

## **Request for Qualifications – Engineering Services**

### **Overview:**

Minnehaha Creek Watershed District (MCWD) Engineer shall assist in an ongoing process of setting and implementing the water management parameters within which the District will operate by:

- Identifying the technical consequences of choices;
- Discuss alternative solutions;
- Educate the Board and staff about the technical and regulatory issues involved; and
- Inform the District Administrator or project managers of the consequences of decisions that may affect natural resources within the District.

In this function, District Engineer shall routinely review and assess District water management plans, studies, capital programs and procedures to consider, among other things, whether they are 1) consistent with acceptable engineering practices, 2) achieve District goals, and 3) likely to produce positive, cost effective outcomes.

The District Engineer shall possess considerable experience in 1) watershed/natural resource planning and engineering, 2) construction management, 3) municipal/governmental permitting and land use regulation as it applies to watershed programs and projects, 4) hydrologic, hydraulic, and pollutant modeling, 5) Federal, state, and regional programs related to watershed and natural resource management, 6) limnology, 7) groundwater and hydro-geology, and 8) public involvement.

### **Scope of Services**

#### General Engineering Services on Retainer

The MCWD Engineer shall assist in an ongoing process of setting and implementing the water management parameters within which the District will operate by:

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- Discuss alternative solutions;
- Educate the Board and staff about the technical and regulatory issues involved; and
- Inform the District Administrator or project managers of the consequences of decisions that may affect natural resources within the District.

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Retainage shall also provide for:

1. The preparation for and attendance at any Board or Committee meeting of the MCWD, including the review of relevant correspondence or agenda materials in connection with said meetings and any advice and opinions rendered therein;
2. Advice or response to routine questions from Board members or staff to assure

- that watershed activities are carried out in accordance with sound engineering and natural resource management standards and practices.
3. The retention of copies of plans, studies, data and other documents and the retrieval of said documents that are considered “active” or that have been archived for 5 years or less.
  4. Other activities as negotiated under contract.
  5. Maintain a duplicate set of all studies, plans, designs, and other documents relating to issues of concern to the District.

### **Understanding of State, Regional and Local Government and Watershed Management**

1. The District Engineer will maintain a current understanding of issues relative to District policies, projects, or programs.
2. The District Engineer will demonstrate a current understanding of watershed and natural resource management.
3. The District Engineer shall be aware of state and regional plans and priorities related to watershed and natural resource management.
4. The District Engineer will possess a high professional regard among his/her peers.

### **Additional Services**

Upon written request of the District Administrator or his/her designee, The District Engineer shall provide the following additional services:

1. Review and comment on plans, studies, designs, and other documents prepared by other engineering consultants.
2. The preparation of studies, plans, and designs to implement activities identified in the MCWD Water Management Plan.
3. Construction and/or Project management.
4. Water quality and flow monitoring, data analysis and repair and calibration of water monitoring equipment.
5. Assist staff with permit review and compliance issues.
6. All other engineering services he/she is qualified to provide and authorized by the District Administrator.

### **District Policy Relating to Member Communities and Other Governmental Jurisdictions**

It is the Policy of the District that District Consultants may not simultaneously represent governmental jurisdictions fully or partially located within the District without prior written approval from the District Administrator.

### **District Policy Related to Non-Discrimination**

In performing the Services, CONSULTANT will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is

protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.

**Submittal Requirements (please limit your response to 10 pages or less):**

1. A summary of your firm's experience and expertise to meet the requirements outlined in the Scope of Services.
2. The names and qualifications of engineers and scientists that may be working on MCWD projects/programs.
3. A list of other staff, their qualifications and a description of the type of activities they will do on behalf of the MCWD.
4. A list of sub-consultants, their qualifications and a description of the type of activities they will do on behalf of the MCWD.
5. The proposed fee structure including those charged by sub-consultants.