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<b>Title:</b>	Authorization to Release the Request for Proposals for Engineering and Design Services for Annual Stormwater Pond Survey and Maintenance	
<b>Resolution number:</b>	23-033	
<b>Prepared by:</b>	Name: Josh Wolf Phone: 952-641-4588 jwolf @minnehahacreek.org	
<b>Reviewed by:</b>	Name/Title: Tiffany Schaufler, Senior Project Maintenance Coordinator	
<b>Recommended action:</b>	Board authorization to release a request for proposals for engineering and design services for 2023-2024 Stormwater Pond Survey and Maintenance.	
<b>Schedule:</b>	June 12, 2023: Release request for proposals July 11, 2023: Proposals due July 27, 2023: Award engineer and design contract	
<b>Budget considerations:</b>	Fund name and code: Project Maintenance & Land Management, 2-2003 Fund budget: \$970,543.00 Expenditures to date: \$1,707,587.50 Requested amount of funding: N/A	
<b>Past Board action:</b>	Res # 20-023	Authorization to Execute a Contract with Wenck for 2020 Stormwater Pond Annual Survey and Maintenance
	Res # 21-021	Authorization to Execute a Contract for 2021 Annual Stormwater Pond Maintenance
	Res # 22-046	Authorization to Execute a Contract to Analyze MCWD Stormwater Pond Survey Data and Develop Maintenance Recommendations

**Summary:**

The Minnehaha Creek Watershed District (MCWD) is responsible for the inspection and/or maintenance of 26 stormwater ponds through ownership or cooperative agreement with its partner communities. Inspection and maintenance of these facilities is necessary to ensure that the ponds function as designed and continue to accrue their designed water resource benefit. The MCWD Board of Managers has an established policy that dictates cyclical investigation and maintenance of its stormwater management infrastructure to ensure the long-term water quality and water quantity function of the systems.

In 2010, the Project Maintenance and Land Management Program (PMLM) recommended pond sediment surveys of six to eleven ponds each year on a three-year rotation in order to adhere to the policy established by the Board. To conduct this work, the PMLM program budgets annually to perform sediment surveys on a certain number of ponds. Since 2010, Stantec (formerly Wenck) has performed over 90 sediment surveys on the 26 stormwater ponds that MCWD is responsible for inspecting and/or maintaining. Generally, this means that each stormwater pond has been surveyed by Stantec three or four times over the past 12 years and has resulted in a considerable dataset. To utilize that dataset, in

July 2022, the Board authorized a contract with Stantec to review MCWD stormwater pond data and use that data to inform a MCWD Stormwater Pond Maintenance Plan that identifies a 20-year schedule for sediment surveys, pond maintenance, and cost estimates to perform pond maintenance.

At the June 8, 2023 Board Meeting, staff shared the preliminary results of the MCWD Stormwater Pond Maintenance Plan, including recommendations for scheduling future sediment survey and pond maintenance. The MCWD Stormwater Pond Maintenance Plan identifies that Twin Lakes Park Pond (near Twin Lakes in St. Louis Park) and Amelia Pond (near Lake Nokomis in Minneapolis) are estimated to have lost 50% of their wet volume and therefore require maintenance.

**Engineering and Design Services Request for Proposals:**

In order to implement maintenance at Twin Lakes Park Pond and Amelia Pond, a request for proposals (RFP) for engineering and design services has been drafted. At the June 8, 2023, MCWD Board Meeting, staff will present the draft RFP for Board consideration. The RFP includes tasks to perform sediment surveys, technical reporting, creation of project plans and bidding documents, permitting support, bidding support, and construction observation services.

If authorized, the RFP will be open for approximately five weeks, with an anticipated release date of June 12, 2023, and a submittal deadline of July 11, 2023. The proposals will be evaluated by MCWD staff. Staff anticipates seeking Board approval of the consultant selection and design contract at the July 27, 2023, MCWD Board Meeting.

**Supporting documents (list attachments):**

- DRAFT Request for Proposal for Engineering and Design Services for 2023-2024 Stormwater Pond Survey and Maintenance



**RESOLUTION**

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**Resolution number:** 23-033

**Title:** Authorization to Release the Request for Proposals for Engineering and Design Services for Annual Stormwater Pond Survey and Maintenance

WHEREAS the Minnehaha Creek Watershed District (MCWD) engages in regional capital improvement projects as described in its Water Resources Management Plan;

WHEREAS the MCWD has a policy that dictates cyclical investigation and maintenance of its stormwater management infrastructure and conducts pond sediment surveys on the 26 regional ponds that MCWD is responsible for inspecting and maintaining;

WHEREAS the Project Maintenance and Land Management (PMLM) Program annually plans and budgets for this effort in accordance the PMLM Maintenance Plan;

WHEREAS, the PMLM Maintenance Plan recommends two ponds for survey and maintenance during 2023-2024: Twin Lakes Park Pond and Amelia Pond;

WHREAS, the next step in stormwater pond maintenance project development is the issuance of a request for proposals for engineering and design services.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the administrator to release the request for proposals for engineering and design services for 2023-2024 stormwater pond survey and maintenance, with any further limited changes, in his discretion and on the advice of MCWD legal counsel.

Resolution Number 23-033 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: 6/8/2023

\_\_\_\_\_  
 Secretary Date: \_\_\_\_\_



**DRAFT - REQUEST FOR PROPOSALS**

**Engineering and Design Services for 2023-2024 Stormwater Pond**

**Survey and Maintenance**

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**Scope of Work Report**

**General Background**

The Minnehaha Creek Watershed District (District) is seeking a qualified consultant to provide survey and engineering services for a subset of stormwater ponds that it operates and maintains. The District has established a policy which dictates cyclical investigation and maintenance of the 26 stormwater ponds the District maintains, either as its own facilities, or through cooperative agreement. Stormwater ponds which have lost 50% wet volume due to sediment accumulation are no longer functioning as designed. Therefore, when wet volume capacity has been reduced by said amount (approximately 50%) the consultant recommends the pond for maintenance dredging the following winter.

The selected consultant will be required to enter into agreement terms as substantially set forth in the contract template, **Attachment A** of this document. The submittal requirements and timeline can be found on page six of this Request for Proposals (RFP).

**Project Description**

The selected consultant will perform sediment surveys for two stormwater ponds located within the District (see below table). The basin survey must identify sediment depth to determine percent wet volume lost to sediment accumulation. Stormwater ponds determined to have a loss of 50% or more wet volume are recommended for maintenance by the consultant.

Stormwater ponds that are found to require maintenance must undergo sediment sampling and analysis to inform the proper disposal parameters as outlined by the MPCA (Managing Stormwater Sediment Best Management Practices Guidance manual, Section 2). These requirements are further detailed in **Appendix A and B** of the MPCA’s manual (Attachment B).

The consultant must prepare a technical report which utilizes text, maps, tables, and other graphic representation to summarize methods, survey data, capacity calculations, sediment sampling collection methods and results, analysis, and conclusions/recommendations.

Stormwater ponds identified for maintenance require the development of design plans, bid documents, and construction observation for winter (2023-2024) maintenance dredging.

The project, at a minimum, requires basin surveys and results summarized in a technical memo, outlined as Tasks 1 and 3 of the project deliverables. Task 2, sediment sampling, and analysis, and Task 4, development of design plans, bid documents, and construction observation are contingent upon a recommendation for maintenance as determined by basin surveys (Task 1).

**Project Deliverables (Contract Services)**

**Task 1:** Survey two stormwater ponds, as identified by District staff, for sediment depth to determine percent wet volume lost to sediment accumulation. Survey inlet and outlet structures located above the water surface and any observable subsurface structures as part of the survey.

Pond Name	Approximate Address	City
Twin Lakes Park	4750 W 26 <sup>th</sup> St.	St. Louis Park
Amelia – Nokomis	1501 54 <sup>th</sup> St E	Minneapolis

Stormwater pond As-Builts with identified access areas are provided as Attachment C.

Locations of stormwater ponds are provided as Attachment D.

**Task 2:** Prepare a technical report that, at a minimum, details the following:

- Sediment surveys
  - Methodology
  - As-built volume
  - Survey volume
  - Accumulated sediment volume
  - Remaining capacity (volume)
  - Text and graphic results for all ponds
    - Sampling locations
    - Transects
    - Sediment depth
- Analysis and conclusion
  - Recommendation for maintenance
    - Disposal requirements
    - Disposal facility locations
    - Estimated disposal cost per cubic yard
- Additional information found pertinent to the effective communication and delivery of results

**Task 3:** Prepare site design plans, bid documents, and construction observation services for maintenance dredging of identified ponds. Provide a cost estimate to prepare the following design services for a single pond maintenance dredging. The District assumes that the identified costs for preparing the design, bid and construction observation services is apropos to each pond identified as requiring maintenance. For example, if two ponds are recommended for maintenance, the District assumes the proposal costs for completing this task will be multiplied by two.

## Design

- Data collection
  - review project resources provided as attachments to this RFP
  - collect additional survey data and site condition information as needed to develop site plans and biddable construction documents
  
- Preliminary Engineering and Design Draft Report
  - Prepare 60% Preliminary Engineering and Design Draft Report suitable for review by District staff, the MCWD Board, and regulatory agencies.
  - Plan sheets shall include:
    - Title Sheet with Location Map
    - Topographic Survey
    - Statement of Estimated Quantities
    - Removal Plan
    - Construction Notes
    - Stormwater Pollution Prevention Plan
    - Grading and Drainage Plan
    - Erosion Control Plan & Details
    - Site Details
    - Restoration Planting Plan
  - Provide preliminary opinion of probable costs
  - Assumptions:
    - Designs must meet the technical standards and requirements of all relevant review agencies
    - Consultant will submit Preliminary Engineering and Design Draft Report to MCWD for review and approval and meet with MCWD staff to discuss Draft Report and preliminary site plans
  
- Final Engineering and Design Report
  - CONSULTANT will utilize input on the draft report to complete a Final Engineering and Design Report for District staff review. In addition to the elements described in the draft report, the final report will contain the following:
    - Project plans and specifications suitable for construction and regulatory review, including:
      - Title Sheet with Location Map
      - Topographic Survey
      - Statement of Estimated Quantities
      - Removal Plan
      - Construction Notes
      - Stormwater Pollution Prevention Plan
      - Grading and Drainage Plan
      - Erosion Control Plan & Details
      - Site Details
      - Restoration Planting Plan
    - A detailed opinion of probable costs that itemizes the projected

costs of implementation, including mobilization, grading, planting, and erosion control materials

- Permitting
  - Identify all permits required
  - Assist District staff by providing supporting materials for all required permits: plans, exhibits, calculations, etc.
  - Ensure design complies with applicable rules and regulations, including the District's rules for erosion control and wetland protection (as applicable)
  - District staff will lead in preparation and submission of any permits not required to be submitted by the contractor
  - Permits are anticipated to be needed from the following agencies: MN DNR, City of location and/or MPRB, and MCWD.
  
- Design Meetings

CONSULTANT will plan for the following meetings/coordination and provide meeting minutes:

  - Kickoff meeting with MCWD staff
  - Coordination meetings with MCWD, City, and/or MPRB staff
  - Meeting with MCWD staff to review 60% Preliminary Design Report and site plans
  - Meeting with MCWD staff to review 100% Final Design Report and site plans
  - Regular check-in calls/updates with MCWD project manager

## **Bid Documents**

- Construction Bid Documents and Bidding
  - Prepare 100% final, signed plans (including sheets as noted above), technical specifications and quality control
  - Prepare engineer's cost estimate
  - Prepare hard-copy bid specification packages and provide MCWD a PDF and Microsoft Word version of the bid specification package
  - Bid Coordination:
    - Prepare advertisement for bid
    - Prepare for and attend pre-bid meeting
    - Respond to bidder questions and prepare addenda, if necessary
    - Bid opening
    - Tabulate bids and prepare recommendation for contract award
  - Assumptions:
    - District staff will provide the contract portion of the specifications (Division 0). The consultant will update the contract portion with project specific information including bid advertisement. The consultant will prepare the technical specifications including the bid forms and will coordinate with District staff and counsel in review and final revision.

## Construction Observation and Administration

- Provide on-site supervision of contractor for site specific placement of prescribed practices
  - Prepare for and attend pre-construction meetings with MCWD and Contractor
  - Perform construction staking
  - Identify key points of project and observe construction operations at those key points
  - Attend construction meetings as needed over the construction period
  - Perform post-construction survey and provide as-built record drawings and electronic GIS files
  - Contract management: Prepare quantities, pay requests and change orders
  - Attend final inspection and prepare punch list

## Schedule & Budget

- Consultant will identify a Schedule and Budget for each task item and subtask item
- The schedule for construction calls for construction work in the winter of 2023-2024.

## INSTRUCTION TO PROPOSERS

### Submittal Requirements

A response to the RFP is to be submitted to Josh Wolf no later than Noon on July 11, 2023. A digital copy is sufficient, but if you prefer to submit a paper copy please deliver to the District Offices (15320 Minnetonka Blvd., Minnetonka, MN).

No page limit is required, however respondents will be evaluated on clarity and conciseness. Each proposal should include the follow items:

1. Cover Letter – please include a primary point of contact.
2. Project understanding – describe your understanding of the scope of work, the approach that will be used, and your vision for project completion. Identify any additional information the District will need to supply or obtain to enhance your understanding of the project and successfully complete the work, and/or any issues you might anticipate in performing the work.
3. Approach and methodology – describe how you will coordinate with District staff throughout the scope of the project. Provide a detailed description of your approach to the scope of work, including methodology for basin surveys and sediment sampling protocols. If using a subcontractor for analytical laboratory services, provide the name of the facility.
4. Include a description of all anticipated tasks, and any supplemental tasks not described in the RFP. The proposal should include a spreadsheet showing tasks, project team member, and associated hours. The proposal should also include a schedule and cost proposal. Include major assumptions impacting cost and time allocation.
5. Qualifications and experience – Provide an overview of the firm(s), project team members and qualifications. Include descriptions of projects undertaken by the firm(s) and team members similar in nature to the one being proposed. Speak to the team’s availability to deliver the



project on time and on budget.

6. References – Provide three recent references for your proposed principal team members, including name, title, role in referenced work, address, phone number, and email address.

## **Timeline**

A review committee led by the project manager, District Senior Project Maintenance Coordinator, Tiffany Schaufler, along with the Project and Land Program Manager, Josh Wolf, and other select staff will evaluate proposals and recommend a consultant to the District Board of Managers, which will make the contract award.

The anticipated timeline for the proposal review process, which is subject to change, is as follows:

June 23, 2023	Deadline for questions and information requests due 4:00 PM
July 11, 2023	Proposal submittals due at 12:00 PM (Noon)
July 27, 2023	MCWD Board Meeting – Consultant selection and contract approval

## **Selection Criteria**

### *Methodology*

1. Project understanding: The consultant understands the scope, goals and requirements of the project; is familiar with and experienced in application of the MPCA Guidance Manual and must be willing to work closely with District staff.
2. Completeness and specificity: The proposal concisely and comprehensively explains what the consultant will do to meet all facets of the project, including a project schedule.
3. Identification of needs: The proposal outlines what resources will be required to complete the tasks, including District staff time, additional information, etc.

### *Experience*

1. Expertise and experience with stormwater pond assessment, function and maintenance
2. Project team has a proven track record for completing projects on time and within budget.
3. Project team has demonstrated ability to bring project from design through construction.

### *Cost*

1. Fee structure: The proposal must clearly outline the fees and costs to complete all aspects of this project. Include hourly rates for each project team member along with hours for each task, and analytical costs. The final fee structure and contract price are subject to negotiation.
2. Analytical cost is to be actual cost and is not to include an administrative markup.

## **Contact**

Any questions, information requests, and response submittals should be directed to Josh Wolf, 952-641-4588 or [jwolf@minnehahacreek.org](mailto:jwolf@minnehahacreek.org)

**Attachment A:** Contract Template

**Attachment B:** Managing Stormwater Sediment Best Management Practices Guidance manual, including Appendices A and B

**Attachment C:** Stormwater pond As-Builts with identified access areas

**Attachment D:** Stormwater pond locations and access points

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## DISCLOSURES

### **Non-Binding**

The District reserves the right to accept or reject any or all responses, in part or in whole, and to waive any minor informalities, as deemed in the District's best interests. In determining the most advantageous proposal, the District reserves the right to consider matters such as, but not limited to, consistency with the District's watershed management plan goals and the quality and completeness of the consultant's completed projects similar to the proposed project.

This RFP does not obligate the respondent to enter into a contract with the District, nor does it obligate the District to enter into a relationship with any entity that responds, or limit the District's right to enter into a contract with any entity that does not respond, to this RFP. The District also reserves the right, in its sole discretion, to cancel this RFP at any time for any reason.

Each respondent is solely responsible for all costs that it incurs to respond to this RFP and, if selected, to engage in the process including, but not limited to, costs associated with preparing a response or participating in any interviews, presentations or negotiations related to this RFP.

### **Right to Modify, Suspend, and Waive**

The District reserves the right to:

- Modify and/or suspend any or all elements of this RFP;
- Request additional information or clarification from any or all respondents
- Allow one or more respondents to correct errors or omissions or otherwise alter or supplement a proposal;
- Waive any unintentional defects as to form or content of the RFP or any response submitted.

Any substantial change in a requirement of the RFP will be disseminated in writing to all parties that have given written notice to the District of an interest in preparing a response.

### **Disclosure and Disclaimer**

This RFP is for informational purposes only. Any action taken by the District in response to proposals made pursuant to this RFP, or in making any selection or failing or refusing to make any selection, is without liability or obligation on the part of the District or any of its officers, employees or advisors. This RFP is being provided by the District without any warranty or representation, expressed or implied, as to its content, accuracy or completeness. Any reliance on the information contained in this RFP, or on any communications with District officials, employees or advisors, is at the consultant's own risk.

Prospective consultants must rely exclusively on their own investigations, interpretations and analysis in connection with this matter. This RFP is made subject to correction of errors, omissions, or withdrawal without notice.

The District will handle proposals and related submittals in accordance with the Minnesota Data Practices Act, Minnesota Statutes §13.591, subdivision 3(b).