



Title: Selection and Authorization to Execute a Contract for Engineering Services

Resolution number: 23-078

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

Recommended action: Board approval

Budget considerations: Fund name and code: Engineering services retainer – activity code 1-1002-4340
Fund budget: \$73,800 for 2024

Past Board action: Res #: 23-052 Authorization to Issue RFP for Engineering Services

Summary and Recommendation:

Minnesota Statue 103B.227 requires a watershed district to solicit interest proposals for professional services, including engineering, at least every two years. The District’s current engineering services contract with Stantec expires on December 31, 2023.

In accordance with statute, and the upcoming expiration of the current engineering contract, the board of managers approved the release of a request for proposals (RFP) for engineering services at the September 14, 2023 Board meeting via Resolution 23-053. The RFP was posted September 15, 2023 on the District’s website as well as the League of Minnesota Cities website. Responses were due on October 16, 2023.

MCWD received one proposal, from Stantec. Staff have reviewed the proposal against the criteria and submittal requirements of the RFP, have found Stantec’s proposal to meet the requirement, and hereby recommend the Board of Managers authorize the District Administrator, on advice of counsel, to execute a contract with Stantec for engineering services ending on December 31, 2025.

Cost Analysis:

Stantec proposes to provide the general engineering services under retainer at a 5% increase over current retainer fees, which falls within the 2024 Operations budget of \$73,800. Services outside of retainer are provided on an hourly basis. The general services under the retainer agreement include:

1. Assisting in the on-going process of setting and implementing water management parameters within which the District will operate by:
 - a. Identifying the technical consequences of choices;
 - b. Discussing alternative solutions;
 - c. Educating the Board and staff on technical and regulatory issues involved; and
 - d. Informing the District Administrator or project managers of the consequences of decisions that may affect nature resources with the District.
2. Preparing and attending MCWD Board or Committee meetings, including the review of relevant correspondence or agenda materials in connection with said meetings and any advice and opinions rendered therein.

3. At District 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.
4. 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

The additional services to be provided upon written request under an hourly fee structure include, but are not limited to:

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



RESOLUTION

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- WHEREAS Minnesota Statute 103B.227 requires watershed districts to solicit interest proposals for professional services, including engineering services, every two years;
- WHEREAS the District’s current engineering contract expires on December 31, 2023;
- WHEREAS the Board of Managers approved the release of a request for proposals for engineering services at the September 14, 2023 Board meeting;
- WHEREAS the District received one response to the request for proposals;
- WHEREAS a cross functional team of District staff reviewed and evaluated the proposal based on the requested information listed in the solicitation;
- WHEREAS based on its review, the staff team recommends Stantec as the District engineer for their understanding of the District’s Balanced Urban Ecology philosophy, as well as its knowledge and experience having worked with and served the constituents of the MCWD for many years;
- WHEREAS Stantec’s proposal is cost competitive and proposes to provide engineering services on retainer with a 5% increase over the current retainer, with additional engineering services provided based on an hourly fee structure.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby selects Stantec as the District engineer; and be it further resolved the Minnehaha Creek Watershed District Board of Managers hereby authorizes the District Administrator to execute a contract, on advice of counsel and with any non-material changes, with Stantec to provide engineering services on retainer for a monthly rate with additional services provided based on an hourly fee structure.

Resolution Number 23-078 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. 12/14/2023

Secretary Date: _____