



Title: Awarding Contract for Watershed Management Plan Support

Resolution number: 25-072

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Recommend action: Authorize contract execution for consultant services to support technical analysis and engagement for the 2027 Watershed Management Plan

Schedule: December 1, 2025 – Award contract
December 2025 – Project kickoff
December 2027 – Project completion

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: disclosed under separate cover

Past Board action: Resolution #24-069 Authorization to Initiate Stakeholder Engagement for the 2027 Watershed Management Plan
Resolution #25-052 Authorization to Release Request for Proposals for Watershed Management Plan Support

Background:

The Minnehaha Creek Watershed District (MCWD) is experiencing the impacts of a changing climate, including more frequent heavy rainfall, flooding, and periods of drought. These conditions have stressed local water resources and infrastructure and underscored the need for a coordinated, long-term resilience planning. In response, the Board adopted the [Climate Action Framework](#) (CAF) in December 2022 to guide MCWD's efforts to better understand vulnerabilities, work with partners, and implement effective flood risk management strategies.

A key early step has been the development of a watershed-wide 2D model (StormWise) to help assess current and future flood vulnerabilities. Supported by LCCMR funding, the model is expected to be completed in January 2026 and will provide technical information to inform partner engagement and the development of a coordinated flood risk management strategy.

This work builds on MCWD's Balanced Urban Ecology (BUE) vision, which recognizes that the most effective way to protect and improve water resources is to work in partnership with those who shape the built and natural environment. Since adopting BUE in 2014 and using it as the foundation of the 2017 Watershed Management Plan (Plan), MCWD has demonstrated that aligning water resource with land use goals through integrated planning can produce significant environmental, economic, and community benefits.

The 2027 Plan will continue this work, carrying forward the CAF and advancing the BUE vision. To guide this effort, the Board adopted the 2027 Plan Framework in [December 2024](#), which organizes the Plan around four areas: developing a flood risk management strategy; expanding planning and project delivery in focal geographies; strengthening the Land & Water Partnership program; and establishing metrics to track impact and progress. The 2027 Plan will be developed

through a multi-year, collaborative process led by MCWD staff and supported by a consultant team that will provide additional capacity and expertise for both the technical and engagement work. The MCWD will convene a Technical Committee (TAC), Policy Advisory Committee (PAC), and subwatershed planning groups to bring together regional and local perspectives across the watershed to help improve integrated planning, including developing a flood management strategy.

Request for Proposals Process:

Scope

On [September 29, 2025](#), the Board of Managers authorized release of a Request for Proposals (RFP) for consultant services. MCWD distributed the RFP to more than 45 engineering and planning firms and professional societies, and posted it to the MCWD website. The RFP sought a qualified consultant team to support the development of the 2027 Plan by providing targeted expertise in technical modeling, scenario analysis, engagement strategy, facilitation, and communication. The RFP listed an estimated budget of \$150,000-170,000 with a scope that includes four primary areas of work: (1) engagement and communications support; (2) flood risk assessment; (3) management scenario analysis; and (4) project coordination.

There was a four-week submittal period, which included an informational meeting and opportunity for firms to submit questions. MCWD received proposals from three firms: HDR Engineering, Moore Engineering, and Kimley-Horn and Associates.

Proposal Evaluation

A team of four MCWD staff evaluated the proposals based on the criteria outlined in the RFP, including:

- Approach and methodology: Project understanding, completeness and specificity, identification of needs, creativity, collaborative approach
- Experience: Company experience, staff experience, area knowledge, collaboration experience
- Cost: Fee structure and cost-effectiveness

Following the initial review, two firms were selected for interviews: HDR Engineering and Moore Engineering. The in-person interviews consisted of a short presentation by the selected firms, followed by an in-depth questions and answer session conducted by MCWD staff.

Recommendation

Staff recommends that Moore Engineering (Moore) be selected as the consultant and awarded the contract for services detailed in the Moore proposal, provided under separate cover to the Board of Managers. Through their written proposal and interview, the Moore team demonstrated the strongest understanding of the project's goals and stakeholders, as well as their ability to serve as strategic advisors. They outlined a collaborative approach for working with MCWD staff to adaptively manage the process and strategy based on information learned through the technical analysis and stakeholder engagement over the next two years. Moore has assembled a team with substantial experience in modeling, stakeholder engagement, communications, and watershed planning. They have also committed to acquiring the necessary licenses, training, and hardware, at their own cost, to support their use of the StormWise 2D model.

Based on the staff team's unanimous agreement to recommend selection of Moore, staff worked with Moore to further refine their proposal to expedite the contracting process. Staff also requested the addition of videography services, which were not included in the original RFP, to support the development of up to three short videos highlighting project partnership success stories for use during the Plan kickoff.

In accordance with Minnesota Statutes 13.591, subdivision 3(b), the submitted proposals will not be part of the public record until the contract has been executed. A copy of all submitted proposals will be distributed to the Board of Managers, via email, for review prior to the Board Meeting.

Next Steps:

Upon Board authorization, staff will work with Moore's project manager to finalize the scope of work and contract. Given the refinements that have already been made to the proposal, staff does not anticipate any additional substantive changes. The final contract will not exceed the amount set forth in the proposal. Work under the contract is anticipated to begin in December 2025.



RESOLUTION

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- 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, 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, 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, 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 and supported by a consultant team providing technical modeling and analysis, engagement strategy, facilitation support, and communication expertise;
- WHEREAS, the District will convene a Technical Advisory Committee (TAC), Policy Advisory Committee (PAC), and subwatershed planning groups comprised of staff and policymakers from communities across the watershed;
- WHEREAS, on September 29, 2025, the District released a Request for Proposals (RFP) seeking a consultant team with experience in watershed-scale modeling, scenario development, engagement, and communications to support MCWD staff in the development of the 2027 Plan;
- WHEREAS, in response to the RFP, the District received proposals from HDR Engineering, Moore Engineering, and Kimley-Horn and Associates which staff evaluated based on the criteria outlined in the RFP;
- WHEREAS, following the review of written proposals, staff interviewed two firms, HDR Engineering and Moore Engineering, to further assess project understanding, approach, and team qualifications;
- WHEREAS, based on the evaluation process, staff recommends Moore Engineering for its strong project understanding, strategic thinking, collaborative approach, and experienced team;
- WHEREAS, staff has worked with Moore Engineering to further refine their proposal to expedite the contracting process, and all submitted proposals have been provided for the Board's review; and

WHEREAS, the Board of Managers finds the evaluation was thorough and properly structured, and that Moore Engineering's proposal is competitive and aligned with District needs;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator, on advice of legal counsel, to execute a contract with Moore Engineering for consultant services to support development of the 2027 Watershed Management Plan, in accordance with the revised scope of work as the Administrator may further refine it, and in an amount not to exceed the amount set forth in the revised proposal; and authorizes the District Administrator to execute contract amendments in his discretion up to an additional ten percent, in aggregate, of the contract amount.

Resolution Number 25-072 was moved by Manager _____, seconded by Manager _____.

Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 12/1/2025

Secretary Date: _____