



Request for Proposals (RFP)
April 28, 2025

Gallatin Drought and Deluge Adaptive Management Plan

Submittal Due Date:
May 28, 2025, 5:00pm

Submit to:
info@gallatinwatershedcouncil.org

Project Contact:
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Gallatin Watershed Council
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Bozeman, MT 59715
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1. Introduction and Background

The Gallatin Watershed Council (GWC) is requesting proposals from qualified consultants (Consultants) to develop a Gallatin Drought and Deluge Adaptive Management Plan (DDAMP). The Gallatin Watershed is experiencing rapid change. Population growth, changing land-use practices, climate impacts, and increasing demands on water resources call for greater coordination and outreach to inform, respond to, and mitigate the impacts of drought and deluge. With current changes and pressures, public and private partners must work seamlessly across jurisdictions to lessen the impacts of water scarcity and excess, and to coordinate communications and voluntary actions for water conservation and long-term mitigation.

The work has already begun, as exhibited by efforts like the 2022 Big Sky Community Water Conservation and Drought Management Plan and the City of Bozeman's 2022 Drought Management Plan. However, despite current plans, programs, and research efforts on drought and water availability at the local, regional, and state levels, the Gallatin Watershed lacks coordinated water-event response strategies and communications, as well as a strategic approach to long-term water conservation and watershed resiliency projects. The Gallatin Drought and Deluge Adaptive Management Plan proposes to coordinate efforts across jurisdictional boundaries and will address the whole Gallatin Watershed, including the Upper and Lower watersheds and the municipalities of Bozeman, Belgrade, Manhattan, and Three Forks.

The DDAMP project was identified as a priority by the Gallatin Water Collaborative, a group of over 40 diverse stakeholders across the Gallatin Valley working to unify local efforts to protect, restore, and enhance water resources in the Lower Gallatin Watershed. The Collaborative is coordinated by the Gallatin Watershed Council and is made up of conservation organizations, government agencies, scientists, engineers, agricultural producers, recreationists, and developers that have been coming together since 2021 to develop prioritized goals and actions that will result in long-term water security. Once the DDAMP plan is established, the Collaborative has the structure in place to help ensure it is implemented and utilized into the future.

2. Project Description

The purpose of the Gallatin Drought and Deluge Adaptive Management Plan is to coordinate drought communication and voluntary conservation efforts across the entire Gallatin Watershed, and to identify long-term mitigation and response actions that build resilience and effective management during times of drought and deluge.

The overarching goals of the DDAMP plan are to:

1. Coordinate communication and public outreach to raise awareness of drought and deluge conditions and promote best management practices. Robust public outreach and engagement will ensure that communications, voluntary actions, and recommendations have support and real impact.
2. Promote stakeholder collaboration and coordination to develop a regional approach to drought and deluge risks and mitigation. By building Gallatin DDAMP, the various efforts across the watershed can be linked and build a framework where public and private partners can use consistent messaging and coordinated voluntary actions.
3. Identify long-term mitigation and adaptation projects to reduce the impacts of drought and deluge and low and high flows. Gallatin DDAMP will provide an opportunity to identify long-term mitigation opportunities that may include measures such as groundwater recharge, micro-basin catchments, nature-based solutions like beaver dam analogs, land use and development standards, floodplain connectivity, opportunities for reuse, onsite storage (i.e. irrigation conveyance), water banking or leasing, and restoration. These approaches benefit water resources and community needs in times of drought and deluge.

The selected contractor will facilitate a series of 4-6 stakeholder meetings, compile technical information and research, and leverage information gathered from both stakeholders and research to develop the Gallatin Drought and Deluge and Adaptive Management Plan. The DDAMP plan is expected to contain the following elements: drought monitoring, mitigation actions, vulnerability assessment, response actions, an operational and administrative framework, community outreach strategy, and a plan update process. The plan's development will enable stakeholders across the Gallatin Watershed to more effectively access funding to implement mitigation actions outlined in the DDAMP plan.

3. Project Budget

This project is funded by a Montana Department of Environmental Quality Reclamation and Development Planning Grant #RITP-24-0206 held by Gallatin County. The total available budget for this contract is \$42,500.

GWC is actively pursuing additional funding to enhance the project's technical research components. Respondents should provide a scope of work that reflects the current secured budget. In addition, please include an expanded scope of work or describe how additional funding, if secured, would be prioritized to strengthen and enrich the final plan.

Should additional funding be secured, the total contractor budget may increase to approximately \$75,000.

4. Scope of Work

General Requirements

The Consultant shall coordinate closely with GWC and the DDAMP working group throughout the development of the plan to ensure consistency with project goals and stakeholder expectations. The Consultant shall also:

1. Submit a detailed project work plan and timeline within two weeks of contract execution.
2. Coordinate with GWC and the DDAMP working group to hold a project kickoff meeting.
3. Regularly communicate with and provide progress updates to GWC and the Working Group, summarizing accomplishments, challenges, and next steps.

Stakeholder Engagement

The Consultant will work with GWC to design and implement an inclusive stakeholder engagement process, including:

1. Developing a framework for engaging local stakeholders.
2. Designing meeting structures, goals, and agendas.
3. Facilitating a series of 4–6 stakeholder meetings.
4. Summarizing key outcomes from each meeting.
5. Incorporating stakeholder feedback into the DDAMP and identifying a process for plan implementation and updates.

Drought and Deluge Technical Research

With technical input from stakeholders, the Consultant will:

1. Analyze and synthesize existing studies and models addressing risks to water supply, surface and groundwater flows, water quality, and climate and hydrologic projections.
2. Summarize current drought monitoring strategies, identifying gaps and opportunities.
3. Identify and prioritize mitigation and response actions based on existing research and stakeholder input.

Development of DDAMP Plan

The Consultant will:

1. Develop a plan outline and format, incorporating the following core elements:
 - a. Drought monitoring framework
 - b. Mitigation and adaptation actions
 - c. Vulnerability assessment
 - d. Response actions
 - e. Operational and administrative framework
 - f. Community outreach strategy
 - g. Plan update and implementation process
2. Prepare a draft DDAMP for stakeholder and GWC review.
3. Incorporate stakeholder feedback and finalize the DDAMP.

Deliverables

The Consultant shall provide the following:

1. Project work plan and timeline
2. Monthly written progress updates
3. Stakeholder engagement framework and meeting materials (agendas, summaries)
4. Draft Gallatin Drought and Deluge Adaptive Management Plan
5. Final Gallatin Drought and Deluge Adaptive Management Plan

5. Proposal Submittal

Submittals should be received electronically in pdf format and submitted to info@gallatinwatershedcouncil.org. Emails must be received by 5:00 pm, May 28, 2025.

The following sections must be included for a complete proposal.

1. Cover Letter: Profile, contact name, address, location, phone number, email address.
2. Project Approach: Briefly summarize your approach for completing the Gallatin Drought and Deluge Adaptive Management Plan. Describe challenges your firm anticipates and how you will address them.
3. Proposal Response to Scope of Work: Describe in detail the proposed approach to accomplish the work, services and deliverables described in Section IV - Scope of Work.
4. Description of Experience: Include a description of similar projects your firm has completed and your role in these projects.
5. Resumes: Provide resumes of key personnel and sub-consultants expected to perform work on this project.
6. Budget proposal: Identify key components and costs to accomplish the Project's goals at the secured \$42,500 budget level and at a \$75,000 budget level. Alternatively, describe how additional funding would be prioritized and improve the quality of the final plan.

Questions regarding this RFP are welcome and shall be made in writing to Holly Hill at info@gallatinwatershedcouncil.org no later than May 21, 2025. In the interest of fairness to all potential contractors, GWC will not respond to individual requests for information regarding the RFP. Responses to all questions will be emailed to all interested Consultants. Therefore, it is recommended that all interested Consultants inform GWC of their intent to respond to this RFP. Such notification will allow for any supplemental information regarding this solicitation to be provided, including responses to questions.

6. Evaluation of Proposals

Proposals will be evaluated by GWC staff and DDAMP Working Group members. Depending on the number and quality of the received proposals, GWC may elect to hold interviews with high-scoring Consultants. Proposals that are determined to be responsive to the mandatory requirements as indicated shall be evaluated based on the following criteria:

1. Relevant Prior Experience (30 points)
 - a. Demonstrated recent experience with similar projects within the region.
2. Project Approach (30 points)
 - a. Understanding of the project components and ability to analyze and integrate the project objectives and goals into a creative and compelling proposal.
3. Qualifications (20 points)
 - a. Overall qualifications of the Consultant personnel.
4. Budget (10 points)
 - a. Consultant's ability to meet the project's budget and produce the items requested economically.
5. Ability to meet schedule (10 points)
 - a. Ability to complete the requested work within the project timeframe.

7. Project Schedule

RFP Issued:	04/28/2025
RFP Response Deadline:	05/28/2025
Consultant selected:	06/16/2025
Contract executed:	06/30/2025
Submittal of Final Deliverables:	06/30/2026

8. General Information

Any qualified applicant is encouraged to apply. GWC reserves the right to accept the proposals and award a contract to a responsible and qualified Consultant; to postpone the acceptance of the proposal and the award of the contract for a period not to exceed thirty (30) days; or to reject any and all bids received and further advertise the project for bids. GWC also reserves the right to eliminate the need for the selected consultant to complete one or more tasks, pending the outcome of preceding related tasks or issues and/or the availability of project partners to complete that task. This RFP does not commit GWC to award any contract, to pay costs incurred in preparation of any proposal, nor to procure or pay for any service. GWC will not disclose to any bidder the basis upon which it makes its decision or any information regarding the content of a submittal of any other bidder.