



**Title:** Authorization to Release Request for Proposals for Engineering Services

**Resolution number:** 23-052

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**Reviewed by:** Name/Title: James Wisker, District Administrator

**Recommended action:** Board authorization to release RFP

**Summary:**

Under Minnesota Statute 103B.227 a Watershed District is required to solicit interest via an open request for proposals (RFP) process for professional or technical consultant services at least every two years. The Minnehaha Creek Watershed District's current Engineering Services consultant contract expires on December 31, 2023 and requires a new RFP process. The RFP to be posted to the District website, posted on the League of Minnesota Cities website and distributed to District contacts is attached.

RFP Timeline

The anticipated timeline for the RFP process is as follows:

Board Approval of RFP release: September 14, 2023  
RFP Posted/Distributed: September 15, 2023  
Proposals Due: October 16, 2023  
Staff Review / Interview(s): October 17 – November 22, 2023  
Recommendation to Board: December 14, 2023  
Contract Negotiation and Execution: December 15-29, 2023

**Supporting documents (list attachments):**

RFP



**RESOLUTION**

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Resolution number: 23-052

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WHEREAS Under Minnesota Statutes 103B.227 at least every two years watershed districts are required to solicit interest proposals for professional services before retaining the services of a consultant; and

WHEREAS the professional services contract for the engineering services consultant expires on December 31, 2023; and

WHEREAS staff has prepared the Request for Proposals (RFP) for an Engineering Services Consultant; and

WHEREAS the Board has reviewed the RFP and scope of services.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes staff to release the request for proposal for engineering services.

Resolution Number 23-052 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: September 14, 2023.

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

## **Minnehaha Creek Watershed District**

### **Request for Proposal**

### **Engineering Services**

The Minnehaha Creek Watershed District (MCWD or the District) believes that water is a central organizing element in the development of sustainable cities. We know that our lakes, streams, and wetlands have the power to underpin community identity, and grow social, environmental, and economic value. This is why we are dedicated to building a landscape of vibrant communities where nature and the built environment exist in balance and create value and enjoyment. We are pursuing a vision of A Balanced Urban Ecology through public-private partnerships that protect and improve water, while creating a sense of place within the watershed.

#### **Overview**

MCWD is seeking proposals for a District Engineer to assist in the ongoing process of setting and implementing the water management parameters within which the District operates.

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
8. Public involvement

#### **Scope of Services**

##### General Engineering Services on Retainer

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

1. Identifying the technical consequences of choices;
2. Discuss alternative solutions;
3. Educate the Board and staff about the technical and regulatory issues involved; and
4. 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, and 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.

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. In-office one day per week to assist with addressing staff questions, discussing project trade-offs or choices, and providing technical guidance on activities of the District.
3. 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.

#### 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; construction and/or project oversight.
4. Water quality and flow monitoring, fisheries assistance, data analysis and repair and calibration of water monitoring equipment.
5. Assist staff with permit review, applicant communications, and compliance issues.
6. Project operation and maintenance review and assistance.
7. Public engagement assistance and material development.
8. Attendance as needed/requested at District partner opportunity meetings.
9. All other engineering services he/she is qualified to provide and authorized by the District Administrator.

#### **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.

#### **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):**

Proposals shall be submitted electronically to [admin@minnehahacreek.org](mailto:admin@minnehahacreek.org) by 4:00 p.m. on October 16, 2023. Proposals shall include the following:

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.