

REQUESTS FOR PROPOSALS

BLACK OTTER LAKE DISTRICT (BOLD)
WATERSHED PLANNING SERVICES



BLACK OTTER LAKE
VILLAGE OF HORTONVILLE, WI

Published:
February 16, 2024

PROPOSAL DEADLINE:
March 27, 2024, AT 3:00 PM LOCAL TIME

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INTRODUCTION AND PROJECT BACKGROUND

Black Otter Lake is a 75-acre impoundment located in the Village of Hortonville. Two tributary streams and multiple stormwater culverts feed into the lake. Black Otter Creek drains from a dam located on the west side of the lake flowing ultimately to the Wolf River. Black Otter Lake contains a public boat launch, village parks, and a canoe and kayak launch. These features make Black Otter Lake an important recreational destination for the residents of Hortonville and surrounding communities. As the only recognized lake in Outagamie County with public access, Black Otter Lake is a key natural resource and a staple to the local community.

The Black Otter Lake District (BOLD) is seeking qualified and experienced contractors/consultants to submit proposals for conducting a comprehensive Watershed Pollutant Source and Load Assessment. The purpose of this assessment is to identify and quantify sources of pollutants within the watershed, assess the overall pollutant load, and provide recommendations for effective management and mitigation strategies.

PROJECT SCOPE

The purpose of this project is for the chosen consultant to develop a comprehensive plan for the Black Otter Lake watershed focusing on pollutant source and pollutant load assessments (Nitrogen, Phosphorus, Sediment). This plan will include:

- Pollutant Modeling Results
- Critical Areas Identification and Prioritization
- Implementation Strategies and Action plan

The consultant should identify the methodology that will be used for estimating pollutant loads and targeted load reductions for Nitrogen, Phosphorous and Sediment.

The consultant may suggest adjustments or alternative approaches to this comprehensive watershed plan as long as a clear justification is provided.

Consultant must present the final comprehensive watershed management plan document at a Black Otter Lake District Commissioners Meeting.

PROJECT SPECIFICS

Modeling nitrogen, phosphorus, and sediment in a lake watershed involves a comprehensive understanding of the sources, pathways, and dynamics of these pollutants within the watershed. In order to do this the chosen consultants will need to:

- Clearly define the boundaries of the lake watershed.
- Identify major land uses, land cover types, and key features within the watershed.
- Choose an appropriate modeling strategy for nitrogen, phosphorus, and sediment transport.

Commonly used models include:

- o Hydrological models (e.g., SWAT, HSPF) for simulating water flow and transport.
- o Nutrient models (e.g., SWAT, WASP) for simulating nitrogen and phosphorus dynamics.

- Sediment transport models (e.g., HEC-RAS, SWAT) for simulating sediment transport.

Consultant will need to identify what models they will be using and why in order to:

- Identify and quantify sources of nitrogen, phosphorus, and sediment within the watershed.
- Differentiate between point and non-point sources.

Evaluate different scenarios to assess the effectiveness of potential management practices or policies in reducing nutrient and sediment loads.

Interpret results and provide recommendations for watershed management strategies to mitigate nutrient and sediment impacts on Black Otter Lake.

PROPOSAL SUBMITTALS

Consultants interested in submitting a proposal must provide one electronic copy of their proposal. Failure to submit proposals in accordance with this Request for Proposal (RFP) may disqualify a firm from any further consideration in the evaluation process. BOLD reserves the right to reject any and all submittals that fail to meet any material term, condition, or requirement of procedure.

Proposals shall contain the following information at a minimum:

- 1) Name and address of firm and location of principal office.
- 2) Statement of Qualifications:
 - a. Demonstration of past watershed management planning services including a description of previous projects and experience. Links to completed watershed management plans can be provided.
 - b. Include resumes for all key personnel, detailing their professional background, qualifications, experience, education, certifications, registrations, etc.
- 3) Design Approach – A description of the anticipated project approach including technical and management factors that will lead to an efficient design and operation to meet the Project schedules and deadlines. Respondents are encouraged to use this section of the submittal to address potential improvements to the scope of services requirements outlined. Competitive advantages or special capabilities of project teams should be highlighted in this section.
- 4) Scope of Work – A detailed description of the scope of work to be performed for the project. This should include a project approach including technical and management factors that will lead to an efficient design and operation. It should also define the tasks that will be performed for the fee provided in the fee proposal.
- 5) Fee Proposal – Proposed Lump Sum Fee for the project.

Questions/Inquires:

No oral interpretations will be made to any potential respondent as to the meaning of any requirements specified with the RFP. In preparing its proposal, the Consultant shall rely only on what has been communicated in writing, and no oral communication shall become the basis for any subsequent protest of the selection process.

All questions shall be submitted in writing no later than 3 p.m. CST March 15, 2024, to Aaron Steber at dpw@vohortonville.com with responses distributed to all interested firms no later than 3 p.m. CST March 18, 2024.

Submittals:

Submit 1 electronic copy in PDF format by 3 p.m. CST March 27, 2024. Late responses will not be considered. Submissions may be directed to:

Aaron Steber, Director of Public Works
Village of Hortonville
531 N. Nash Street
PO Box 99
Hortonville, WI 54944
Email: dpw@vohortonville.com

PROPOSAL SCREENING AND SELECTION PROCESS

BOLD shall reserve the right to reject any or all proposals, waive minor deviations, or award this proposal as deemed to be the best interest of Black Otter Lake. BOLD Commissioners will be the sole evaluators of the suitability of products and proposals submitted. Upon BOLD’s completion of the selection process, the selected firm will be required to enter into a written agreement for the project. Submitting a proposal does not constitute a contract or offer of employment.

Submissions will be evaluated on:

- Scope of services/objectives (20%)
- Staff experience, quality work track record, and creativity (20%)
- References and similarities of past projects (30%)
- Overall costs/value (30%)

PROJECT SCHEDULE

Proposed Project Timeline:

- February 16, 2024– RFP Released
- March 15, 2024, 3 p.m. CST – Deadline for submitting questions
- March 18, 2024 – Distribution of question responses
- March 27, 2024, 3 p.m. CST – Proposal submittal deadline
- April 3, 2024 – Proposals will be reviewed at BOLD Commissioners meeting
- April 5, 2024 – Notice of award
- Final Report – December 2024

ADDITIONAL INFORMATION

PDF copies of any of the reports below can be furnished to interested parties in PDF form by requesting a copy from Aaron Steber at – dpw@vohortonville.com.

- Black Otter Lake Comprehensive Survey Results and Management Plan – January 24, 2003, Aquatic Biologists, Inc.
- 2014 Progress Report for Black Otter Lake – March 27, 2015, Cason Associates, LLC.
- Black Otter Lake Aquatic Plant Management Update – January 2018, Lake and Pond Solutions Co.

ATTACHMENT A – Black Otter Lake Watershed

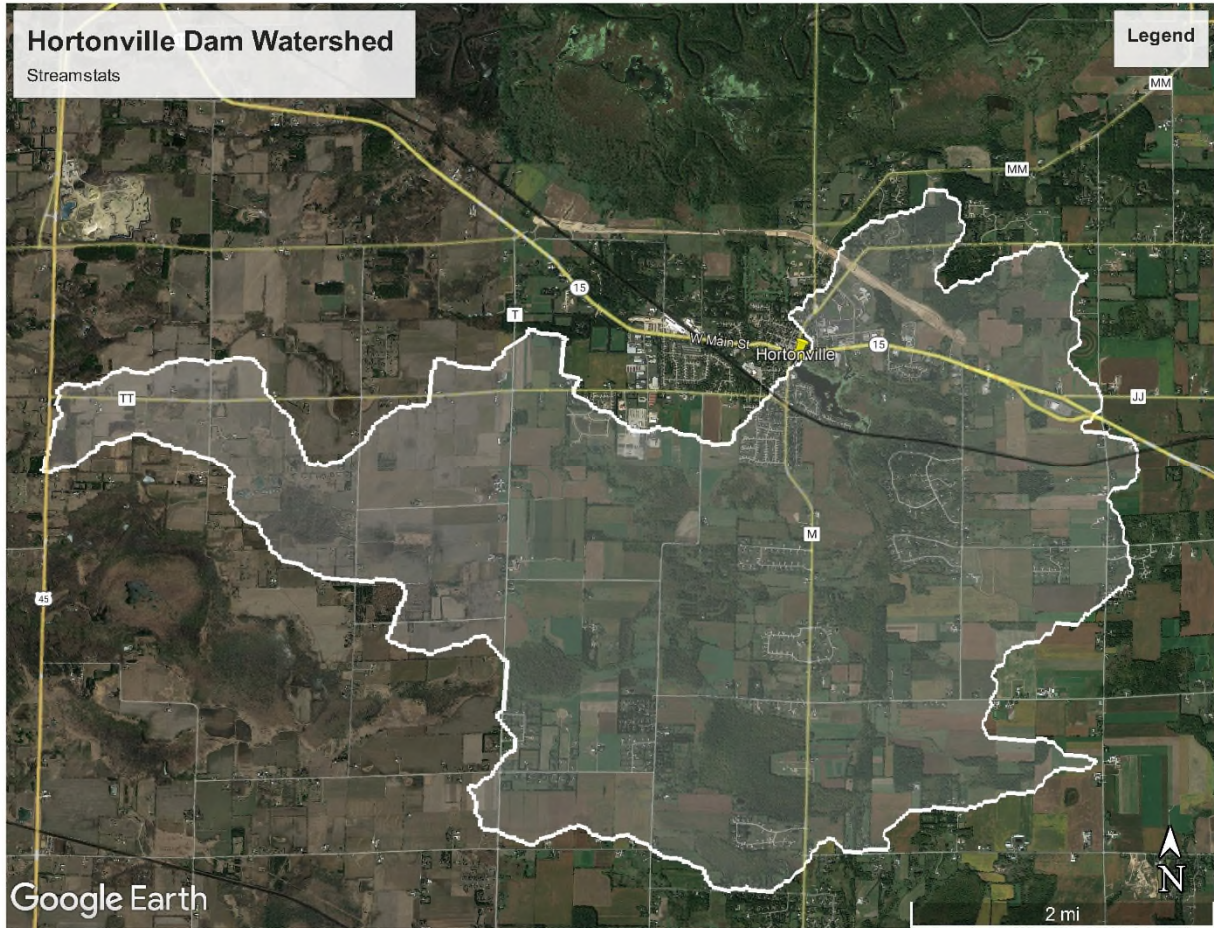


Figure 1: Black Otter Lake watershed approximately 10,000 acres (from USGS Streamstats, 2024)