



MINNEHAHA CREEK
WATERSHED DISTRICT
QUALITY OF WATER, QUALITY OF LIFE

Meeting: Board of Managers
Meeting date: 12/1/2025
Agenda Item #: 7.1
Board Consent Item

Title: Authorization to Release Request for Quotes for Water Quality Lab Services

Resolution number: 25-071

Prepared by: Name: Jill Sweet
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Reviewed by: Name/Title: Brian Beck/R&M Program Manager

Recommended action: Authorize staff to solicit quotes for a 2-year water quality lab analysis contract

Summary:

The Minnehaha Creek Watershed District (District) remains focused on putting high impact capital projects in the ground to improve water quality, enhance ecological conditions, and reduce flooding. The Research and Monitoring (R&M) department's work is centered around supporting such projects.

The Research and Monitoring program purpose is to:

- 1.) Diagnose water quality, water quantity, and ecological issues
- 2.) Identify project locations
- 3.) Inform project design
- 4.) Assess effectiveness of projects
- 5.) Communicate data driven stories

Collecting water quality samples is a major component to accomplishing the aforementioned goals. The sample collection is done by R&M staff and then sent to an outside lab for analysis.

The District is currently under a two-year contract with RMB Labs until the end of 2025. The District is required to solicit a request for quotes every two years for ongoing technical service work (103B. 227, subd. 5.). Following board authorization to solicit quotes, the quote package will be posted on the District website and sent to laboratories certified by the Minnesota Department of Health Environmental Laboratory Accreditation Program (MNELAP).

The quote package will include R&M's projected analysis parameters and quantities for 2026 along with a list of questions to compare each lab's technical capabilities, workflow, and data reporting options. The flexibility in data reporting will be at the forefront of staff's decision so that incoming data can be seamlessly linked to R&M's WISKI database.

Labs will be asked to respond by January 9th, 2026. Staff will bring forward a recommendation to select and award the contract for 2026 and 2027 laboratory services at the January 22nd, 2026 Board of Managers Meeting.

Supporting documents (list attachments):

Request for Quotes Package



RESOLUTION

Resolution number: 25-071

Title: Authorization to Release Request or Quotes for Water Quality Lab Services

- WHEREAS The Minnehaha Creek Watershed District (District) remains focused on putting high impact capital projects in the ground to improve water quality, enhance ecological conditions, and reduce flooding; and
- WHEREAS The Research and Monitoring Department supports the District's mission by diagnosing water resource issues, informing project location design, and communicating effectiveness and impact; and
- WHEREAS Water quality lab analysis is a key component to delivering on department objectives; and
- WHEREAS The District is required to solicit a request for proposals every two years for ongoing technical services (103B.227, subd. 5.); and
- WHEREAS The District's current lab analysis contract expires at the end of 2025; and

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorize the District Administrator to solicit quotes for water quality lab analysis for 2026 and 2027.

Resolution Number 25-071 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 12/1/2025

Secretary Date: _____



Request for Quotes

Water Quality Laboratory Analysis

The Minnehaha Creek Watershed District (MCWD or District) is currently requesting quotes for a 2-year agreement (2026 and 2027) for analysis of water quality samples.

The District's Research and Monitoring department collects a large amount of surface water and stormwater samples with much of the work occurring between April and October. The District is looking for a lab that is able to manage and process a large amount of samples and has the ability to custom tailor the result deliverables. The estimated number of samples per analyte the District will submit in the following year is listed below.

Parameter	# of samples
Total Phosphorus	477
Ortho-phosphorus	477
Total nitrogen	436
Total suspended solids	436
Chloride	477
Chlorophyll-a	86
Total dissolved phosphorus	15
Nitrite	15
Total volatile suspended solids	15
Ammonia	15
Total Iron	50

The District is requesting an overall quote for this projected amount of sampling. Please also include a cost-breakdown that shows the cost per sample, method, and reporting limit for each analyte listed. Please utilize methods associated with the lowest reporting limit for pricing.

In addition to providing a quote for the sample analysis, the District asks that interested labs also respond to the following questions:

1. What is the turnaround time for lab results?
2. Does your lab provide a courier service?
 - a. If yes, are there any limitations to time of day/days of week?
3. Does your lab provide analysis on weekends?
4. What are the holding times for each quoted method?
5. Do any of the quoted methods require additional shipping to another facility?
6. How do you prefer pre-processing of Chl-a and TP?

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7. Does your lab submit results directly to the MPCA's EQulS via MN_lab format?
8. How do you send results to the client? (email, online retrieval, etc.)
9. Are you able to customize the format of the result reports? Please describe.
10. Which sampling supplies are provided?
11. Are you able to meet the insurance requirements and indemnification terms? (please see attachment)
12. Is your laboratory certified by the Minnesota Department of Health to analyze the parameters listed in the table above? If not, please list which analysis your lab is certified to analyze.

Submissions will be accepted until 4:00 pm on January 9th, 2026. Please send questions and quotations via email to:

Jill Sweet, R&M Technician (jsweet@minnehahacreek.org)

Phone: (952)-930-1976

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