



**MINNEHAHA CREEK**  
**WATERSHED DISTRICT**  
QUALITY OF WATER, QUALITY OF LIFE

**Meeting:** Board of Managers  
**Meeting date:** 8/28/2025  
**Agenda Item #:** 11.2  
**Request for Board Action**

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<b>Title:</b>	County Road 6 Pond Retrofit Project
<b>Resolution number:</b>	25-046: Awarding Construction Contract for County Road 6 Pond Retrofit Project to Minger Construction  25-047: Authorization to Amend the Stantec Design Contract to Include Construction Support Services for the County Road 6 Pond Retrofit Project
<b>Prepared by:</b>	Name: Kailey Cermak Phone: 952.641.4501 kcermak@minnehahacreek.org
<b>Reviewed by:</b>	Name/Title: Michael Hayman, Project Planning Director; Chuck Holtman, Smith Partners
<b>Recommended action:</b>	Staff recommends the Board award a contract to Minger Construction for construction services for the County Road 6 Pond Retrofit Project. Staff also recommends the Board authorize the District Administrator to amend the design contract with Stantec to include construction support services for the County Road 6 Pond Retrofit Project.
<b>Schedule:</b>	May 2025: Final design completed and bid set prepared July-August 2025: Bid solicitation and contract award Fall 2025: Construction contracting Winter 2025-2026: Construction of pond retrofit March 2025: Substantial completion
<b>Budget considerations:</b>	Fund name and code: CR-6 Pond Retrofit (3159)/Pond Dredging (3002) 2025 Fund budget: \$532,444/\$1,060,000 Expenditures to date: \$50,155/\$0 Requested amount for construction: \$408,699/\$78,645 (Total \$487,344) Requested amount for construction support: \$49,340/\$0
<b>Past Board action:</b>	Res # 25-028      Authorizing Land Alteration and Flowage Agreement for the County Road 6 Pond Retrofit Project Res # 25-027      Approval of 90 Percent Design Plans for the County Road 6 Pond Retrofit Project and Authorization to Solicit Bids Res # 24-031      Authorizing County Road 6 Pond Retrofit Design Contract Res # 24-018      Ordering the County Road 6 Pond Retrofit Project and Authorizing Request for Proposals for Design and Engineering Services Res # 23-018      Authorization to Execute a Contract for the County Road 6 Stormwater Pond Retrofit Feasibility Study Res # 19-039      Authorization to Release RFP for Long Lake Creek Subwatershed Assessment

## Background

In 1998, as a result of a Clean Water Partnership diagnostic study, MCWD constructed the County Road 6 Stormwater Pond (CR6 pond or pond) to capture and treat 3,370 acres of runoff, reducing sediment and nutrient loading to impaired Long Lake, which sits just downstream of the pond. The 2.5-acre pond, located in the city of Orono, sits within a District-held easement to ensure that long-term maintenance, monitoring, and retrofits to the pond can occur.

As part of the Long Lake Creek Subwatershed Roadmap—a collaborative effort with Long Lake Waters Association and the cities of Long Lake, Medina, and Orono to identify and prioritize water quality improvement projects—regional stormwater facilities were identified as the highest priority for near-term implementation, given their high-impact. At the same time, monitoring of the CR6 pond indicated it was underperforming, further reinforcing it as a near-term priority and underscoring the potential benefits of a retrofit.

To evaluate options, the District completed a feasibility study in 2023, which identified a combination of a gravity sand filter bench and an earthen berm as the most cost-effective retrofit for phosphorus removal. In May 2024, the Board formally ordered the project and awarded a contract to Stantec for engineering and design services. Over the course of design development, staff provided the Board with regular updates on status and key considerations, including the necessary outlet structure modifications, the ability to proactively pair a maintenance dredging with the retrofit for future cost savings, and opportunities to expand project scope and benefits into the northwest corner of the site through coordination with the adjacent property owners, the Epleys.

At the April 24, 2025 meeting, after hosting the required public meeting, the Board of Managers approved 90% design and authorized staff to solicit construction bids in the summer of 2025. At this same meeting, the Board also approved the land alteration and flowage agreement with the Epleys, securing MCWD's ability to expand the retrofit project onto their property and deliver additional water quality and habitat benefits in the northwest corner.

## Bid Solicitation Process

On July 15, 2025, staff released the project bid package on the online platform, QuestCDN. A mandatory pre-bid meeting was held at the project location on July 24, 2025 with the public bid period closing on August 7, 2025. MCWD received four bids listed in the table below. Minger Construction Co., Inc. ("Minger") submitted the lowest bid. District staff and Stantec find the bid to be responsive, and find Minger to be a responsible bidder.

Bidder	Total Bid
Minger Construction Co., Inc.	\$487,344.00
Sunram Construction, Inc.	\$558,307.00
Veit & Company, Inc.	\$559,199.03
ACM, LLC	\$638,725.36

Minger's bid came in favorably when compared to the Engineer's opinion of probable cost of \$616,410. Pursuant to the Data Practices Act, the full bid tabulation is not yet public information. A copy of the bid tabulation will have been distributed to the Board of Managers, via email, for review prior to the August 28, 2025 meeting.

## Construction Oversight Services

Given the favorable bids, staff recommend advancing the project to construction. As such, MCWD requires contract administration and construction observation services. Staff requested that Stantec provide a construction support proposal (attached), which includes these key areas of work:

- Preconstruction Assistance
- Construction Administration, Observation, and Documentation
- Field Staking, As-built Survey and Drawings, and Project Closeout

Stantec budgeted a base of 15 hours of on-site and administrative support per week over the estimated 8-week construction schedule. The proposal estimates the total cost of the construction observation services to be \$49,340.

**Recommendations**

At the August 28, 2025 Board of Managers meeting, staff will recommend that the Board award a contract to Minger Construction for the contract price of \$487,344, and authorize the Administrator to issue change orders in the aggregate amount of 10% of the contract price.

Furthermore, staff will recommend authorizing the District Administrator to amend the existing design contract with Stantec to include construction administration and oversight services for a price not to exceed \$49,340.

**Attachments**

- Attachment 1: Stantec Recommendation of Award
- Attachment 2: Stantec Construction Support Services Scope



## RESOLUTION

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**Resolution number:** 25-046

**Title:** Awarding Construction Contract for County Road 6 Pond Retrofit Project to Minger Construction

- WHEREAS in 1998, following a diagnostic study of the Long Lake subwatershed, the Minnehaha Creek Watershed District (MCWD) constructed the Country Road 6 pond to reduce sediment and nutrient loading to Long Lake;
- WHEREAS a regional partnership was formed in 2018 among the Cities of Medina, Long Lake and Orono, the Long Lake Waters Association, and MCWD to pursue water quality improvements in the Long Lake Creek Subwatershed;
- WHEREAS in 2018, with support from the partnership, MCWD obtained state grant funding and led a subwatershed assessment to provide a scientific understanding of the system as a whole, identify cost-effective projects and strategies, and develop an actionable roadmap for implementation;
- WHEREAS this work resulted in what is formally referred to as the Long Lake Creek Roadmap (Roadmap) that identified a suite of 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 enhancement and addition of regional treatment is recommended as the first priority due to the ability to cost-effectively treat a large drainage area while localized projects are implemented over time;
- WHEREAS the MCWD 2018-27 Watershed Management Plan (WMP), at Table 3.11, identifies for capital project implementation the construction of infiltration or filtration basins and devices within the Long Lake Creek Subwatershed to reduce nutrient loadings to Long Lake;
- WHEREAS the roadmap identified the County Road 6 (CR-6) Pond, located in the city of Orono on an easement already held by MCWD, as a regional stormwater opportunity that looks to retrofit the existing pond to enhance its performance. Such a project thereafter was included in the MCWD's Capital Improvement Plan (CIP) and budget to reduce nutrient loading to Long Lake;
- WHEREAS on April 13, 2023, the MCWD Board of Managers ("Board") approved a contract with Stantec to conduct a feasibility study to explore retrofit opportunities, which identified the combination of a gravity sand filter bench and an earthen berm (the "Project") as the most cost-effective solution;
- WHEREAS on March 11, 2024, the Orono City Council adopted a resolution of support for the Long Lake Creek Subwatershed Partnership and the Project;
- WHEREAS on March 14, 2024 the Board's Operations and Programs committee reviewed the feasibility study and staff's recommendation to pursue the two project concepts in combination for stacked water quality benefits;

- WHEREAS on March 28, 2024, the Board, after public hearing, formally ordered the CR-6 Pond Retrofit Project and on May 9, 2024, following a competitive process, the Board authorized execution of a contract with Stantec for design and engineering services for the Project;
- WHEREAS on September 26, 2024, the Board reviewed 60% plans for the Project and staff committed to exploring the opportunity to enhance the project through a pond expansion into the northwest corner of the site, and MCWD has reached terms with the affected property owners to allow the expansion;
- WHEREAS on April 4, 2025, MCWD hosted a public meeting at Orono City Hall, which had been noticed to all residents within 1,000 feet of the project, to provide information on the project and its benefits to downstream Long Lake;
- WHEREAS on April 24, 2025, the Board (1) reviewed a final design memorandum, 90 percent design plans, and a final opinion of probable cost for the modifications, (2) authorized the MCWD Administrator to solicit bids for construction, and (3) authorized a land alteration and flowage agreement, securing MCWD's ability to perform work in the northwest corner on the Epley's property;
- WHEREAS On July 15, 2025, MCWD staff released the project bid package on the online platform, QuestCDN. A mandatory pre-bid site visit was then hosted on July 24, 2025;
- WHEREA On August 7, 2025, four bids were received and opened, with Minger Construction submitting the low bid;
- WHEREAS Stantec, as the project engineer, and staff have advised that the Minger Construction bid is responsive, that there are no irregularities in the bid, and that it considers Minger Construction to be a responsible bidder;
- WHEREAS the Board concurs in and adopts the findings of the project engineer and staff;

**NOW, THEREFORE, BE IT RESOLVED** that the Minnehaha Creek Watershed District Board of Managers awards the contract for the construction of County Road 6 Pond Retrofit Project to Minger Construction for the contract price of \$487,344;

**BE IT FURTHER RESOLVED** that the MCWD Administrator is authorized, on advice of MCWD legal counsel, to enter into a contract with Minger Construction for construction services for the stated contract price, and further is authorized to execute change orders in his discretion up to an additional 10 percent, in aggregate, of the contract price; and

**BE IT FINALLY RESOLVED** that the Administrator is authorized to issue a formal notice to proceed to Minger Construction, on advice of counsel and after receipt of a signed contract and required bonds and insurance documentation.

Resolution Number 25-046 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: 8/28/2025

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



## RESOLUTION

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**Resolution number:** 25-047

**Title:** Authorization to Amend the Stantec Design Contract to Include Construction Support Services

- WHEREAS in 1998, following a diagnostic study of the Long Lake subwatershed, the Minnehaha Creek Watershed District (MCWD) constructed the Country Road 6 pond to reduce sediment and nutrient loading to Long Lake;
- WHEREAS a regional partnership was formed in 2018 among the Cities of Medina, Long Lake and Orono, the Long Lake Waters Association, and MCWD to pursue water quality improvements in the Long Lake Creek Subwatershed;
- WHEREAS in 2018, with support from the partnership, MCWD obtained state grant funding and led a subwatershed assessment to provide a scientific understanding of the system as a whole, identify cost-effective projects and strategies, and develop an actionable roadmap for implementation;
- WHEREAS this work resulted in what is formally referred to as the Long Lake Creek Roadmap (Roadmap) that identified a suite of 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 enhancement and addition of regional treatment is recommended as the first priority due to the ability to cost-effectively treat a large drainage area while localized projects are implemented over time;
- WHEREAS the MCWD 2018-27 Watershed Management Plan (WMP), at Table 3.11, identifies for capital project implementation the construction of infiltration or filtration basins and devices within the Long Lake Creek Subwatershed to reduce nutrient loadings to Long Lake;
- WHEREAS the roadmap identified the County Road 6 (CR-6) Pond, located in the city of Orono on an easement already held by MCWD, as a regional stormwater opportunity that looks to retrofit the existing pond to enhance its performance. Such a project thereafter was included in the MCWD's Capital Improvement Plan (CIP) and budget to reduce nutrient loading to Long Lake;
- WHEREAS on April 13, 2023, the MCWD Board of Managers ("Board") approved a contract with Stantec to conduct a feasibility study to explore retrofit opportunities, which identified the combination of a gravity sand filter bench and an earthen berm (the "Project") as the most cost-effective solution;
- WHEREAS on March 11, 2024, the Orono City Council adopted a resolution of support for the Long Lake Creek Subwatershed Partnership and the Project;
- WHEREAS on March 14, 2024 the Board's Operations and Programs committee reviewed the feasibility study and staff's recommendation to pursue the two project concepts in combination for stacked water quality benefits;

WHEREAS on March 28, 2024, the Board, after public hearing, formally ordered the CR-6 Pond Retrofit Project and on May 9, 2024, following a competitive process, the Board authorized execution of a contract with Stantec for design and engineering services for the Project;

WHEREAS on September 26, 2024, the Board reviewed 60% plans for the Project and staff committed to exploring the opportunity to enhance the project through a pond expansion into the northwest corner of the site, and MCWD has reached terms with the affected property owners to allow an expansion;

WHEREAS on April 4, 2025, MCWD hosted a public meeting at Orono City Hall, which had been noticed to all residents within 1,000 feet of the project, to provide information on the project and its benefits to downstream Long Lake;

WHEREAS on April 24, 2025, the Board (1) reviewed a final design memorandum, 90 percent design plans, and a final opinion of probable cost for the modifications, (2) authorized the MCWD Administrator to solicit bids for construction, and (3) authorized a land alteration and flowage agreement, securing MCWD's ability to perform work in the northwest corner;

WHEREA On August 7, 2025, four bids were received and opened, and on August 28, 2025, the Board found Minger Construction to have submitted the low responsive bid, and awarded the contract for project construction to Minger Construction;

WHEREAS in anticipation of the award for construction services, MCWD staff requested that Stantec submit a construction support proposal, and Stantec has done so, which has been reviewed and recommended by MCWD staff and which the Board finds satisfactory;

**NOW, THEREFORE, BE IT RESOLVED** that the Minnehaha Creek Watershed District Board of Managers authorizes the MCWD Administrator, on advice of counsel, to amend the design contract with Stantec to include construction support services for the County Road 6 Pond Retrofit Project in an amount not to exceed \$49,340.

Resolution Number 25-047 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: 8/28/2025

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

## Attachment 1: Stantec Recommendation of Award



**Stantec Consulting Services Inc.**  
One Carlson Parkway Suite 100, Plymouth, MN 55447

August 7, 2025

Minnehaha Creek Watershed District  
15320 Minnetonka Blvd.  
Minnetonka, MN 55345

Re: County road 6 Stormwater Pond Retrofit  
Stantec Project No. 227707038  
Bid Results

Dear Minnehaha Creek Watershed District

Bids were opened for the Project stated above on August 7, 2025. Transmitted herewith is a copy of the Bid Tabulation for your information and file. A copy will also be distributed to the Bidders once the Project has been awarded.

There were a total of 4 Bids. The following summarizes the results of the Bids received:

	<b>Contractor</b>	<b>Total Base Bid</b>
<b>Low</b>	Minger Construction Co., Inc.	\$487,344.00
<b>#2</b>	Sunram Construction, Inc.	\$558,307.00
<b>#3</b>	Veit & Company, Inc.	\$559,199.03
<b>#4</b>	ACM, LLC	\$638,725.36

The low Bidder on the Project was Minger Construction Co., Inc. with a Total Base Bid Amount of \$487,344.00. These Bids have been reviewed and found to be in order.

If the District Board wishes to award the Project to the low Bidder, then **Minger Construction Co., Inc.** should be awarded the Project on the Total Base Bid in the Amount of **\$487,344.00.**

Should you have any questions, please feel free to contact me at (763) 479-5174.

Sincerely,

**STANTEC CONSULTING SERVICES INC.**

Nick Wyers, P.E.

Enclosure

## Attachment 2: Stantec Construction Support Services Scope



August 22, 2025

**Kailey Cermak**  
Minnehaha Creek Watershed District  
15320 Minnetonka Boulevard  
Minnetonka, MN 55345

Dear Kailey,

Stantec is pleased to submit this proposal to assist Minnehaha Creek Watershed District (MCWD) with the construction support services for the County Road 6 Stormwater Pond Retrofit project in Orono.

## Background

Stantec has completed the design of the CR-6 Stormwater Pond Retrofit project under its original contract with MCWD, which included support through bidding and recommendation of project award. Bidding has been completed and Stantec has recommended Minger Construction for project award.

This scope of work amends the original design contract to carry the project through construction, with tasks focused on construction administration and observation.

## Scope of Work

### Task 1: Construction Administration and Observation

Stantec will lead construction observation and field staking for the CR-6 pond project. Prior to the start of construction, staff will stake benchmarks and project site access and staging areas. Our staff will also complete follow-up construction staking to provide locations and elevations for specific design features. Our team, led by Nick Wyers, will lead the preconstruction meeting to establish project objectives, construction meeting cadence (as necessary), submittal process, review status of required permits, and communication requirements for the project. Creating clear communication processes during the start of the project with the contractor and team will allow for a smoother construction process. As the project progresses our team will lead designated construction meetings as needed and provide minutes for relevant parties to understand the progress of the project and next steps. During construction our team will complete site visits to observe and document key design components. These logs will be shared with MCWD staff on a weekly basis.

In addition to site visits, staff will review pay applications, prepare change orders, review submittals and respond to requests for information by the contractor. Stantec will be onsite to collect as-built information of sediment excavation and pond expansion to ensure grading expectations are met. This will be completed on an as-needed basis in a timely manner to ensure the contractor's work can progress without delay.

Before final completion staff will conduct a final inspection and prepare punch lists for the contractor prior to project closeout. Once this inspection is completed our team will conduct a post-construction survey and provide as-built record drawings and electronic GIS files. This step is critical to perform promptly as in winter conditions snow and ice can make it tough to verify excavated depths.

We anticipate it will take eight weeks to remove the sediment, complete weir modifications and complete filter construction and have budgeted 15 hours per week for on-site observation, contractor coordination and processing of project requests (i.e., pay applications, request for information, change orders, etc.). We do recognize there will be some time for project closeout once vegetation has established later in the



spring and have budgeted hours for the project closeout but have not focused our schedule on this activity. We will fulfill responsibilities as Engineer under the contract documents.

During the eight weeks estimated for sediment removal and retrofit modifications, we recognize the following as critical times during the construction process to be on-site:

- **Project Start-up:** As the project starts up dewatering will be required. Proper coordination with partner agencies on where dewatering water can be discharged and what hours of operation can occur given the proximity to residential areas will be key to success. Monitoring discharge locations once dewatering initiates to ensure proper signage for potential thin ice will also be critical. Our team will be prepared to do regular site visits during the first 3-5 days of dewatering to ensure this approach is implemented.
- **Initiation of Excavation:** As the contractor gets started moving materials it is important they are maintaining the prescribed erosion and sediment control practices and respecting the project limits. Setting expectations early is critical as it sets the tone for the duration of the project to ensure success.
- **Trail Alignment:** Once the Contractor has field-fitted the trail, Stantec, MCWD, and the Epleys will review the staked center-line of the trail orientation with the Contractor and make adjustments as-needed.
- **Sheet pile weir modifications:** during modifications, it is important the modifications are completed per the plan drawings to meet the structural and water-tight requirements. A structural engineer will be onsite to complete structural inspection.
- **Filter bench installation:** after the contractor completes dewatering, it is critical subgrade is inspected to determine if any additional modifications will be needed below the clay fill. During the fill it is important the contractor is completing proper compaction to reduce the risk of settlements in the filter and berm.
- **Completion of Dredging/Grading:** Documenting conditions once the contractor has confirmed they have established the desired grades is key to ensure proper payment of actual sediment removed. Our approach will be to work with the contractor to give our survey team one-week advance notice of when they will be wrapping up allowing the survey team to come in and document graded elevations.

We assume MCWD staff will be visiting the site during construction and attend any necessary on-site meetings required due to contractor, public, or partner agency requests. While MCWD will remain engaged throughout construction, it is understood that MCWD's on-site presence will not be relied on for construction observation responsibilities. This scope is not intended to alter roles and responsibilities of Engineer and Owner under the contract documents.

#### **Task 1 Deliverables:**

- Pre-construction meeting agenda and minutes.
- Construction staking.
- Construction observation reports.
- Approved change orders, pay applications, and requests for information.
- As-built records with survey points GIS and CAD formats.
- Other review and decision documents required by the Engineer under the contract documents.

#### **Task 1 Assumptions:**



- Weekly on-site construction meetings will be included for this project.
- MCWD will be responsible for public and partner agency coordination.
- Assumed 8 weeks of construction.
- Assumed coordination of up to 3 pay requests and 1 change order.
- MCWD will be responsible for managing the 3-year vegetation establishment.

#### Task 1 MCWD Staff Resource Needs:

- Coordination with public (residents) and partner agencies.
- Attendance at pre-construction meeting.
- Owner approval of change orders and pay applications.
- Management of inspections and payments for the 3-year vegetation establishment.

Our approach as highlighted in our project understanding and scope of services is to deliver a cost-effective improvement to MCWD's ponds which can make the biggest difference on the landscape.

## Schedule

We are prepared for work on this project to begin immediately following MCWD's issue of the notice of award, with construction to occur fall 2025/winter 2026.

## Fee Estimate

Our estimated fee to complete the identified scope of work is **\$49,340.00**. Any anticipated changes to the scope that will affect the project fee will be communicated to MCWD before additional work is undertaken. We will invoice monthly for actual time and expense incurred.

We thank you for this opportunity to present this proposal. Should you have any questions or need clarification of anything in the enclosed proposal, please do not hesitate to contact us.

Task	Subtask	Description	Cost
1		Construction Administration and Observation	
	1.1	Preconstruction Assistance	\$2,858.00
	1.2	Construction Observation and Documentation	\$37,642.00
	1.3	Record Plans and Project Closeout	\$8,800.00
<b>Total</b>			<b>\$49,340.00</b>

Regards,

**STANTEC CONSULTING SERVICES INC.**

**Nick Wyers**  
Project Manager  
952-838-5661  
Nick.wyers@stantec.com

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## ATTACHMENT – COMBO RATE TABLE

BC2277\_2025-Combo

### HOURLY RATES

Stantec Billing Level	2025 Hourly Rate*
3	\$107
4	\$114
5	\$126
6	\$130
7	\$139
8	\$146
9	\$155
10	\$163
11	\$172
12	\$176
13	\$204
14	\$214
15	\$241
16	\$274
17	\$274
18	\$274
19	\$274
20	\$274
21	\$274

\*Rates subject to annual increase.

### OTHER EXPENSES / MATERIALS

Stantec's standard mark-up on expenses is 10%. Unless prescribed differently within the proposal or other contract paperwork, this mark-up is used in all areas as indicated below:

- **Sub-Consultants**
- **Subcontracted Commodity Services**  
e.g., analytical laboratory services, drilling contractors, etc.
- **Meals and Lodging**  
May be billed at cost or daily per diem. If applicable, per diem rates will be those set by the U.S. General Services Administration (<https://www.gsa.gov>).
- **Vehicle and Equipment Rentals**  
Not owned by Stantec.
- **External Equipment and Supplies.**  
e.g., delivery charges, outside copying/reproduction, leased/rented field equipment, etc.

Company-owned equipment will be billed on unit rate basis (e.g., daily; weekly); the expense markup does not apply to these rates. For Stantec owned vehicle, a combination of daily vehicle or mileage rates are used depending on the type of work and/or contract. A separate Stantec Equipment Rate Schedule\* is available upon request.