

**Illinois River Watershed Partnership  
Board of Directors Meeting**

**Meeting #11**

**6:00 pm, Tuesday, May 13, 2008**

**UA Genesis Technology Center  
Fayetteville, AR**

**Board Members Present:**

Adair, Douglas, Faupel, Gaston, Herron, Hunton, Mardis, McDaniel, Michaels, Seward, Skopeczek, Smith, E. Teague, K. Teague, Thomas, Van Laningham, Woolbright

**Guests & Members Present:**

Mark and Joe Love, Boy Scout Troop 122, Rogers; Clayton Reisbeck and family, Boy Scout Troop 84, Siloam Springs; Jeff. Belk, Rogers High School; Ony Banning, Springdale High School; Tracie Ashley and students, Prairie Grove Middle School; Rick Stubblefield, OSRC Commissioner and wife Suzanne; Marc Nelson; Andrew Sharpley; Brian Haggard; Sarah Lewis; Barry Tinning, TetraTech

1. Meeting called to order/ Susan Thomas
2. Introduction of Guests/ Susan Thomas
3. Minutes:  
**Motion to accept minutes from Meeting #10 (February 12, 2008) made by K. Teague, seconded by Smith. Motion passed unanimously.**
4. Treasurer's Report/ Michael Lindsey, Morgan Keegan
  - Michael discussed the budget and financial statements through April 30, 2008. (copies attached hereto).  
**Motion to approve Financial Statements made by Adair, seconded by Faupel. Motion passed unanimously.**
5. Watershed Action Report from Individual Board Members:
  - Evan Teague:
    - EPA Region 6 in Dallas has requested that Evan and Delia present on the IRWP June 10. Focus will be social marketing of watershed organizations.
    - Farm Bureau is having a meeting July 21 and 22 with Dennis Fram presenting on the Discovery Farm project in Wisconsin.
    - Evan is also coordinating a trip for Arkansas participants on June 16-17 to visit the Wisconsin Discovery Farms.
  - Joe Woolbright: Ozark Ecological Restoration Inc. (OERI) just received 501(c)(3).
    - Working on SWEPCO contract in Siloam Springs. SWEPCO will spend \$3.5 million on the lake to get guaranteed flow in Flint Creek.
    - Waste Management is having groundbreaking first of June at facility in Tontitown to restore landfill site, which will become 700 acre wildlife refuge.
    - OERI secured 24 acres of prairie acreage, which contains 3/8 mile of headwaters of Sager Creek that will be protected.
6. Presentation: Rick Stubblefield, OSRC

- Tahlequah received \$90K for a stormwater sampling site. They would like to have a data clearing house so they can look at trends from sampling sites. He recommended that IRWP make presentations in the watershed in both AR and OK to make case to cities to support more sampling site activities and funding. Challenge to IRWP and OSRC to develop communication protocols so we can develop methodology to analyze data holistically, rather than individually so we can compare trends at different sites. Adair suggested that we contact Cherokee Hills RC&D to help with this effort.
7. TetraTech Watershed Mgmt Plan Update/ Barry Tanning
- Seven Focus Group Meetings took place March 10-13 to discuss draft Goals & Objectives
  - TetraTech still working on draft Scoping Analysis Report
  - Next Steps:
    - Define issues and questions to be addressed by the watershed management plan
    - Identify quantitative indicators linked to water quality objectives (e.g., preserve, protect and restore water quality)
    - Describe approach and list tools and data needed to address tasks in Phases 2 and 3 (watershed assessment and final management plan)
    - Estimate costs for tasks in Phases 2 and 3
  - Watershed Management Plan Preliminary Goals & Objectives:
    - Overarching Goal: Preserve, protect, and restore water quality of the Illinois River Watershed in Arkansas and support preservation, protection, and restoration of water quality in the entire Illinois River Watershed.
    - Objectives:
      1. Base watershed management recommendations on a comprehensive and scientifically based evaluation of watershed conditions.
      2. Develop strategies that lead to a healthy, productive watershed.
      3. Identify specific implementation actions that are effective and feasible, accommodate local and regional needs, and respect private property rights.
      4. Provide support and recommendations to stakeholders and local communities.
      5. Encourage and promote watershed stewardship by developing educational strategies, implementation tools and incentives.

**Gaston made a motion to approve the Preliminary Goals and Objectives. Mardis seconded. Motion passed unanimously.**

8. Committee Reports

- Program and Planning Committee: Mike Faupel, Chair
  - The Riparian Project: Great success. Planted 3,000 green ash, sycamore, and broadleaf pine trees. 200 volunteers show up March 29 in inclement weather to participate. Next year: March 28, 2009 we'll do it again. Goal for 2009 to increase number of site locations to include Stilwell, Westville, Tahlequah. Specific sites in watershed have not been selected yet. Will continue to work with IRWP sponsoring cities.
  - Special recognitions and thanks to partners:

- Fayetteville Hamestring Creek Trail – Gene Pharr, Dirk Philipp, Mike Faupel; Partners: Matt Mihalevich, Fayetteville City Trails; Cub Pack #46; Ozark Highlands Sierra Club
  - Rogers Blossom Way Creek Trail – Dan Douglas, Jan Skopecek; Partners: Jeff Belk, Rogers High School; Mark Love, Boy Scout Troop #122; Rogers Fire Dept.; Rogers Parks Dept; Sam’s Club Home Office
  - Siloam Springs Sager Creek Trail – Trevor Bowman, Larry Seward; Partners: Clayton Reisbeck, Boy Scout Troop #84; Simmons Foods
  - Springdale Spring Creek – Jennifer Michaels, Tim Snell; Partners: Sam Goade, Springdale’s Tree City USA; Ony Banning, Springdale High; The Nature Conservancy; National Home Centers; Tyson Foods
  - Prairie Grove EAST Lab Project – Tracie Ashley and students
- Technical Committee: Sheri Herron, Chair
  - \$135,000 from ANRC to fund three water quality monitoring projects: Volunteer Stream Team Monitoring, 59 Bridge and Ballard Creek.
  - RFQs for Grant Funds (copies attached): Announce May 15. Deadline June 9 for submittals. June 10 selection committee will review and recommend subcontractor to the Board. June 20 Board approval, sign contracts and start July 1.

**Van Laningham made a motion to approve RFQs for Volunteer Monitoring, 59 Bridge and Ballard Creek grants. Woolbright seconded. Motion passed unanimously.**

  - YSI Foundation Grant submitted by Dr. Brian Haggard not funded.
- Executive Committee: Susan Thomas, Chair
  - Policy for Professional Services Contracts (copy attached hereto)

**Faupel made a motion to approve the Professional Services Contract policy. K. Teague seconded the motion. Motion passed unanimously.**

  - Evan Teague: Nominations for open and 2009 board elections:
    - Vacancies:
      - James Mathias – Construction
      - Julie Shannon – Government
    - 2008 Expiring Terms:
      - Dan Douglas - Agriculture (completing term of previous director)
      - Jimmy Mardis – Business
      - Mike Faupel – Conservation
      - Jan Skopecek – Construction
      - Trevor Bowman – Government (completing term of previous director)
      - Katie Teague – Tech, Res, & Education
      - Susan Thomas – At Large (GOVT)
      - Karen McSpadden – At Large (TRE)
      - Uvalde Lindsey – At Large (BSNS)
      - Sheri Herron – At Large (AGRI)
- Education Committee: Katie Teague, Chair
  - Sarah Lewis: proposal for financial support for dissertation

- IRW Stakeholder Survey Research – Perception vs. Reality: Public Perceptions, Willingness to Pay, and Bioassessment
- Study is on Clear Creek of the Illinois River
- Education Committee is proposing \$900 of support

**Skopecek made a motion to approve \$900 in general funds to support Sarah Lewis' research project. Adair seconded. Motion passed unanimously.**

- September Education & Outreach: Join a Stream Team Theme for online challenge & Watershed Wednesdays with ABC 40/29
- Promote online challenge with schools: 10,000 Web hits in February and 23,000 hits in March!
- April was Environmental Fair month! Thanks to Kevin Bennoch, Lake Fayetteville Environmental Center and Sarah Lewis, grad student for their help at Rogers Environmental Fair and Botanical Gardens Earth Day.
- June – P. Allen Smith coming in June to film some of our rain gardens
- Membership Committee: Jennifer Michaels
  - Membership Challenge: Each board member is challenged to invite new members to join IRWP and become a member. Don't forget to pay 2008 dues!
  - OSRC River Clean-ups: May 30, July 11, Sept. 5. Sign up today!
  - Lake Fayetteville had clean-up on April 26<sup>th</sup> – Brian Pugh with City of Fayetteville through Keep Arkansas Beautiful advertises for these events.
  - Golden Paddle Award nomination form is on the website – Nominations due June 30. Awards in six categories will be presented in September.
  - September 13 – Annual Membership Event: Illinois River Appreciation Day – Lake Wedington
    - Goal is to get individuals and families to adopt among 37 sites for volunteer monitoring grant project
- Finance Committee: Larry Adair, Chair
  - Walton Family Foundation committed \$150,000 grant, requiring 1:1 match, for Phase II and III of the WMP. ANRC has committed \$150,000 to match the Walton grant. We have a total of \$300,000 for these phases of the WMP.
  - Fundraising contact solicitations:
    - Simmons, Shannon, and Adair met with Bank of Oklahoma to discuss getting Oklahomans involved in supporting the partnership.
    - Oklahoma Farm Bureau has made a donation.
    - Need additional Board input on contacts for solicitations
  - IRWP Board in-kind match through volunteer hours donated – Jan Skopecek
- Other business: River photo framed from Board to Julie Shannon recognizing her efforts. Membership Committee can put this together.
- Maloney Marketing is working on 8 minute video of the Illinois River supporting the heritage of the river and our mission to preserve, protect and restore it.

Meeting adjourned at 8:18 PM.

**Illinois River Watershed Partnership**  
**Balance Sheet**  
*as of April 30, 2008*

**Assets**

Current Assets

Checking	\$35,116.16
Money Market	\$119,748.42
Petty Cash	\$9.27
Total Current Assets	<u>\$154,873.85</u>

Other Assets

Prepaid Insurance	\$2,098.85
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Total Assets

\$156,972.70

**Liabilities**

Current Liabilities

Payroll Liability	<u>\$1,106.50</u>
Total Current Liability	<u>\$1,106.50</u>

**Net Change in Assets**

Retained Assets	\$254,315.70
Change in Assets	<u>(\$98,449.50)</u>
Total Net Assets	<u>\$155,866.20</u>

**Total Liabilities & Net Assets**

\$156,972.70

**Illinois River Watershed Partnership**  
**2008 BUDGET REPORT**  
*January 1 through April 30*

Income	2008			
	Actual To Date	2008 Budget	Remaining	% Received
7-1-100 · Memberships & Donations	530.00	11,000	10,470	5%
7-1-102 · Sponsorships	22,500.00	160,000	137,500	14%
7-1-101 - Interest	899.37	-	(899)	NA
7-1-200 · In-Kind Donations	-	3,000	3,000	0%
7-1-300 · General - Grant	-	100,000	100,000	0%
7-1-400 - Special Events Revenue & Donations	1,037.40	-	(1,037)	NA
7-1-500 - Restricted WMP Grant	-	75,000	75,000	0%
<b>Total Income</b>	<b>24,966.77</b>	<b>349,000</b>	<b>324,033</b>	<b>8%</b>
Expense	2008 Actual to			
	Date	2008 Budget	Remaining	% Used
9-1-110 · General - Audit	-	2,000	2,000	0%
9-1-150 · General - Insurance	916.00	2,500	1,584	37%
9-1-173 - General - Special Event	437.40	-	(437)	NA
9-1-200 · General Personnel - Payroll	34,000.00	102,000	68,000	33%
9-1-205 · General Personnel - Payroll Taxes	3,024.88	15,000	11,975	20%
9-1-210 · General Personnel - Mileage	958.85	6,000	5,041	16%
9-1-300 · General Office - Equipment	-	750	750	0%
9-1-310 · General Office - Print & Copy	-	500	500	0%
9-1-330 · General Office - Postage	-	800	800	0%
9-1-350 · General Office - Software	-	500	500	0%
9-1-360 · General Office - Supplies	267.58	2,000	1,732	13%
9-1-390 · General Office - Website	109.33	4,800	4,691	2%
9-1-400 · General Program & Projects - Education	25,779.17	50,000	24,221	52%
9-1-410 · General Program & Projects - Finance	-	1,000	1,000	0%
9-1-420 · General Program & Projects - Membership	424.29	1,500	1,076	28%
9-1-500 - General Restricted WMP Expenses	57,498.77	213,625	156,126	27%
<b>Total Expense</b>	<b>123,416.27</b>	<b>402,975</b>	<b>279,559</b>	<b>31%</b>
<b>Net Change in Assets</b>	<b>(98,449.50)</b>	<b>(53,975)</b>	<b>44,475</b>	<b>182%</b>

**ILLINOIS RIVER WATERSHED PARTNERSHIP  
POLICY AND PROCEDURE  
Professional Services Selection Process**

**PURPOSE:**

The purpose of this policy is to establish a formal Competitive Selection of Professional Services Policy for all professional services and the responsibilities for its execution.

**DEFINITION:**

- A. The IRWP shall competitively select based on qualifications and performance evaluation criteria all professional services performed for or on behalf of the IRWP.
  
- B. It is the policy of the IRWP to publicly announce requirements for the competitive selection for professional services as referenced above, and to negotiate contracts for such services on the basis of demonstrated competence and qualifications for the type of professional services required provided that the services are rendered at fair and reasonable prices.

**RESPONSIBILITY:**

All persons officially representing the IRWP as appointed by the Board of Directors shall be responsible for the implementation and adherence of such policies and procedures as are hereinafter delegated to the IRWP.

**PROCEDURES:**

- A. The competitive selection for such services shall be conducted by a review committee to serve and represent the IRWP. The review committee for each proposed contract shall establish the qualifications and evaluation criteria necessary for the specific services to be provided. This committee shall be established prior to the issuance of any Request for Proposal (RFP) or Request for Qualification (RFQ) so that it may review the proposed RFP or RFQ.
  
- B. The RFP or RFQ shall outline the structure of the selection committee and shall state the point ranges which will be used to select the firm. It shall also state an expected cost range for the services.
  
- C. The IRWP will cause to be advertised, in a newspaper of general circulation, a notice that the IRWP has a need to contract for a particular professional service and shall invite all interested parties to submit, to the extent permitted by the ethical standards of that profession, a statement of their qualifications and other relevant information based on the evaluation criteria specifically developed for the proposed services to be provided.

## **SELECTION PROCESS:**

- A. In evaluating the qualifications of each firm, the review committee shall include the following:
1. **Qualifications in Relation to Specific Project to be Performed:** Information reflecting qualifications of the firm. Indicated specialized experience and technical competence of the firm in connection with the type and complexity of the service required. Subcontractors, if used, must be listed with information on their organization.
  2. **Experience, Competence, and Capacity for Performance:** Information reflecting the names, titles, and qualifications (including experience and technical competence) of the major personnel assigned to this specific project. Provide detailed breakdown of subcontractor's staff to be used and how they are to be used to supplement your staff.
  3. **Proposed Method of Doing Work:** A proposed work plan (description of how the project would be conducted as well as other facts concerning approach to scope you wish to present) indicating methods and schedules for accomplishing each phase of the work. Include with this the amount of work presently underway.
  4. **Past Performance:** Previous evaluations shall be considered a significant factor. If previous evaluations with the IRWP are not available, the professional firm's past performance records with others will be used, including quality of work, timely performance, diligence, ability to meet past budgets, and any other pertinent information. The firm will provide a list of similar jobs performed and the person with that firm from whom the IRWP can obtain information.
  5. Price
- B. **Proposal Evaluation:**  
In evaluating the qualifications of each firm, the review committee shall consider the following (assigning point ranges for each element from 10% to 35%, so that the total for the five elements combined equals 100%):
1. Qualifications in relation to specific project to be performed;
  2. Experience, competence, and capacity of performance;
  3. Proposed method of doing work;
  4. Past performance; and
  5. Price.
- C. The review committee or its designee shall then negotiate a contract with the highest qualified firm for the services to be rendered, at compensation which the review committee, or its designee, determines to be fair and reasonable, subject to the approval of the IRWP Board of Directors.
- D. Should the review committee, or its designee, be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price determined to be fair and reasonable, negotiations with that firm shall be formally terminated. The review committee, or its designee, shall then undertake negotiations with the second most qualified firm. Should the review committee, or its designee, be unable to negotiate a satisfactory contract with any of the selected firms, then the review committee shall reevaluate the services including the scope and reasonable fee requirements.

**CONTRACT REVIEW/RECOMMENDATION:**

The selection committee will recommend, after negotiations and review by the finance and executive committee of the Board of Directors, the most advantageous contract to the IRWP for awarding.

**CONTRACTS UNDER \$2,000:**

The requirements for a review committee may be waived and the review of qualifications as hereinabove stated shall be delegated to the responsible department head for recommendation to the Board President, who shall review and approve or disapprove all professional services contracts in an amount of \$2,000 or less.

**PROFESSIONAL PROJECT EVALUATION:**

A. Upon completion or termination of a contract, the director responsible for the project will submit a summary evaluation of the professional firm's handling of the project to include the following data:

- a. name of professional firm;
- b. date of contract and date of completion;
- c. cost as stated in initial contract, amount paid, and reason for any difference;
- d. special strengths exhibited by professional firm;
- e. problems or weaknesses in professional firm's handling of the project;
- f. adherence to time schedule by the professional firm; and
- g. names of key personnel working on the project and comments on their performance.

B. The summary evaluation will be submitted to the executive committee of the Board and will be filed in IRWP records. A copy will be sent to the professional firm. Written comments received from the professional firm regarding the evaluation will be filed in IRWP records.

**Request for Qualifications  
For Professional Services to Conduct  
WATER QUALITY SAMPLING, ANALYSIS AND ANNUAL LOAD DETERMINATIONS  
For the Illinois River at AR 59 Bridge**

**I. Introduction**

The Illinois River Watershed Partnership (IRWP) is seeking a qualified sub-contractor to conduct water quality sampling, analysis, and annual load determinations for the Illinois River at the AR 59 Bridge. Automatic water samplers and a USGS gauging station were established in 1995 on the main stem of the Illinois River at the Arkansas Highway 59 Bridge. Since that time, continuous stage and discharge measurements and water quality sampling have been used to determine pollutant concentrations and loads in the Arkansas portion of the Illinois River. This proposal is to continue water quality sampling, analysis and load calculations for a one year period from July 1, 2008 to June 30, 2009. The Illinois River Watershed Partnership (IRWP) will provide project oversight, administration and local match. A qualified sub-contractor will provide QAPP development, sample collection, analysis, analytical results, data interpretation and quarterly and annual reports.

**II. Scope**

Automatic water sampling equipment will be operated at the Highway 59 Bridge over the Illinois River to work in conjunction with an existing USGS gauging station. Flow-weighted composite samples will be taken during all significant storm events, and base flow grab samples will be taken every two weeks. The results will be used to calculate total pollutant loads for each year. Loads will be calculated for Nitrate Nitrogen (NO<sub>3</sub>-N), Ammonia Nitrogen (NH<sub>4</sub>-N), Total Nitrogen (TN), Total Phosphorus (TP), Soluble Reactive Phosphate (SRP), sulfate (SO<sub>4</sub>), chloride (Cl) and Total Suspended Solids (TSS).

**III. Methods and Deliverables**

There are twelve significant storms during a year on average. Each storm will require an average of three composite samples. The budget estimate is based on composite sampling, collection and analysis for twelve storms and twenty-six grab samples. This is the estimated analytical cost. Actual costs will be born by the sub-contractor regardless of the number of samples collected. (All significant storm events will be sampled) All samples will be analyzed for Nitrate Nitrogen (NO<sub>3</sub>-N), Ammonia Nitrogen (NH<sub>4</sub>-N), Total Nitrogen (TN), Total Phosphorus (TP), Soluble Reactive Phosphate (SRP) and Total Suspended Solids (TSS), turbidity, conductivity, sulfate (SO<sub>4</sub>) and chloride (Cl). The sub-contractor will collect all samples and all samples will be analyzed by an ADEQ certified lab using standard field and laboratory QA/QC procedures.

The sampler will be configured to take flow-weighted composite samples. The sampler will begin sampling after the stage exceeds a set trigger level. It will take a discrete sample after a fixed volume of water has passed. The volume of water used for the flow-weighted composite samples, i.e. sampling frequency, is 8 million cubic feet. The discrete samples will be composited by combining equal volumes of each into a single sample for analysis. Discrete samples will be collected for compositing when all twenty-four bottles are filled or within forty-eight hours after the first sample. Storms will be sampled in this manner for the period when the river stage is above the trigger level. Grab samples will be taken approximately every two weeks. All samples will be collected by a qualified sub-contractor and delivered to a certified lab for analysis. All samples will be analyzed for nitrate-nitrogen, ammonia-nitrogen, total nitrogen, total phosphorus, dissolved reactive phosphorus, chloride, sulfate and total suspended solids. The trigger level will be five feet. Grab samples will be taken every two weeks. The data collected at this site will be used to calculate total pollutant loads and mean concentrations for the year. A yearly report

detailing data and results will be provided. All data will be reported with field and laboratory QA/ QC data.

Quarterly progress and quality assurance reports and a yearly written report will be prepared for this project. The report will detail the sampling results for the year as well as total calculated loads for the water quality parameters measured. Trends in water quality will be investigated and reported. The report will be presented annually to the IRWP and ANRC. Payment of the sub-contract will be a lump sum, 25% of the total each quarter after submission of the quarter reports and a payment invoice from the sub-contractor to the IRWP. The final payment will be held until the final report is received.

#### **IV. Request for Qualifications**

The Illinois River Watershed Partnership is soliciting SOQs from professional water quality consultants who can demonstrate through past projects their ability to conduct water quality sampling, analysis, and annual load determinations in addition to preparing timely reports for submission to meet deadlines outlined above.

#### **V. SOQ Submission Requirements and Timeline**

SOQ submissions must include the following components:

1. Letter of interest in providing professional services. Include primary contact information;
2. 1-2 page summary of qualifications summarizing desire and intent, familiarity with the Illinois River watershed or similar areas, methods and approach;
3. Relevant or comparable projects and contact information for references. Briefly describe the work performed;
4. Relevant qualifications and areas of expertise of key team members assigned to this project. Include organizational chart and allocation rate for this assignment;
5. Minimum of three references;
6. Project billing rates (please include estimate for project costs based on methods and deliverables in Section III); and
7. Any additional information that you feel would further demonstrate qualifications or experience.

NOTE: Submitted project costs will be used in negotiating any contract, which would be subject to Board approval.

Applicants should submit one electronic copy of the SOQ to the Illinois River Watershed Partnership via e-mail to [deliahaak@irwp.org](mailto:deliahaak@irwp.org) no later than 5:00 p.m. (CST), **June 9, 2008**. In addition, ten original hard copies should be postmarked by the same date and time and mailed to:

Illinois River Watershed Partnership  
Attn: Dr. Delia Haak, Executive Director  
P. O. Box 8506  
Fayetteville, AR 72703

Any submission for which the electronic copy is not received by June 9 will not be considered and will not be returned. Submit hard copies in an envelope or package that is clearly identified as a SOQ. Include the consultant's name on the outside of the envelope or package.

## **VI. Evaluation Criteria and Schedule**

The following criteria shall be used by the IRWP Selection Committee to evaluate professional services qualification statements:

Specialized technical experience Evaluation and particular attention will be given to experience in water quality monitoring, analysis, report writing, and timeliness to meet deadlines. Include evidence of successful completion of similar projects. Emphasis will be placed on previous experience in successful partnerships with community groups, local, state and federal agencies, and technical experts.

Success in comparable projects Strength will be evaluated by effectiveness of past projects completed. Include description of past and present projects.

Performance history Professional services will be evaluated according to cost control, management, work quality, and adherence to schedules and deadlines.

During the evaluation of professional services, the IRWP reserves the right to request additional written information to assist in the evaluation of the SOQs. The IRWP also reserves the right to reject, for any reason that seems sufficient, any or all SOQs in whole or in part and to waive irregularities in the SOQs received. All firms submitting SOQs will receive a written response from the IRWP.

The IRWP will make every effort to meet the following schedule:

May 15: Publication of RFQ notice

June 9: Deadline for receipt of email SOQs and posting of hard copies

June 10-13: IRWP Evaluation of Subcontractors by the Selection Committee

June 16-20: IRWP Selection Committee recommends qualified consultant to IRWP Board of Directors

July 1: Contract begins

The objective is to obtain the most qualified subcontractor to achieve the project goals and objectives within a realistic time frame and at a reasonable cost. This RFQ does not commit IRWP to award a contract. Applicants are informed that the award of any contract as the result of this solicitation is contingent upon the approval by ANRC and availability of EPA funds. Award of a contract may not be made to any consultant unless an agreement can be secured for all general and special contract provisions.

## **VII. Right to Refuse**

IRWP reserves the right to:

1. Reject any and all submissions received in response to this RFQ or to make no award or to issue a new RFQ;
2. Waive or modify any information, irregularity, or inconsistency in submissions received;
3. Request modification to submissions from any or all consultants during the review and any negotiation; and
4. Negotiate any aspect of any proposal with any consultant and negotiate with more than one consultant at the same time.

## **VIII. Additional Conditions**

IRWP is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by the specified time so that the submission can be considered.

All materials submitted in response to this RFQ will become the property of IRWP.

Costs for developing submissions in response to this RFQ are entirely the obligation of the submitting consultant and shall not be chargeable in any amount to IRWP.

IRWP reserves the right to use any and all information presented in any response to the RFQ. Acceptance or rejection of submissions does not affect this right.

The IRWP has the right to negotiate with individual responding consultants to establish any final contract terms and conditions on a project-by-project basis.

## **IX. Contracting Entity**

The IRWP is the contracting entity and project manager for the consultant selected. The IRWP is a 501(c)(3) non-profit corporation committed to improving the water quality of the Illinois River through personal endeavors and through the education, the encouragement, and the positive reinforcement of fellow Illinois River watershed residents. The work of the IRWP is accomplished through strong voluntary partnerships with landowners and managers, technical advisors, area jurisdictions, government agencies, advocates, and others. Established in 2005, the Illinois River Watershed Partnership was created by and is a diverse group of men and women who directly affect the water quality of the Illinois River. For more information about the IRWP, visit [www.irwp.org](http://www.irwp.org).

Any IRWP contract awarded to a consultant will contain language which deems the consultant to be an independent contractor of the IRWP and not an agent or employee of the IRWP. It is expected that any contract awarded will require the consultant to complete all work consistent with the terms of the contract.

## **X. Questions**

All questions concerning the interpretation or clarification of the Request for Qualifications must be directed to Delia Haak, Executive Director, 479-238-4671 or [deliahaak@irwp.org](mailto:deliahaak@irwp.org)

**Request for Qualifications  
For Professional Services to Conduct  
WATER QUALITY SAMPLING, ANALYSIS AND ANNUAL LOAD  
DETERMINATIONS FOR NUTRIENTS AND SOLIDS AT THE WASHINGTON  
COUNTY ROAD 76 BRIDGE ON BALLARD CREEK**

**I. Introduction**

The Illinois River Watershed Partnership (IRWP) is seeking a qualified sub-contractor to conduct water quality sampling, analysis, and annual load determinations at the Washington County Road 76 Bridge on Ballard Creek. A water quality sampling station has been installed at the Washington County Road 76 Bridge over Ballard Creek just before the creek leaves the state of Arkansas and enters into Oklahoma. This proposal is to continue water quality sampling, analysis and load calculations for July 1, 2008 to June 30, 2009. The Illinois River Watershed Partnership (IRWP) will provide project oversight, administration and local match. A qualified sub-contractor will provide QAPP development, sample collection, analysis, analytical results, data interpretation and quarterly and annual reports.

**II. Scope**

The parameters measured from collected samples will be nitrate-nitrogen, ammonia-nitrogen, total nitrogen, total phosphorus, dissolved reactive phosphorus, turbidity, conductivity, sulfate chloride and total suspended solids. In addition turbidity, conductivity and pH will be measured in-situ and recorded in thirty-minute intervals. The IRWP will be the contractor with Arkansas Natural Resources Commission (ANRC) for the 319 grant. They will be responsible for contractual relationships and payment to the sub-contractor. The IRWP will also be responsible for providing the entire match for the project. The sub-contractor will be responsible for all remaining tasks of the project including: writing the QAPP, collecting samples and analyzing the data from the water quality sampling station, computing the annual load for all parameters and reporting quarterly and annually to the IRWP and ANRC.

**III. Methods and Deliverables**

There are twelve significant storms during a year on average. Each storm will require an average of three composite samples. The budget estimate is based on composite sampling, collection and analysis for twelve storms and twenty-six grab samples. This is the estimated analytical cost. Actual costs will be born by the sub-contractor regardless of the number of samples collected. (All significant storm events will be sampled) All samples will be analyzed for Nitrate Nitrogen (NO<sub>3</sub>-N), Ammonia Nitrogen (NH<sub>4</sub>-N), Total Nitrogen (TN), Total Phosphorus (TP), Soluble Reactive Phosphate (SRP) and Total Suspended Solids (TSS), turbidity, conductivity, sulfate (SO<sub>4</sub>) and chloride (Cl). The sub-contractor will collect all samples and all samples will be analyzed by an ADEQ certified lab using standard field and laboratory QA/QC procedures.

The sampler will be configured to take flow-weighted composite samples. The sampler will begin sampling after the stage exceeds a set trigger level. It will take a discrete sample after a fixed volume of water has passed. The volume of water used for the flow-weighted composite samples, i.e. sampling frequency, is 8 million cubic feet. The discrete samples will be composited by combining equal volumes of each into a single sample for analysis. Discrete samples will be collected for compositing when all

twenty-four bottles are filled or within forty-eight hours after the first sample. Storms will be sampled in this manner for the period when the river stage is above the trigger level. Grab samples will be taken approximately every two weeks. All samples will be collected by a qualified sub-contractor and delivered to a certified lab for analysis. All samples will be analyzed for nitrate-nitrogen, ammonia-nitrogen, total nitrogen, total phosphorus, dissolved reactive phosphorus, chloride, sulfate and total suspended solids. The trigger level will be five feet. Grab samples will be taken every two weeks. The data collected at this site will be used to calculate total pollutant loads and mean concentrations for the year. A yearly report detailing data and results will be provided. All data will be reported with field and laboratory QA/ QC data.

Quarterly progress and quality assurance reports and a yearly written report will be prepared for this project. The report will detail the sampling results for the year as well as total calculated loads for the water quality parameters measured. Trends in water quality will be investigated and reported. The report will be presented annually to the IRWP and ANRC. Payment of the sub-contract will be a lump sum, 25% of the total each quarter after submission of the quarter reports and a payment invoice from the sub-contractor to the IRWP. The final payment will be held until the final report is received.

#### **IV. Request for Qualifications**

The Illinois River Watershed Partnership is soliciting SOQs from professional water quality consultants who can demonstrate through past projects their ability to conduct water quality sampling, analysis, and annual load determinations in addition to preparing timely reports for submission to meet deadlines outlined above.

#### **V. SOQ Submission Requirements and Timeline**

SOQ submissions must include the following components:

8. Letter of interest in providing professional services. Include primary contact information;
9. 1-2 page summary of qualifications summarizing desire and intent, familiarity with the Illinois River watershed or similar areas, methods and approach;
10. Relevant or comparable projects and contact information for references. Briefly describe the work performed;
11. Relevant qualifications and areas of expertise of key team members assigned to this project. Include organizational chart and allocation rate for this assignment;
12. Minimum of three references;
13. Project billing rates (please include estimate for project costs based on methods and deliverables in Section III); and
14. Any additional information that you feel would further demonstrate qualifications or experience.

NOTE: Submitted project costs will be used in negotiating any contract, which would be subject to Board approval.

Applicants should submit one electronic copy of the SOQ to the Illinois River Watershed Partnership via e-mail to [deliahaak@irwp.org](mailto:deliahaak@irwp.org) no later than 5:00 p.m. (CST), **June 9, 2008**. In addition, ten original hard copies should be postmarked by the same date and time and mailed to:

Illinois River Watershed Partnership  
Attn: Dr. Delia Haak, Executive Director

P. O. Box 8506  
Fayetteville, AR 72703

Any submission for which the electronic copy is not received by June 9 will not be considered and will not be returned. Submit hard copies in an envelope or package that is clearly identified as a SOQ. Include the consultant's name on the outside of the envelope or package.

## **VI. Evaluation Criteria and Schedule**

The following criteria shall be used by the IRWP Selection Committee to evaluate professional services qualification statements:

Specialized technical experience Evaluation and particular attention will be given to experience in water quality monitoring, analysis, report writing, and timeliness to meet deadlines. Include evidence of successful completion of similar projects. Emphasis will be placed on previous experience in successful partnerships with community groups, local, state and federal agencies, and technical experts.

Success in comparable projects Strength will be evaluated by effectiveness of past projects completed. Include description of past and present projects.

Performance history Professional services will be evaluated according to cost control, management, work quality, and adherence to schedules and deadlines.

During the evaluation of professional services, the IRWP reserves the right to request additional written information to assist in the evaluation of the SOQs. The IRWP also reserves the right to reject, for any reason that seems sufficient, any or all SOQs in whole or in part and to waive irregularities in the SOQs received. All firms submitting SOQs will receive a written response from the IRWP.

The IRWP will make every effort to meet the following schedule:

May 15: Publication of RFQ notice

June 9: Deadline for receipt of email SOQs and posting of hard copies

June 10-13: IRWP Evaluation of Subcontractors by Selection Committee

June 16-20: IRWP Selection Committee recommends qualified consultant to IRWP Board of Directors

July 1: Contract begins

The objective is to obtain the most qualified subcontractor to achieve the project goals and objectives within a realistic time frame and at a reasonable cost. This RFQ does not commit IRWP to award a contract. Applicants are informed that the award of any contract as the result of this solicitation is contingent upon the approval by ANRC and availability of EPA funds. Award of a contract may not be made to any consultant unless an agreement can be secured for all general and special contract provisions.

## **VII. Right to Refuse**

IRWP reserves the right to:

1. Reject any and all submissions received in response to this RFQ or to make no award or to issue a new RFQ;
2. Waive or modify any information, irregularity, or inconsistency in submissions received;
3. Request modification to submissions from any or all consultants during the review and any negotiation; and
4. Negotiate any aspect of any proposal with any consultant and negotiate with more than one consultant at the same time.

## **VIII. Additional Conditions**

IRWP is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by the specified time so that the submission can be considered.

All materials submitted in response to this RFQ will become the property of IRWP. Costs for developing submissions in response to this RFQ are entirely the obligation of the submitting consultant and shall not be chargeable in any amount to IRWP.

IRWP reserves the right to use any and all information presented in any response to the RFQ. Acceptance or rejection of submissions does not affect this right.

The IRWP has the right to negotiate with individual responding consultants to establish any final contract terms and conditions on a project-by-project basis.

## **IX. Contracting Entity**

The IRWP is the contracting entity and project manager for the consultant selected. The IRWP is a 501(c)(3) non-profit corporation committed to improving the water quality of the Illinois River through personal endeavors and through the education, the encouragement, and the positive reinforcement of fellow Illinois River watershed residents. The work of the IRWP is accomplished through strong voluntary partnerships with landowners and managers, technical advisors, area jurisdictions, government agencies, advocates, and others. Established in 2005, the Illinois River Watershed Partnership was created by and is a diverse group of men and women who directly affect the water quality of the Illinois River. For more information about the IRWP, visit [www.irwp.org](http://www.irwp.org).

Any IRWP contract awarded to a consultant will contain language which deems the consultant to be an independent contractor of the IRWP and not an agent or employee of the IRWP. It is expected that any contract awarded will require the consultant to complete all work consistent with the terms of the contract.

## **X. Questions**

All questions concerning the interpretation or clarification of the Request for Qualifications must be directed to Delia Haak, Executive Director, 479-238-4671 or [deliahaak@irwp.org](mailto:deliahaak@irwp.org)

**Request for Qualifications  
For Professional Services to Conduct  
Illinois River Watershed Volunteer Water Quality Monitoring**

**I. Introduction**

The Illinois River Watershed Partnership (IRWP) is in the process of developing a watershed management plan. That plan will focus on restoration activities in the watershed. The only water quality data available at the 12 digit HUC level is from a project in 1993 and 1994 that collected water quality samples from the 37 sub-watersheds of the Arkansas portion of the Illinois River. In order to prioritize the sub-watersheds for restoration activities that will have the greatest impact, the historic data set needs to be updated to current conditions allowing the identification of where and what to focus the activities on. In addition, the use of volunteers for sample collection assists the Partnership in generating involvement and support from the stakeholders in the watershed. This proposal is for July 1, 2008 to June 30, 2009. The Illinois River Watershed Partnership (IRWP) will provide project oversight, administration and local match.

**II. Scope**

The IRWP will subcontract to develop a QAPP and train volunteer sample collectors to collect base-flow only water samples at the same 37 sites that were sampled in the 1993 and 1994 project by Parker, Williams and Scott. Samples will be collected once per quarter at each site. Samples will be delivered to a certified water lab for analysis. The parameters for analysis will be nitrate, phosphate, sulfate, chloride and fluoride. A duplicate sample will be collected and analyzed at 25% of the sites each quarter to determine any sampling bias that may occur. A total of 185 samples will be collected and analyzed during this project. The subcontractor will (1) train all sample collectors to follow EPA acceptable sampling and handling methodologies including chain of custody requirements; (2) prepare quarterly reports to document progress and QA/QC results; and (3) prepare an annual report that documents the sampling and QA/QC results, compares those results to the 1993-94 results and prioritizes the sub-watersheds based upon average concentrations for each parameter.

**III. Methods and Deliverables**

The subcontractor will be responsible for the following tasks:

**Task 1: Develop QAPP:** An approved QAPP will be developed to assure high quality results.

**Task 2: Train volunteer sample collectors:** All sample collectors will be trained to follow EPA acceptable sampling and sample handling methodologies including chain of custody requirements.

**Task 3: Sample collection and analysis:** Samples will be collected and delivered to a certified lab for analysis by volunteer sample collectors.

**Task 4: Reporting:** All reports will be prepared and submitted (hard copies and electronically) according to the grant requirements.

1. Quarterly reports will be submitted utilizing the format/forms provided electronically by ANRC and will briefly state accomplishments made for each subtask. Annual reports will be submitted to ANRC by October 1 of each year in which the project is/was active. This requirement will be in addition to a narrative summary of the project activities that occurred in the previous Federal Fiscal year (October 1 – September 30).

2. Attendance at annual project review meetings is required. The project cooperater is responsible for presenting an overview of the project, status, activities to date and any data collected. A copy of the presentation and/or documentation of project activities will be provided to ANRC at the meetings.
3. Final Report will be submitted to ANRC at the completion or the end date for the project. A Final Report Guidance will be provided by ANRC. The Final Report should be a narrative description and should encompass all activities (from start to finish) related to the project. An executive summary as well as a final outcome and/or conclusion section shall be contained in the Final Report. Due to the potential size and content (photographs, tables, charts, graphs, etc.) of the Final Report, the report may be submitted on CD. A minimum of two copies of the report are required.

#### **IV. Request for Qualifications**

The Illinois River Watershed Partnership is soliciting SOQs from professional water quality consultants who can demonstrate through past projects their ability to train volunteers, conduct water quality sampling, and analysis, in addition to preparing timely reports for submission to meet project report deadlines outlined above.

#### **V. SOQ Submission Requirements and Timeline**

SOQ submissions must include the following components:

15. Letter of interest in providing professional services. Include primary contact information;
16. 1-2 page summary of qualifications summarizing desire and intent, familiarity with the Illinois River watershed or similar areas, methods and approach;
17. Relevant or comparable projects and contact information for references. Briefly describe the work performed;
18. Relevant qualifications and areas of expertise of key team members assigned to this project. Include organizational chart and allocation rate for this assignment;
19. Minimum of three references;
20. Project billing rates (please include estimate for project costs based on methods and deliverables in Section III); and
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