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**CITY OF DUBUQUE, IOWA**  
**March 5, 2013**  
**REQUEST FOR PROPOSALS**

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**CATFISH CREEK WATERSHED MANAGEMENT PLAN**

**INTRODUCTION AND PROJECT SCOPE**

The City of Dubuque, Iowa is requesting proposals from qualified consultants to produce a Watershed Management Plan for the Catfish Creek Watershed. The City desires to create a plan that fully encompasses ecological, environmental, and feasibility spectrums that play a role in the Catfish Creek Watershed.

In addition to the environmental requirements, the successful consultant shall be responsible for presenting a Watershed Management Plan in line with and complementary to regional plans, policies and ordinances, such as the City of Dubuque's Fringe Area Development Policy, Annexation Study, Comprehensive Plan, Unified Development Code, and Stormwater Management Ordinance; as well as Dubuque County's Regional Smart Plan, Erosion & Sediment Control Ordinance, and Stormwater Management Manual. The consultant will be provided with a complete list of contacts for existing plans, policies, ordinances and other development-related documents. The Watershed Management Plan's success will be reliant upon its applicability to incorporate and coordinate its actions into all City and partner activities. The plan is to provide the principal system of management that connects improvement projects, plans, and codes throughout the watershed.

The plan will address both the Iowa Department of Natural Resources (IDNR) nine elements of a watershed plan (IDNR Guidebook) and the Environmental Protection Agency (EPA) available resources. Working with the newly established Catfish Creek Watershed Management Authority Board, the City has created a detailed plan of work for the development and implementation of this plan. The budget for this project is up to \$100,000.

**COMMUNITY BACKGROUND**

The city of Dubuque is located on the Mississippi River in northeastern Iowa, adjacent to Illinois and Wisconsin. As Iowa's oldest city, Dubuque is a community well known for its historic and architectural beauty. The city is over 30 square miles in area, with a population of nearly 60,000 persons. The community has a stable and diversified manufacturing base and a growing service sector. Dubuque is the major retail, medical, education and employment center for the tri-state area. Tourism continues to be a major economic force in the community.

The City of Dubuque is governed by an elected Mayor and City Council and managed by a City Manager. The City funds a full range of municipal services. City government works in collaboration with the private and non-profit sectors to promote economic development and sustainability. Sustainability and downtown, neighborhood, and riverfront planning and revitalization are long-

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standing priorities of the City Council. The City's web site is [www.cityofdubuque.org](http://www.cityofdubuque.org).

### **CATFISH CREEK WATERSHED AUTHORITY**

The Catfish Creek Watershed Management Authority (CCWMA) Board was formed in June of 2012. Currently, the Board consists of the representatives of the cities of Dubuque, Asbury, Peosta, Centralia, the Dubuque Soil and Water Conservation District (SWCD), and Dubuque County. A 28E intergovernmental agreement has been signed and recorded between the organizations listed above, which allows this Board to collaboratively work on watershed related issues throughout the Catfish Creek Watershed. Each political organization on the Board is excited to consider the new opportunities, challenges, and collaborations that lie ahead in the Catfish Creek Watershed and beyond. The CCWMA Board will be involved and assist with the development and implementation of the watershed management plan. The CCWMA website is [www.catfishcreekwatershed.org](http://www.catfishcreekwatershed.org).

### **URBAN CONSERVATION PROGRAM**

The City of Dubuque, Dubuque County, and the Dubuque SWCD have established a successful urban conservation program, which is now in its second year, and continue to partner with landowners and other municipalities to implement sustainable watershed principles, investigate flooding problems, and monitor water quality throughout the Catfish Creek Watershed. A 28E intergovernmental agreement is in place between the City of Dubuque, Dubuque County, and the Dubuque SWCD to fund a full time Urban Conservationist. The Urban Conservationist assists with many watershed related activities and also serves as an administrator for the CCWMA Board. The successful addition of the CCWMA Board creates an important dynamic that will only strengthen watershed policies, regulations, education, outreach and management planning efforts. The CCWMA Board recognizes the needs and benefits of working within watershed limits as opposed to corporate or political boundaries, and strongly believes the next step is developing a complete watershed management plan for Catfish Creek. The Dubuque SWCD website is <http://www.dubuqueswcd.org>.

### **DUBUQUE COUNTY SMART PLAN**

Adopted in January 2013, the Dubuque County Regional Smart Plan was developed by a consortium that guided the two-year Smart Planning Process. The Smart Planning Consortium consists of Dubuque County, the cities of Asbury, Cascade, Dubuque, Dyersville, Epworth, Farley and Peosta, and the Dubuque SWCD.

Community engagement formed the foundation of the planning process. The Smart Planning Consortium engaged community leaders, private sector stakeholders, and citizens in the planning process. The Consortium used information provided by these groups to identify community needs and develop strategies to address these needs in the future. The Consortium, with staff support from East Central Intergovernmental Association (ECIA), utilized the Sustainable Dubuque plan and the Iowa Smart Planning legislation's recommended format for comprehensive plans to create the Dubuque County Regional Smart Plan as a model for other local governments.

The Consortium developed a set of regional comprehensive planning goals and objectives based on the regional vision. Project goals are the desired outcomes of the project, and the objectives are the steps that need to be taken to achieve those goals. Working with the Dubuque SWCD, the Consortium began setting goals and objectives for a watershed chapter. Having a watershed chapter in the region's Smart Plan has initiated and laid the groundwork for watershed policies that will implement the regional vision, goals, and objectives and guide future development within the Catfish Creek Watershed. The watershed management plan will be closely tied with the Regional Smart Plan, and will allow community leaders, landowners, and citizens to begin implementing the goals and objectives found in both the Smart Plan and the future watershed management plan. The

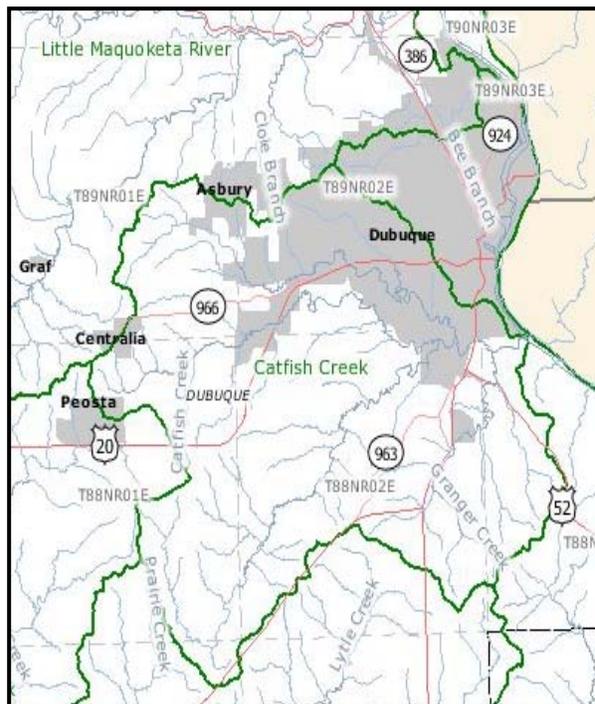
# CATFISH CREEK WATERSHED MANAGEMENT PLAN

Dubuque County Regional Smart Plan website is <http://www.dubuquesmartplan.org>.

## BACKGROUND ON CATFISH CREEK WATERSHED

The Catfish Creek Watershed is a 46,300 acre (USGS HUC 10 - #0706000501) watershed that includes industrial centers, residential neighborhoods, rolling cropland, steep bluffs and rock outcrops, and dense forests. About half of the city of Dubuque lies in the watershed as well as parts of the cities of Asbury, Peosta and Centralia. The majority of the watershed is dominated by agriculture as seen in Table 1.

Catfish Creek flows southeast, beginning near the City of Peosta, and enters the Mississippi River on Dubuque’s south side in the Mines of Spain state park as seen in Figure 1. There are five sub-watersheds (or HUC 12’s) within the Catfish Creek Watershed. These include: the North Fork, Middle Fork, South Fork, Granger Creek, and Catfish Creek (main stem). These sub-watersheds can be seen in Figure 2.



Along with the urban and agricultural areas through which the stream flows, Figure 1 headers through three significant parks and preserves within the watershed: Swiss Valley Park, the Swiss Valley Nature Preserve, and the Mines of Spain state park. These areas are managed by either the Dubuque County Conservation Board or the Iowa Department of Natural Resources (IDNR), and attract over 380,000 users per year.

According to IDNR's 305(b) report, a portion of the creek within the Swiss Valley Park and Preserve is classified as a Class B (CW) stream. This section of stream is cold-water and has naturally reproducing trout (one of only 30 streams in Iowa with this capability). The recreational activities in the Catfish Creek watershed from fishing and other water-oriented activities are abundant and vital to the local economy. Forming the CCWMA will continue to allow public and private stakeholders and policy leaders to effectively create sustainable watershed management policies and practices.

**Table 1. Catfish Creek Watershed: Land Usage, 2011**

Land Use	Number of Acres	Percentage of Watershed
Residential	12,500	26
Commercial	3,900	8
Agricultural	27,300	59
Industrial	1,200	2
Parks/Preserves	1,400	3
<b>Total</b>	<b>46,300</b>	<b>100</b>

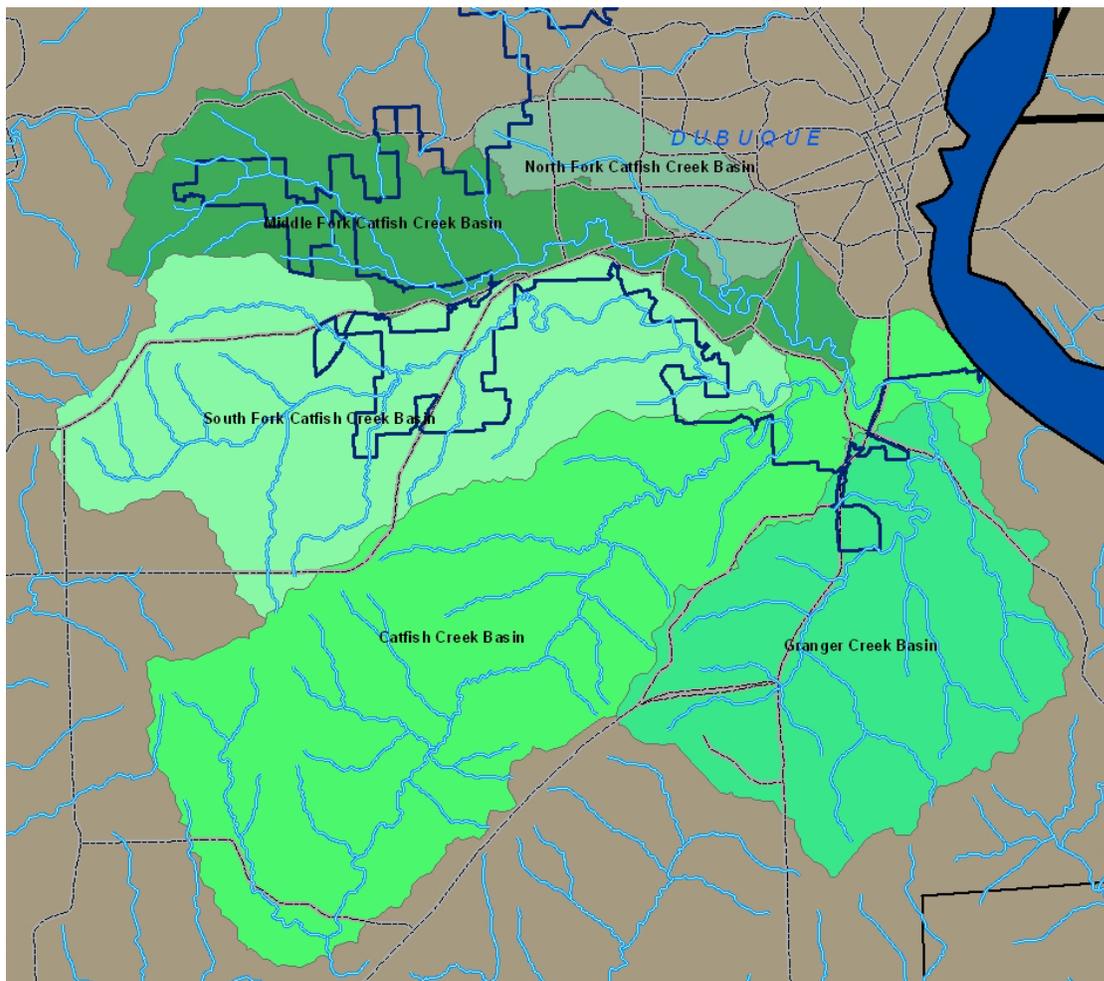
## UPPER CATFISH CREEK WATERSHED – EXAMPLE PROJECT

The Dubuque SWCD has completed a series of activities on the Upper Catfish Creek Watershed. The project implemented several conservation practices, while it also raised awareness and levels of interest in both the public and private sectors. The Upper Catfish Creek project’s main focus was

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the sub-watershed of the cold-water section of Catfish Creek, (or the headwaters of Catfish Creek), which is approximately 9,300 acres. With information and education that was provided to the community from this project, the City of Dubuque feels it is ready to begin working on a larger watershed scale and believes public support for further work in the watershed exists. For more information about the Upper Catfish Creek Watershed Project, visit the Dubuque SWCD website at <http://www.dubuqueswcd.org/page4.html>.

Figure 2. The Catfish Creek Sub-Watersheds



### DESIRED OUTCOME

The City of Dubuque and the CCWMA are seeking qualified consultants to complete a watershed management plan that addresses both the Iowa Department of Natural Resources (IDNR) nine elements of a watershed plan (IDNR Guidebook) and the Environmental Protection Agency (EPA) available resources to complete our plan. The CCWMA intends to work with the IDNR Section 319 staff, to ensure the completed watershed management plan will be accepted by the EPA.

Both the City of Dubuque and the CCWMA will be working closely with the Smart Planning consortium members, making sure the Catfish Creek Watershed Management Plan and the Dubuque County Smart Plan are integrated together. Currently, the City of Dubuque and its partners have completed a preliminary assessment of the stream corridors, have a collective network of monitoring locations and data, and have begun starting to categorize pollutant loads in

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the watershed. Continuing to build upon successful relationships, the CCWMA is excited and ready to characterize the watershed in detail, set goals and identify solutions, and begin designing an implementation program for Catfish Creek.

A considerable amount of relevant data pertaining to the Catfish Creek watershed has been collected throughout the past few years. There are still substantial needs, including further data, organization, monitoring, modeling, and documentation in order to complete a Watershed Management Plan for the entire watershed and the CCWMA. Working the CCWMA, the City would like to hire qualified consultants to work on relevant and missing elements to the Catfish Creek Watershed Management Plan. Currently, some of the known parameters that need to be addressed in the Watershed Management Plan are:

- Additional and continual water quality monitoring throughout the entire watershed
- Assessment of land use practices based upon regional plans, policies, and ordinances
- Assessment of water quantity flows, velocities, and rates
- Prioritization of sub-watersheds concerns and challenges
- Prioritization of implementation projects and programs which address pollutant loading and flood prone areas
- Future modeling of additional infrastructure and impervious areas

The proposed watershed management plan will coordinate with the Dubuque County Smart Plan, and will address the smart planning principles and obligations, as well as other regional plans, policies, and ordinances. Each element in the Plan of Work (listed below) will be closely connected to the Dubuque County Smart Plan, as well as other regional plans, policies, and ordinances, allowing for successful collaborations.

The following Plan of Work has been projected to complete the Watershed Management Plan.

### **PLAN OF WORK – GOALS AND OBJECTIVES (Information to be addressed in the Proposal)**

#### **A) Public Outreach and Input Sessions**

##### **Task 1. Project Meetings and Goal & Objectives Development**

The CCWMA will host a kick-off meeting with the Technical Committee (appointed) to discuss the project in its entirety and develop a realistic plan for efficiently completing the watershed plan report on schedule. The CCWMA will meet throughout the planning process, and present findings of the watershed inventory, recommended Management Measures, and final presentation of findings at stakeholder meetings. Setting goals and objectives should be the focus of the first stakeholder meeting. CCWMA will work with the Dubuque SWCD Urban Conservationist and the City of Dubuque's Engineering Technician (designated as the CCWMA "administrators") to develop and finalize goals and objectives.

#### **B) Review Existing Studies and Collect Data**

##### **Task 2. Data Gathering**

Gather and analyze existing GIS data and other information relevant to Catfish Creek Watershed. Data sharing agreements will be completed as part of this task, as necessary. We understand there is a large amount of existing information to be gathered from the City of Dubuque, Dubuque County, Comprehensive Plans, and County and municipal officials.

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CCWMA will also consult with local experts, engineers and researchers who have worked within the watershed to gather information.

### **C) Watershed Resource Inventory**

#### **Task 3. Watershed Management Measure/Best Management Practice (BMP) Inventory**

Conduct a windshield survey to accurately document various reaches of the watershed and to verify land use and wetland mapping. Both the CCWMA administrators and the consultants will spend on-the-ground time looking for potential Best Management Practices (BMPs) that primarily address water quality but with secondary benefits for flood protection and natural resource improvement. We will look specifically at projects such as stream/riparian corridor projects, detention basin retrofits, and open space restoration/ acquisitions. “Critical Area” projects, as defined under the USEPA 9 Elements, will also be identified during this process. Project details will be noted on location maps and corresponding datasheets that will be included in the Appendix of the Watershed- Based Plan. The CCWMA and the consultants will also contact municipalities and other stakeholders requesting information about potential project locations and to obtain needed data such as detention basin locations in the watershed. It is important to note that this is not a complete inventory of all the stream reaches, detention basins, etc. in the watershed but a means to identify potential projects that will be included in the Action Plan section of the final Watershed-Based Plan.

#### **Task 4. Summarize Introduction, Climate, Topography, Geology, Soils**

The CCWMA and the consultants will summarize information relevant to the Introduction Section of the plan including scope and project approach, USEPA Watershed Based Plan requirements (9 Elements), planning process, and how to use the Watershed Plan.

The geologic history of Catfish Creek Watershed and climate of the study area will be described and discussed and related back to the formation of the watershed. Available topographic data (2-foot LIDAR) will be used to create a Digital Elevation Model of the watershed and to delineate watershed and sub-watershed boundaries.

Soils provide the key to the wetland restoration potential, water holding capacity, infiltration capabilities and erosion potential of a site. Hydric soils are important because they indicate the presence of existing or drained wetlands. The CCWMA will map and summarize available Dubuque County Soil Survey data in the watershed related to hydric soils/wetland restorations and hydrologic soil groups related to groundwater recharge. Soil types will also be evaluated and used when determining pollutant reductions resulting from implementation of potential Management Measures.

#### **Task 5. Summarize Jurisdictions & Demographics**

The CCWMA will map municipal, township, forest preserve, and park district boundaries (where available in GIS) and discuss the roles of each in protecting the watershed. These results will be used in the Action Plan section when discussing potential areas for inter-jurisdictional cooperation/coordination to complete recommended BMPs.

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The CCWMA will use the Dubuque County Smart Plan 2040 forecast data to assist in mapping and summarizing the demographics data within the watershed. Maps will be created that show population, households, and employment change projected to occur through 2040.

### **Task 6. Open Space (Green Infrastructure) and Natural Area Inventories**

The CCWMA and the City of Dubuque will identify and map (via GIS) open and partially open space parcels (Open Space Inventory) in the watershed. An open parcel is one that is not developed and is often set aside for conservation or recreation purposes while partially open parcels include minimally developed land. The Open Space Inventory is the basis for developing a Green Infrastructure Network for the Catfish Creek Watershed. The Open Space Inventory will be completed early on in the project schedule as many other components of the plan are linked to this data.

Open space is expected to include large tracts of remaining vacant agricultural land, riparian greenways, corridor connections, wetlands, and public land including forest preserves, Dubuque County Parks and IDNR parks. The mapping and/or data for this task can be done at many levels depending on available time and budget. The parcel-based Open Space Inventory results and associated parcel data will include:

- General Map (in GIS) showing the results of the parcel based Open Space Inventory;
- Maps (in GIS) identifying private versus public and protected versus unprotected status of open space parcels;
- Map (in GIS) identifying prioritized open space, potential greenway connections, and trails as a Green Infrastructure Network.

As part of the open space identification process, we envision personalized GIS parcel prioritization model specific to Catfish Creek Watershed that will assess current and potential quality of open space parcels (identified above) for improving water quality with secondary benefits to reduce flooding and enhance natural resources. This will be based on applying values/points to each open space parcel based on how important each parcel is in meeting a set of green infrastructure criteria.

### **Task 7. Existing and Future Land Use and Transportation Network Summary**

Careful completion of this task is important as the resulting data is used in various other sections of the watershed plan including the assessment of existing and future impervious cover impacts on water quality and pollutant loading/reduction. The CCWMA envisions working with a consultant to complete this task as described below:

- a) Use approved land use maps to produce a current land use map/data for the watershed. Uncertainties in current land use will be verified through the most recent aerial photography available in Dubuque County or via field inspections. Municipal comprehensive plan documents and stakeholder knowledge will also be used to refine land uses.
- b) Collect future development plans from municipal comprehensive planning documents and Dubuque County's Smart Plan 2040 land use projections to accurately map projected future land use in the watershed and how it compares to existing land use.

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- c) Map the existing and any proposed transportation networks (roads, trails, etc.) in the watershed. This information is useful to determine how the natural features of the watershed are or may be fragmented and how existing trails can be connected to other existing or planned trails.
- d) Compute percent impervious coverage for existing and future land use conditions at the sub-watershed scale using GIS data created in a and b above. The CCWMA proposes to calculate imperviousness based on USDA's TR55 land use data and associated impervious rates. The results of this analysis ultimately lead to the creation of a future land use vulnerability map revealing the location of Priority Protection Areas and other potential Management Measures. In addition, discuss how increased impervious surfaces impacts water quality, hydrology, flooding, and aquatic habitat.

### **Task 8. Streams, Ponds, Detention Basins, Wetlands Summary**

Assess and map all streams, ponds, detention basins, and wetlands in the watershed using existing data and data gathered under Task 3. The condition of these resources will be characterized on maps and summarized. The results will lead to the identification of potential stream and riparian corridor restoration projects, lake projects, and detention basin retrofit projects. It is likely that additional stakeholder input will be required in order to obtain the best information to complete this task.

The CCWMA will obtain the majority of wetland data from agencies and use it to summarize and map the existing locations and conditions of wetlands. As part of this wetlands inventory, the CCWMA and the consultants will also analyze Dubuque County soil surveys to estimate the historical extent of wetlands and amount of wetlands that have been lost as a result of human activities. We envision our consultant will then map potential wetland restoration and/or wetland mitigation sites by using an overlay method in GIS. Each potential wetland restoration/mitigation site will then be included in the Action Plan section of the report.

### **Task 9. Water Quality Inventory**

The CCWMA administrators will obtain all water quality data available for the Catfish Creek Watershed. The CCWMA administrators will assist in this task by meeting with individuals such as municipal representatives, local universities, and IOWATER staff/volunteers to obtain additional information. The CCWMA will then analyze and summarize all available water quality data. Data is expected from local stakeholders, permit and discharge records, IDNR, Dubuque County Conservation Board, the City of Dubuque, and EPA water quality & biological records.

The results of the water quality inventory and watershed characterization will be used to identify potential causes and sources of problematic pollutants to water quality and impairments to "Designated Uses" of aquatic resources such as Aquatic Life Support. "Critical Areas" for application of Management Measures will be determined using the water quality analyses, stakeholder input, and information gathered via the watershed inventory. Critical Areas will likely include critical stream reaches, critical pollutant load sub-watersheds, critical drained wetlands, critical detention basins, and critical priority protection areas. The Action Plan section of the Watershed Based-Plan will include detailed information and specific locations where water quality Management Measures would most likely benefit the watershed's water quality and reduce pollutant loads to target values.

### **Task 10. Groundwater Summary**

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The CCWMA and the City of Dubuque understand that groundwater issues are not the primary focus of this watershed plan but that groundwater recharge is becoming an important topic in northeast Iowa, especially for areas that rely on groundwater for public use. The CCWMA will gather and use existing data from agencies such as the Iowa State University, University of Iowa, and Dubuque County to map and describe important recharge areas in the watershed. The Action Plan section of the report will ultimately include recommendations aimed at promoting the infiltration of stormwater such as open space protection and incorporating open space into new development. The CCWMA administrators will also be asked to help gather information related to groundwater issues.

### **D) Pollutant Loading Analysis**

#### **Task 11. Pollutant Loading Model**

Many different pollutant loading models are available to identify pollutant loading in watersheds. Several different ecological consulting firms have experience with several pollutant loading models from simple spreadsheet analyses to complex spatially-distributed models. The CCWMA plans to work with the selected firm to address and implement pollutant loading models in the watershed.

#### **Task 12. Pollutant Reduction Needs/Targets**

Developing pollutant load reduction needs and targets for the Catfish Creek Watershed will play an important element in this plan. Reduction targets will be identified following an analysis of all the data gathered for the watershed. Some pollutant problems will be identified after running the Pollutant Loading Model (Task 11 above). Many other pollution problems will be discovered via the analysis of water quality and other data obtained from various sources. The key to meeting reduction targets is to identify the “Critical Areas” that are contributing to high pollutant loading. “Critical Areas” will be identified under various other tasks. Additional information about “Critical Areas” is discussed under Task 13 below.

#### **Task 13. Selection of Management Measures (BMPs) to Reduce Pollutant Loading**

A very important aspect will be to identify and select Management Measures (BMPs) from the Action Plan section of the plan to reduce pollutant loading from “Critical Areas” and then estimate the amount of pollutant reduction resulting from implementation of selected measures. Our consultant will be responsible for identifying pollutant load “Critical Areas” via the pollutant loading model, information provided by stakeholders, and information gathered during the watershed inventory assessment. The CCWMA plans to evaluate pollutant load reduction based on efficiency calculations developed for the USEPA’s Region 7 Model. This model uses “Pollutants Controlled Calculation and Documentation for Section 319 Watersheds Training Manual” to provide estimates of sediment and nutrient load reductions from the implementation of agricultural Management Measures. Estimate of sediment and nutrient load reduction from implementation of urban Management Measures will be based on efficiency calculations.

### **E) Watershed Action Plan**

This task involves identifying and describing the Management Measure recommendations for the Catfish Creek Watershed. The CCWMA will work with the stakeholders to develop a user friendly Action Plan that can later be used by stakeholders to identify projects and obtain grant

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funding to implement these projects. The Action Plan will include a Programmatic Action Plan and Site-Specific Action Plan. We are envisioning the hired consultants will use their knowledge of the watershed and data collected during the planning process to outline programmatic and site specific recommendations with tables and complementary GIS maps that show the specific location of projects if applicable. At a minimum, the Action Plan will identify the costs and funding sources associated with implementing recommendations, an implementation schedule; units (number, feet, and acres) for projects, costs of implementation, estimated pollutant reduction, priority, and responsible entity.

### **Task 14. Programmatic Action Plan**

Programmatic actions (remedial, preventative, & maintenance actions) applicable throughout the watershed will be developed for each of the plan goals and objectives developed with input from stakeholders. These actions will be listed in tables that include the primary goal/objective addressed, priority (High, Medium, Low), lead and supporting entities, and technical assistance needs.

### **Task 15. Site-Specific Action Plan**

Site-specific Management Measures will be developed using information gathered during the watershed inventory and other information provided by stakeholders. Recommended measures will be summarized in tables and categorized by municipality and/or other stakeholder jurisdiction. An example table is shown below. GIS maps that locate the site specific recommendations will accompany the tables. Site specific measures will primarily address water quality improvement but also address flooding and natural resource protection and enhancement.

Site-specific Management Measures will likely include guidelines for stabilizing stream banks and shorelines, riparian corridor/floodplain improvements, restoring wetlands, retrofitting existing detention facilities, and Priority Protection Area recommendations. Other potential projects such as rain gardens and habitat restorations will be identified during the watershed inventory and included in the Action Plan.

## **F) Plan Implementation and Monitoring Success**

### **Task 16. Water Quality Monitoring Plan & Evaluation Criteria**

Develop a basic water quality monitoring plan using environmental (chemical, physical, biological), social, and programmatic/administrative criteria to track plan progress and evaluate how implemented Management Measures affect the overall condition of Catfish Creek's water quality over time. These criteria will be expressed using measurable indicators and target values that track progress made toward meeting project milestones and water quality standards developed in other sections of the report. A map of recommended locations where water quality sampling should occur in the watershed and discuss who could conduct the sampling and how often it should be conducted should be included. This will be followed by descriptions of the monitoring protocol used for collecting specific water quality indicator data.

### **Task 17. Goal Milestones & Progress Evaluation Report Cards**

This task is an integral component needed to evaluate how and if the watershed plan and recommendations are achieving goals and objectives over time. It is also required under the

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USEPA 9 Elements. The CCWMA will develop a list of stakeholder implementation roles and coordination responsibilities as well as milestones for each of the major plan goals developed by the watershed stakeholders.

### **G) Education Component/Plan**

#### **Task 18. Information & Education Plan**

The CCWMA Board, administrators, and stakeholders will develop an information / education component to the Watershed-Based Plan. The education component will enhance public understanding of the Catfish Creek Watershed and encourage the early and continued participation in selecting, designing, and implementing non-point source pollution control measures. The CCWMA will work with as many additional partners as possible in and outside of the watershed to further increase awareness and education to all citizens in our communities.

The education component will include a brief summary of the educational and outreach development process and a table that outlines the recommended education actions, primary goal/objective addressed, recommended target audience, best package (vehicle) for distributing the message, lead/ supporting agencies involved in assisting with education efforts, and desired outcome/behavior change expected from the target audience.

### **H) Watershed-Based Plan Executive Summary and Report Preparation**

#### **Task 19. Prepare Draft & Final Executive Summary Document**

The CCWMA and the consultants will compile major plan findings and other information/recommendations into a brief Executive Summary document that will be used to inform watershed stakeholders and local decision makers.

#### **Task 20. Prepare Draft & Final Watershed Based Plan Report**

Both the CCWMA administrators and the consultants will summarize all watershed data and analyses in draft report form including tables, maps, and other graphics where appropriate. Draft submissions shall be in electronic format. All sources for the reference section and work for appendices shall also be submitted in electronic form. The final report will contain appropriate photos, graphics, and maps in an aesthetically pleasing and user-friendly format using a professional design layout.

### **RFP RESPONSE SUBMITTAL DETAILS**

All proposals submitted shall be presented in 8 ½ x 11 inch format in recyclable materials using Arial font, minimum 11 point font, and in the same order as described below. **No binders or bindings.**

Add any specific additional information about the consultant that will benefit the CCWMA and the City in the selection process; do not include marketing materials.

***Proposals must be limited to 20 pages. The 20-page limit does not include front and back covers (optional, must be recyclable), transmittal letter, references, and fees and compensation.***

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The original proposal will include original signatures, in ink, by authorized personnel, on all documents that require an authorized signature. ***Please separate the proposed fees and compensation from the other portion of the RFP submittal.*** Initial screening will be done without knowing the consultant's proposed fee for services.

Failure to provide the required mandatory information may result in a consultant not being considered. Submitted proposals will not be returned.

**Proposal Requirements:** To simplify the review process and obtain the maximum comparability, the proposal must include the following information at a minimum and be organized in the following manner.

**Letter of Transmittal:** Provide a one page letter of transmittal briefly stating the consultant's interest in this project, outlining the consultant's understanding of the work, and the name, address, telephone, cell and fax numbers, and email address of the project manager and signed by the project manager.

**Introduction Statement:** Provide a one page introduction statement that explains the consultant's expertise, previous experience, and unique qualifications for this project.

**Profile of Firm:** Provide general information about the consultant and its area of expertise as regards this RFP, including the qualifications of the project manager and other key personnel to be assigned to the project.

**Background and Organization** - Identify name, address, history and organization of the consultant, including an overview of the services the consultant provides in-house and the number of years the consultant has provided the requested services. Describe any other relevant professional services offered by the consultant and how these services may be able to benefit the CCWMA and the City.

**Teamwork** - Describe the process recommended to create a team relationship among those involved with the project, including the CCWMA, the City of Dubuque, elected officials, land owners, the public, and other potential partners.

**Experience** - Describe recent professional experience with detailed but brief narrative descriptions of representative projects, including project budgets, team members, and other applicable information, including work with public sector clients, and a minimum of three (3) most recent watershed management plans.

**Team Members** - Identify key team members that will be assigned to the project, including their office location, specific roles and responsibilities, time commitment to the project, and individual professional expertise/credentials, especially relating to experience with similar watershed management plans.

- List project manager for the team.
- A listing of team personnel who will actually be assigned to perform the work on this project, and a breakdown and description of tasks assigned per project team member. Describe the hierarchy of project management.
- For consultants located outside the region, address how the consultant will remain responsive to short notice requests and meetings.
- Identify similar projects that team members have worked on together.

Sub-consultant(s) personnel experience

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- Names and addresses of any outside consultant(s) or associate(s) proposed to be involved with this project.
- Include each proposed sub-consultant(s) experience and qualifications as described above for firm's personnel.
- For sub-consultants located outside the region, address how they will remain responsive to short notice requests and meetings.
- Identify similar projects that team members have worked on together with the sub-consultants.

### **Scope of Services: Plan of Work – Goals and Objectives**

Provide a detailed description of how the consultant proposes to approach this project. Describe the means or strategy by which the consultant would satisfy the scope of services as outlined above in the preceding Plan of Work – Goals and Objectives, and/or an alternative or hybrid strategy recommended by the consultant. The proposed scope of services will fully address all tasks described above under Plan of Work – Goals and Objectives. Include sufficient discussion of proposed methodologies, techniques, and procedures for each work item.

### **Proposed Project Schedule**

Provide a project schedule outlining the time period and estimated completion date of the proposed scope of work. This should include a schedule for and description of all deliverable products throughout the period. Products should be delivered in hardcopy and electronic formats compatible with the City's computer software and hardware.

### **References**

Provide at least three references of clients for whom the consultant has completed similar watershed management plans within the past five years with full name, title, address, email, phone, and fax numbers.

### **Certificate of Insurance**

The selected consultant will be required to meet the City's insurance requirements for professional services (see attached Insurance Schedule C).

### **Fees and Compensation**

Provide a proposed cost plus expenses budget for completion of the proposed scope of services with cost breakdowns by scope element. Quotation of fees and compensation shall remain firm for a period of at least 90 days from the submission deadline. **Please separate the proposed budget from the other portion of the RFP submittal.** Initial screening will be done without knowing the consultant's proposed fee for services.

### **SUBMISSION REQUIREMENTS**

A signed original plus seven (7) hard copies plus one (1) PDF copy on CD of the proposal clearly labeled as **CATFISH CREEK WATERSHED MANAGEMENT PLAN** must be received before 5:00 p.m. CST on **Tuesday, March 26, 2013** at the following address:

Dean Mattoon, Engineering Technician  
Engineering Department  
City of Dubuque  
50 W. 13<sup>th</sup> Street  
Dubuque, Iowa 52001

**Questions should be directed to Mr. Mattoon by telephone at (563) 543-8460, or by email at**

[dmattoon@cityofdubuque.org](mailto:dmattoon@cityofdubuque.org).

Each consultant assumes full responsibility for delivery and deposit of the completed proposal package on or before the deadline. The City of Dubuque is not responsible for any loss or delay with respect to delivery of the proposals. The City of Dubuque reserves the right to reject any and all proposals and to negotiate changes with any consultant. The City of Dubuque is not liable for any cost incurred by any consultant prior to the execution of an agreement or contract. Nor shall the City of Dubuque be liable for any costs incurred by the consultant that are not specified in any contract. The City of Dubuque is an Equal Employment Opportunity Employer.

### **EVALUATION CRITERIA & PROCESS**

Proposals will be screened to ensure that they meet the minimum requirements of the proposal format. A selection committee will review qualifying proposals, and may develop a short list of firms. Initial screening will be done without knowing the consultant's proposed fee for services to develop a short list. The short list of consultants may be invited to an interview with the selection committee. The objective is to select the consultant most qualified to provide the services outlined in this request. Evaluations will be based on the criteria listed below.

#### **Responsiveness, Quality, and Completeness of Proposal**

- Is everything included that was required by the RFP?
- How does it fit with the City and County Plans and regulations?
- The quality of written material and presentation, relevant experience, answers to questions, and overall organization.

#### **Experience/Qualifications/Creativity**

- Experience completing watershed management plans.
- Experience working with municipalities and watershed management authorities.
- Experience working with multiple partners.
- Ability to successfully complete the scope of services on time and within budget.
- Ability to successfully work with CCWMA Board and City staff.
- References.
- Does the selected team have proven capability to deliver strong and innovative solutions that respond to key issues (demonstrate capabilities in proposals)?

#### **Qualifications of Key Individuals**

- Project manager's expertise, experience, and unique qualifications.
- What other personnel will be committed to this project and what are their unique qualifications?

#### **Scope of Services**

- Does the consultant understand what it will take to successfully achieve the goals and objectives of the requested services?
- Did the consultant propose any revisions and/or changes to the scope of services that would better serve the community?

#### **Communication**

- Consultant's ability to conduct public outreach meetings and solicit input.
- Consultant's ability to communicate ideas, reports, and vision(s) in a clear and concise format

## CATFISH CREEK WATERSHED MANAGEMENT PLAN

- Success of the project will rely on input from the community and from potential partners  
– how is this feedback incorporated into the process and final product?

### Proposed Fees and Compensation

- Do they seem reasonable for the scope of services proposed?
- Do they provide the CCWMA and the City good value?

Proposed schedule required to complete the project.

- Does the schedule seem reasonable for the scope of services proposed?
- Does the consultant have the ability to complete the project on schedule?

Additional Factors to be considered by the committee may include the following:

- Results of interview process.
- Information from references.

# City of Dubuque Insurance Requirements for Professional Services

## Insurance Schedule C

1. \_\_\_\_\_ shall furnish a signed Certificate of Insurance to the City of Dubuque, Iowa for the coverage required in Exhibit I prior to commencing work and at the end of the project if the term of work is longer than 60 days. Providers presenting annual certificates shall present a Certificate at the end of each project with the final billing. Each Certificate shall be prepared on the most current ACORD form approved by the Iowa Department of Insurance or an equivalent.
2. All policies of insurance required hereunder shall be with a carrier authorized to do business in Iowa and all carriers shall have a rating of A or better in the current A.M. Best's Rating Guide.
3. Each Certificate shall be furnished to the contracting department of the City of Dubuque.
4. Failure to provide minimum coverage shall not be deemed a waiver of these requirements by the City of Dubuque. Failure to obtain or maintain the required insurance shall be considered a material breach of this agreement.
5. Subcontractors and sub subcontractor performing work or service shall provide a Certificate of Insurance in accord with Exhibit I.
6. All required endorsements to various policies shall be attached to Certificate of insurance.
7. Whenever a specific ISO form is listed, an equivalent form may be substituted subject to the provider identifying and listing in writing all deviations and exclusions that differ from the ISO form.
8. Provider shall be required to carry the minimum coverage/limits, or greater if required by law or other legal agreement, in Exhibit I.

# City of Dubuque Insurance Requirements for Professional Services

## Insurance Schedule C (continued)

### Exhibit I

#### A) COMMERCIAL GENERAL LIABILITY

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit (any one occurrence)	\$ 50,000
Medical Payments	\$ 5,000

- a) Coverage shall be written on an occurrence, not claims made, form. All deviations from the standard ISO commercial general liability form CG 0001, or Business owners form BP 0002, shall be clearly identified.
- b) Include ISO endorsement form CG 25 04 "Designated Location(s) General Aggregate Limit" or CG 25 03 "Designated Construction Project (s) General Aggregate Limit" as appropriate.
- c) Include endorsement indicating that coverage is primary and non-contributory.
- d) Include endorsement to preserve Governmental Immunity. (Sample attached).
- e) Include additional insured endorsement for:  
The City of Dubuque, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees and volunteers.  
using ISO form CG 2026.

#### B) AUTOMOBILE LIABILITY \$1,000,000 (Combined Single Limit)

#### C) WORKERS' COMPENSATION & EMPLOYERS LIABILITY

Coverage A	Statutory—State of Iowa	
Coverage B	Employers Liability	
	Each Accident	\$100,000
	Each Employee-Disease	\$100,000
	Policy Limit-Disease	\$500,000

- a) Policy shall include an endorsement providing a waiver of subrogation to the City of Dubuque.
- b) Coverage B limits shall be greater if required by Umbrella Carrier.

#### D) UMBRELLA LIABILITY \$1,000,000

#### E) PROFESSIONAL LIABILITY \$1,000,000

# City of Dubuque Insurance Requirements for Professional Services

## Preservation of Governmental Immunities Endorsement

1. Nonwaiver of Governmental Immunity. The insurance carrier expressly agrees and states that the purchase of this policy and the including of the City of Dubuque, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Dubuque, Iowa under Code of Iowa Section 670.4 as it is now exists and as it may be amended from time to time.
2. Claims Coverage. The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time. Those claims not subject to Code of Iowa Section 670.4 shall be covered by the terms and conditions of this insurance policy.
3. Assertion of Government Immunity. The City of Dubuque, Iowa shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier.
4. Non-Denial of Coverage. The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the City of Dubuque, Iowa under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Dubuque, Iowa.

No Other Change in Policy. The above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

# SPECIMEN