



**Title:** Authorization to Execute a Contract for Water Quality Lab Analysis

**Resolution number:** 23-076

**Prepared by:** Name: Jill Sweet  
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**Reviewed by:** Name/Title: Brian Beck, R&M Program Manager

**Recommended action:** Approve Resolution 23-076 – Authorizing execution of a contract for water quality lab analysis.

**Budget considerations:** Fund name and code: Water Quality - Lab Analysis (5001 – 4520)  
Fund budget (2024): \$63,215  
Requested amount of funding: 2024 total budget, \$63,215

**Past Board action:** Res #: 23-068 – Authorization to Solicit Quotes for Water Quality Lab Analysis

**Summary:**

The Minnehaha Creek Watershed District (District) remains focused on putting high impact capital projects in the ground to improve water quality, enhance ecological conditions, and reduce flooding. The Research and Monitoring (R&M) department’s work is centered around supporting such projects.

The Research and Monitoring program purpose is to:

- 1.) Diagnose water quality and ecological issues
- 2.) Identify project locations
- 3.) Inform project design
- 4.) Assess effectiveness of projects
- 5.) Communicate data driven stories

Collecting water quality samples is a major component to accomplishing the aforementioned goals. The sample collection is done by R&M staff and then sent to a certified lab for analysis.

The District is required to solicit a request for quotes every two years for ongoing technical services (103B. 227, subd. 5.). The District’s current two-year laboratory contract comes to an end December 31, 2023. The request for quotes was released following board approval at the November 9th meeting with a submittal deadline of November 30<sup>th</sup>, 2023.

The District received three proposals and all were compared against criteria within the following four categories.

1. Cost of projected analysis
2. Hours of operation
3. Sample analysis preparation
4. Data retrieval options

After thorough review, staff is recommending RMB Environmental Laboratories, Inc. (RMB) for the District's water quality analysis based on the following metrics.

- 1.) Cost of projected analysis: RMB submitted the lowest competitive bid.
- 2.) Hours of operation: Certain parameters assessed have short holding times and need to be submitted and analyzed by the lab within 48 hours. RMB's hours of operation are Monday – Thursday: 8:00 AM – 5:00 PM, and Friday: 8:00 AM – 3:00 PM. They also have after hour drop-offs available at their Burnsville Lab location which could be utilized for weekend sampling with prior notification. These hours of operation are sufficient for R&M's analysis requirements.
- 3.) Sample analysis preparation: RMB provides flexibility of sample processing, such as filtering in the lab, which reduces the field sampling process for R&M staff.
- 4.) Data retrieval: Through the IT planning process, R&M has automated laboratory data processing to enable organizational accessibility to the data to improve decision-making capabilities. RMB will be able to accommodate R&M's data automation processes since it has a full-time IT manager on staff that can customize the result format and therefore allow for the internal automation of those data processing steps. They also have added a web portal feature that could be used to quickly access and view the data.

Staff is recommending authorization to enter a two-year contract with RMB Environmental Laboratories, Inc. for water quality lab analysis during 2024 and 2025.



**RESOLUTION**

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WHEREAS, Minnesota Statute 103B.227 requires watershed districts to solicit interest proposals for professional services at least every two years; and

WHEREAS, the District sent requests to local Minnesota State certified labs and posted the request on the District website; and

WHEREAS, staff received two proposals that were reviewed on cost, hours of operation, sample processing, and data retrieval options; and

WHEREAS, staff is recommending RMB Environmental Laboratories, Inc.; and

NOW, THEREFORE, BE IT RESOLVED that the MCWD Board of Managers hereby authorizes the Administrator, on the advice of counsel, to execute a contract with RMB Environmental Laboratories, Inc. for water quality lab analysis from January 1, 2024 through December 31, 2025 in an amount not to exceed \$63,215 per year.

Resolution Number 23-076 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. December 14<sup>th</sup>, 2023

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