



Walnut Creek Watershed 5-Year Implementation Plan  
Request for Qualifications  
May 13, 2024

Polk County, on behalf of the Walnut Creek Watershed Management Authority (WMA) is inviting experienced professional services teams (Consultant) to submit their qualifications for the development of the Walnut Creek Watershed 5-Year Implementation Plan. This will be an addendum to the original Walnut Creek Watershed Management Plan completed in 2015.

Creating this plan will require engagement with multiple stakeholders including cities, counties, Soil & Water Conservation Districts (SWCDs), partners, and water resources professionals. It also requires integrating other information from plans that the WMA and its partners have already created, including the Walnut Creek Watershed Master Plan, local stormwater master plans, Windsor Heights flood resiliency study, and Silver Jackets I and II. The County and a WMA subcommittee will work closely with the consultant team throughout the Plan creation process.

Qualified consultant teams must have significant experience in water resources analysis and management, as well as a sound understanding of watershed planning and design, stakeholder engagement, and a demonstrated ability to develop an actionable plan that aligns with the WMA's strategic priorities. Qualified consultants also must have experience working in public environments and collaborating effectively with a variety of stakeholders.

This Request for Qualifications (RFQ) broadly describes the opportunity and process for submitting a response. Submittal deadline is **June 14, 2024 at 2:00PM.**

Please direct all questions via email to Cassie Druhl at [cassandra.druhl@polkcountyiowa.gov](mailto:cassandra.druhl@polkcountyiowa.gov). Thank you for your time and interest.

Sincerely,

A handwritten signature in black ink, appearing to read "John Swanson", is written over the word "Sincerely,".

John Swanson  
Watershed Management Authority Coordinator  
Polk County Water Resources Supervisor

**Request for Qualifications (RFQ) – Professional Services  
Walnut Creek Watershed Management Authority (WMA)  
May 13, 2024**

**Goal**

The Walnut Creek Watershed Management Plan was completed in 2015. It outlined specific goals and projects that the WMA hoped to complete in the watershed to improve water quality and quantity. It was been nearly 10 years since the original plan was written, and WMA members felt the need to update/refresh the existing plan to outline the next phase of watershed management, re-engage and connect local partners and stakeholders, and develop and implement regional projects and programs to guide the WMA over the next 5 years.

**Opportunity**

The Walnut Creek WMA has been successful and functional over the past several years. Counties, cities, Soil & Water Conservation Districts, and partner stakeholders have worked across political and property boundaries to identify and implement policies and practices to create and sustain a healthy watershed. The original Watershed Management Plan addressed water quality improvements, enhanced recreation, public health, habitat restoration and access/connections, enriched education programming, and multi-purpose projects to sustain natural resources, public, and economic health. However, the plan in its current state has become outdated and needs to be refreshed to address current watershed issues.

**Key Plan Components**

*Engagement*— The Walnut Creek WMA is made up of local governments and interested partners who share similar concerns and visions for the Walnut Creek Watershed. The WMA members meet quarterly to discuss implementation and share current projects and funding opportunities. In recent years, WMA projects have been local/community-based rather than regional/watershed based. It is our goal to re-engage members by finding regional programs/projects, increasing key partners, communicating with new staff and elected officials, and connecting with missing/inactive stakeholders.

**WMA Members**

- City of Clive
- City of Dallas Center
- City of Des Moines
- City of Grimes
- City of Johnston
- City of Urbandale
- City of Waukee
- City of West Des Moines
- Dallas Soil & Water Conservation District (SWCD)
- Polk County
- Polk Soil & Water Conservation District (SWCD)

**WMA Partner Organizations**

- Agency Staff
- Agricultural and other businesses
- Council of Governments
- Dallas County
- Non-profits
- Planning Consultants
- Resource Conservation & Development groups (RC&Ds)
- Universities

*Review existing info and plans*—Since the adoption of the Walnut Creek Watershed Management Plan, several studies, plans, and local policies have been formalized that contain relevant information that should be utilized in this plan update. Because of this, we aim for the Consultant to focus less on engineering and prioritize

stakeholder engagement and vision, as well as determine any important information that may be missing from these documents. We understand that some engineering needs may be identified as the document is developed.

### **Existing Resources to Review and Build Upon**

- [Watershed management plan](#)
- [Clive Water Resources Master Plan](#)
- [Silver Jackets](#)
- [Windsor Heights flood study](#)
- [Walnut Creek Stream Buffer Model Ordinance](#)

*Develop Projects and Programs-* While the WMA aims to prioritize watershed-scale and regional programs and projects, local efforts are not excluded from planning going forward. Ideas for future watershed goals and objectives over the next 5 years are listed below, but this is not a complete list.

### **Ideas/Themes that have been discussed**

- Regional green infrastructure approach, including greenway expansion and prioritization for land acquisition.
- Develop and prioritize an implementation strategy to implement water quality and flood control projects, including upstream projects.
- Work effectively to discuss SF 455 legislation and alternative options for stormwater management.
- Launching a focused education/outreach program in the watershed.
- Develop a watershed-scale funding mechanism.

### **Implementation**

The Walnut Creek WMA has used its watershed management plan to successfully complete several projects for member communities. With the Walnut Creek Watershed 5-Year Implementation Plan, the WMA is looking to take a strategic approach to identifying regional programs and projects, with clear action steps that encourage each member to think of solutions that impact watershed health within and beyond their jurisdictional limits. This collective mode of planning has the opportunity to improve the watershed on a much larger scale than individual projects within a community.

### **What Will Constitute Success**

The Walnut Creek WMA has been successfully engaging its members since 2015, working on local policies, projects, and education. The WMA wants to continue to improve ways that members can work across the watershed effectively, with clarity on the purpose of the WMA as an organization. This plan should guide the regional efforts and develop the purpose of work within the watershed over the next 5 years. Through the implementation of the Plan, we expect the Walnut WMA to become increasingly effective for the following:

1. Understand community goals and WMA expectations.
2. Define roles of the WMA organization, its members, and its coordination staff.
3. Create any new programs/priorities with the WMA mission at the forefront.
4. Identify priorities and develop new programs.
5. Identify new funding mechanisms and opportunities for watershed-scale investment.
6. Clearly define how decisions are made in implementing WMA programs and projects.
7. Increase public understanding of the WMA and its role in improving water quality and reducing flooding.

### **Schedule**

RFQ open: May 13, 2024

RFQ submittal due: June 14, 2024 at 2:00PM

Select consultants invited for interviews: June 21, 2024

Team presentations/interviews: June 27-28, 2024

Consultant selection: July 1, 2024

Contract approval: July 16, 2024

Deadline for approved Plan: Dec. 31, 2024

### **Budget**

Maximum budget of \$50,000.

### **Submittal Requirements**

The RFQ submitted by the Consultant shall include the following information.

1. **Vision for the Project** -- Based on your team's understanding of this opportunity and the broader WMA strategic priorities, define your vision for the Plan and project scope that will help the Walnut Creek WMA best achieve our goals and objectives. Responses should include your proposed process, necessary inputs, and a proposed budget allocation. Your vision should also indicate how the Plan can build upon the previous work done by WMA members and partners. The Plan should not unnecessarily duplicate work the WMA has already completed. The WMA acknowledges the possibility that not every preliminary goal and opportunity identified will be included in the final project scope of work.
2. **Consultant Introduction** – Provide names, experience, duration of service with firm(s) of the key personnel comprising the Consultant's team that will be working on the Plan. Identify the project manager or primary contact person for the Consultant's team and identify any sub-consultants that will be used. Provide any other data which illustrates your team's unique or special capabilities to successfully undertake this project.
3. **Statement of Qualifications** – Provide a statement of the Consultant's experience and qualifications related to the proposed Plan. Provide examples of similar studies, master plans, or projects completed by the Consultant. The examples should include a brief description of the study, master plans or project, similarities to this Plan, and other pertinent information.
4. **References** – Provide the names and telephone numbers of at least three (3) people the County may contact on behalf of the WMA for references regarding the Consultant's past performance, preferably on

similar studies or projects. If the references are for studies or projects other than those identified in the 'Statement of Qualifications' section, provide a brief description of each study or project.

**Evaluation Procedures**

The County will form a review committee of Walnut Creek WMA members to evaluate based on a variety of factors such as budget, timeline, and overall proposal elements.

Review Committee:

John Swanson, Polk County

Cassie Druhl, Polk County

Jennifer Welch, Polk Soil & Water Conservation District

Rudy Koester, City of Waukee

Adam Plagge, City of Windsor Heights

Rai Tokuhisa, City of Clive

The scoring rubric that will be used is found below.

Scoring Rubric:

<i>No.</i>	<i>Category</i>	<i>Maximum Points</i>	<i>Consultant Rating</i>
1.	Quality of Firms included in the Project Team and Capability to perform all aspects of the project	15	
2.	Qualifications, experience and availability of designated Project Manager and team	20	
3.	Demonstrated understanding of project and scope of work, approach and methodology.	15	
4.	Realistic Project Timetable that meets specified timeline in RFQ.	10	
5.	Quality and scope of similar projects previously undertaken	30	
6.	Firm's references and proposed budget breakdown	10	
<b>Total Possible Points Available =</b>		<b>100</b>	

**RFQ Submittal Instructions** – One (1) electronic PDF of the RFQ submittal shall be provided by the Consultant to the County. The Consultant may also include, as a separate electronic PDF, one (1) example deliverable from a previous study or project demonstrating the Consultant's capabilities to complete this Plan. Consultants shall submit their RFQ submittal by e-mail to Cassie Druhl (Cassandra.druhl@polkcountyiowa.gov) by **June 14, 2024 at 2:00PM**. Any submittals received after the designated day and time will not be considered. Please direct any questions about the RFQ to Cassie Druhl at the contact information provided herein.