

MEETING DATE: February 23, 2017

TITLE: Authorization to Contract with Wenck Associates and LHB for Final Plan Drafting and Graphic Services for the 2017 Water Resources Management Plan

RESOLUTION NUMBER: 17-015

PREPARED BY: Michael Hayman

E-MAIL: mhayman@minnehahacreek.org

TELEPHONE: 952-471-8226

REVIEWED BY: Administrator Counsel Program Mgr. (Name): _____
 Board Committee Engineer Other

WORKSHOP ACTION:

| | |
|--|---|
| <input type="checkbox"/> Advance to Board mtg. Consent Agenda. | <input type="checkbox"/> Advance to Board meeting for discussion prior to action. |
| <input type="checkbox"/> Refer to a future workshop (date): _____ | <input type="checkbox"/> Refer to taskforce or committee (date): _____ |
| <input type="checkbox"/> Return to staff for additional work. | <input type="checkbox"/> No further action requested. |
| <input checked="" type="checkbox"/> Other (specify): <u>Requesting approval at February 23, 2017 Board meeting</u> | |

PURPOSE or ACTION REQUESTED:

Authorization to execute two contracts for final drafting, graphical content and plan layout of the 2017 Water Resources Management Plan (WRMP or Plan):

1. Contract with Wenck Associates for an amount not to exceed \$13,200 for support in completing subwatershed plan drafting and GIS data transmittals for the 2017 WRMP
2. Contract with LHB Corporation for an amount not to exceed \$56,650 for design layout, graphics, mapping, and final document production for the 2017 WRMP

PROJECT/PROGRAM LOCATION: N/A

PROJECT TIMELINE: February 2017-October 2017

PROJECT/PROGRAM COST:

Fund name and number: Planning and Projects, fund 2002

2017 budget for Plan update: \$50,000 – Comprehensive Plan Development
\$295,000 – Six Mile Creek-Halsted Bay Planning

Expenditures to date (contracts): Himle Rapp - \$19,450
Wenck contract - \$68,840
Smith Partners contract - \$38,740

Requested amount of funding: \$69,850 (includes base contracts + 10% contingency)

**DRAFT for discussion purposes only and subject to Board approval and the availability of funds.
Resolutions are not final until approved by the Board and signed by the Board Secretary.**

PAST BOARD ACTION:

July 31, 2014, RBA 14-059, Adoption of a framework for the 2017 Comprehensive Plan update

SUMMARY:

In July 2014, the Board approved a framework for updating its Comprehensive Water Resources Management Plan (Plan). Under this framework, the primary focus for the Plan update is on improving the District's implementation model following the direction established in the Board's *Balanced Urban Ecology Policy* which aims to integrate the District's work with the built environment using the guiding principles of partnership, focus, and flexibility.

The District's Plan will comprise three volumes. The first volume will act as an executive summary of the Plan, outlining the District's new mission and a high-level framework of how the District will achieve that mission. The second volume will contain a synthesis of all pertinent data to be used in identifying specific issues that the District will address to achieve its mission, as well as act as the District library of all studies and data collected past, present and future. The third volume will define measurable goals for implementation and expound upon the District's implementation framework. This framework will outline, in each subwatershed, how the District will execute its partnership approach and pair project and program opportunities with optimal management strategies.

Development of the 2017 Plan consists of the three primary areas of work: (1) the internal strategic planning and program evaluation process, (2) working with the advisory committees (Policy, Technical and Citizen) to develop an implementation framework that supports the District's approach, and (3) updating the technical data and resource inventory. Efforts are nearly complete in all three areas with staff recently shifting its focus toward the drafting of the Plan.

Staff has divided the work of drafting and editing the various sections of the Plan amongst a team of District staff, Wenck Associates, and Smith Partners. A contract with Wenck was approved by the Board in March 2016 under which they drafted the majority of the data volume of the Plan and base water resources portions of each subwatershed plan. Smith Partners' role in Plan drafting is heavily rooted in statutory requirements and maintains a policy focus, including areas such as local water plan requirements, structure of the capital improvement plan, and District procedural requirements.

A critical component in finalizing the 2017 Plan is document layout, mapping and graphic components, and refined subwatershed language. These elements of the Plan were identified in the 2017 work plan with the hope that Six Mile Creek-Halsted Bay efforts would intersect near the completion of Plan drafting.

Accordingly, running concurrently to the Plan development process, District staff developed a planning approach to convene stakeholders within the Six Mile-Halsted Bay subwatershed to develop a strategic and integrated capital improvement plan as a more robust subchapter of the Plan update. In June 2016 the Board approved the first phase contract with LHB and Hart Howerton to initiate Six Mile-Halsted Bay plan development. At that time the Board also instructed staff and the consultant team to refine the scope of work for phase 2 and phase 3 to identify critical components and reduce the budget from the current proposal.

The Six Mile-Halsted Bay planning process has not only resulted in mapping and implementation strategies, the community involvement has generated support for a shared regional vision and long term coordination under the District's partnership model. This success has resulted in a realization that much of the phase 2 and phase 3 work proposed in the original subwatershed process can be integrated into the final plan development process for the 2017 Comprehensive Plan, hence the inclusion of Six Mile Creek-Halsted Bay planning funds that were previously earmarked for future subwatershed work.

To complete the remaining components that will finalize the Plan document, staff is requesting authorization to retain the services of Wenck Associates and LHB. Wenck's work will focus on data compilation and transmittal (GIS services) and final drafting services for up-to seven subwatershed areas. LHB will provide final design, document layout, graphical content and mapping services for the entire 2017 Plan document.

The cost for the combined scope of work, including a 10% contingency, is \$69,850, which is within the combined planning budgets for comprehensive plan services and Six Mile Creek-Halsted Bay drafting services. Wenck and LHB are uniquely qualified for this role based on their history of work with the District, including recent involvement in the development of the 2017 Plan, the Six Mile Creek-Halsted Bay subwatershed planning process, and a deep knowledge of the District's programs and policies.

Staff recommends Board authorization to execute two contracts for final drafting, graphical content and plan layout of the 2017 Plan:

1. Contract with Wenck Associates for an amount not to exceed \$13,200 for support in completing subwatershed plan drafting and GIS data transmittals for the 2017 WRMP
2. Contract with LHB Corporation for an amount not to exceed \$56,650 for design layout, graphics, mapping, and final document production for the 2017 WRMP

ATTACHMENTS:

1. Wenck Associates scope of services
2. LHB scope of services

RESOLUTION

RESOLUTION NUMBER: 17-015

TITLE: **Authorization to Contract with Wenck Associates and LHB for Final Plan Drafting and Graphic Services for the 2017 Water Resources Management Plan**

WHEREAS, the District is in the process of updating its Comprehensive Water Resources Management Plan (Plan); and

WHEREAS, on July 31, 2014, the Board approved a framework for updating the Plan that identified the primary focus of improving the District's implementation model following the direction established in the Board policy, *In Pursuit of a Balanced Urban Ecology in the Minnehaha Creek Watershed*; and

WHEREAS, staff has developed a scope of work to obtain assistance from Wenck Associates to complete subwatershed plan drafting and GIS data transmittals for the Plan; and

WHEREAS, staff has developed a scope of work to obtain assistance from LHB Corporation for design layout, graphics, mapping, and final document production for the Plan; and

WHEREAS, District governance policies state that the District administrator shall not purchase professional services in excess of \$25,000 without obtaining written quotes or bids, or utilizing a Qualification Based Selection process;

WHEREAS, a waiver of this policy is appropriate in that LHB is uniquely qualified for this role based on its history of work with the District, including recent involvement in the development of the 2017 Plan, the Six Mile-Halsted Bay subwatershed planning process, and a deep knowledge of the District's programs and policies;

NOW, THEREFORE, BE IT RESOLVED that the MCWD Board of Managers hereby authorizes the District Administrator to execute a contract with Wenck Associates for drafting and GIS assistance with the Comprehensive Plan for an amount not to exceed \$13,200;

BE IT FURTHER RESOLVED that the Board of Managers authorizes the District Administrator to execute a contract with LHB Corporation for design layout, graphics, mapping, and final document production of the Comprehensive Plan for an amount not to exceed \$56,650.

Resolution Number 17-015 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date: _____

Proposal



Responsive partner.
Exceptional outcomes.

To: Michael Hayman, Planner – Project Manager, Minnehaha Creek Watershed District

From: Chris Meehan, P.E., CFM, Wenck Associates, Inc.

Date: February 16, 2017

Subject: Comprehensive Plan Assistance Scope of Services

This proposal is to provide services in support of the District completing its Comprehensive Watershed Management Plan. The scope of services is focused on two outcomes:

1. Complete seven subwatershed plans which will be incorporated into the District's Volume 3 – Implementation Plan
2. Provide GIS shapefiles and data for all subwatershed plans which support the development of figures to be incorporated into Volume 3 of the plan.

A summary of the scope of services, budget and schedule are outlined below.

SCOPE OF SERVICES

1. SUBWATERSHED PLANS

Wenck Associates, Inc. (Wenck) will write seven subwatershed plans based on the template developed by MCWD for the Minnehaha Creek, Long Lake, Six Mile Creek, and Schutz Lake subwatersheds. We understand the plans are meant to be an overview of activities within the watershed. The outline will follow the following format:

1. Introduction
2. Regional Water Frame
3. Regional Land Use Frame
4. Water Resource Management Unit
5. Local Priorities, Plans, and Opportunities
6. Implementation

Wenck will leverage existing material generated for the plan to populate the subwatershed plans and focus the subwatershed plans on the Capital Improvement Program and management strategies for the watersheds.

It is assumed the District will review draft plans submitted by Wenck and will consolidate comments into one round of comments. Wenck will then incorporate comments and edits in a final draft.

The outcome of this phase will be subwatershed plans which allow for seamless integration into the plan with the same tone and focus as the template plans provided to Wenck.

Mr. Michael Hayman
Planner – Project Manager
Minnehaha Creek Watershed District
February 16, 2017



2. GIS DATA ASSEMBLY AND TRANSFER

Wenck will provide GIS shapefiles and data as defined by the District. It assumed the District will provide a list of maps, data, and information for each of the subwatershed needed to generate the desired figures for each plan. Wenck will compile the digital information and transmit it electronically to the District. It is assumed that Wenck will provide the same data for all 11 of the subwatershed plans.

The outcome of this task will be compilation of shapefiles and data which will be transmitted to the District for development of figures for the plan.

The associated fee for each service is provided below.

Table 1. Comprehensive Plan Assistance

| Scope of Work | Fee estimate |
|--|---------------------|
| 1. SUBWATERSHED PLANS | \$10,000 |
| 2. GIS DATA ASSEMBLY AND TRANSFER | \$2,000 |
| TOTAL = | \$12,000 |

Each task includes the expected minimum level of effort using the most efficient discounted hourly rates that are currently used by MCWD along with direct expenses covering mileage, survey equipment, etc. It is anticipated the scope of work will be finalized by March 24th assuming authorization by MCWD On February 23rd.

Wenck appreciates the opportunity to provide you with our proposal. If you have any questions or comments regarding this proposal, please call me at (763) 252-6844.

Sincerely,

WENCK ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Chris Meehan', is written over the company name.

Chris Meehan, P.E., CFM
Project Manager



**PERFORMANCE
DRIVEN DESIGN.**
LHBcorp.com

February 15, 2017

Michael Hayman
Minnehaha Creek Watershed District – Planner and Project Manager
15320 Minnetonka Blvd
Minnetonka, Minnesota 55345
952-641-4522
abrown@minnehahacreek.org

MCWD COMPREHENSIVE PLAN DOCUMENT CREATION PROPOSAL/AGREEMENT FOR SERVICES

Dear Michael:

Thank you for asking us to support your staff in assembling the document for the Minnehaha Creek Watershed District (MCWD) Comprehensive Plan. I have very much enjoyed working the MCWD team during the Six Mile Creek Subwatershed planning process and I am excited for this opportunity to work together again. We are excited to support the District's focus on integrating land use planning with water and natural resource improvements by developing a visionary document. Please review the information below and let me know if you have any adjustments.

Based on your outlined needs, we will primarily focus on designing and laying out a graphically compelling and useful document, using written materials, maps, infographics and other materials. The majority of these materials have been or will be created by you and your staff or your consultant, Wenck, with refinement by LHB in some cases. LHB will also provide basic editorial services, including spelling, grammar and punctuation review. We will continue to use Dropbox to share document drafts as we have been doing throughout the Six Mile Subwatershed Planning Project. I believe this will be a fun and collaborative process.

SCOPE OF SERVICES AND WORK PLAN

- **Document Template Creation**
 - Kick-off working session will be held with MCWD and Wenck staff to review project schedule and goals, communication and document sharing methods, review document outline, and begin to establish a graphic document template.
 - LHB will create Microsoft Word and InDesign templates for the document, establishing the basic structure and graphic style of the document, including how text, text boxes, tables, graphics, maps, and other features will be designed.
 - Templates will be provided to MCWD staff and board for review in Word and InDesign formats.
 - LHB will revise the draft templates per comments received, assuming that the MCWD project manager, Michael Hayman, will facilitate one round of review and compile feedback from all internal reviewers.

- **Content Assembly and Creation**

- LHB will coordinate with MCWD and Wenck staff to assemble and organize written content. Written content will be formatted by MCWD and Wenck to match the Word template. Content that has already been written (currently assuming that the Volume 2 and Six Mile Subwatershed plan have already been written, at a minimum), LHB will reformat as necessary.
- LHB will coordinate with MCWD and Wenck staff to finalize graphics as determined during the first phase. The anticipated process is to have a joint meeting to discuss approach, then exchange emails and phone calls during up to two rounds of revision and refinement.
- Maps
 - Minnehaha Creek maps
 - LHB will create two (2) maps for Integrated Area Design
 - Assumed to require more detailed coordination and development with MCWD staff and will primarily be produced in Illustrator (not GIS).
 - Subwatershed maps
 - Assumes similar level of finish/formatting as Six Mile Subwatershed Maps, but a lower level of detail in the management unit/opportunity zone maps.
 - Assumes Wenck will coordinate with MCWD staff to provide draft maps in GIS with appropriate layers, legend titles, and metadata incorporated. LHB will refine colors, finishes, and formatting in GIS and Illustrator.
 - Map Counts (10 subwatersheds @ 4 maps per below, 40 maps total):
 - District overview (based on map from previous Six Mile planning work, requires document reformatting and highlighting of each specific subwatershed)
 - Regional Water
 - Water frame map (1 map)
 - May include: Lakes, streams, wetlands, natural areas
 - Regional land use
 - Current Land Use (1 map)
 - May include: Roads, development, parks, natural areas, general LU
 - Management Units
 - Management units + Opportunity zones (1 map)
 - The management unit maps will tie to and reflect the CIP tables within each subwatershed plan. This will include both specific projects and “basket” management strategies. LHB will work with District staff to develop a compelling approach to visually represent “basket” strategies.
 - Six Mile map refinements:
 - Region Water frame (needs document formatting and potentially minor modifications)
 - Regional Land use (2 maps):
 - Land Use (assumed mostly complete except for document formatting)
 - Parks, Trails, Open Space (assumed mostly complete except for document formatting)
 - Management Units (10 maps total):
 - Combined Constraints map (5 total) – finer detail water resources + slope, buffers, others?
 - Opportunity Zones (assume 1/mgmt. unit; some Wenck inputs but mostly LHB) – integrated area designs demonstrating

water/LU integration; will require higher level of interpretive graphic development

- Infographics
 - Minor modifications may be needed to infographics already produced for the comp plan brochure, including:
 - Layering diagram (pg. 3)
 - Venn diagram (pg. 5)
 - Community works (provided by client)
 - 1 additional, TBD
 - Infographic for Volume III front-end implementation plan
 - LGU coordination framework
 - 2 additional, TBD
 - Infographic to visually demonstrate regional water frame
 - Visual demonstration of issues, drivers strategies (1 per subwatershed, 11 total)
 - Assumes that MCWD and/or Wenck will provide the data and background information and that LHB will do graphic design and layout for each.
- All maps and infographics are assumed to require one round of review by MCWD staff and revision.
- **Document creation**
 - The document will consist of three volumes, to include:
 - Volume I: Executive Summary
 - High quality InDesign layout
 - Volume II: Data Inventory
 - Text/graphics complete (Wenck)
 - Moderate effort layout, using an InDesign cover and a Word Document for content formatted to coordinate with (but not necessarily match exactly) Volumes I and III.
 - Volume III: Subwatershed Plans
 - One (1) front-end implementation plan (layout)
 - 11 subwatershed plans
 - High quality InDesign layout
 - Accompanying word documents for easy comp plan amendments
 - CIP Table layout and formatting
 - District is required per statute to include a table detailing project scope and cost. The table inputs will be reflected in the planning unit/opportunity zone maps
 - LHB will provide very limited general written content, such as introductory paragraphs, reference/and filler content relating themes of the plan to other parts of the document. Content developed by LHB will remain general in nature and supportive to majority of content developed by staff.
 - LHB will organize graphics and written materials into the template structure.
 - A draft document in PDF format will be provided to MCWD staff for review. This draft document will anticipate that the final draft will be distributed as both a printed 8x11 hardcopy as well as an online document with interactive links.
- **Revisions and Refinements**
 - LHB will revise the draft document per comments received, assuming that the MCWD project manager will facilitate one round of review and compile feedback from all internal reviewers.
 - LHB will edit the final draft written content for spelling, grammar, and punctuation only.
 - A final draft document will be provided on April 28, 2017, followed by a 60-day review, further revision a 90-day state review, final revisions, and a final document.

- LHB will make revisions as required to respond to public comments and review by elected officials and other stakeholders during the review process. MCWD staff will collate and review comments and provide a single red-lined version to LHB for a single round of revision at each milestone.
- A final document in PDF format with a package of all supporting InDesign, Word, and graphic files will be provided for formal adoption.

SCHEDULE

- Authorized to begin work: February 13, 2017
- Kick-off session (or two four-hour sessions): week of February 13, 2017
- Draft template for review: February 20, 2017
- Draft template to MCWD board: February 23, 2017
- Final template for use: March 3, 2017
- All content received by LHB: March 27, 2017 (assumes that content will be provided earlier whenever possible, assumes that Volume II will be provided immediately)
- Draft document for staff review: April 7, 2017 (Volume II may be provided earlier if content is readily available)
- Comments received from MCWD staff: April 14, 2017
- Draft document for public comment period: April 28, 2017
- Comments from 60-day public review period received from MCWD staff: June 30, 2017
- Draft document for state comment period: July 14, 2017
- Comments from 90-day state review period received from MCWD staff: October 13, 2017
- Final document provided to MCWD staff: October 27, 2017
- All work to be completed by November 30, 2017

PROJECT TEAM

- Mike Fischer, Project Principal
 - (612) 752-6920
 - Mike.Fischer@lhbcorp.com
- Lydia Major, Landscape Architect Project Manager
 - (612) 752-6956
 - Lydia.Major@lhbcorp.com
- Sarah Weeks, Landscape Designer
 - (612) 766-2807
 - Sarah.Weeks@lhbcorp.com

COMPENSATION

Compensation shall be based on a lump sum basis of Fifty One Thousand Dollars (\$51,000.00) plus Five Hundred Dollars (\$500) for reimbursable expenses. Additional simple infographics and basic maps (those previously assembled in GIS by Wenck) will be provided at a rate of approximately \$500 per graphic, depending on the complexity of the graphic. More complicated maps and infographics will be provided at a rate of approximately \$1000 per graphic, depending on the complexity of the graphic. LHB staff will attend additional meetings beyond those described above at our standard hourly rate (\$130/hr for Lydia Major, and \$84/hr for Sarah Weeks). In all cases, LHB will make MCWD aware of additional costs and approve work in advance.

TERMS AND CONDITIONS

Upon your approval of this proposal, LHB will prepare an agreement consistent with the terms and conditions of our standard agreement form.

If further clarifications are needed, do not hesitate to call or email me.

Sincerely,

LHB

A handwritten signature in blue ink, appearing to read "Lydia Major".

LYDIA MAJOR, PLA, LEED AP
LANDSCAPE ARCHITECT PROJECT MANAGER

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