



Title: Authorization to release a Request for Proposals for the Downtown Long Lake Feasibility Study

Resolution number: 25-035

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Recommended action: The Board of Managers authorizes staff to release a Request for Proposals (RFP) for consultant services to complete a Downtown Long Lake Feasibility Study

Schedule: June 16, 2026 – Release RFP for consultant services
 August 28, 2025 – Consultant selection and contract approval
 Fall – Winter 2025-2026 – Conduct feasibility

Budget considerations: Fund name and code: Holbrook Park Regional Stormwater, Engineering 3502-4340
 Fund budget: \$174,940 (grant award from BWSR)
 Expenditures to date: \$0
 Requested amount of funding: \$0

Past Board action:

Res # 21-019	Authorization for Long Lake Creek Subwatershed Watershed Assessment Contract Scope Adjustment and Extension
Res # 19-055	Authorization to Execute Contract with Consultant to Conduct the Long lake Creek Subwatershed Assessment
Res # 19-039	Authorization to release RFP for the Long Lake Creek Subwatershed Assessment

Summary:

Since 2018, the cities of Long Lake, Medina, and Orono; Long Lake Waters Association (LLWA); and Minnehaha Creek Watershed District (MCWD) have been working together towards a common goal of improving water quality within the Long Lake Creek Subwatershed. This effort will help the cities meet state load reduction requirements for the five impaired lakes in the system and ensure that area lakes are swimmable and fishable.

To support this effort, the MCWD took on the role of convener and technical lead in 2018. With the support of the partners, MCWD obtained state grant funding and led a subwatershed assessment to provide a strong scientific understanding of the system, identify cost-effective projects and strategies, and develop a clear and actionable roadmap to implement them.

Between 2019-2020, MCWD conducted the assessment and worked with the partners to identify and evaluate a variety of potential watershed improvement projects. In late 2020, staff developed an Implementation Roadmap Preview and presented it to the Board and each of the three city councils to provide an introduction to the findings, recommendations, and near-term priorities that came out of the subwatershed assessment. This allowed the partnership to start building council understanding, gauge their support, and to continue to develop the full roadmap.

In January 2023, MCWD staff produced a final report referred to as the Long Lake Creek Roadmap (Roadmap). The Roadmap identified 34 projects for advancement based on their cost-effectiveness and feasibility to implement. These projects were further categorized based on an implementation strategy, which includes (1) regional stormwater treatment, (2) landscape projects, and (3) internal load management.

In the downtown Long Lake area, the roadmap identified the need for additional regional treatment and recommended exploration of opportunities at Holbrook Park, Nelson Lakeside Park, and other publicly-owned properties. In 2023, with the support of the partnership, MCWD applied for and received \$174,940 from the state Board of Water and Soil Resources (BWSR) to conduct a feasibility study for the downtown area to identify potential regional treatment locations, costs, and benefits.

Now, with adequate staff capacity, MCWD is ready to initiate this feasibility in coordination with the city. At the Tuesday, May 20, 2025 Long Lake City Council Meeting, MCWD staff presented an overview of the partnership history, Roadmap, and proposed feasibility study. The City accepted the Roadmap, supports the ongoing partnership, and supports MCWD's plans to conduct a feasibility study in the downtown Long Lake area.

The feasibility study will aim to identify cost-effective and technically sound options to reduce phosphorus export from stormwater runoff within downtown Long Lake by examining opportunities and Holbrook Park, Nelson Lakeside Park, and other nearby publicly owned properties. Deliverables may include concept evaluation and feasibility-level design at various project sites, a permitting scan, and a cost-benefit analysis.

Request for Proposal Process

At the June 12, 2025 MCWD Board Meeting, staff will present the draft RFP for Board consideration. Once authorized for release, MCWD staff will solicit proposals from June 16, 2025, through July 16, 2025. There will be an informational meeting for interested consulting firms to attend at the MCWD office on June 26, 2025, to answer any questions and provide guidance on the submittal process. Staff will return to the Board on August 28, 2025, to request authorization to award the feasibility contract.

Supporting documents:

- Downtown Long Lake Feasibility Study RFP
 - *RFP attachments not included in Board packet to reduce file size and length



RESOLUTION

Resolution number: 25-035

Title: Authorization to release a Request for Proposals for the Downtown Long Lake Feasibility Study

- WHEREAS in 2014, the Minnesota Pollution Control Agency (MPCA) completed a Total Maximum Daily Load (TMDL) Study, which established nutrient budgets for impaired water bodies in the Long Lake Creek Subwatershed, which includes five impaired lakes within the cities of Long Lake, Orono, and Medina;
- WHEREAS TMDL allocations have been established and the city of Long Lake (City), like other parties, is required to show progress towards meeting the established TMDL allocation;
- WHEREAS in April 2016, the city of Long Lake passed a resolution to partner with other intergovernmental agencies to pursue grants to improve water quality in the Long Lake Creek Subwatershed, recognizing that pursuing grants and working in partnership would result in more organized and effective efforts;
- WHEREAS in 2018, with support from this partnership, the Minnehaha Creek Watershed District (MCWD) obtained state grant funding and led a subwatershed assessment to provide a scientific understanding of the system, identify cost-effective projects and strategies, and develop an actionable roadmap for implementation;
- WHEREAS in fall 2020, MCWD presented the preliminary findings and recommendations from this assessment to the city councils of the three cities;
- WHEREAS in January 2023, MCWD produced a final report referred to as the Long Lake Creek Roadmap (Roadmap);
- WHEREAS the Roadmap identified 34 projects for advancement based on their cost-effectiveness and feasibility to implement. These projects were further categorized based on an implementation strategy, which includes (1) regional stormwater treatment, (2) landscape projects, and (3) internal load management;
- WHEREAS the Roadmap identified the need for additional regional treatment in the downtown Long Lake area and recommended exploration of opportunities at Holbrook Park, Nelson Lakeside Park, and other publicly-owned properties;
- WHEREAS in 2023, with the support of the partnership, MCWD applied for and received \$174,940 from the state Board of Water and Soil Resources to conduct a feasibility study for the downtown area to identify potential regional treatment locations, costs, and benefits;
- WHEREAS MCWD is ready to initiate this feasibility study in coordination with the City;
- WHEREAS the feasibility study will aim to identify cost-effective and technically sound options to reduce phosphorus export from stormwater runoff within downtown Long Lake by examining opportunities at Holbrook Park, Nelson Lakeside Park, and other nearby publicly owned properties;
- WHEREAS at the May 20, 2025 Long Lake City Council Meeting, the MCWD presented an overview of the partnership history, Roadmap, and proposed feasibility study; the City formally accepted the Roadmap,

supports the ongoing partnership, and supports MCWD's plans to conduct a feasibility study in the downtown area.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorize staff to release a Request for Proposals for the Downtown Long Lake feasibility study.

Resolution Number 25-035 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 6/12/2025

_____ Date: _____
Secretary

REQUEST FOR PROPOSALS - ENGINEERING AND CONSULTING SERVICES

Minnehaha Creek Watershed District

Project overview

Background

The Minnehaha Creek Watershed District (MCWD) is requesting proposals from qualified firms to conduct a feasibility study that identifies innovative, cost-effective, and technically sound options to reduce phosphorus export from stormwater runoff within the Downtown Management Unit (DMU) of the Long Lake Creek Subwatershed.

This work will draw from the Long Lake Creek Partnership Roadmap (“Roadmap”, Appendix A), an MCWD-led initiative in partnership with the cities of Long Lake, Orono, and Medina, and Long Lake Waters Association, which identified and prioritized water quality improvement opportunities throughout the Long Lake Creek subwatershed. The DMU, which encompasses 518 acres and represents the western drainage area of Long Lake, was identified as the largest contributor of phosphorus load to Long Lake per unit area, largely due to it having the highest concentration of impervious surface and insufficient stormwater treatment infrastructure.

The Roadmap recommended Holbrook Park as a priority regional treatment project within the DMU. MCWD would like to expand the feasibility focus to include other areas of downtown Long Lake to support a coordinated stormwater strategy and identify multi-benefit and cost-effective opportunities within Long Lake’s urban corridor. The feasibility study will analyze various project areas for technical feasibility, including engineering and regulatory feasibility, as well as produce cost and benefit estimates.

For the purposes of this feasibility study, MCWD will administer the consulting contract. City of Long Lake (City) staff will participate in the review of final deliverables. In this RFP, MCWD and the City are collectively referred to as “project partners”.

Issues to solve

- Excess nutrients: Phosphorus concentrations in runoff from the DMU average 300 µg/L—three times the State standard for streams.
- Runoff volume: The DMU produces four times the runoff volume per unit area compared to other management units in the subwatershed.
- Lack of stormwater treatment: Key areas within the DMU lack sufficient stormwater capture or treatment mechanisms.

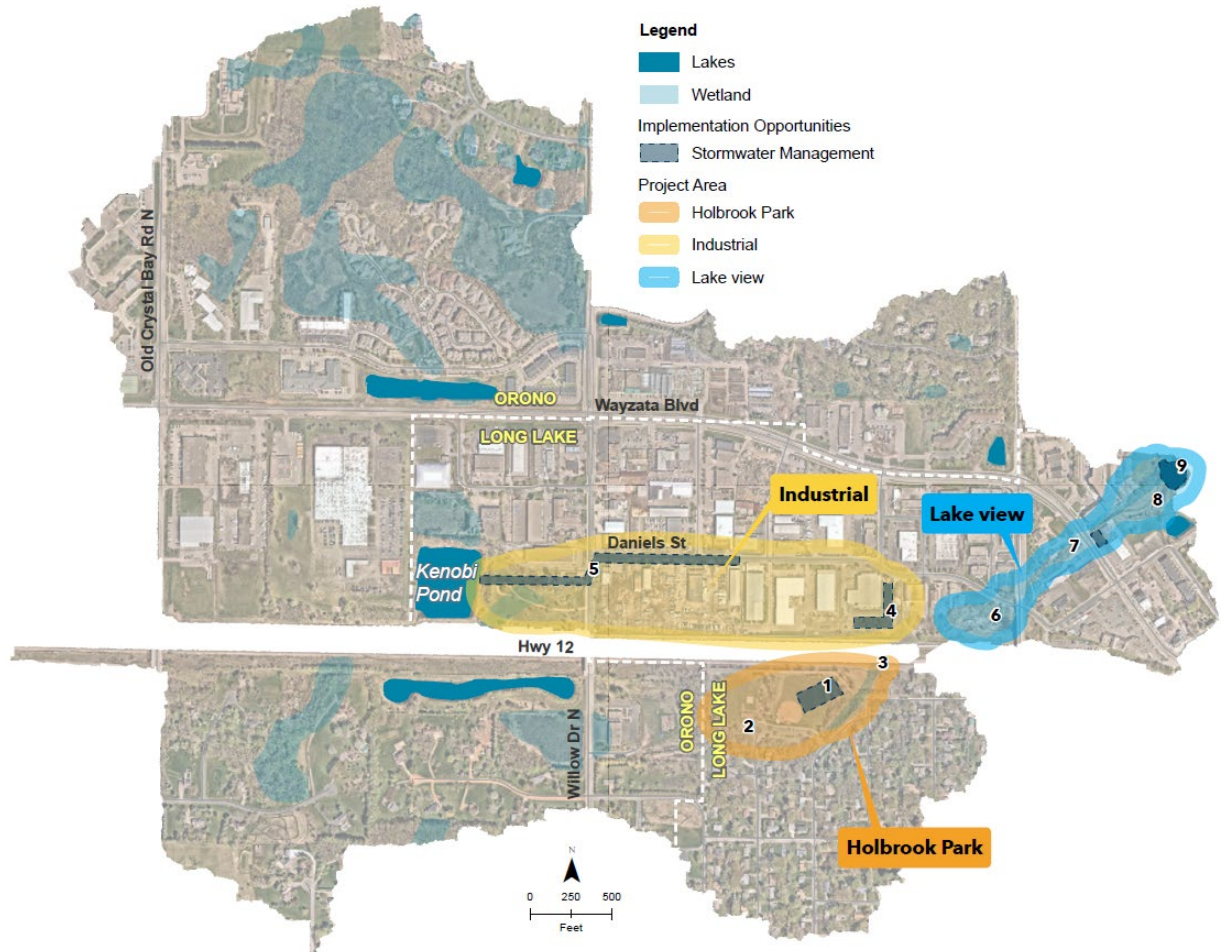
Goals

- Evaluate and recommend stormwater treatment practices that reduce phosphorus export and runoff volume.
- Develop a clear, actionable understanding of site constraints and opportunities at key locations.
- Identify and evaluate project concepts that are innovative, feasible, cost-effective, and supported by data and modeling.
- Align proposed project alternatives with regional water quality goals, potential future redevelopment plans, and MCWD’s collaborative planning framework.

Project areas

The feasibility study should investigate specific project areas identified in the Roadmap, as well as additional areas identified through site-walks and knowledge from City staff. See the table and project map for the description and location of each project site.

Project Areas	Feasibility Focus	Notes
Holbrook Park area	<ol style="list-style-type: none"> 1. Holbrook Park (DT01) 2. Adjacent south and southeast ravines 3. Highway 12 ROW basin NE of Holbrook Park 	Roadmap recommended regional stormwater treatment underneath ballpark, although it may not be cost-effective due to elevations. Ravine and ROW basins may have substantial capacity
Industrial corridor	<ol style="list-style-type: none"> 4. Long Lake Public Works facility (DT02) 5. Daniels Street (DT04) 	Roadmap recommended subsurface infiltration at public works and rerouting storm sewer from Daniels Street toward Kenobi Pond during future reconstruction. City indicated no planned street reconstruction of Daniels Street in the near future.
Lake view corridor	<ol style="list-style-type: none"> 6. Retention basin south of City Hall 7. Stream channel leading from City Hall to Nelson Lakeside Park 8. Nelson Lakeside Park filtration basins 9. Nelson Lakeside Park North Pond (DT03) and South Pond 	Roadmap considered North Pond expansion/retrofit. North and South Ponds are maintained by MCWD. Filtration basins, owned and maintained by City, may be underperforming and require maintenance.



Considerations

- If the consultant identifies additional opportunities within the project areas above that could address the DMU’s issues and reach the stated goals, these may also be evaluated along with those identified above.
- Land Ownership and Access: Some locations are on public land; others may require coordination with private property owners or depend on redevelopment timing.
- Regulatory Requirements: The study must consider local, state and federal stormwater and wetland regulations.
- Maintenance: Maintenance capacity for City staff and MCWD staff is limited; project alternatives should consider maintenance effort and cost in determining feasibility and recommendations of projects.
- Orono stormwater pond retrofit: The Kenobi Pond, located just west of Daniels Street in the Industrial corridor, is managed by the City of Orono, and is undergoing maintenance in the coming months. Additional coordination with the City of Orono is required if project recommendations include the use of Kenobi Pond’s stormwater capacity.
- Localized issues, such as flooding, pipe clogging, and access should be considered. Known issues will be provided to the consultant team.

Scope of work

The final negotiated scope of work may include, but may not be limited to, the components listed below.

1. **Kickoff and discovery:** Hold a kickoff meeting with project partners and conduct a discovery phase to review all relevant existing information, including through discussions with both project partners.
2. **Project identification and evaluation:** Assess and evaluate the project concepts described above and identify any additional project opportunities. Conduct a comparative analysis of all identified concepts—new and existing—and provide recommendations on which project(s) merit advancement to feasibility-level design based on their potential impact, feasibility, and alignment with project goals.
3. **Landscape architecture and engineering:** Feasibility-level design and engineering of the identified site areas, including schematic designs, with sufficient detail to 1) identify any technical or other barriers to project implementation, 2) produce several viable design alternatives based on the concepts identified in the Roadmap, and 3) select a project(s) to serve as the technical and procedural basis to advance into full project design.
4. **Permitting scan:** Based on the feasibility-level design and engineering, identify required and any potential permitting challenges.
5. **Operations and maintenance (O&M):** Based on feasibility-level design and engineering, identify O&M and capital replacement requirements, costs, schedules, and anticipated maintenance responsibility (i.e., City, MCWD, other).
6. **Project costs and benefits:** Based on feasibility-level design and engineering, produce cost estimates and cost-benefit analyses. For each project opportunity, ease of design and construction and procuring potential funding (e.g., grants) should also be documented to assist the project partners in deciding which project(s) to advance.

Additional tasks may be proposed by the consultant if deemed necessary to support the feasibility analysis—such as collecting supplemental stormwater data, conducting pond surveys, or performing desktop-level environmental reviews. The work is expected to be completed within six months after the execution of a contract.

Instructions to proposers

Informational meeting

An informational meeting will be held on **Thursday, June 26th, at 10:00 AM** (15320 Minnetonka Blvd, Minnetonka, MN 55345) to answer any questions about the project or process. At this time, MCWD staff will present a summary of the project and will provide a description of the desired products. **Please RSVP** and submit any questions via email in advance of the meeting to rbaker@minnehahacreek.org by **Tuesday, June 24th at 4:00 PM**.

Proposal submittal deadline

Please submit electronic copies of proposals by email to Rachel Baker, Planner-Project Manager, at rbaker@minnehahacreek.org and Michael Hayman, Director of Project Planning, at mhayman@minnehahacreek.org no later than **4:00pm on Wednesday, July 16th, 2025**.

Proposal contents

Each proposal should include the following items:

1. **Cover Letter:** Include a primary point of contact and contact information.
2. **Project understanding:** Describe your understanding of the scope of work, the approach to be taken, and your vision for the feasibility study. Identify any additional information the project partners will need to supply or obtain to enhance your understanding of the project and successfully complete the work, and any issues you anticipate in performing the work.
3. **Qualifications and experience:** Provide an overview of the firm(s), project team members, and qualifications, with particular attention paid to the role, experience, and expertise of each proposed team member. Include descriptions of projects undertaken by the firm(s) and team members similar in nature to the one being proposed.
4. **Approach and Methodology:** Provide a detailed description of your approach to the scope of work contained in this RFP, including how you will build in check points to coordinate with MCWD and City of Long Lake staff. Include a detailed scope of work with descriptions of all anticipated tasks and deliverables, and any supplemental tasks not described in the RFP.
5. **Budget, schedule, and level of effort:** Provide a spreadsheet showing:
 - a. Tasks with associated team members, hours, schedule, and budget
 - b. Overall cost proposal
 - c. Overall schedule with major milestones and client check-ins
6. **References:** Provide three recent references for your proposed principal team members, including names, addresses, and phone numbers.
7. **Partner resources:** Provide a list of resources, expectations, and requirements which the consultant expects from the project partners in order to complete the project as proposed.
8. **Subcontracting:** If the primary contractor intends to use any subcontractors, submit the subcontracted firms' information and provide an overview of the proposed subcontracted team members.

Proposal evaluation and consultant selection

Evaluation criteria

Methodology

- **Project Understanding:** Does the proposal make it clear that the consultant fully understands the project's scope, goals, and technical requirements?

- **Completeness and Specificity:** How fully does the proposal explain what the consultant will do to develop the required deliverables?
- **Identification of Needs:** Does the proposal carefully consider what resources will be required to complete the tasks, including staff time, additional technical information, etc.?
- **Innovation:** Does the approach incorporate modern or cutting-edge techniques and analysis consistent with a technically sound product, where appropriate and requested in the RFP?

Experience

- **Company Experience:** What other similar projects has the consultant performed that are directly related to the proposed work (evaluated via the proposer's submittal materials)?
- **Staff Experience:** What qualifications and work experience do the proposed staff members or subcontractors bring to the project?
- **Area Knowledge:** Does the company or any of the project team have specific knowledge about the project area that would aid in the study?

Cost

- **Fee structure:** The proposal must clearly outline the fees and costs to complete all aspects of this project. Include hourly rates for each project team member along with hours for each task. The final fee structure and contract price are subject to negotiation.

Consultant selection

Interviews

Interviews will be conducted at the option of MCWD. Proposers selected for interviews will be contacted within two weeks of proposal submittal deadline.

Selection criteria

A selection committee composed of MCWD staff will evaluate proposals and interview results (if conducted) to recommend a consultant to the MCWD Board of Managers for approval.

Scope adjustments

The project partners reserve the right to negotiate modifications to the selected consultant's proposed scope of work and budget, prior to awarding a contract.

MCWD Board contract approval

The MCWD Board of Managers will approve the final negotiated scope of work and budget and authorize the execution of a contract (see Appendix D, MCWD Professional Service Agreement Template).

Disclosures

Non-binding:

The District reserves the right to accept or reject any or all responses, in part or in whole, and to waive any minor informalities, as deemed in the District's best interests. In determining the most advantageous proposal, the District reserves the right to consider matters such as, but not limited to,

consistency with the District's watershed management plan goals, and the quality and completeness of the consultant's completed projects similar to the proposed project. This RFP does not obligate the respondent to enter into a contract with the District, nor does it obligate the District to enter into a relationship with any entity that responds, or limit the District's right to enter into a contract with any entity that does not respond, to this RFP. The District also reserves the right, in its sole discretion, to cancel this RFP at any time for any reason. Each respondent is solely responsible for all costs that it incurs to respond to this RFP and, if selected, to engage in the process including, but not limited to, costs associated with preparing a response or participating in any interviews, presentations or negotiations related to this RFP.

Right to modify, suspend, and waive:

The District reserves the right to:

- Modify and/or suspend any or all elements of this RFP;
- Request additional information or clarification from any or all respondents;
- Allow one or more respondents to correct errors or omissions or otherwise alter or supplement a proposal;
- Waive any unintentional defects as to form or content of the RFP or any response submitted.

Any substantial change in a requirement of the RFP will be disseminated in writing to all parties that have given written notice to the District of an interest in preparing a response.

Disclosure and Disclaimer:

This RFP is for informational purposes only. Any action taken by the District in response to proposals made pursuant to this RFP, or in making any selection or failing or refusing to make any selection, is without liability or obligation on the part of the District or any of its officers, employees or advisors. This RFP is being provided by the District without any warranty or representation, expressed or implied, as to its content, accuracy or completeness. Any reliance on the information contained in this RFP, or on any communications with District officials, employees or advisors, is at the consultant's own risk.

Prospective consultants must rely exclusively on their own investigations, interpretations and analysis in connection with this matter. This RFP is made subject to correction of errors, omissions, or withdrawal without notice.

The District will handle proposals and related submittals in accordance with the Minnesota Data Practices Act, Minnesota Statutes §13.591, subdivision 3(b).

Appendix

- A. Long Lake Creek Partnership Roadmap
- B. Long Lake Creek Subwatershed Assessment: Technical Report
- C. Stantec 01-24-23 Memo: Long Lake Subwatershed Assessment
- D. MCWD Professional Service Agreement Template