

York County Conservation District

Request for Proposals

Codorus Creek Watershed Implementation Plan Update

Purpose:

The York County Conservation District (YCCD) is seeking a consulting firm or team to update and replace the [2007 Codorus Creek Watershed Implementation Plan \(WIP\)](#) to better reflect current management strategies and effectively target restoration efforts in order to help meet Total Maximum Daily Loads (TMDL) and local water quality goals.

Background:

YCCD is a county government office devoted to assisting residents with their natural resources and environmental concerns. YCCD's mission is to be proactive in providing conservation education, technical services, and financial assistance to enable the citizens of York County to be good stewards of our natural resources.

In 2007, the Codorus Creek WIP was developed to serve as a management tool for local governing agencies and entities, nonprofit organizations, watershed groups, and other stakeholders for future stream restoration efforts in the watershed.

This project will update and replace the 2007 Codorus Creek WIP and enhance restoration efforts that have already taken place and continue to take place in the Codorus Creek Watershed. With the momentum behind the York Countywide Action Plan (CAP), an updated Codorus Creek WIP will help more effectively target restoration efforts in order to help meet TMDL and local water quality goals. A lot has occurred in the Codorus Creek Watershed since 2007, and the Codorus Creek WIP should reflect that and provide a clear direction for future restoration efforts.

Scope of Services:

Services will include, but not be limited to, the following:

1. Update the Codorus Creek Watershed Implementation Plan.

The WIP will be updated in accordance with the Environmental Protection Agency (EPA)'s policy and guidance and meet the below listed Nine Elements for Watershed-Based Plans identified in EPA's "[Handbook for Developing Watershed Plans to Restore and Protect our Waters](#)" and in "Appendix C – Minimum Elements of a Watershed-based Plan" of EPA's "[Nonpoint Source Program and Grants Guidelines for States and Territories](#)."



The WIP will be updated to prioritize sub-watersheds that are restorable in 5 to 10 years maximum, and have reasonable costs associated with doing so. Water quality monitoring data will be utilized to identify priority sub-watersheds.

The resulting updated Codorus Creek WIP will include the following nine minimum elements of a Watershed Based Plan:

- a. Identify causes and sources of pollution.
 - b. Estimate pollutant loading into the watershed and the expected load reductions.
 - c. Describe management measures that will achieve load reductions and targeted critical areas.
 - d. Estimate amounts of technical and financial assistance and the relevant authorities needed to implement the plan.
 - e. Develop an information/education component.
 - f. Develop a project schedule.
 - g. Describe the interim, measurable milestones.
 - h. Identify indicators to measure progress.
 - i. Develop a monitoring component.
2. Host a stakeholder meeting with local partners and members of the public to gather input and allow for public comment on the updated Codorus WIP before it is finalized. A fact sheet will be disseminated at this meeting outlining the changes to the WIP.
 3. A draft of the updated WIP will be submitted to EPA for review and approval one year prior to the expiration of the grant contract and will be accompanied by a review that documents how and where within the plan each of the 9 elements for watershed-based plans have been met.

YCCD reserves the right to extend the contract for additional services beyond the needs of this initial contract.

Anticipated Completion Time:

The Codorus WIP update must be completed by December 31, 2026.

Project Budget:

Upon finalization, the contract should not exceed \$40,000.00. Funding has been made possible by the PA Department of Environmental Protection (DEP)'s Section 319(h) Nonpoint Source Management Grant Program.



Proposal Requirements:

All proposals should concisely convey the following information by order and headings given:

- Firm History and Organization.
- Experience: Provide a description of the firm's background and experience with Watershed Implementation Plan development.
 - o Work samples and references with contact information.
 - o Description of services, strengths, and distinguishing skills or capabilities as they might related to this project.
 - o The owner's name, address, contact person, and telephone number.
- Outline of your firm's proposed approach to providing the Scope of Services described in this RFP and proposed project timeline.
- Full budget, inclusive of the WIP update.

Review and Award:

To be considered for selection, responders must submit a complete response to this Request of Proposals. Failure to submit all the information requested may result in the rejection of the proposal. An authorized representative of the company must sign the proposal before the RFP is submitted.

The following criteria may be used in evaluation of the RFP:

- Work and experience samples
- References
- Project approach and timeline
- Interviews with the selected pool of applicants (upon request)

Terms and Conditions:

- YCCD reserves the right to reject any or all proposals and to select the proposal that it determines is in the best interest of the organization.
- Proposers are bound by the deadline for submittals in response to this RFP as stated above.
- Proposals will remain effective to add to, modify, or clarify any scope of services item it deems appropriate to develop a high-quality product at the lowest possible cost. All changes should be listed and explained. However, the scope of services proposed must accomplish the purpose and work stated above.



- YCCD shall have unrestricted authority to reproduce, distribute, and use any materials and associated documentation that is designed or developed and delivered to WAY as part of the performance of the contract.

RFP Timeline:

Deadline for Interested Consultants to ask questions:	June 7, 2024
Proposal Due:	June 28, 2024
Consultant Interviews (Upon Request):	July 11, 2024
Selected Consultant Notified:	July 15, 2024
Contract Finalized:	August 8, 2024
Project completed and funds expended:	December 31, 2026

Questions and Proposal Submission:

Please direct any questions to YCCD's Watershed Specialist, Emily Neideigh, at eneideigh@yorkccd.org or (717)840-7430. Deadline for questions is June 7, 2024.

Proposals are due June 28, 2024, and can be submitted by email to Emily at eneideigh@yorkccd.org or by mail to:

York County Conservation District
Attn: Emily Neideigh
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Suite 101, Room 139
York, PA 17402

