



Title:	Authorization to Contract for Engineering and Design Services for 2023-2024 Stormwater Pond Survey and Maintenance	
Resolution number:	23-043	
Prepared by:	Name: Josh Wolf Phone: 952-641-4588 jwolf@minnehahacreek.org	
Reviewed by:	Name/Title: Tiffany Schaufler, Senior Project Maintenance Coordinator	
Recommended action:	Authorization to enter into a contract with Stantec Consulting for engineering, design services, and construction oversight for stormwater pond annual survey and maintenance.	
Schedule:	September 2023 – Sediment surveys and sampling complete October 2023 – Technical report complete November 2023 – February 2024 – Design, bid, and construction oversight	
Budget considerations:	Fund name and code: Project Maintenance & Land Management, 2003-4340 Fund budget: \$970,543.00 Expenditures to date: \$1,293,685.86 Requested amount of funding: Proposed fee + 10% contingency	
Past Board action:	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
	Res # 23-033	Authorization to Release the Request for Proposals for Engineering and Design Services for Annual Stormwater Pond Survey and Maintenance

Summary:

The Minnehaha Creek Watershed District (MCWD) is responsible for the inspection and/or maintenance of 26 stormwater ponds through ownership or cooperative agreements with its partner communities. The MCWD Board of Managers has established a policy that dictates cyclical investigation and maintenance of its stormwater management infrastructure to ensure the long-term water quality and water quantity function of these systems.

In 2010, the Project Maintenance and Land Management (PMLM) Program recommended pond sediment surveys of six to eleven ponds each year on a three-year rotating basis to adhere to the policy established by the Board. Following the recent completion of MCWD's Stormwater Pond Data Analysis, a 20-year schedule was developed, and ponds are now

selected for survey and maintenance based off historical data and a calculated sedimentation rate for each pond. This maintenance is necessary to ensure stormwater ponds are functioning as designed and continue to accrue their designed water resource benefit.

Best management practices indicate that a stormwater pond should be dredged when 50% of its wet volume is filled. Utilizing results from MCWD's Stormwater Pond Data Analysis the MCWD Stormwater Pond Maintenance Plan identifies that Twin Lakes Park Pond and Nokomis-Amelia Pond are estimated to have reached this threshold and require maintenance.

On June 6, 2023, the Board authorized the release for a Request for Proposals (RFP) for engineering and design services for annual stormwater pond survey and maintenance.

Stormwater Pond Survey and Maintenance Engineering and Design Services RFP:

Scope of Services

On July 7, 2023, MCWD released a RFP for engineering and design services for 2023-2024 stormwater pond survey and maintenance. This RFP included the following engineering and design services tasks:

1. Perform sediment surveys
2. Prepare a technical report on sediment surveys and analysis
3. Development of design plans, construction documents, and permitting support
4. Development of bid documents and bid support
5. Construction administration and observation services
6. Optional Task: Collect and analyze sediment samples

The deadline for submitting a proposal was July 28, 2023. MCWD received proposals from three firms: Geosyntec Consultants, Moore Engineering, Inc., and Stantec Consulting.

Proposal Evaluation

In the RFP, firms were advised that MCWD would select a consultant on the basis of proposed methodology, experience, and cost. The Board may consider these factors as it deliberates and selects a consultant for the work on the basis of its judgement. The proposals were evaluated by a team of MCWD staff, who evaluated the firms based on project understanding, methods and approach, team composition and experience, and cost.

Recommendation

Based on the evaluation of proposals and the selection criteria, staff is recommending Stantec Consulting be selected as the consultant awarded the contract for services detailed in the Stantec Consulting proposal which was provided in an email to the Board of Managers.

Stantec Consulting demonstrated a high-level understanding of the technical methodology and engineering expertise through a concise and well-written proposal. The Stantec team brings extensive stormwater pond management experience and a demonstrated ability to deliver on a pond maintenance project approach that could be applied to future pond maintenance needs throughout the watershed.

In accordance with Minnesota Statutes §13.591, subdivision 3(b), the submitted proposals will not be part of the public record until the contract has been executed. A copy of the three submitted proposals will be distributed to the Board for review via email prior to the August 10, 2023 meeting.

At the August 10, 2023 MCWD Board Meeting, staff will seek authorization for the Administrator to negotiate and executed a contract with Stantec Consulting for the proposed fee, and authorization for the Administrator to issue change orders in the amount of 10% of the contract value.



RESOLUTION

Resolution number: 23-043

- Title:** Authorization to Contract for Engineering and Design Services for 2023-2024 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 Program (PMLM) annually budgets for this effort in accordance with the PMLM Maintenance Plan;
- WHEREAS, utilizing MCWD's Stormwater Pond Data Analysis, the two ponds recommended for survey and maintenance in 2023-2024 are Twin Lakes Park pond and Nokomis-Amelia pond;
- WHEREAS, on June 6, 2023, the MCWD Board of Managers authorized staff to release a request for proposals (RFP) for engineering and design services for annual stormwater pond survey and maintenance;
- WHEREAS, on July 7, 2023, MCWD solicited proposals from a pool of consultants to perform stormwater pond maintenance including sediment surveys, technical reporting, creation of project plans and bidding documents, permitting support, bidding support, and construction observation services for the two ponds;
- WHEREAS, in response to the RFP, MCWD received proposals from Geosyntec Consultants, Moore Engineering, Inc., and Stantec Consulting, which MCWD staff have evaluated based on project understanding, methods and approach, team composition and experience, and cost;
- WHEREAS, based on its evaluation, staff recommends the selection of Stantec Consulting as their proposal articulated a high-level understanding of the technical methodology and engineering expertise for stormwater pond maintenance and provided a pond maintenance project approach that could be applied to future projects throughout the watershed;
- WHEREAS, the Board of Managers finds that the evaluation has been thorough and properly structured and that the work proposed by Stantec Consulting is demonstrated to be competitive and within budget.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorize the Administrator, on advice of MCWD legal counsel, to enter into contract with Stantec Consulting for engineering and design services for 2023-2024 stormwater pond survey and maintenance, in an amount set for in the proposal, including the optional task for collecting and analyzing sediment samples, and authorizes the Administrator to execute change orders in his discretion up to an additional 10 percent, in aggregate, of the contract amount.

Resolution Number 23-043 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 8/10/2023

_____ Date: _____

Secretary

DRAFT