

REQUEST FOR QUALIFICATIONS (RFQ)

Professional Planning Services

Issued By: Franklin Soil and Water Conservation District

Project: 9-Element Nonpoint Source Implementation Strategy (NPS-IS) Development

Issue Date: October 26, 2026

1. Purpose

The Franklin Soil and Water Conservation District (District), a political subdivision of the State of Ohio, is soliciting Statements of Qualifications (SOQs) from qualified consulting firms to provide professional planning services for the development of a 9-Element Nonpoint Source Implementation Strategy (NPS-IS). The NPS-IS is to be developed in accordance with guidelines and standards set forth by the Ohio Environmental Protection Agency (<https://epa.ohio.gov/divisions-and-offices/surface-water/guides-manuals/9-element-nps-is-tools>) and the District intends to select the most qualified firm through a qualifications-based selection process consistent with applicable Ohio law governing professional services procurement. [\[codes.ohio.gov\]](#), [\[codes.findlaw.com\]](#)

2. Project Description

The selected consultant will assist the District in:

- Watershed characterization and assessment
- Compilation and analysis of existing water quality data
- GIS mapping and spatial analysis
- Designation of critical areas
- Stakeholder and public engagement
- Development of pollutant reduction strategies
- Preparation of an Ohio EPA-compliant 9-Element Watershed Plan/NPS-IS
- Preparation of implementation schedules and funding recommendations

3. Scope of Services

Services may include, but are not limited to:

- Project management
- Watershed data and spatial analysis
- Geographic Information Systems (GIS) mapping
- Facilitation of stakeholder meetings
- Best Management Practice (BMP) evaluations
- Load reduction analyses

- Identification and development of conceptual projects
- Preparation of draft and final planning documents
- Coordination with Ohio EPA and project partners

4. Submission Requirements

Interested firms shall submit:

1. Cover Letter
2. Firm Profile
3. Qualifications and Relevant Experience
4. Project Team and Resumes
5. Description of Similar Planning Projects Completed with References
6. Proposed Project Approach
7. Current Workload and Availability
8. Any Additional Information Relevant to Qualifications

Submissions should not exceed 10 pages double-sided.

Do not submit pricing or fee information.

Compensation will be negotiated with the highest-ranked firm(s) following selection.

[\[codes.ohio.gov\]](https://codes.ohio.gov/), [\[codes.findlaw.com\]](https://codes.findlaw.com/)

5. Evaluation Criteria

Submissions will be evaluated using the following criteria:

1. Experience with watershed planning and NPS-IS development
2. Qualifications of proposed project team
3. Knowledge of Ohio EPA planning requirements
4. Technical capabilities (GIS, modeling, data analysis)
5. Past performance and references
6. Capacity and availability

6. Selection Process

The District will:

1. Review all Statements of Qualifications.
2. Evaluate and rank responding firms.
3. Conduct interviews if determined necessary.
4. Select the most qualified firm.
5. Negotiate a fair and reasonable scope and fee with the highest-ranked firm.

6. If negotiations are unsuccessful, terminate negotiations and begin negotiations with the next-ranked firm. [\[codes.ohio.gov\]](https://codes.ohio.gov/), [\[codes.findlaw.com\]](https://codes.findlaw.com/)

7. Submission Deadline

Qualifications must be received no later than: EOD November 20, 2026

Submit electronically to:

Contact Person: Madison Wisniewski

Title: Conservation Implementation Coordinator

Email: mwisniewski@franklinswcd.org

8. Questions

Questions regarding this RFQ shall be submitted in writing no later than November 13, 2026.

9. Reservation of Rights

The District reserves the right to:

- Reject any or all submissions
- Request additional information from respondents
- Waive informalities or minor irregularities
- Cancel or reissue this RFQ
- Negotiate modifications to the scope of services

10. Equal Opportunity Statement

The District encourages participation from all qualified firms and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, or veteran status.
