including deliverables, meetings, estimated milestone completion schedule, and other project related information. Describe any potential project issues/conflicts and suggest how they may be avoided and/or minimized.

- E. Schedule: Provide summary of workload and demonstration of staff availability to complete this project within the desired schedule. Project schedule shall tie to the tasks listed in the cost proposal.
- F. Specifications:
1. Proposals must include a narrative, supported by past experience and/or local knowledge, explaining proposed project team's understanding of the project goals and scope.
  2. Note that this project is grant-funded and funds are limited. The cost to complete the tasks assigned to the Project Manager to complete the SMP shall **not exceed \$82,875.00**. Proposals must include a detailed cost estimate for preparing the SMP, including hourly rates for all project personnel, reimbursable costs, travel expenses, etc.
  3. The Draft report shall be completed by March 30<sup>th</sup>, 2018 and the Final Report shall be completed no later than May 15<sup>th</sup>, 2018. Proposals should include a schedule showing how this date will be met.
  4. Consultant should detail what it expects and requires of the City in order to effectively perform the services outlined in the RFP.
  5. The City anticipates awarding the contract for this project by December 20<sup>th</sup>, 2016.
- G. Questions regarding the scope of work shall be submitted in writing to Shelly St. Pierre, Interim Director of General Services, [sstpierre@steamboatsprings.net](mailto:sstpierre@steamboatsprings.net) no later than **12:00 PM November 18, 2016**. Responses to questions will be issued in the form of an addendum to all planholders of record no later than **5:00 PM, November 22, 2016**. *Respondents are cautioned not to contact other City staff members or elected officials to answer questions during the RFP process. Failure to comply with this requirement may result in disqualification.*

### III. BACKGROUND

As the last remaining wild free flowing river in the Colorado River Basin and one of the last free flowing rivers in the Western United States, the Yampa River is a natural asset for the Steamboat Springs Community and Colorado alike. To protect this asset, the City of Steamboat Springs proposes to develop a Stream Management Plan for the section of the Yampa River that runs through the City of Steamboat Springs to include the reach from the Chuck Lewis State Wildlife Area to the Steamboat Springs Waste Water Treatment Plant.

As the Yampa/White/Green Basin Roundtable's Basin Implementation Plan (BIP) and Colorado's Water Plan point out, the link between water quality and water supply is in-severable. As the Yampa River Basin experienced back to back years of drought in 2012 and 2013, employing flow management strategies to meet the non-consumptive needs, such as storage releases from Stagecoach Reservoir, helped to mitigate the potential environmental impacts to our river. But a long-term strategy for supplying non-consumptive needs of the Yampa River has yet to be secured.

Therefore, the City and its partners plan to develop a Stream Management Plan that engages our community and acts upon the guidance of the 2003 Yampa River Management Plan, the

Upper Yampa State of the Watershed Report & Watershed Plan, and the Yampa/White/Green's Basin Implementation Plan. By assessing water quality, aquatic life, and channel morphology, we can refine flow targets that are data-based and that fit within the context water rights administration. Warming temperatures have emerged as a water quality concern and this reach of the river has been placed on the State's 303d Impaired Waterbody List for temperature. Temperature and the concern that nutrients, channel geometry, invasive species and over-use by recreation are putting our unique waterbody at risk are evidence that our community must collaborate on a Stream Management Plan that advises how to prevent our river from crossing a threshold that cannot be reversed.

Note that this project is funded by the Colorado Water Conservation Board's Watershed Restoration Grant, the Yampa White Green Basin Roundtable's Water Supply Reserve Fund Basin-Account, the City of Steamboat Springs, Routt County, and the Yampa Valley Flyfishers (Trout Unlimited Chapter).

#### **IV. OBJECTIVES**

The Stream Management Plan has the objectives of protection of a natural resource, engagement and buy-in from stakeholders, and creation of clearly defined prioritized projects for moving forward. Our steps to achieve these objectives are:

- A. Convene a voluntary Advisory Committee.
- B. Develop a Stream Management Plan capable of identifying a *preferred target flow*—a seasonally variable baseflow that is needed to support temperature, water quality, and aquatic life—for the Yampa River from the Chuck Lewis State Wildlife Area to the Steamboat Springs Wastewater Treatment Facility.
- C. Engage diverse stakeholders to inform and drive decisions on how best to accomplish the objectives.
- D. Review existing water quality data from USGS stations and other sources located within the subwatershed to disseminate information, identify trends, and understand shortfalls within existing data and infrastructure.
- E. Analyze and review selected components of the Steamboat Springs' water rights portfolio to determine source, quantity, and location of right and determine how to apply water for river health benefits.
- F. Quantify historic wetland and riparian habitat and compare to water quantity and quality to help prioritize restorations and protections.
- G. Review water quantity and quality data to determine most strategic locations for stream and wetland enhancement, restoration, creation that may help address stream temperature, water quality, and aquatic life goals.
- H. Develop and deliver a final report.

#### **V. SCOPE OF SERVICES**

The following is a suggested scope of work. The City is not committed to this exact scope of work and is requesting that proposal respondents provide refinements to this scope based upon

past experience with stream management planning. Final scope of work will be agreed upon by the City and the selected consultant prior to signing of contract. Note that some tasks or portions of tasks will be completed by the Project Team or the Colorado Water Trust as noted below and that the cost to complete these tasks need not be included in the proposal.

### **Task 1 – Convene a Project Team and Refine Objectives**

Description of Task: A Project Team will operate as an advisory committee that refines objectives and engages throughout the life of the project.

The City shall contract with a qualified Project Manager to develop and implement a Stakeholder Engagement Plan, to coordinate and facilitate meetings, to track project milestones, to review existing reports and literature (with the support of the Project Team), to compile Technical Summaries and stakeholder input, to collect necessary data, to implement applicable models to define targets, and to generate implementation scenarios within the Final Report.

Method/Procedure: Kelly Romero-Heaney, the City's Water Resources Manager, shall lead the Project Team of representatives from the City's Parks & Community Services Division, Colorado Parks & Wildlife, the Colorado Water Trust, the Nature Conservancy, Trout Unlimited, Routt County, the Community Agricultural Alliance, the Upper Yampa Water Conservancy District and the Project Manager. Other Project Team members may be identified as a component of this task. The Project Team will meet to refine the objectives

Deliverable: The Project Team kick-off meeting shall be facilitated by the City's Water Resources Manager providing the ground work for the Project Manager to complete the Stream Management Plan process.

### **Task 2 –Develop and Implement a Stakeholder Engagement Plan**

Description of Task: Input from diverse stakeholders will be crucial to successfully developing a SMP that is implementable due to substantial public support from engaged groups.

The Project Team shall identify potential stakeholders with the assistance of the Project Manager. Once the stakeholders are identified, the Project Manager shall develop a Stakeholder Engagement & Communications Plan. The plan shall include general stakeholder meetings as well as topic-specific meetings occurring as warranted to capture their insights, concerns, needs and to adapt the plan to address stakeholder input to the greatest extent possible.

The Project Team along with the Project Manager shall use the Stakeholder Engagement Plan to establish regular meetings with stakeholders, including at least two public meetings for the general public to have input on the SMP. Communication to be conducted via email blasts, personal calls, and notification in the newspaper.

Method/Procedure: The Project Team shall identify potential stakeholders and determine whether targeted or general outreach is appropriate for each entity. Potential stakeholders may include but are not limited to:

- Division 6 Engineer, Erin Light
- Upper Yampa Watershed Group
- Upper Yampa Water Conservancy District

- Ducks Unlimited
- Colorado Parks & Wildlife
- Trout Unlimited
- Yampa Valley Flyfishers (Local TU Chapter)
- Colorado Water Trust
- Tri-State Generation
- Xcel
- Community Agricultural Alliance
- CSU Extension
- Routt County Conservation District
- Yampa Valley Land Trust
- Yampa/White/Green Basin Roundtable
- Routt County Environmental Health Department
- The Nature Conservancy
- Friends of the Yampa
- Flyfishing Businesses
- Mount Werner Water
- City of Steamboat Springs WWTF Manager
- CDPHE
- USGS
- NRCS
- US Forest Service
- US Fish & Wildlife
- Town of Hayden
- City of Steamboat City Council
- Routt County Board of Commissioners
- Yampatika
- River Watch
- Ranchers & Farmers
- Steamboat Ski & Resort Corp
- Yampa Valley Sustainability Council
- Town of Milner
- Yampa River Legacy Partners
- Tubing & Rafting Companies
- Steamboat Chamber of Commerce
- City of Steamboat Planning Department
- Routt County Planning Department
- CDOT
- CWCB
- Interested Community Members
- American Rivers
- American Whitewater

Deliverable: The Stakeholder Engagement Plan and meeting minutes to be performed by Project Manager.

### **Task 3 – Evaluate Existing Reports & Water Quality/Habitat Data; Identify Data Gaps**

Description of Task: Numerous studies, such as the 2003 Yampa River Management Plan, the Upper Yampa Watershed State of the Watershed Report and Plan, the Yampa/White/Green Basin Roundtable, etc., have been conducted on this reach of the Yampa River.

The Project Manager shall review existing reports to determine which information is useful, capable of providing solid baseline information on water temperature and aquatic life, and to assure the SMP is working in conjunction with other previous plans. Using review of USGS station data, CDSN, Yampa River Monitoring Data 2004/2005, 2016/2017 temperature data and other information sources, the Project Manager with support of the Project Team will determine a baseline for measuring future success in meeting stream health and water quality targets. Information will also be used to identify data and expertise gaps and to determine where additional monitoring should occur.

Method/Procedure: The Project Manager shall review and compile information. The Project Manager will review existing databases (USGS and CDSN) and will reach out to specific stakeholders to compile other data sources. The Project Manager will determine the best water quality and habitat monitoring sites based on completeness of historic data and locations where stream improvements due to flow regimen and restoration changes may be evaluated.

Deliverable: Technical Summary to be used as addendum to the final report. A Technical Summary of baseline conditions, stream health and water quality targets, and data gaps.

### **Task 4 — Identification of Water Quality Targets and a *Preferred Target Flow***

Description of Task: The Project Manager shall identify Water Quality Targets and *Preferred Target Flow* that support stream health parameters, such as temperature and aquatic life. Data analysis will inform the development of a discharge vs. temperature curve. It is anticipated that R2CROSS or some other method to identify aquatic life flow needs will be performed to refine the *Preferred Target Flow*.

Method/Procedure: The Project Manager shall synthesize the outcomes from Task #4 and stakeholder engagement to identify water quality and stream health targets. The Project Manager with the support of the Project Team will analyze stream health-flow relationships, such as temperature vs. discharge, to identify flow targets. R2CROSS or other aquatic life flow needs assessments will be conducted as deemed necessary.

Deliverable: A Technical Summary identifying the Water Quality Targets and *Preferred Target Flow*.

### **Task 5 – Water Rights Research**

Description of Task: The Colorado Water Trust will perform analysis of portions of the Steamboat Springs water rights portfolio including source, quantity, and location of application. The Project Manager will coordinate with the Colorado Water Trust to integrate its findings into the proposed implementation scenarios provided in the final report.

Method/Procedure: The CWT has already conducted significant review of Steamboat water rights, and will continue to provide that expertise. Note that components of this analysis must remain confidential due to the legal nature of water rights. It is anticipated that CWT will provide two versions of the Technical Summary—the first, a summary to be made publicly available, the

second a more detailed yet privileged summary that will guide various scenarios aimed at meeting *Preferred Target Flows*. This is a necessary step to protect the City's water rights portfolio and to ensure the long-term viability of the community's drinking water supplies.

Deliverable: Two versions of a Technical Summary (one confidential and the other to be included as an addendum to the Final Report) of opportunities identified to help meet the *Preferred Target Flow*.

**\*Note** - "Task 5 – Water Rights Research" is not included within the Scope of Work for the consulting Project Manager and only coordination and communication with the Colorado Water Trust should be included in the proposal.

### **Task 6 – Habitat Improvement, Protection, and Wetland Recharge**

Description of Task: Wetland and riparian habitat provides many functions to improve life functions for wildlife, fish, water quantity and quality, and flood attenuation. The Project Manager shall explore existing data and perform stakeholder interviews to determine the potential for wetlands and riparian restoration to aid in water quality issues such as temperature, assess river base flow augmentation through wetland aquifer recharge, and identify opportunities for riparian enhancement.

Method/Procedure: The Project Manager shall review water quantity and quality data to determine most strategic locations for wetland and riparian habitat enhancement, restoration, creation that may help address stream temperature and aquatic life goals.

Deliverable: A Technical Summary developed for inclusion in the final report.

### **Tasks 7 – Final Report**

Description of Task: Completion of a Final Report

Method/Procedure: The Project Manager shall compile Technical Summaries and stakeholder input to generate a draft report with targets and implementation scenarios. The Project Team shall review the draft report and give feedback to the Project Manager. The Project Manager shall present the final report at a general stakeholder meeting and to City Council.

Deliverable: Final Report & Presentations.

## **V. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED**

During the performance of a contract awarded pursuant to this advertised "Request For Proposal", the contractor agrees as follows:

- A. The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The vendor, in all solicitations or advertisements for employees placed by or on behalf of the vendor, will state that such contractor is an equal opportunity employer.

- C. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purposes of meeting the requirements of this section.
- D. Contractor shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.

## **VI. INSURANCE REQUIREMENTS**

- A. Vendor shall provide at his own expense the following insurance for himself and his employees in connection with their work under this project:
  - 1. Worker's Compensation: Statutory
  - 2. General Liability: \$1,000,000 each occurrence and aggregate
  - 3. Auto Liability Insurance: \$150,000 each occurrence and \$600,000 aggregate
  - 4. Professional Liability Insurance: \$1,000,000 each occurrence and aggregate.
- B. The vendor/contractor shall indemnify and hold harmless the City against and from all liability, claims, damages, demands and cost, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.

## **VII. AWARD OF CONTRACT**

- A. After receipt of proposals, the City will use the following factors in selecting the firm for the project:
  - 1. Substantiated representations regarding the Firm's experience and competence to accomplish the required work as set forth in this Request for Proposal.
  - 2. Overall understanding and approach to the project.
  - 3. Resume and qualifications of the proposed team members.
  - 4. Costs to complete the project.
  - 5. References and past performance on similar projects.
- B. The City will evaluate responsive proposals and may select two or more consultants to be fully qualified and best suited among those submitting proposals, on the basis of the factors listed above. Additional information and negotiations may be requested from all the consultants so selected. Costs and compensation will generally be considered, but is not the sole determining factor. In many cases, other factors, including but not limited

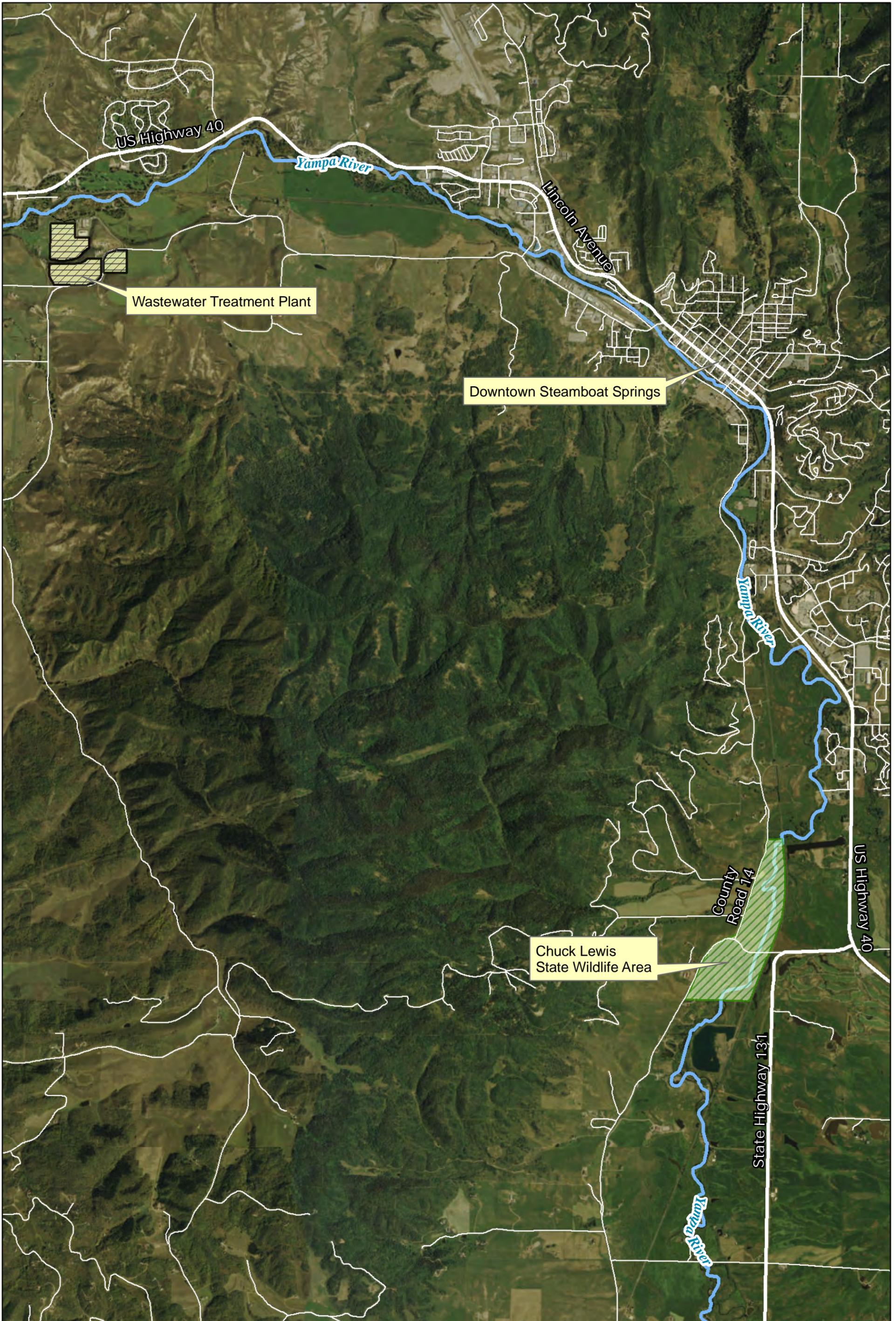
to experience, financial and professional capacity, references, service, warranties, proposed approach, life cycle costs, etc. are more important than the initial cost.

After the evaluation, information gathering, and further negotiation is completed, the City shall select the consultant who, in its opinion, best meets the need of the City, and shall award the contract to that consultant. Should the City determine, in its sole discretion that only one vendor is fully qualified, or is clearly more qualified than the others under consideration a contract may be negotiated and awarded to that vendor.

- C. The City of Steamboat Springs reserves the right to reject any or all bids and proposals, to waive informalities or irregularities, in the proposals received, and to reject non-conforming, non-responsive, conditional or qualified proposals, and to accept the bid/proposal which, in the City's judgment, best serves the interest of the City of Steamboat Springs and its citizens.

## VIII. GENERAL CONDITIONS

- A. Proposals must be received at the City Offices by **5:00 pm, December 8, 2016**. It is the responsibility of the vendor to ensure that the Proposal arrives at the City Offices prior to the time and date indicated above. Mail Proposals to PO Box 775088, Steamboat Springs, Colorado 80477, email to [sstpierre@steamboatsprings.net](mailto:ssstpierre@steamboatsprings.net) or deliver to the City Offices at 137 10<sup>th</sup> Street, Steamboat Springs, Colorado. Attention: Shelly St. Pierre. Proposals received after the deadline or delivered to the wrong location will be returned to the Proposer unopened.
- B. Mailed or hand-delivered proposals shall be placed in a separate envelope clearly marked Proposal "Steamboat Springs Yampa River Stream Management Plan."
- C. Proposals shall be firm for a period of 60 days commencing December 8, 2016.
- D. Any person or agency on the US Attorney General's list of ineligible contractors will not be considered.
- E. The offeror certifies by signing this proposal that this proposal is made without prior understanding, agreement or accord with any other person submitting a proposal for the same product or service and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages.
- F. The company awarded this contract or purchase order shall be required to comply with all State and Federal requirements related to the contract.
- G. Proposals shall be considered public information unless advised otherwise by the proposer. Proposer shall include a separate letter stating which parts of the Proposal are deemed confidential and/or proprietary information not to be released.
- H. The submitted proposal will become a part of any contract or Purchase Order issued for this project.



**Yampa River Management Plan Project Area**  
*City of Steamboat Springs*

