



Nine Mile Creek Discovery Point

12800 Gerard Drive
Eden Prairie, MN 55346

(952) 835-2078

ninemilecreek.org

REQUEST FOR PROPOSALS

NINE MILE CREEK WATERSHED DISTRICT DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY PLAN

INTRODUCTION

The Nine Mile Creek Watershed District (NMCWD) is requesting proposals for the development and presentation of a diversity, equity, inclusion and accessibility plan for the organization.

NMCWD requires a Twin Cities metro based professional or firm with demonstrated experience in diversity, equity, inclusion, and accessibility (DEIA), and expertise with best practices regarding successful analysis, development, and implementation of a DEIA plan to be integrated with environmental/public sector work.

ABOUT NMCWD

NMCWD is a special purpose local unit of government established in accordance with state law to manage water resources – protect and improve water quality and mitigate risks of flooding – on a watershed basis. (A watershed is an area of land that drains to a given lake, river, stream or wetland). NMCWD was established in 1959.

NMCWD has jurisdiction over the land tributary to Nine Mile Creek which is about 50 square miles. NMCWD, located in Hennepin County, includes portions of the cities of Bloomington, Eden Prairie, Edina, Hopkins, Minnetonka, and Richfield. NMCWD's activities are directed and overseen by a five-member board of managers, and its six employees operate out of headquarters in Eden Prairie. Central to NMCWD's work is its watershed-management plan, a 10-year plan that guides NMCWD's work and its role in leading water-resource management in the watershed. NMCWD's current water management plan is available at:

<https://tinyurl.com/bdcnk6pd>

PROJECT BACKGROUND

NMCWD's current watershed management plan does not address environmental justice and equity within the watershed. The NMCWD Board of Managers has identified DEIA work as important to address and is seeking proposals to guide this initiative.

NMCWD has recently adopted a DEIA policy, which is the foundation for this RFP:

<p>The Nine Mile Creek Watershed District strives to understand and to prioritize diversity, equity, inclusion, and accessibility. Within the context of strategic watershed management, the district will work toward addressing current and historical inequities in every facet of its operation.</p>
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PROJECT GOALS

The goal of this project is to develop a NMCWD DEIA plan that will have concrete objectives and actions to fully integrate environmental justice and equity in our work. This plan should act as a roadmap to integrate equity into the current organizational framework, with detailed steps, costs, and anticipated staff time to successfully implement each action within the plan. The plan should identify effective strategies to implement change given our unique status as a special purpose unit of local government. The plan should also outline how recommended actions connect to our mission and purpose (and input from the NMCWD board and staff will be critical to making this connection).

The finished product should be a plan that contains prioritized, actionable steps that NMCWD can take to improve DEIA through projects, programs, policies, partnerships and other areas.

For the action steps provided as part of the plan, the following information should also be provided:

- Resources required
- Staff time estimates
- Timelines for implementation
- Criteria for measuring outcomes
- Cost estimates future implementation of DEIA activities

Other outcomes may be identified through the planning process.

COMMUNITY ENGAGEMENT

Community engagement is an important part of the plan development. Plan development should include engaging and gathering input from the community with a focus on underrepresented communities. The community engagement process will first need to include identification of community partners and liaisons from underrepresented communities. As part of the process, NMCWD seeks input from underrepresented communities on the intersection of DEIA and watershed management, action strategies, and prioritization of action strategies for NMCWD to undertake. A plan for community engagement must be included as part of the proposal. A deliverable from the DEIA plan development process should include the contact information for underrepresented groups/liaisons and a summary of the effectiveness of community engagement during the planning process. It is expected that at least some of the community engagement meetings will take place in-person.

Beyond underrepresented groups, the consultant will also need to engage the following groups in the DEIA planning process, especially focusing on the tasks identified for each group below:

- NMCWD staff and board of managers: Seeking feedback on the intersection of DEIA and watershed management, action strategies, and prioritization of action strategies.
- Citizen Advisory Committee: Seeking feedback on action strategies.
- Technical Advisory Committee: Seeking feedback on action strategies and prioritization of action strategies.

EQUITY MAPPING

Consultant will incorporate watershed-wide DEIA mapping initiatives that have been completed by NMCWD staff. This data will help inform prioritization of DEIA work within the watershed to maximize impact on the community. The mapping includes but is not limited to:

- Overlaying data layers from Hennepin County, Minnesota Pollution Control Agency, and

census information to watershed specific data layers (capital projects, grants, permits, watershed studies involving flooding, infiltration, habitat, etc.

- Examples of NMCWD's completed equity mapping are at the bottom of this document

TIMEFRAME

The desired delivery date for the final plan is by June 2024.

BUDGET

A budget not to exceed \$75,000 has been established for this project. Provide a budget that is itemized by major task area. The proposed budget is not the sole criteria for selecting a contractor.

PROPOSAL INSTRUCTIONS

All proposals should be received by **Friday, June 30 by 4:30 p.m.** Submit your proposal by e-mail to eboor@ninemilecreek.org.

As part of your proposal, please address the following:

Background

- Brief description of organization and individuals who will work on the project.
- Identify who will be involved on your project team, including their relevant experience and credentials. Include the name and contact details of a person to be approached for clarification of the proposal if needed.

Qualifications

- Names, telephone numbers and contacts of at least two client references, at least one of which shall be a public sector or environmental organization.
- Describe relevant DEIA planning work, especially in the public and environmental sector, including statements about where past work has overlapped with specific tasks identified in this RFP.

Scope of Work

- Describe the tasks and activities to carry out the project and the timeframe needed to accomplish them.
- List of the deliverable(s) after the completion of each task.
- Define the information that will be needed from NMCWD staff, and when it will be needed.
- We welcome additional tasks and activities necessary to complete a DEIA plan that were not identified in this RFP.

ADDITIONAL INFORMATION OR CLARIFICATION

Elizabeth Boor
Nine Mile Creek Watershed District
12800 Gerard Dr.
Eden Prairie, MN 55346

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952.248.0410

Final candidates will be interviewed as part of the selection process.

RIGHTS RESERVED

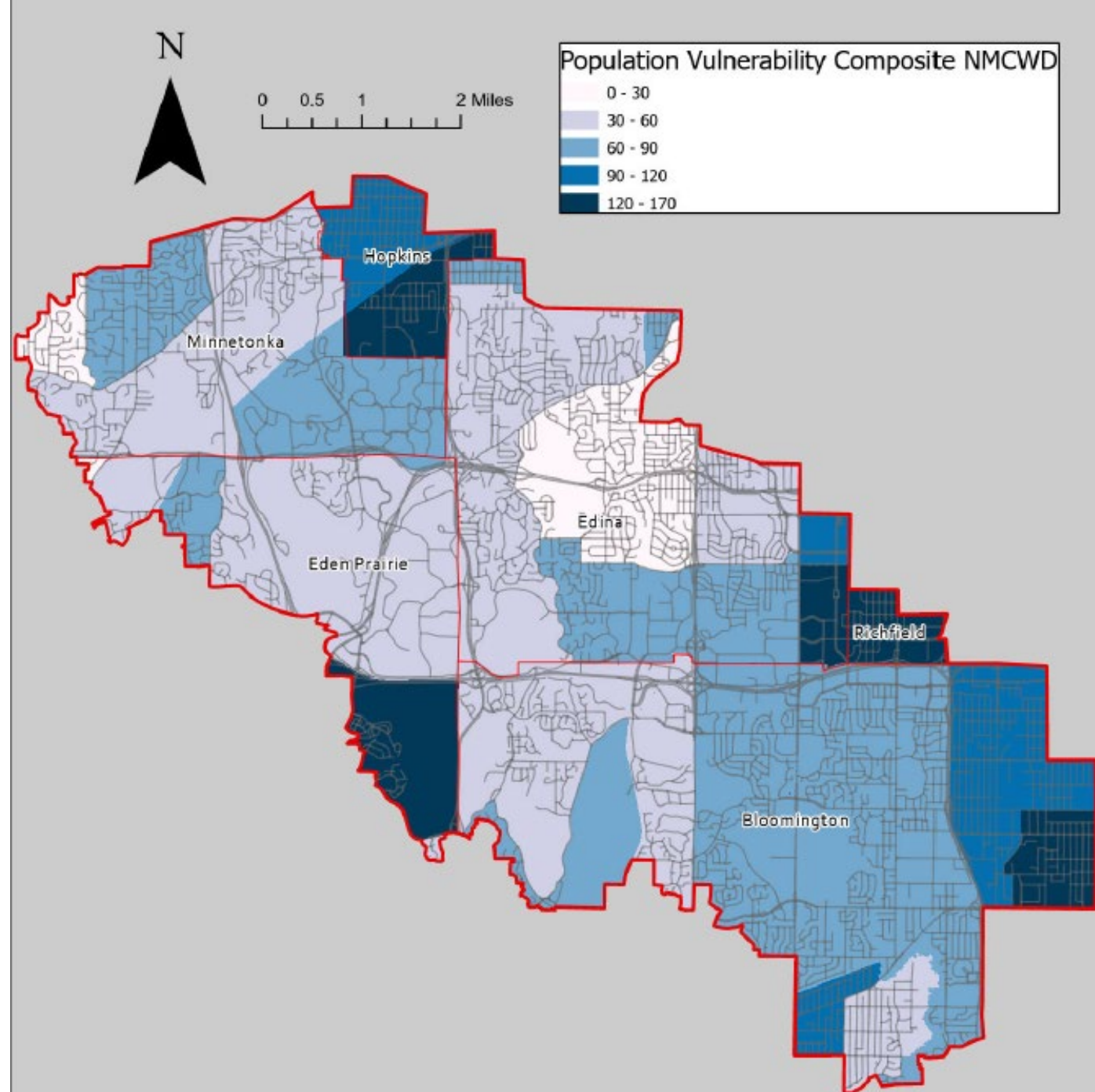
NMCWD reserves the right to:

- reject any and all proposals received in response to this request;
- select for contract, or for negotiations, a proposal other than that with the lowest cost proposal;
- waive or modify any information, irregularities, or inconsistencies in proposals received;
- approve any subcontractor used by a respondent;
- negotiate any aspect of the proposal with any respondent;
- negotiate with any respondent and, if negotiations fail to result in an agreement, terminate negotiations and select another respondent; and

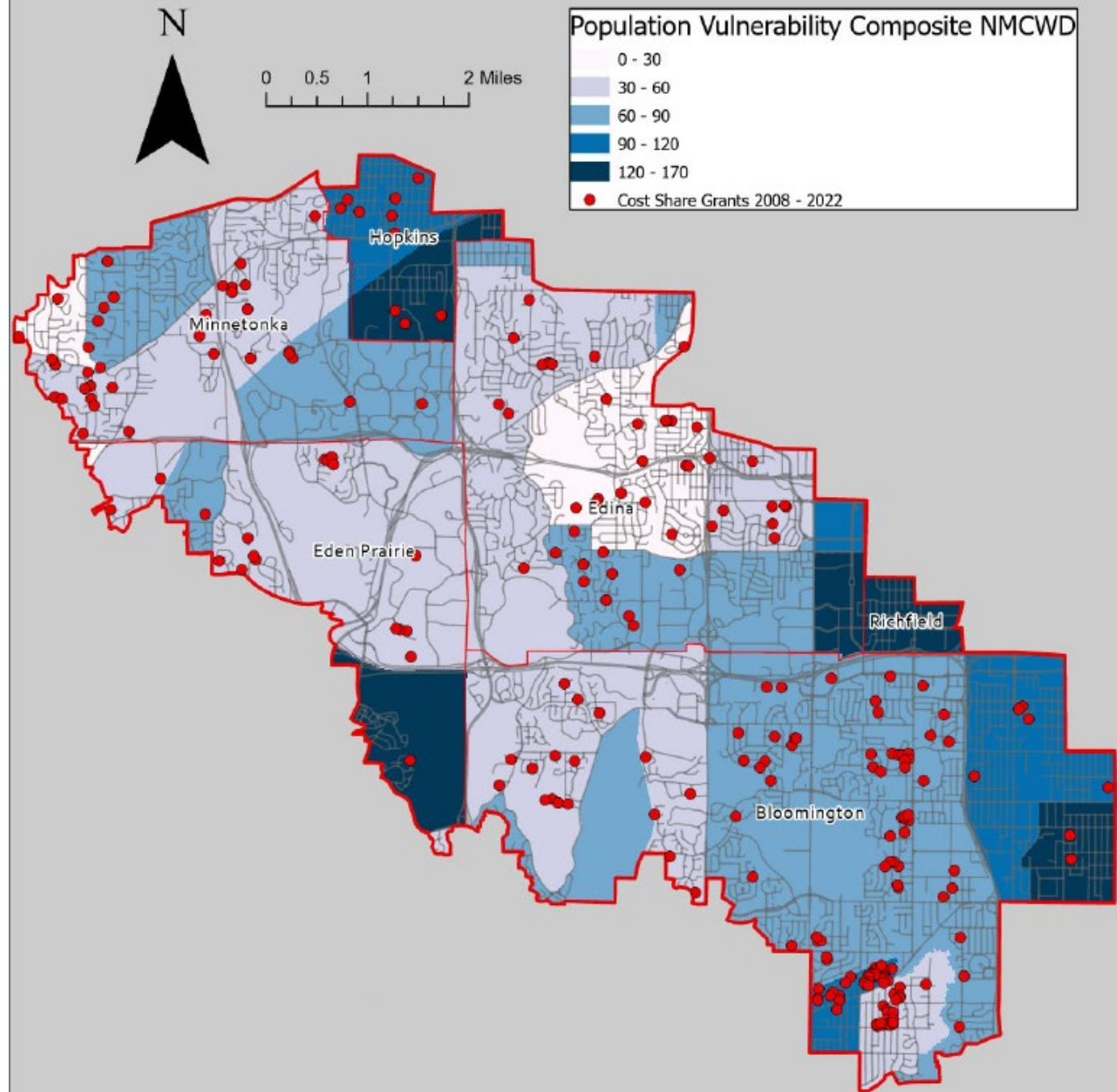
NMCWD will not reimburse respondents for materials and work related to creation and submission of proposals.

Vulnerability Assessment Hennepin County

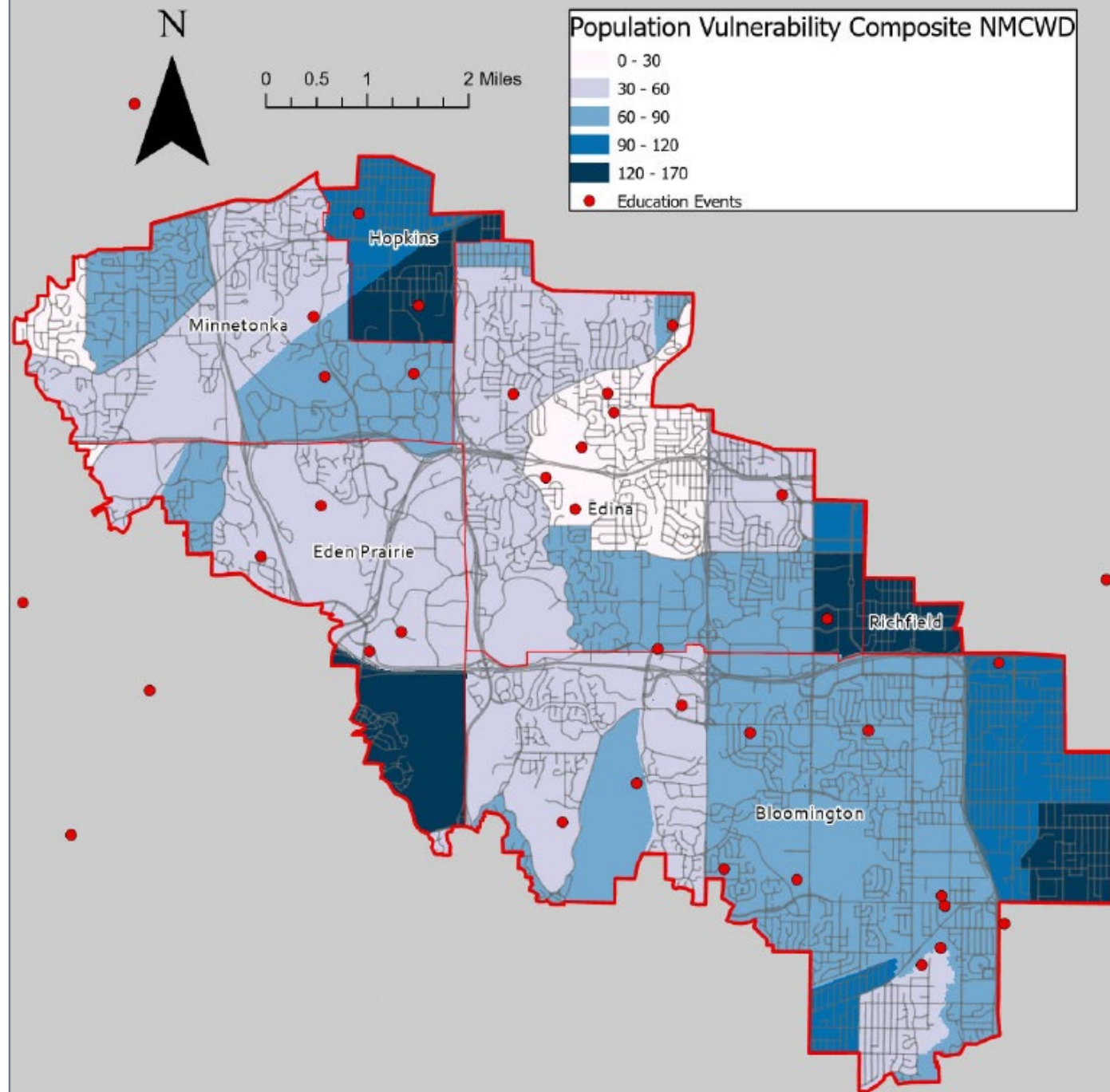
- NMCWD Breakdown



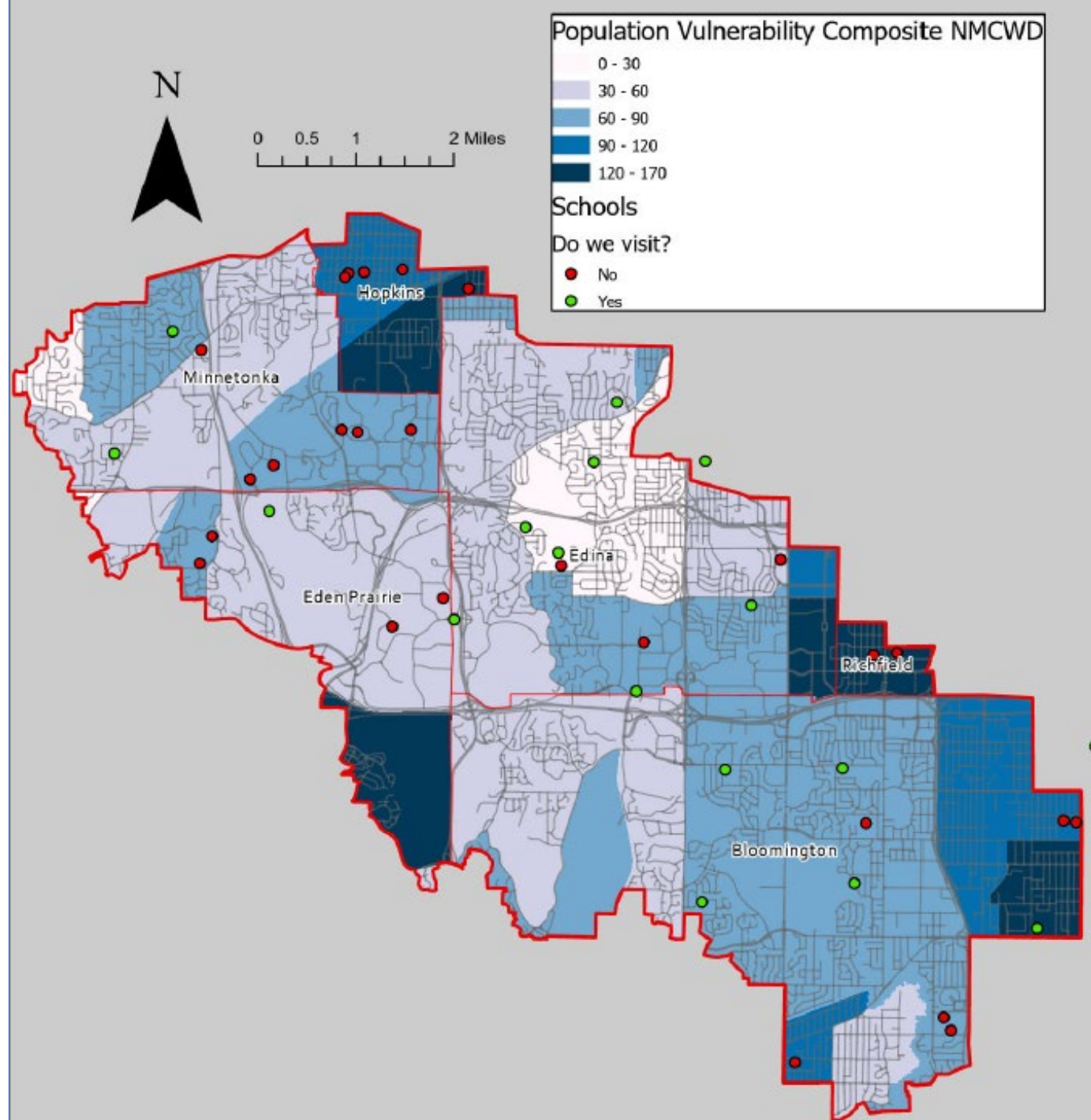
Cost Share Program



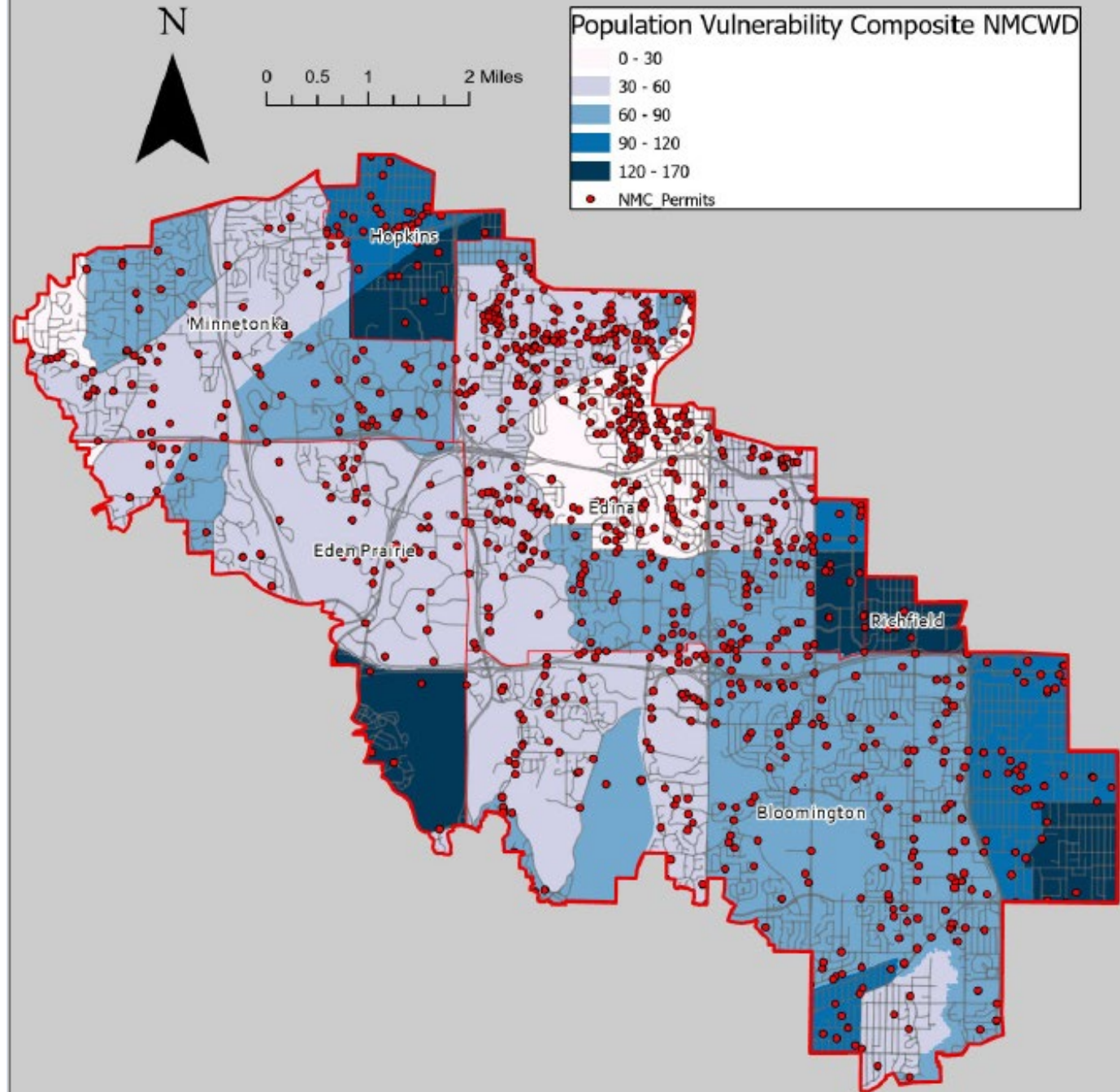
Education and Outreach



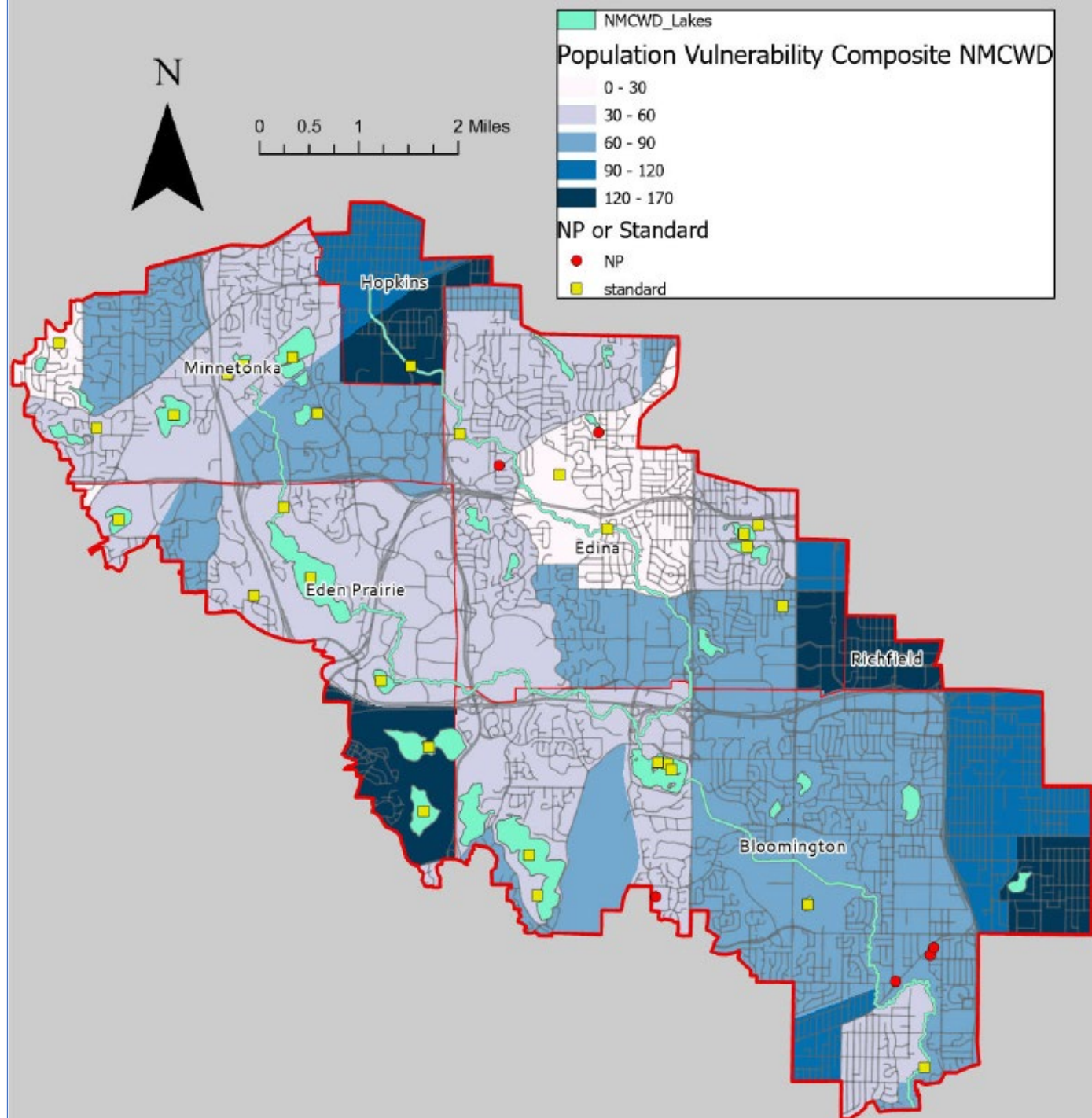
Education and Outreach



Permitting

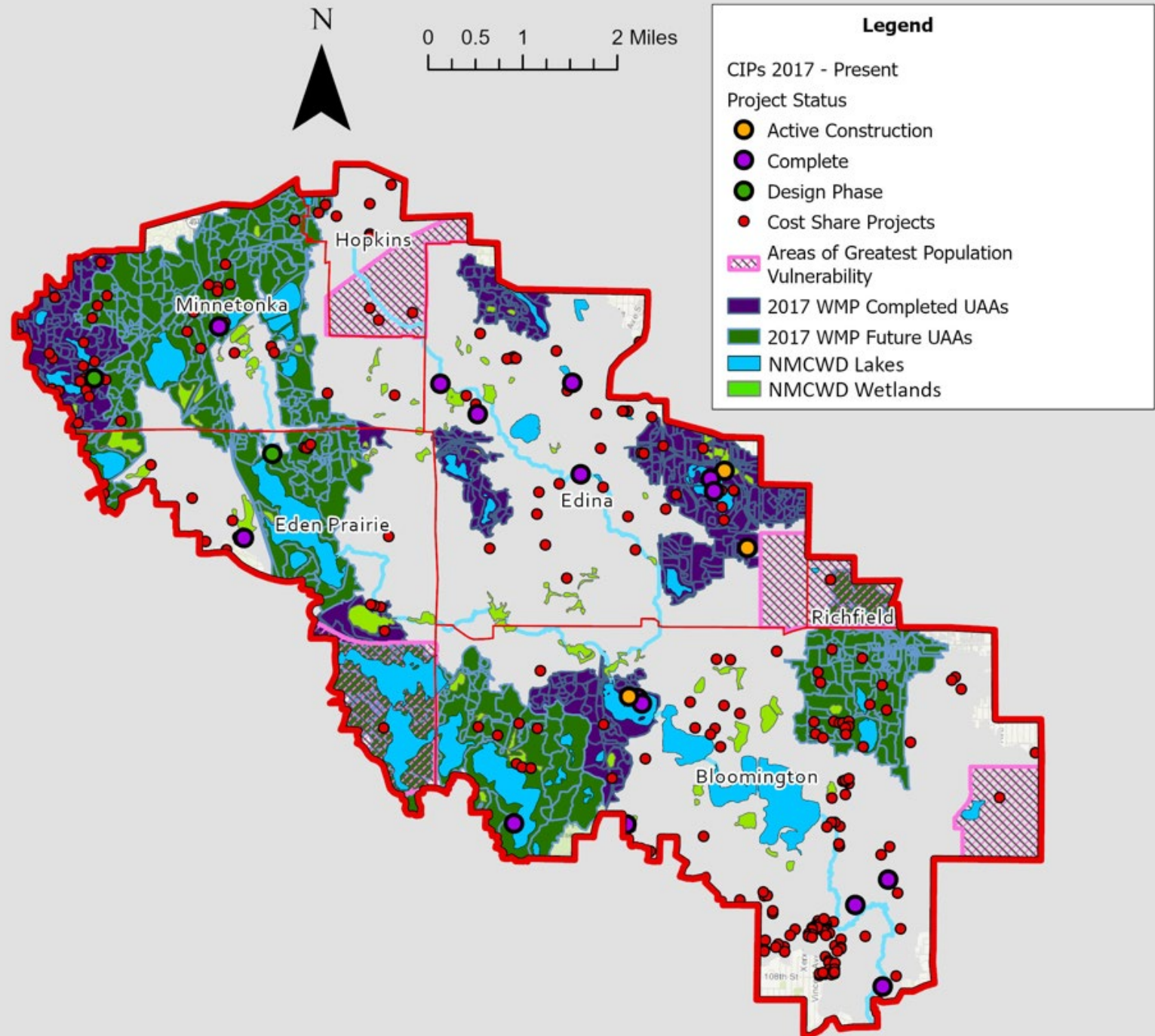


Capital Improvement Projects



How do we Address Equity Through our Work?

Current Watershed Management Plan



How do we Address Equity Through our Work?

Collaboration with Partners for projects with multiple benefits

