



FOX WATERWAY AGENCY
45 S. Pistakee Lake Road ♦ Fox Lake, Illinois 60020
(847)587-8540

Request for Proposals (RFP) for Consultant Services for the development of a 9-Element Watershed Based Plan in accordance with the requirements of the Illinois EPA.

Scope of Services

The Scope of Services outlined in this RFP applies to the areas below:

- Northern Boundary: Wisconsin State Line
- HUCs (Hydrologic Unit Codes)
 - Channel Lake HUC# 071200061006-(to Wisconsin state line)
 - Bassett Creek – Fox River HUC# 071200061005-(to Wisconsin state line)
 - Nippersink Lake – Fox River HUC# 071200061009
 - Pistakee Lake – Fox River HUC# 071200061010

Proposal Inclusions

The work described in the proposal will include not only the development of the EPA defined 9-Element Watershed Based Plan, but also the successful acceptance of the plan by the IEPA (Illinois Environmental Protection Agency). It also includes the creation and submission of the August 2019 EPA Planning Grant.

The firms responding to this RFP shall provide a clear, concise proposal that will outline their abilities, experience, planned approach, and costs in complying with the scope of services and information requests set forth herein. Please include at a minimum in your proposals responses or other appropriate materials to support the following:

1. Provide a description of your firm and its experience in providing professional services for grant writing, including but not limited to Section 319 grant writing for watershed funding or implementation grants.
2. History in working with and developing grass roots stakeholder groups. This could include, but not be limited to: County governments; State Government; Municipalities; HOAs (Home Owners Associations).
3. Include any applicable history in working with Lake County SMC and/or McHenry County Planning and Development.
4. Any previous work completed for the FWA.
5. Experience and/or examples of developing a comprehensive watershed management plan; stakeholder involvement and consensus building; public outreach tools; multi-jurisdictional planning; inventory of resources and assessment of the overall conditions in the watershed.



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6. Provide specific examples of either pay-in or traditional methodologies for the creation of the plan, whichever is your recommendation along with reasoning for your recommendation.

Note:

- a Pay-in is defined as outside parties to the FWA (Fox Waterway Agency) contributing via monetary input to help offset the costs of the plan development. This could include, but not be limited to: County governments; State Government; Municipalities; HOAs (Home Owners Associations).
 - b Traditional is defined as only the Agency would be contributing via monetary (and in-kind) input regarding the costs for the plan
7. Describe any attributes that will distinguish your firm that would prove helpful to the Fox Waterway Agency (FWA) in our selection process.
 8. Provide a specific budget for all staff and expenses. Briefly describe your proposed cost structure and how it provides highly qualified services in an efficient manner. This should include expected FWA staff resourcing and tasks along with monthly time estimates.
 9. Work plan indicating Timeline/Schedule for completion of the Watershed Based Plan and IEPA approval. Note: The work plan will identify early planning stages and incorporate throughout the entire planning process, the approach to accommodate a wide diversity of potential stakeholders.
 10. Costs and structure of costs (e.g. milestone based; monthly based; yearly based, etc.) for the development and final acceptance of the Plan by the IEPA
 11. Creation and submission of the August 2019 EPA Planning Grant
 12. Provide a list of three references with the type of support provided to them, including name, electronic mail addresses, and phone numbers.

Upon selection of the consultant company, the Plan will be developed through the cooperation of watershed stakeholders under the guidance of the to-be developed Watershed Steering Committee and its associated by-laws.

It is the intent of the Agency to begin the Watershed Based Plan ASAP and so your timely response to this Request for Proposal is appreciated. Should you have any questions, please submit them via email.

Proposals: Vendor will send an electronic copy of their proposal to the email address below or deliver hard copy to:

rob@foxwaterway.com

Attn: Rob Bowman



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Proposal Deadline: 12:00 PM CT, Wednesday, May 15, 2019. Proposals received after the proposal deadline will not be accepted. Proposals may be withdrawn by written request at any time but, will not be reinstated once withdrawn.

The Fox Waterway Agency reserves the right to further negotiate and/or perform none, a portion of, or all of the work associated within this scope of services outlined in this RFP with the winning and most qualified firm determined from this bidding process.

The name of the firm, contact person and contact information must be listed in the proposal. Any restrictions on the use of data within proposals must be clearly stated in the proposal itself.

Sincerely,

Joseph S. Keller
Executive Director
Fox Waterway Agency