

Upper Colorado River Commission



Request for Proposals for Professional Services

RFP #2026-01-UBCCP-UCRC

Solicitation Date: 8/10/2026
Due Date for Submission: 9/15/2026

I. ADVERTISEMENT
REQUEST FOR PROPOSALS – 2026-01-UBCCP-UCRC
TECHNICAL AND ADMINISTRATIVE SUPPORT FOR PROGRAM
MANAGEMENT FOR THE UPPER BASIN CONTRIBUTION AND
CONSERVATION PROGRAM

The Upper Colorado River Commission (UCRC) hereby issues this Request for Proposals (RFP) Number 2026-01-UBCCP-UCRC **for technical and administrative support to manage the Upper Basin Contribution and Conservation Program in the Upper Colorado River Basin.** This work will involve administrative and technical support for implementing a program with the Upper Division States (UDS) of Colorado, New Mexico, Utah, and Wyoming through the UCRC and in partnership with the Bureau of Reclamation for the Upper Basin Contribution and Conservation Program (UBCCP) to support voluntary, compensated water contribution efforts. The UBCCP will provide a transparent framework for tracking, verifying, and accounting for contributed water, and may provide the basis for crediting contributions to storage in Lake Powell and other Upstream Initial Units (UIUs), while supporting the overall reliability and stability of the Colorado River System.

All proposals must be received by 12 P.M. Mountain Time, September 15th, 2026, via email to Rachel Musil, UCRC Deputy Director, at rmusil@ucrcommission.com AND Alyx Richards, UCRC Program Coordinator, at arichards@ucrcommission.com. The RFP number and title should be used in the subject line. By submitting a Proposal for the requested services, each Offeror represents that their Proposal is in compliance with the regulations and requirements referenced within this RFP.

EQUAL OPPORTUNITY EMPLOYMENT: All qualified offerors (Offerors) will receive consideration for contract(s) without regard to race, color, religion, sex or national origin. Consultants for this work shall be required to comply with the President’s Executive Order No. 11246, as amended.

A copy of the RFP can be obtained by contacting Deputy Director Musil at rmusil@ucrcommission.com. It may also be downloaded from the UCRC website at www.ucrcommission.com.

This RFP consists of:

- Section I: ADVERTISEMENT
- Section II: BACKGROUND
- Section III: SCOPE OF WORK
- Section IV: INFORMATION TO OFFERORS
- Exhibit A: SAMPLE COST TABLE
- Exhibit B: CONFLICT OF INTEREST FORM

ANY PROPOSAL RECEIVED BY THE UCRC AFTER THE TIME AND DATE SPECIFIED ABOVE OR THAT IS INCOMPLETE OR NONCOMPLIANT SHALL NOT BE CONSIDERED. THIS RFP MAY BE CANCELLED AND ANY AND ALL PROPOSALS MAY BE REJECTED IN WHOLE OR IN PART AT THE DISCRETION OF THE UCRC. BY ISSUING THIS RFP THE UCRC IS NOT OBLIGATED TO CONTRACT FOR THE REQUESTED SERVICES.

II. BACKGROUND

The Upper Colorado River Commission (UCRC) is an interstate water administrative agency established by action of five state legislatures and Congress with the enactment of the 1948 Upper Colorado River Basin Compact. The UCRC's role is to administer the 1948 Upper Colorado River Basin Compact according to its terms. The UCRC seeks to promote interstate comity, remove causes of present and future controversies, and to assure the storage of water and agricultural and industrial development in the Upper Basin.

The proposed Upper Basin Contribution and Conservation Program (UBCCP) build on the successful voluntary, compensated contribution approach developed through previous programs in the Upper Basin along with the accounting framework established through the Provisional Accounting MOU. The UBCCP will implement a process to contribute water from eligible qualifying activities across the UDS to Colorado River Storage Project Act Initial Units and to verify, track, and account for those contributions. Through this approach, contributed water can be recognized and credited for its measurable increase to storage in Lake Powell and Upstream Initial Unit Reservoirs, while benefiting the Upper Colorado River Basin.

The UDS through the UCRC will implement the UBCCP in the Upper Colorado River Basin. The UBCCP will be initially supported by federal grant funding provided by the Bureau of Reclamation, such funding to last up to five years ending in September 2031. To support implementation of the UBCCP during Water Years 2027 through 2031, the UCRC intends to engage a qualified contractor to provide technical, and program administration support necessary for the UDS and the UCRC to implement and operate the UBCCP.

Federal grant funding for the UBCCP will be utilized across Colorado, New Mexico, Utah and Wyoming. Each state may implement the UBCCP within their respective state through either a subaward from the UCRC or through an administrative agreement with UCRC with individual subawards to UBCCP participants. The contractor's role may be more limited for the states where the state is implementing the project through a subaward. The contractor shall coordinate closely with the applicable Upper Division State throughout project identification, review and implementation. In carrying out its responsibilities, the contractor shall recognize and incorporate the unique water rights administration systems, water law requirements, measurement standards, and water accounting practices of each state. To the maximum extent practicable, verification procedures and accounting frameworks shall build upon and be compatible with existing state-administered accounting systems, reporting processes, and water right management practices, while simultaneously striving to provide a template for verification, accounting and reporting that is consistent for all four states.

The number, type, and geographic distribution of contribution activities that occur under the UBCCP are not currently known and will vary based on participant interest, UBCCP criteria, and hydrologic conditions. Offerors should anticipate that the UBCCP will be of comparable scale to recent Upper Basin contribution efforts. For reference, voluntary contribution activities implemented through related Upper Basin programs generated approximately 31,000 acre-feet of verified conserved consumptive use in 2023 and approximately 64,500 acre-feet in 2024. These historical contribution volumes are provided for planning purposes only and do not represent a commitment or estimate of future UBCCP participation or contribution outcomes.

The UDS and UCRC are currently working with Reclamation to develop an implementation agreement to define the respective roles and responsibilities of those entities, including the appropriate roles when a UDS is implementing UBCCP through a subaward agreement.

To assist Offerors, the RFP announcement includes links to the System Conservation Pilot Program (SCPP) 2023 and 2024 Annual Reports, the UCRC 2025 Provisional Accounting Report, and the associated Provisional Accounting Memorandum of Understanding and Exhibit.

III. SCOPE OF WORK

The selected Offeror shall work collaboratively with the Upper Division States throughout all phases of the UBCCP and will provide administrative, technical, and UBCCP support services necessary to support the UCRC in the development and implementation of the UBCCP. To the maximum extent practicable, verification procedures and accounting frameworks shall be built upon in a consistent manner, while being compatible with existing state-administered accounting systems, reporting processes, and water right management practices. Specific objectives include:

1. **Support Program Administration**

- Document state-specific administrative, legal, and operational considerations that may affect project implementation or accounting procedures. Support development and administration of processes, procedures, and documentation necessary for efficient program implementation by each state.
- Assist the UCRC in coordinating UBCCP activities with the UDS, the Bureau of Reclamation, participating water users, Tribes, and other stakeholders.
- Assist the UCRC in any federal reporting requirements as directed.
- Coordinate regularly with representatives of the UDS to ensure UCRC program administration processes are consistent with state water administration requirements and existing state practices.
- Work with the UDS and UCRC to support the project-proposal review processes

2. **Support Project Solicitation and Evaluation for states not managing applications themselves:**

- Assist in the solicitation of and evaluate contribution, efficiency, recycling, and other eligible projects for technical feasibility, anticipated contributions, cost-effectiveness, and consistency with program requirements.
- Assist the UDS, if appropriate, with providing support in application development and assist applicants to complete their applications, including estimating the contributed water and identifying preliminary accounting methods.
- Coordinate with UDS and UCRC staff technical and legal teams on participant agreement implementation.

3. **Support Verification and Accounting Procedures**

- Support coordination of activities related to methodologies and verification plans to quantify, document, and validate eligible contributions. Each qualifying activity will require a verification and accounting plan that identifies how each activity will account for water and distribute that water to a CRSPA Initial Unit.
- Each project will require detailed accounting and tracking.
- Ensure contribution activities are measured and verified using scientifically sound and transparent methods as reported by each state while simultaneously striving to harmonize the reported information, using the existing processes established among the UDS, the UCRC, and Reclamation.
- Where new accounting methods are necessary, help develop such methods in coordination with the applicable Upper Division State(s) and the UCRC to ensure transparency, consistency, and administrative feasibility.

4. **Support Tracking and Accounting for Contributed Water and Verify Project Performance**

- Ensure appropriate implementation has occurred in compliance with program requirements.
- Maintain records and water accounting necessary to document contribution water and contributions to be credited, and account for those contributions in each individual CRSPA Initial Units consistent with the accounting methods developed in the Upper Basin.
- Support implementation of the UBCCP's crediting framework, when developed, including calculation, reporting, and reconciliation of credited contribution actions and associated system benefits.
- Conduct technical reviews and validation of project activities and outcomes in coordination

- with each state.
 - Assist the UCRC in coordination with the UDS and Reclamation in preparing the annual Water Year accounting report.
 - Any models developed for implementation of this program shall be owned by UCRC including future use and changes for UCRC purposes.
- 5. Provide Reporting and Documentation and Evaluate UBCCP Performance**
- Prepare periodic and annual reports summarizing UBCCP participation, contribution outcomes, accounting results, expenditures, and lessons learned.
 - Develop documentation for the UBCCP.
 - Assess UBCCP effectiveness and recommend improvements to administration, accounting, verification, and project implementation processes.
 - Assist the UCRC in evaluating the overall contribution of the UBCCP to Lake Powell and UIUs storage, Upper Basin system reliability, and Colorado River Basin management objectives.

The winning Offeror will be selected based upon an evaluation of the proposed approach, demonstrated competence, professional qualifications necessary for the satisfactory performance of the tasks, and availability. The UCRC may make multiple awards under this solicitation if/when two or more Offerors are necessary for performance of the tasks described in this RFP or may choose not to implement all tasks described in this RFP. The work will commence as of the UCRC's award of the contract to the selected Offeror (Contractor) and potentially continue through September 30, 2031, unless terminated earlier at the UCRC's discretion. The length of time for the contractor's work on the UBCCP will depend on availability of funding and participant interest, and the planned completion dates may be earlier than as described below. In accordance with the terms of the grant that funds the UBCCP, Reclamation will, through the UCRC, monitor and provide Federal oversight of activities performed in the UBCCP.

ANTICIPATED SCHEDULE

Milestone / Task / Activity	Planned Start Date	Planned Completion Date
Task 1. Project Kick-Off and UBCCP Support	October 2026	September 2031
Task 2. Project Solicitation and Evaluation	December 2026	January 2031
Task 3. Support Verification and Accounting Procedures	October 2027	January 2031
Task 4. Support Tracking and Accounting for Contributed Water and Project Performance	March 2027	September 2031
Task 5. Reporting and Documentation	April 2028	September 2031

IV. INFORMATION TO OFFERORS

A. SEQUENCE OF EVENTS

The UCRC will make reasonable efforts to adhere to the schedule outlined below; however, the UCRC reserves the right to modify the schedule.

Table 1. Sequence of events, responsibilities, and dates associated with this RFP.

Action	Responsibility	Date
Issue RFP	UCRC	August 10 th 2026
Deadline to Submit Additional Written Questions	Potential Offerors	August 17 th 2026
Response (Addenda) to Written Questions	UCRC	August 21 st 2026
Deadline for Submission of Proposals to UCRC	Offerors	12 pm MDT, September 15 th 2026
Proposal Evaluation	UCRC Selection Committee	September 21 st 2026
Potential Interviews	UCRC Selection Committee/Offerors	September 22 nd and 23 rd 2026
Contract Finalization and Award	UCRC/Contractor	October 2026
Notice to Proceed/Kick-off Meeting	UCRC /Contractor	October 2026

B. ADDENDA AND INTERPRETATIONS

No oral interpretation of the meaning of any Section of the RFP or its appendices will be binding. All questions regarding the interpretation of the RFP and its appendices shall be in writing, addressed to Rachel Musil, and submitted via email to rmusil@ucrcommission.com by the deadline listed in Table 1. The UCRC will review the questions received and assess the need for any RFP addenda. Under no circumstances shall a potential Offeror make verbal or written inquiries regarding the interpretation of the RFP to the UCRC except as described in this RFP. Violation of this prohibition may result in the rejection of any Proposal submitted by the offending Offeror.

C. PREPARATION OF PROPOSAL

Proposals shall be limited to ten (10) pages exclusive of the transmittal letter, index or table of contents, section dividers, and resumes. Pages must be 8-1/2" x 11". Minimum font size shall be 11-point Calibri (or similar). Proposals shall be submitted in a searchable PDF format.

Proposals shall be clear, accurate, and comprehensive. Generic marketing material is discouraged. Excessive or irrelevant material will not be favorably received. The Proposal shall include the following information:

1. Letter of transmittal, containing the following information:
 - Date of submission;

- RFP Number and Title;
 - Name, address, and telephone number of the Offeror;
 - Name of the primary Point of Contact for the Offeror to be used during the RFP process;
 - Statement that the Offeror has the ability to provide the services requested and, if awarded a contract, will comply with the contract terms and conditions set forth in this RFP.
 - Statement to identify the general qualification categories for which the Offeror wishes to be considered, if the Offeror submits a Proposal to perform less than all the tasks described in this RFP; and
 - An authorized signature with the name and title of the person signing for the Offeror.
2. Description of Organization and Team Members
In the Proposal, the Offeror will provide a description of the organization and identify the key personnel proposed to complete the work for the Project and their availability. The description should clearly identify who will be the consultant's Project Lead and serve as the point of contact for the Project Manager and the UCRC and UDS. It is preferred that the Project Lead and point of contact be the same person. The Offeror will include resumes of key personnel (limited to two pages each) as an appendix. Offerors must disclose any potential conflicts of interest (See Exhibit B).
 3. Project Approach and Schedule
The Offeror will provide a description of the Offeror's proposed approach to meet Project Objectives in the Proposal. The proposed approach should align with the Scope of Work described in Section III. The Offeror may provide alternative or supplemental tasks for consideration by the UCRC. The Offeror will provide a timeline of milestones consistent with the proposed approach.
 4. Qualifications
The Offeror will provide a summary of the Offeror's qualifications in the Proposal. Qualifications include relevant background, experience, and capabilities for the Project. Provide 3-5 examples of previous work accomplished by the Offeror that is similar in scope to the Project. Provide references for each of the examples of previous work which include the client's name, location, key participating individuals and their roles, the type of work performed, and the current status of the work.
 5. Sealed Cost Proposal (Separate Document not included in the 10 pages)
Due to the uncertainty of the timeframe and overall scope of projects under the program. The Offeror will provide proposed hourly rates for the Project in a separate sealed (pdf password protected) Cost Proposal. The Cost Proposal shall clearly indicate the hourly rates per individual, and any other costs, assumptions and expected expenses , . The cost proposal will only be opened and reviewed prior to the interview process or upon completion of proposal evaluation.

The Offeror shall comply with all instructions and provide all the information requested in this RFP. Failure to do so may disqualify the Proposal.

D. NOTICE OF REQUIREMENTS BINDING ON OFFEROR

By submitting a Proposal, the Offeror(s) represents that the Offeror has familiarized themselves with the nature and extent of the RFP, including any and all requirements which are a part of this RFP.

E. CORRECTION OR WITHDRAWAL OF PROPOSALS

A Proposal containing a mistake discovered before the deadline to submit proposals may be modified or withdrawn by an Offeror by delivering email notification to the Deputy Director as addressed above.

Withdrawn proposals may be resubmitted up to the deadline for the submission of proposals. The UCRC has no responsibility nor obligation to inform an Offeror of any mistakes or omissions it discovers in an Offeror's Proposal. Incomplete or nonconforming Proposals may be rejected without further evaluation by the UCRC Project Team and Project Manager.

F. PROPOSAL EVALUATION

Proposals will be evaluated by the UCRC Selection Committee on the basis of demonstrated competence and qualifications for the type of services required. The UCRC Selection Committee will evaluate statements of qualifications and performance data submitted by the Offerors and may conduct interviews with one or more Offerors regarding their qualifications, their proposed approach to the Project, and their ability to furnish the required analyses and services.

Proposals will be evaluated based on the following factors:

1. **Project Approach and Ability of the Offeror to Carry Out and Manage the Project (40%)**
Demonstration of a clear and comprehensive Project approach; the Offeror's ability to be responsive to the Project's needs; the Offeror's ability to meet timetables and quality control Contract Objectives; and the Offeror's ability to bring about a successful completion of the Project under the direction of the Project Lead. The Project Lead will coordinate input and direction from the UCRC Project Team and Project Manager.
2. **Qualifications and Experience (45%)**
Assessment of the capabilities of the individuals that will be engaged in the Project. Qualities and indicators that will receive consideration include the applicable experience of the proposed assigned staff and the specific experience gained on similar projects. Specifically, the Offeror will demonstrate:
 - Qualifications and experience in dealing with water right laws and policy under state laws
 - Qualifications and experience in conservation or other types of similar programs
 - Qualifications and experience in water right or water accounting models
 - An understanding of complex water right transactions and/or distribution systems
3. **Firm Resources (15%)**
Assessment of the Offeror's resources and availability to complete the Project. Identify the location of the main office where the Project will be conducted as well as the key personnel availability to complete the Project.

G. SUBCONTRACTORS

The Offeror shall list and state the qualifications for each subcontractor that the Offeror proposes to use to complete the Project tasks. The Offeror is specifically advised that any person or entity proposed for subcontracting must be verified and accepted by the UCRC Project Manager *prior to the award* of the Contract. This acceptance is contingent upon verification of each subcontractor's eligibility status.

H. COSTS FOR PROPOSAL PREPARATION

Any costs incurred by an Offeror in preparation, transmittal, or presentation of any proposal, or material submitted in response to this RFP, shall be borne solely by the Offeror.

I. OFFEROR'S QUALIFICATIONS

Any Offeror who, after evaluation of the submitted Proposals, is identified by the UCRC Project Team as a potential Contractor for the Project shall submit, upon request, additional information and data to demonstrate that its financial resources, production or service facilities, personnel, and service reputation and experience are adequate for the tasks described in the Scope of Work.

J. AWARD CONTRACT TERMS AND CONDITIONS

The Contract for the Project will follow a format specified by the UCRC Project Team.

The finalized Professional Services Contract shall be signed by the successful Offeror and returned within an agreed upon timeframe after the date of the Notice of Award. No Contract shall be effective until it has been fully executed by all parties.

EXHIBIT A SAMPLE COST TABLE

RFP Number: 2026-01-UBCCP-UCRC

Project Title: UPPER BASIN CONTRIBUTION AND CONSERVATION PROGRAM

Project Period: From award to Contract End Date

Cost Category	Hourly Rate	Estimated Hours	Item Cost	Project Total
Salary/Benefits Rate Schedule				
Principal (Engineer or Attorney)			-----	
Senior Project Manager			-----	
Project Engineer			-----	
Administrative Support			-----	
Other...			-----	
Supplies & Materials	-----	-----		
Subrecipient Contracts	-----	-----		
Travel	-----	-----		
Total Direct Cost	-----	-----		
Indirect Cost (Add % indirect here)	-----	-----		
Total Cost				

EXHIBIT B

CONTRACTOR CONFLICT OF INTEREST CERTIFICATION AND DISCLOSURE FORM

Upper Colorado River Commission Contract #2026-01-UBCCP-UCRC

The Upper Colorado River Commission (UCRC) strives to provide full, fair, and open solicitation, competition, and sole-sourced contracting that is free of actual or perceived unfair advantage or conflict of interest. This document is intended to provide guidance on when a conflict of interest may exist, and instructions for disclosure of actual and/or perceived conflicts of interest. This document is not intended to be and should not be construed as legal advice. If you are unsure whether a conflict of interest exists, please consult your legal counsel.

In this document, “Offeror” means the person(s) or entity submitting a bid or proposal to a solicitation, an entity that has been selected for a sole-sourced contract, any subcontractors, and all related entities including parent companies, subsidiaries, and companies owned, controlled, or owned and controlled by the same or closely related people.

The Offeror, by signing the Disclosure and Certification form attached, certifies that to the best of its knowledge there are no relevant facts or circumstances that could give rise to actual or perceived conflicts of interest, or has determined that one or more conflicts of interest exist and has disclosed all relevant facts pertaining to such conflict(s).

When does a conflict of interest exist?

A conflict of interest occurs when any of the following circumstances arise:

- **Lack of Impartiality or Objectivity.** When the Offeror is unable, or potentially unable, to provide impartial or objective assistance or advice to the UCRC due to existing or past professional or personal relationships, past, present, or currently planned contracts or activities, or any other circumstances related to the work to be performed for this solicitation.
- **Unequal Access to Information.** The Offeror has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.

Conflicts of interest may exist at an organizational level and at a personal level. Conflicts of interest may be “actual” or they may be “perceived,” meaning a reasonable person with knowledge of all the material facts believes there appears to be a conflict, whether or not the organizations or individuals involved are in relationships that actually create bias or unfair advantage. Actual, potential, and perceived conflicts of interest are collectively referred to as “conflicts of interest” in this document.

Please note that the information provided serves as a guide only, and a conflict may arise in other situations not described in this document.

Disclosure of Conflict of Interest

An Offeror shall either: (1) disclose all conflicts of interest, or (2) certify that the Offeror is unaware of any facts or circumstances that would give rise to a conflict of interest in performing work under this solicitation. **A disclosure of conflicts of interest will not necessarily disqualify the Offeror from being awarded a contract.**

Failure to Disclose

If, in the UCRC's sole discretion, a conflict is discovered after the award or execution of a contract, the UCRC may cancel the contract if it deems such termination necessary. If the Contractor was aware of a potential conflict of interest prior to the award, or discovered an actual or potential conflict after award and did not disclose, or misrepresented, relevant information to the contracting officer, the UCRC may terminate the contract for default, or pursue such other remedies as may be permitted by law or equity.

Instructions for Preparation of Disclosure and Certification Regarding Conflict of Interest Form

The Offeror must determine whether a conflict of interest exists. Offerors and their subcontractors must complete and submit the attached Disclosure and Certification Regarding Conflict of Interest form ("Disclosure and Certification Form"), including individual forms for each proposed subcontractor. If the Offeror determines that a conflict of interest exists, it must, when completing the Disclosure and Certification form, disclose the particular conflict of interest and provide a general description of the nature of the conflict of interest. The UCRC, in its sole discretion, will make the final determination as to whether a conflict of interest exists and, if so, whether to disqualify the Offeror or proceed with the evaluation of Offeror's proposal and possible award of a contract.

Disclosure and Certification Regarding Conflict of Interest

Name: _____ (the "Offeror")

Relationship: _____ (i.e.
Contractor, subcontractor, etc.)

1. Certification. The Offeror hereby acknowledges that it has read the UCRC Conflict of Interest Guidelines and , to the best of its knowledge and belief:

(Choose One)

_____ Certifies that there are no relevant facts or circumstances which could give rise to actual or reasonably foreseeable conflicts of interest that would impinge on its ability to render impartial, technically sound, and objective assistance or advice, or result in the Offeror having an unfair competitive advantage. (Offeror may provide an explanation or any supporting documentation).

OR

_____ Has determined that one or more conflicts of interest exists.

Offeror must identify and provide a description of the conflict of interest on Attachment 1.

The Disclosure and Certification Regarding Conflict of Interest form(s) must be submitted to the UCRC Contract Manager.

2. Subcontractors. The Offeror must include a signed copy of this certification form for each of its subcontractors. The Offeror must submit all subcontractor forms to the UCRC.

3. Continuing Obligations. The Offeror has a continuing obligation to the UCRC to disclose conflicts of interest during the solicitation or, if awarded a contract, throughout the duration of the contract.

4. Failure to Disclose. If the Offeror was aware of a potential conflict of interest prior to award, or discovered an actual or potential conflict after award and did not disclose, or misrepresented, relevant information to the contracting officer, the UCRC may terminate the contract for default, or pursue such other remedies as may be permitted by law or equity.

By signing below, the Offeror certifies that the information contained in this form is accurate to the best of its knowledge and that the Offeror agrees to comply with the requirements herein. By signing below, the Offeror further acknowledges its continuing obligation to the UCRC to disclose, as soon as practicable, conflicts of interest to the UCRC, through the Contract Manager, during the solicitation phase or, if awarded a contract, at any time a conflict of interest arises throughout the duration of the contract.

Signed:

_____ Title:

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Name: _____ Date:

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ATTACHMENT 1

Description of Conflict of Interest: Please identify all relevant facts relating to past, present, or planned interest(s) of the Offeror's team (including subcontractors, etc.) that may result in, or could be perceived as, a conflict of interest in connection with this solicitation. Please attach additional pages, as necessary.