



ARKANSAS BLACK MAYORS ASSOCIATION

REQUEST FOR PROPOSALS

WATERSHED PLANNING CONSULTANTS

April 10, 2023

Prepared by





REQUEST FOR PROPOSALS
WATERSHED PLANNING CONSULTANTS
NRCS Watershed Flood Prevention Operations
April 10, 2023

RE: Request for Proposals (RFP)
Consultants for Preparation of Watershed Project Plans

Dear Consultant:

The Arkansas Black Mayors Association (ABMA) is soliciting proposals for Watershed Flood Prevention Operations for the ABMA and member cities. These PL-566 Small Watershed Program projects, as detailed in the scope of this request, involve 14 separate Watershed Project Plans. Consultants may propose to complete one or multiple plans under this solicitation and should clearly identify which plans they are proposing to complete. Consultants must demonstrate the capacity to complete all proposed plans in accordance with USDA Natural Resources Conservation Service (NRCS) Title 390, National Watershed Program Manual guidelines and procedures. The content and format of all Watershed Plans must adhere to the guidance provided in Subpart D – Watershed Project Plan Content and Format of the NRCS National Watershed Program Handbook. All plans must be developed in parallel, and each must meet a firm draft plan deadline of January 1, 2024, and a firm final delivery date to the NRCS by October 1, 2024. Additional intermediate milestone dates will be established upon award.

One (1) electronic copy in .pdf format (USB flash drive or CD only) and ten (10) printed proposals should be received no later than 4:00 p.m. Monday, May 1, 2023, at the offices of the Arkansas Black Mayors Association, 300 Spring Street Building, Suite 1015, Little Rock, AR 72201. The outside of the packet should be marked as “Watershed Consultant Proposal”. Fee Proposal Forms shall be included in the packet and sealed in an individual envelope. Submittals not received by the delivery deadline will not be considered. Questions regarding this solicitation should be directed to the Project Manager by email at karen.mccurdy@craftontull.com with “ABMA RFP” in the subject line or by phone at (479) 878-2441 no later than 5:00 pm on Monday, April 17, 2023. Responses to all questions will be sent by 5:00 pm on Wednesday, April 19, 2023, to all who submit questions and to all who request a copy of responses.

SOLICITATION SCHEDULE

April 10, 2023	Request for Proposals issued
April 17, 2023	Deadline for submission of questions (by email or phone)
April 19, 2023	Responses to all questions provided to all requestors (by email)
May 1, 2023	Deadline for submission of proposals
TBD	Interviews (if required)
May 22, 2023	Announcement of final selections



Consultant experience, proximity to projects, and capacity of firm/individual to complete the project(s) under the NRCS deadline will be considered in the selection process. Teams are welcome but are not required beyond what is necessary to complete the proposed scope. The ABMA and Crafton Tull are Equal Opportunity Employers. Small, minority, and women-owned businesses are encouraged to submit their qualifications for these projects.

PROPOSALS SHOULD CONTAIN:

- Letter of interest
- Organization chart outlining staff to be assigned to the project
- Overview of firm
- Staff experience, education, project role and location
- Sample project summaries, completed within 5 years of this submittal
- Statement of the consultant's approach to public participation
- Statement of commitment to deliver draft and final plans by the required deadlines
- Three references for work completed within 3 years of this submittal
- EEO policy
- Required Contact Form (provided)
- Required Statement of Interest Form (provided)
- Required Fee Proposal Form (provided; please include as sealed envelope)

Proposals are not to exceed 40 pages, not including required forms. If available, an electronic sample of a completed watershed plan may be submitted with the proposal and will not count toward the 40-page maximum.

Successful firms/individuals will exhibit a clear understanding of watershed planning including:

- (1) Knowledge of watershed planning including principles, guidelines, and standards (i.e., Principles and Guidelines, National Planning Procedures Handbook and Consensus Planning).
- (2) Experience with the National Watershed Program Manual (<https://directives.sc.egov.usda.gov/OpenNonWebContent.aspx?content=36716.wba>) and the National Watershed Program Handbook (<https://directives.sc.egov.usda.gov/OpenNonWebContent.aspx?content=35136.wba>).
- (3) Working knowledge of federal water resources legislation programs and policies (National Environmental Policy Act, Watershed Protection and Flood Prevention Act - PL 83-566) and other federal water resource mandates to review, evaluate, and formulate plans consistent with NRCS mission.
- (4) Working knowledge of engineering, hydrology and hydraulics, environmental sciences, sociology, economics, geology and other natural resource plans and reports.
- (5) The ability to effectively communicate orally and in writing.



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(6) The ability to develop watershed planning documents, reports, and documentation in accordance with standard engineering principles that comply with NRCS programmatic requirements.

(7) Demonstrated skill and experience working with local community leaders, farmers, ranchers, rural, urban, and suburban individuals in the development of feasible alternatives to address natural resource concerns related to flooding, water quality, water quantity, and erosion.

Interested firms/individuals should specifically designate which of the 14 watershed projects they have the capacity, proximity and expertise to provide on the required Statement of Interest Form provided at the end of this solicitation package. The team for the project, location, and contact information should be listed. The project name, the geographic area covered, and the communities included within each project area are described beginning on the following page.

Each proposal will be reviewed by a Review Committee established by the ABMA using the following scoring criteria. The ABMA reserves the right to reject all responses, to accept them in whole or in part, or to contact any or all respondents during the review period to seek clarification on submissions. The Review Committee will score proposals based on qualifications and will include consideration of fee proposals when making final selections.

Scoring Criteria	Maximum Score
Knowledge and experience developing Watershed Project Plans	40
Capacity to deliver proposed Watershed Plans by the required deadline	35
Public Participation approach	10
Staff and Office Location/Proximity to Project Locations	5
Responsiveness to DBE opportunities	10
Total Points Possible	100

Please develop fee proposals individually per project proposed and report each respective fee on the required Fee Proposal Form as stand-alone fees for each individual project proposed. The ABMA requests fees be proposed on a Time and Materials Not-to-Exceed basis inclusive of labor and expenses. If responsive firms/individuals propose the completion of multiple plans and expect economies of scale that make a total fee less than the sum of the individual fees, please include an additional combined fee estimate for the complete scope in addition to the required stand-alone fees. Fee Proposal Forms shall be sealed and will be opened only after proposals are scored on qualifications.



WATERSHED PROJECTS LIST

PROJECT 1 - CITIES OF HUGHES AND JENNETTE

Project Area:

Blackfish Bayou Watershed (HUC 0802020315)
Tenmile Bayou-Fifteenmile Bayou Watershed (HUC 080202031404)

Communities located within the project area: Beck, Belle Meade, Blackfish, Bledsoe, Browns, Bruins, Cicalla, Cottonwood Corner, Council, Crawfordville, Crittenden, Cunningham Corner, Dixie, Edmondson, Felco, Gassett, Gavin, Gieseck, Gladden, Harvard, Heth, Hicks Station, Horseshoe Lake, Hughes, Jeanette, Jonquil, Julius, Kokomo, Lehi, Lucerne, Midway, Mud Lake, New Home, New Shady Grove, Presley Junction, Proctor, Rawlinson, Red Gum Farm, Reese, Seyppel, Shannonville, Shearerville, Shell Lake, Smithdale, Sunset, Tarsus, Thompson Grove, Whitmore, Winona

PROJECT 2 - CITY OF DUMAS

Project Area:

Cypress Creek-Headwaters Boeuf River Watershed (HUC 080500010104)
Oak Log Bayou-Cypress Bayou Watershed (HUC 080500020102)
Canal No. 43 Watershed (HUC 080500020201)
Amos Bayou Watershed (HUC 080500010201)

Communities located within the project area: Dumas, Pea Ridge, Avery, Mitchellville, Cummins, Omega, Pickens, Reedville

PROJECT 3 - CITY OF EL DORADO

Project Area:

Haynes Creek Watershed (HUC 080402010407)
Salt Creek Watershed (HUC 080402010408)
Boggy Creek Watershed (HUC 080402020501)
City of El Dorado-Bayou de Loutre Watershed (HUC 080402020502)
Dry Creek-Little Cornie Bayou Watershed (HUC 080402060302)
Holmes Creek Watershed (HUC 080402010405)

Communities located within the project area: Cargile, Dumas City, Foster Hill, Herma, Kenova, Newell, Nick Springs, Norphlet, Nugulf, Quinn, Smith, Smithville, Catesville, Griffin, Lamberton, Parkers Chapel, El Dorado



PROJECT 4 - CITY OF MADISON

Project Area:

L'Anguille River-St. Francis River Watershed (HUC 0802020316)

Communities located within the project area: Beck, Brickeys, Burnt Cane, Burnt Cane Crossing, Cody, Crow Creek, Dansby, Ebling, Greer Place, Haleside, Harris, Jeffersonville, Kingsley Crossing, Lakeside, Madison, Meadow Cliff, Newcastle, Park Place, Peters, Phillips Bayou, Raggio, Riverside, Round Pond, Shepperd Crossing, Soudan, Spencer Place, Tongin, Tuni, Tuttleton, Vanness Crossing, Whitehall, Widener

PROJECT 5 - CITY OF ALTHEIMER

Project Area:

Little Bayou Meto Watershed (HUC 0802040103)

Communities located within the project area: Altheimer, Birmac, Cornerstone, Ellison, Elmwood, English, Ferda, Gethsemane, Haywood, Lake Dick, Lake Farm, Langford, Madding, New Gascony, Newtown, Reydell, Richardson, Rob Roy, Sherrill, Swan Lake, Sweden, Tucker, Wabbaseka

PROJECT 6 - CITIES OF STAMPS AND LEWISVILLE

Project Area:

Lake Erling-Bodcau Creek Watershed (HUC 1114020502)

Communities located within the project area: Apalco, Burton Mill, Canfield, Forest Grove, Lewisville, McKamie, Old Town, Shiloh, Stamps, State Line, Walker Creek

PROJECT 7 - CITY OF TURRELL

Project Area:

Big Creek Watershed (HUC 0802020311)

Communities located within the project area: Bardstown, Bassett, Beasley, Birdsong, Black Cat, Chelford, Deckerville, Denwood, Dimple, Frenchmans Bayou, Gilmore, Golden Lake, Heafer, Joiner, Lambethville, Meneshea, Muir, Norden, Pecan Point, Saint Thomas, Shawnee, Stacy, Turrell, Wardell, Westover, Whitton



PROJECT 8 - CITY OF EUDORA

Project Area:

- Grand Lake-Bayou Macon Watershed (HUC 0805000204)**
- Caney Bayou Watershed (HUC 080500010502)**
- Tiger Bayou Watershed (HUC 080500010701)**
- Paps Slough-Bayou Macon Watershed (HUC 080500020303)**

Communities located within the project area: Chicot Junction, Eminence, Eudora, Grand Lake, Gum Corner, Hanna, Harwood, Hickory Ridge, Indian, Lakeport, Millers Chapel, Readland, Ross Van Ness, Wellford

PROJECT 9 - CITY OF WILMOT

Project Area:

- Overflow Creek Watershed (HUC 0804020508)**
- Camp Bayou Watershed (HUC 080500010702)**

Communities located within the project area: Donbey, Kimball, Lloyd, Mount Pleasant, Parkdale, Portland, Post Oak, Sunshine, Thebes, Wilmot

PROJECT 10 - CITIES OF FORREST CITY, HAYNES, & MARIANNA

Project Area:

- Larkin Creek – L’Anguille River Watershed (HUC 0802020505)**

Communities located within the project area: Becks, Bonair, Bryanville, Canaan, Elcana, Felton, Forrest City, Four Forks, Gill, Haynes, Heustess, Holub Crossing, Longino, Marianna, Monica, Palestine, Poplar Grove, Redfern, Rosine, Slonikers Mill, Westor, Wrightland

PROJECT 11 - CITY OF CAMDEN

Project Area:

- Freeo Creek – Ouachita River Watershed (HUC 0804010209)**
- North Bayou – Two Bayou Watershed (HUC 0804020105)**

Communities located within the project area: Bragg City, Camark, Camden, Cullendale, Eagle Mills, Fairview, Harmony Grove, Herbert, Kent, Lester, Lester Junction, Lunet, Millville, New Hope, Ouachita, Rendezvous, Salem, Shumaker, Spring Hill, Tates Bluff, Vanduzer, Warner



PROJECT 12 - CITY OF PINE BLUFF

Project Area:

Bayou Bartholomew Headwaters Watershed (HUC 080402050101)
Caney Creek-Caney Bayou Watershed (HUC 111102070605)
Caney Creek-Arkansas River Watershed (HUC 111102070604)
Plum Bayou-Arkansas River Watershed (HUC 111102070606)
Cousart Bayou Headwaters-Lake Alice Watershed (HUC 080402050201)
Imbeau Bayou Watershed (HUC 080402050103)
Nevins Creek Watershed (HUC 080402050102)
Upper Deep Bayou Watershed (HUC 080402050203)
Boggy Bayou-Bayou Bartholomew Watershed (HUC 80402050104)

Communities located within the project area: Atkins Lake, Baldwin, Dexter, Donaldsonville, Eastwood, Fairfield, Glenlake, Hardin, Henslee Heights, Hooker, Ladd, Leitner, Oakland Heights, Pine Bluff, Plain View, Samples, Sulphur Springs, Warbritton, Watson Chapel, West End, White Hall, Whitefield, Wilkins, Yorktown

PROJECT 13 - CITY OF HELENA-WEST HELENA

Project Area:

Long Lake Bayou – Little Bee Bayou Watershed (HUC 0802030304)

Communities located within the project area: Catron, Countiss, Crumrod, Elaine, Ewal, Ferguson, Helena, Helena-West Helena, Helena Crossing, Hoop Spur, Knowlton, Lambrook, Lorays, Lundell, Mary Spur, Mellwood, Modoc, Morning Star, Mosby Spur, Oak Forest, Old Town, Pilgrims Rest, Preston Place, Ragan, Ratio, Wabash, Westover

PROJECT 14 - CITIES OF HELENA-WEST HELENA, LAKE VIEW, & MARVELL

Project Area:

Lick Creek – Big Creek Watershed (HUC 0802030403)

Communities located within the project area: Barton, Cypert, Cypress Corner, Edgewood, Gobell, Hicksville, Holiday Hills, Huma, Kingtown, La Grange, Lake Ridge, Lakeview, Latour, Lexa, Lexa Junction, Midland Heights, North Lexa, Oakwood, Oneida, Pillar, Rondo, Scott Valley, Southland, Trenton, Walnut Corner, Watkins Corner, West Helena, Wycamp



REQUIRED CONTACT INFORMATION FORM

COMPANY INFORMATION

Name of Firm (Company Name): _____

Mailing Address: _____

Suite: _____ State: _____ Zip code: _____

Physical Address (if different): _____

Suite: _____ State: _____ Zip code: _____

Website: _____ Phone Number: _____

PRIMARY CONTACT INFORMATION

Contact Person's Name: _____

Contact Person's Role for this Contract: _____

Email: _____ Phone: _____

Office Address: _____

Suite: _____ State: _____ Zip code: _____



REQUIRED STATEMENT OF INTEREST FORM

Please select the projects for which your firm/team can demonstrate experience, capacity, and proximity. On the following pages please list the project lead, team members, and the primary office location serving each selected project.

- Project 1 – Cities of Hughes and Jennette
- Project 2 – City of Dumas
- Project 3 – City of El Dorado
- Project 4 – City of Madison
- Project 5 – City of Altheimer
- Project 6 – Cities of Stamps and Lewisville
- Project 7 – City of Turrell
- Project 8 – City of Eudora
- Project 9 – City of Wilmot
- Project 10 – Cities of Forrest City, Haynes, & Marianna
- Project 11 – City of Camden
- Project 12 – City of Pine Bluff
- Project 13 – City of Helena-West Helena
- Project 14 – Cities of Helena-West Helena, Lake View, & Marvell



PROJECT 1 – CITIES OF HUGHES AND JENNETTE

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

PROJECT 2 – CITY OF DUMAS

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

PROJECT 3 – CITY OF EL DORADO

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____



PROJECT 4 – CITY OF MADISON

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

PROJECT 5 – CITY OF ALTHEIMER

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

PROJECT 6 – CITIES OF STAMPS AND LEWISVILLE

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____



PROJECT 7 – CITY OF TURRELL

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

PROJECT 8 – CITY OF EUDORA

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

PROJECT 9 – CITY OF WILMOT

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____



PROJECT 10 – CITIES OF FORREST CITY, HAYNES, & MARIANNA

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

PROJECT 11 – CITY OF CAMDEN

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

PROJECT 12 – CITY OF PINE BLUFF

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____



PROJECT 13 – CITY OF HELENA-WEST HELENA

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

PROJECT 14 – CITIES OF HELENA-WEST HELENA, LAKE VIEW, & MARVELL

Project Lead: _____

Primary Office Location of Project Lead: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____

Project Staff: _____



REQUIRED FEE PROPOSAL FORM

Please seal this form in an individual envelope before including it in the full proposal package.

Please propose complete fees individually per project in case the ABMA chooses to award only a portion of the projects requested. If responsive firms/individuals propose the completion of multiple plans and expect economies of scale that make a total fee less than the sum of the individual fees, please include an additional combined fee estimate for the complete scope in addition to the required stand-alone fees.

PROJECT	FEE*
1 – Cities of Hughes and Jennette	\$
2 – City of Dumas	\$
3 – City of El Dorado	\$
4 – City of Madison	\$
5 – City of Altheimer	\$
6 – Cities of Stamps and Lewisville	\$
7 – City of Turrell	\$
8 – City of Eudora	\$
9 – City of Wilmot	\$
10 – Cities of Forrest City, Haynes, & Marianna	\$
11 – City of Camden	\$
12 – City of Pine Bluff	\$
13 – City of Helena-West Helena	\$
14 – Cities of Helena-West Helena, Lake View, & Marvell	\$
TOTAL BUDGET FOR ALL PROJECTS PROPOSED This does not need to be the sum of the individual projects if there are economies of scale to be gained from a single respondent conducting multiple projects.	\$

*All fees should be proposed on a Time and Materials – Not-to-Exceed basis inclusive of labor and expenses.