



MINNEHAHA CREEK
WATERSHED DISTRICT
QUALITY OF WATER, QUALITY OF LIFE

Meeting: Board of Managers
Meeting date: 9/25/2025
Agenda Item #: 11.1
Request for Board Action

Title:	Authorization to Release Request for Proposals for Watershed Management Plan Support
Resolution number:	25-052
Prepared by:	Name: Becky Christopher and Kate Moran Phone: 952-641-4512 bchristopher@minnehahacreek.org
Recommend action:	Authorize the release of a Request for Proposals (RFP) for consultant services to support technical analysis and engagement for the 2027 Watershed Management Plan
Schedule:	September 29, 2025 – Release RFP for consultant services October 20, 2025 – Proposal submission due December 4, 2025 – Anticipated recommendation for contract award
Budget considerations:	Fund name and code: Policy Planning – Contracted Services, 2-2008-4320 2026 Fund budget: \$199,500 Expenditures to date: \$0 Requested amount of funding: N/A
Past Board action:	Resolution #22-084 Adoption of MCWD’s Climate Action Framework Resolution #24-012 Awarding Contract for 2D Watershed Model for Climate Planning Resolution #24-069 Authorization to Initiate Stakeholder Engagement for the 2027 Watershed Management Plan

Background:

Driven by climate change and decades of land use decisions that reduced natural water storage, the Minnehaha Creek Watershed District’s (MCWD) has experienced both record flooding and drought in recent years. These extremes have stressed stormwater infrastructure, damaged aquatic ecosystems, and caused millions in property damage. Between 2013 and 2019, the watershed experience the wettest 7 years on record, including the 2014 flood of record. Looking ahead, as the region becomes warmer and wetter, MCWD and its partners must evaluate what interventions are needed, where they will be most effective, and the scale of investment required.

Recognizing this urgency, the Board adopted the [Climate Action Framework](#) (CAF) in December 2022 as the strategic foundation for building resilience. The CAF is organized around three pillars:

- Understand and Predict – Expand data collection and analytical capacity to assess current and future flood vulnerabilities and risks.
- Convene and Plan – Collaborate with state, regional, and local partners to assess vulnerabilities and develop a coordinated flood management strategy.
- Implement and Adapt – Implement projects and policies with partners, monitor outcomes, and adjust as needed.

To advance this work, MCWD is developing a watershed-wide 2D model that integrates stormwater infrastructure, surficial groundwater, and landscape storage capacity. Supported by state grant funding, the model is expected to be complete in fall 2025 and will provide valuable technical information to inform partner engagement and the development of a coordinated flood risk management strategy.

The 2027 Plan will carry this work forward, building on past progress while addressing new challenges. MCWD is required to revise its Plan every ten years under Minnesota Rules 8410. The current Plan was adopted in January 2018 and must be revised by the end of 2027. In [December 2024](#), the Board adopted the 2027 Plan Framework, which advances MCWD's Balanced Urban Ecology (BUE) vision and its focus on integrated planning and partnerships. The Framework organizes the Plan update around four areas of work:

1. Developing a flood risk management strategy
2. Expanding project implementation in focal geographies
3. Strengthening the Land & Water Partnership (LWP) program through proactive land use engagement
4. Establishing an evaluation framework to measure progress

It also includes an engagement strategy and initial messaging to guide a soft rollout in 2025. Together, the CAF and the 2027 Plan Framework provide the structure for collaboratively developing a watershed-wide flood management strategy that will position the District and its partners to meet the challenges of a changing climate.

Summary:

The 2027 Plan will be developed through a multi-year, collaborative process led by MCWD staff, and supported by a consultant team providing technical modeling, engagement, facilitation, and communications expertise. To guide this work, MCWD will convene a Technical Advisory Committee (TAC) and a Policy Advisory Committee (PAC), bringing together technical staff and policymakers from across the watershed to help shape a coordinated flood management strategy.

Request for Proposal Process

At the September 25, 2025 Board meeting, staff will present the draft RFP and outline key scope elements, including:

- Engagement and Communication Support – Guide effective stakeholder engagement to shape the watershed-wide flood management strategy.
- Flood Risk Assessment – Model and assess current and future risks using the new 2D model, exploring the effects of future land use and precipitation scenarios.
- Management Scenario Analysis – Develop, model, and assess management scenarios to compare relative effectiveness, scale of implementation needed, and cumulative watershed-scale impacts.
- Project Coordination – Provide strong internal project management to ensure timely delivery, clear communication, and integration across technical and engagement components.

The draft RFP is intended to attract a consultant firm with a strong track record of collaborating on complex projects, demonstrated experience in scenario development and modeling, and expertise in stakeholder engagement and communications.

If approved, the RFP will be posted to the District website and also distributed via email to consultants on Monday, September 29, 2025. There will be approximately a three-week submittal period, after which staff will review proposals, conduct interviews, and bring forward a recommendation for contract for the Board to consider in early December.

Supporting documents:

Attachment 1: Draft RFP for 2027 Watershed Management Support



RESOLUTION

Resolution number: 25-052

Title: Authorization to Release Request for Proposals for Watershed Management Plan Support

- WHEREAS, the Minnehaha Creek Watershed District (MCWD or District) is required under Minnesota Rules 8410 to revise its Watershed Management Plan (Plan) every ten years, with the current Plan adopted in January 2018 and due for revision by the end of 2027;
- WHEREAS, in December 2024, the MCWD Board of Managers adopted the 2027 Plan Framework, which advances the District's Balanced Urban Ecology (BUE) vision and identifies four areas of focus: (1) developing a flood risk management strategy, (2) expanding project implementation in focal geographies, (3) strengthening the Land & Water Partnership program through proactive engagement in land use planning, and (4) establishing an evaluation framework to measure progress;
- WHEREAS, flooding has emerged as a pressing issue over the last plan cycle, driven by climate change and decades of land use decisions that reduced natural water storage, and the 2027 Plan will focus on collaboratively developing a watershed-wide flood management strategy;
- WHEREAS, the District's Climate Action Framework (CAF), adopted in 2022, provides the roadmap for developing the 2027 Plan and is organized around three pillars: Understand and Predict, Convene and Plan, and Implement and Adapt;
- WHEREAS, to advance this work, the District is building a watershed-wide 2D model, that integrates stormwater infrastructure, surficial groundwater, and land surface storage capacity to inform the development of a coordinated flood risk management strategy;
- WHEREAS, the 2027 Plan will be developed through a multi-year, collaborative process led by MCWD staff, with consultant support to provide technical modeling and analysis, engagement strategy, facilitation, and communications expertise to strengthen the District's ability to guide a robust regional planning effort;
- WHEREAS, the District will convene a Technical Advisory Committee (TAC) and Policy Advisory Committee (PAC), comprised of technical staff and policymakers from across the watershed, to guide and inform development of the watershed-wide flood management strategy; and
- WHEREAS, staff has developed a Request for Proposals (RFP) that seeks a consultant team with a strong track record in collaborating on complex projects, demonstrated experience in scenario development and modeling, and expertise in stakeholder engagement and communications;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator to release a request for proposals for consultant support of the 2027 Watershed Management Plan update, with final edits on the advice of counsel.

Resolution Number 25-052 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 9/25/2025

Secretary Date: _____



REQUEST FOR PROPOSALS

Consulting Services for the 2027 Watershed Management Plan

Engagement and Communication, Flood Risk Assessment, and Management Scenario Analysis



Proposal Due Date: October 20, 2025 at 4pm CT

Contact
Becky Christopher
Director of Policy Planning
Minnehaha Creek Watershed District
Email: BChristopher@minnehahacreek.org
Phone: (952)-641-4512

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Project Overview

Purpose

The Minnehaha Creek Watershed District (MCWD or District) is seeking a qualified CONSULTANT team to support the development of its 2027 Watershed Management Plan (Plan). The 2027 Plan will guide MCWD and its partners in developing a cohesive regional flood management strategy to address challenges driven by climate change and historic land use decisions. This strategy will prioritize nature-based solutions that slow and store water to build long-term resilience by working in partnership to integrate water and land use planning.

This will be a MCWD staff-led process with the CONSULTANT team serving as an extension of staff by providing targeted expertise and capacity in technical modeling and scenario development and analysis as well as stakeholder engagement, facilitation, and strategic communication. This multi-year engagement process will strengthen MCWD's ability to deliver a clear, actionable, and broadly supported plan that positions the District and its partners to protect and improve water resources for current and future generations.

Background

The District is a regional watershed management organization established under Minnesota Statutes Chapters 103B and 103D. MCWD believes that healthy natural systems are essential to vibrant, resilient communities and as land use and water are inextricably linked, the District works in close partnership with the 29 cities and other partners that shape land use across the watershed.

MCWD's [Balanced Urban Ecology](#) (BUE) vision formed the foundation of its current 10-year [Watershed Management Plan](#), adopted in 2018. Developed collaboratively with communities and partners, that plan established an integrated approach to watershed planning and capital project delivery. Over the past decade, this approach has delivered measurable outcomes, including reductions in nutrient pollution, restored wetlands and habitat, expanded public green space, and new trails and boardwalks that connect communities to water resources.

The upcoming 2027 WMP will build on this foundation while addressing new and pressing challenges. Flooding has emerged as the District's most urgent issue, driven by both climate change and decades of historical land use decisions that altered natural water storage. In recent years, the region has experienced both record flooding and drought, stressing stormwater infrastructure, damaging aquatic ecosystems, and causing millions of dollars in property damage. Between 2013 and 2019, the watershed recorded the wettest decade on record and in 2014 the flood of record. Looking ahead, as the region becomes warmer and wetter, MCWD and its partners must be able to evaluate what interventions are needed, where they will be most effective, and the scale of investment required.

Recognizing this need, MCWD adopted its [Climate Action Framework](#) (CAF) in 2022. The CAF provides the strategic foundation for the 2027 Plan, organized around three pillars:

1. Understand and Predict – expand data collection and analytical capabilities to predict current and future vulnerabilities and risks across the watershed.
2. Convene and Plan – collaborate with state, regional, and local partners to assess vulnerabilities to climate change and historical land use within the watershed, and develop a coordinated project and policy strategy to build flood resilience.
3. Implement and Adapt – coordinate with partners across the watershed to make measurable progress towards shared goals, monitor progress, and adapt.

To advance this work, MCWD is developing a watershed-wide 2D model (StormWise) that integrates city stormwater systems, surficial groundwater, and landscape storage capacity. Supported by state grant funding, the model build is anticipated to be completed in fall 2025 and will provide critical technical information to inform partner engagement and development of a coordinated flood risk management strategy for the watershed.

As the 2027 Plan will be developed through a multi-year, collaborative process led by MCWD staff, the District is seeking a CONSULTANT team to support and complement staff capacity. The CONSULTANT team's role will be to provide technical modeling and analysis, engagement strategy, and facilitation and communications expertise that strengthens MCWD's ability to guide a robust regional planning process with partners. MCWD plans to establish a Technical Advisory Committee (TAC) and Policy Advisory Committee (PAC), comprising technical staff and policymakers from cities, counties, and other key stakeholders in the watershed. The outcome of this process will be a shared regional flood strategy, rooted in a nature-based approach, that aligns local issues into a cohesive watershed-wide strategy to reduce flood risk within and between communities.

Project Objectives

To support the development of an integrated flood management strategy, the objectives of this contract are to:

- Understand current and future flood risks
- Understand the relative effectiveness and cumulative impact of different flood management strategies
- Understand the scale/scope of implementation needed to meet flood management goals
- Build stakeholder support for an integrated planning approach that prioritizes nature-based solutions

Anticipated Process and Schedule

The stakeholder engagement process will occur over a two-year period and is proposed to follow four phases. Below is a summary of the proposed phases, including the focus of the TAC/PAC engagement, the consultant support needed in each phase, and the estimated schedule. This process and schedule is subject to refinement based on TAC/PAC input and learnings throughout the process.

Discovery

- *TAC/PAC focus:* Understand partners' goals for the process; understand current and future flood risk
- *Consultant support:* Kickoff and discovery; engagement and communications support; flood risk assessment
- *Estimated schedule:* December 2025-May 2026

Direction

- *TAC/PAC focus:* Identify management goals; identify strategies and their potential application and tradeoffs
- *Consultant support:* Engagement and communications support; management strategy scenario development and assessment
- *Estimated schedule:* June-October 2026

Data Analysis

- *TAC/PAC focus:* Evaluate management strategies and identify opportunities for implementation
- *Consultant support:* Engagement and communications support; management strategy scenario refinement
- *Estimated schedule:* November 2026-March 2027

Decisions

- *TAC/PAC focus:* Develop policies and implementation framework
- *Consultant support:* Final documentation and project close-out
- *Estimated schedule:* April-September 2027

Scope of Work

The CONSULTANT will work in close coordination with the District to complete the tasks outlined below. The expected completion date for the scope of services is December 31, 2027. The District estimates a contract budget in the range of \$150,000 to \$170,000. However, a respondent is invited to advise the District if it believes the cost of the work lies outside of this range.

The final negotiated scope of work may include, but may not be limited to, the components listed below. Additional tasks may be proposed by the consultant if deemed necessary to support the project objectives.

Engagement and Communications Support

Description

The CONSULTANT will support effective engagement and communication with MCWD stakeholders to inform the development of a watershed-wide flood management strategy. MCWD anticipates a total of 9 TAC meetings and 6 PAC meetings following the process outlined in the previous section. MCWD will also host 5-6 subwatershed planning workshops where stakeholders will discuss local plans, priorities, and project opportunities. In addition, MCWD plans to host 1-2 open houses to engage the broader public. The engagement process and number of meetings may be adjusted based on stakeholder input and learnings throughout the process.

MCWD staff will lead engagement and facilitation planning as well as presentations and facilitation in stakeholder meetings. The CONSULTANT role will be primarily to serve as an advisor and extension of the MCWD staff team in developing engagement strategy, facilitation plans, meeting visuals, and messaging. The CONSULTANT will be expected to understand MCWD's engagement goals and audiences and advise on potential gaps or risk points in MCWD's strategy.

Tasks

Tasks within this work area are expected to include the following:

- Participate in bi-monthly planning meetings with MCWD staff to advise on engagement strategy, facilitation planning, and messaging for stakeholder meetings
- Assist with translating technical information from the flood risk assessment and scenario analysis into clear, accessible messages and visuals
- Attend stakeholder meetings to help track feedback and gather insights. Provide support during meetings when requested (e.g., facilitation support for breakout groups)
- Synthesize stakeholder feedback into concise meeting summaries

Deliverables

- Participation in approximately 9 planning meetings (90 min each, remote or in person) Attendance at approximately 20 stakeholder meetings (2 hrs each, in person)
- Supporting visuals for TAC/PAC engagement, as determined in planning meetings
- Stakeholder meeting summaries

Flood Risk Assessment

Description

The CONSULTANT will model and assess current and future flood risks using MCWD's new watershed-scale 2D H&H model. This model is being built using StormWise modeling software to integrate stormwater infrastructure, surficial groundwater, and surface data to characterize how water moves through the system and the storage that exists in ponds, lakes, wetlands, best management practices, and soil pore space.

Current and future precipitation scenarios may include both event-based (e.g. 100-yr event) and continuous (e.g. multi-month/year) simulations. Management goals and priorities will be defined by MCWD with input from the TAC/PAC and will inform the assessment of impacts and risks (e.g. residential structures at risk, peak flows in creek). CONSULTANT will work collaboratively with MCWD staff to scope flood risk scenarios, interpret model results, and develop materials to communicate findings to the TAC/PAC.

Tasks

Tasks within this work area are expected to include the following:

- Meeting with MCWD to discuss scenarios and approach
- Develop a future land use scenario, modifying existing datasets to reflect 2040 land use, assuming application of MCWD's current stormwater management rule
- Model current flood extents and assess impacts and risks based on precipitation scenarios and management goals defined by MCWD with input from the TAC/PAC
- Model future flood extents and assess impacts and risks based on the future land use scenario and precipitation scenarios and management goals defined by MCWD with input from the TAC/PAC
- Meeting with MCWD to review model results and assessment findings
- Draft and final technical memos summarizing methods and findings
- Provide GIS mapping and other visualizations to translate model results into accessible products

Deliverables

- Two meetings and summary notes to document the agreed-upon approach
- Identified current and future flooding areas within the MCWD hydrologic boundaries
- Modeling results, new or refined models, and data sets constructed for the assessment
- Draft and final technical memos and associated maps/visuals

Management Scenario Analysis

Description

The CONSULTANT will develop, model, and assess various management strategy scenarios in close collaboration with MCWD. The range of scenarios will be informed by the TAC/PAC process but are anticipated to include:

- Storage strategies:
 - Volume control (e.g. infiltration basin)
 - Rate control (e.g. stormwater pond)
- Conveyance strategies:
 - Storm sewer pipe upsizing
 - Adaptive level control/predictive pumping

The number of locations for testing these strategies will be informed by the flood risk assessment, which will identify areas that are at risk of not meeting management goals (e.g. structures at risk in 100-yr event). It is anticipated that this process may include two rounds of scenario analysis:

- 1) Round 1 - Generalized storage and conveyance scenarios, not subject to feasibility constraints, to assess the relative effectiveness of different strategies in meeting management goals, estimate the scale of implementation needed to address identified flood areas, and assess the cumulative impact of implementing each strategy at scale.
- 2) Round 2 – Refined scenarios based on the outcomes of Round 1, TAC/PAC discussions, and feasibility considerations. This could include testing of specific management strategies (e.g. implementing storage BMPs in public parks, retrofitting existing stormwater ponds, restoration of drained wetlands).

The CONSULTANT will work collaboratively with MCWD staff to develop the approach for scenario analysis, interpret model results, and develop materials to communicate findings to the TAC/PAC.

Tasks

Tasks within this work area are expected to include the following:

- Round 1:
 - Meet with MCWD to discuss scope of scenarios and approach
 - Develop and model first round of high level management strategy scenarios, including both conveyance and storage strategies for each flooding area
 - Evaluate effectiveness, cumulative impacts, and scale of implementation needed to meet management goals
 - Meet with MCWD to review results and findings
 - Prepare draft technical memo and maps/visuals to communicate findings to TAC/PAC
- Round 2:
 - Meet with MCWD to discuss scope and approach for second round of scenarios
 - Develop and model second round of management strategy scenarios
 - Evaluate effectiveness, cumulative impacts, and scale of implementation needed to meet management goals
 - Develop planning level cost estimates for each strategy
 - Meet with MCWD to review results and findings
 - Prepare draft technical memo and maps/visuals to communicate findings to TAC/PAC
 - Finalize memo based on MCWD feedback

Deliverables

- Four meetings and summary notes to document the agreed-upon approach
- Develop planning level costs for project strategies developed during Round 2 of assessment
- Modeling results, new or refined models, and data sets constructed for the assessment
- Draft and final technical memos and associated maps/visuals

Project Coordination

Description

The CONSULTANT is expected to provide strong internal project management to ensure timely delivery, clear communication, and integration across technical and engagement components. Because the process will be heavily informed by stakeholder input, it will require an iterative and adaptive approach to scoping and strategy development as well as close collaboration between the CONSULTANT team and MCWD team. It will also require close collaboration and integration across the CONSULTANT team members to ensure that the scenario development and analysis is supporting the engagement process goals and that the technical findings can be conveyed clearly and effectively to stakeholders.

To support this collaboration and co-development of strategy and approach, a number of meetings have been included in the task areas above. In addition to these, there will be a project kickoff meeting to establish the project schedule and expectations. The CONSULTANT should also include additional coordination check-ins with the MCWD project team to report progress and discuss any questions or key decisions.

Tasks

Tasks within this work area are expected to include:

- Kickoff meeting
- Discovery phase to review all relevant existing information
- Coordination check-ins (at least monthly)

Deliverables

- Kickoff meeting with summary notes
- At least monthly check-ins with documentation of any decisions

Instructions to Proposers

Submission Timeline

A review committee led by MCWD's Policy Planning Director, Becky Christopher, along with other select District staff will evaluate proposals. The District staff team will host an information meeting to answer questions about the RFP. Interviews are anticipated as part of the selection process. Following a comprehensive review, the review committee will recommend a CONSULTANT to the MCWD Board of Managers. The anticipated timeline for the proposal review process, which is subject to change, is as follows:

Event	Timeline
RFP released	September 29, 2025

Submit RFP questions to MCWD	October 6, 2025
Pre-submittal informational meeting	October 9, 2025
Proposals Due	October 20, 2025
Interviews	Week of November 3, 2025
MCWD Board consultant selection and contract approval	December 4, 2025

Submittal Procedure

RFP Questions

Any questions regarding the RFP should be directed to Becky Christopher at BChristopher@minnehahacreek.org by October 6, 2025. Answers will be posted online at [\[Webpage\]](#) and reviewed at the pre-submittal informational meeting.

Pre-submittal Informational Meeting

An optional pre-submittal informational meeting will be held at MCWD office on October 9, with a virtual participation option. MCWD staff will present an overview of the project, answer any questions, and provide answers to questions received prior to the meeting. You are strongly encouraged to RSVP to this meeting with your contact information to Becky Christopher at BChristopher@minnehahacreek.org by October 6, 2025.

Proposal Submittal Deadline

Proposals shall be submitted to Becky Christopher via email BChristopher@minnehahacreek.org no later than 4:00 pm on October 20, 2025.

All proposals shall be submitted digitally through MCWD's DropBox file request link: [\[ADD LINK\]](#)

Interview Notification

MCWD may invite a shortlist of CONSULTANT teams to participate in interviews. Notification of interviews will be provided by email to the primary contact listed in the proposal. Interviews, if conducted, are anticipated to occur the week of November 3, 2025.

Proposal Content

Each proposal should include the following items:

1. **Cover Letter:** Please provide a primary point of contact through the transmission of a cover letter.
2. **Project understanding:** Describe your understanding of the scope of work, the approach to be taken, and your vision for the project. Identify any additional information the District will need to supply or obtain to enhance your understanding of the project and to complete the work, and/or any issues you might anticipate in performing the work.

- 3. Approach and methodology:** Provide a detailed description of your approach and methodology for completing the project, organized by task area as outlined in the Scope of Work. MCWD values creative, thoughtful, and collaborative approaches to its work. Proposals should highlight how the consultant team will integrate with MCWD staff to create a cohesive and effective planning process. This structure will ensure clarity and facilitate the evaluation process. While there is no page limit, clarity, conciseness, and the quality of approach will be considered in the evaluation process. For each task, please provide:
- a. Task understanding - describe your interpretation of the task and its importance within the overall project.
 - b. Proposed approach and methodology – outline the methods, tools, processes your team will use, and why you have selected this approach.
 - c. Team assignments – identify which staff will be assigned to the task and their respective roles.
 - d. Anticipated deliverables – describe the products or outcomes expected.
 - e. Critical Aspects and Questions - As part of your methodology, please address the following:
 - i. Integration/collaboration with MCWD staff – How will your team engage with District staff to ensure alignment on critical path items? Please describe your methods for communication, facilitation, and decision-making to maintain an integrated process.
 - ii. Anticipated challenges – What aspects of this process do you anticipate being most difficult? How will you address these challenges to ensure a successful outcome?
 - iii. Ambiguity and risk management – What areas of ambiguity could create the greatest risk, and what strategies will your team use to mitigate them?
- 4. 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
- 5. 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. Describe the team's experience with StormWise modeling.
- 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 District in order to complete the project as proposed.
- 8. Subcontracting:** If the CONSULTANT intends to subcontract, identify and describe the subcontractor, describe the intended scope and role of the subcontractor, identify the team

members proposed from the firm, and provide the qualifications and experience information requested above for those team members.

Project Assumptions

- The District expects that the CONSULTANT has a StormWise Expert license to build and model scenarios.
- The District will provide remote access to a 64-core workstation for model runs or scenario development. It is not a requirement to use the District's workstation, however, the District will make the resource available if the selected CONSULTANT would benefit from using a workstation optimized for StormWise.

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.?
- Creativity - Does the proposal offer any creative ideas or alternative approaches for achieving the District's objectives?
- Collaborative and Adaptive Approach - Does the proposal demonstrate how the consultant will collaborate with the MCWD team and adapt to the needs of the engagement process?

Experience and Capacity

- 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 geographic area that would aid in the project?
- Collaboration Experience - Does the company have experience collaborating with clients to deliver on complex projects?

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 and subtask. The final fee, payment structure and not-to-exceed price are subject to negotiation.

Consultant Selection

Interviews

Staff will review submittals for completeness and alignment with evaluation criteria. Short-listed firms may be invited to participate in interviews. Interview format may include a team presentation, Q&A, and discussion of sample products.

Interviews will be conducted at the option of MCWD. MCWD expects to contact proposers selected for interviews within two weeks after the 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.

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 irregularities, 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, suspend, or cancel any element of this RFP at any time. The District may request additional information or clarification from any respondent, allow

respondents to correct errors or omissions or otherwise alter or supplement a proposal, and waive any unintentional defects in the form or content of this RFP or any response submitted. Any substantial change in a requirement of the RFP will be disseminated in writing to all parties that have provided written notice to the District of their interest in responding.

Addenda and Clarifications

Any changes to this RFP will be made by the District through a written addendum. No verbal modification will be binding.

Contracting

Issuance of this RFP and receipt of proposals do not commit the District to entering into a contract. The District reserves the right to postpone the proposal deadline, to accept or reject any or all proposals received, to negotiate with the selected CONSULTANT or, if negotiations are terminated, with other CONSULTANTS, and to negotiate with more than one CONSULTANT simultaneously. The District may also cancel all or part of this RFP at its sole discretion. Where two or more proposers desire to submit a single proposal, they should do so on a prime-subconsultant basis rather than as a joint venture. The District intends to contract with a single lead firm and not with multiple firms doing business as a joint venture.

Enclosed with this RFP is the form of contract that CONSULTANT and MCWD will execute. The MCWD may agree to non-substantive document revisions, but CONSULTANT's proposal should be based on the contract form. The proposal should identify any terms of the form of contract that are unacceptable. The MCWD will negotiate a term where it can preserve the substantive intent of the term but reserves the right to reject a proposal that is conditioned on a material alteration of the contract form. The proposal also must identify any data or methods of the proposer that would be used in performing the work, and that the proposer considers to be instruments of service that should be excepted from the intellectual property terms of the contract form.

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.

Data Practices

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

Attachments and References

Attachment 1 - MCWD Climate Action Framework

Attachment 2 - Watershed Management Plan Framework

Attachment 3 - Contract form

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