



| | |
|-------------------------------|--|
| Title: | Authorization to Extend Engineering Services Contract |
| Resolution Number: | 25-078 |
| Prepared by: | Name: Rachel Baker Phone: (952) 471-0590 rbaker@minnehahacreek.org |
| Reviewed by: | Michael Hayman, Director of Project Planning; Chuck Holtman, Smith Partners |
| Recommended action: | The MCWD Board of Managers authorizes a contract extension for engineering services with Stantec to continue to provide services as the District engineer pending completion of the next biennial contract, including services under retainer for January-February 2026, and services for presently active permit applications until each matter is completed. |
| Schedule: | December 31, 2025: Stantec contract expires January 2026: New MCWD engineering contract approved by MCWD board February 2026: Contracting and transition to new firm, if applicable March – June 2026: Stantec services for ongoing permit applications |
| Budget Considerations: | Fund name and code: 1-1002-4340 Engineering Services Fund budget 2026: \$80,640 Requested amount of funding: \$12,800 for two months' retainer and additional funds as needed to complete permitting services. |
| Past Board Action | Resolution #25-062: Authorization to Release Request for Proposals for Engineering Services Resolution #23-078: Selection and Authorization to Execute a Contract for Engineering Services |

Summary:

Under Minnesota Statute §103B.227, MCWD is required to solicit interest proposals for professional or technical consultant services at least every two years. The MCWD's current engineering services contract with Stantec, under which Stantec serves as the MCWD engineer, expires on December 31, 2025.

In accordance with the statute, and the upcoming expiration of the current engineering contract, on October 23, 2025, the Board of Managers approved the release of a request for proposals (RFP) for engineering services. The RFP was posted November 5, 2025 on the MCWD website as well as the League of Minnesota Cities website. Responses are due on December 19, 2025.

Because the new engineering services contract will not be in place by December 31, 2025, an extension of the current engineering contract with Stantec is necessary to ensure continuity in MCWD engineering services in the period between expiration of the present Stantec contract and a new contract with Stantec or a new MCWD engineer.

Contract Extension

Staff proposes to amend the current contract with Stantec to extend through June 30, 2026. General engineering services under retainer would extend only for two months, until February 28, 2026. Staff are confident that by this date, a new

biennial contract will be in place. Services that Stantec provides for the remainder of the contract, consisting of permitting services that fall outside the retainer, will be billed on an hourly basis. If the Board selects another firm to serve as the MCWD engineer, the permitting work will extend beyond Stantec's tenure as MCWD engineer. This work would be as directed by staff and authorized by the Administrator, in accordance with Stantec's 2026 Rate Table (attached).

Stantec representatives and MCWD staff have discussed transition needs if the Board selects a new firm. As a part of transition, and in accordance with its contract, Stantec would work with MCWD staff to return all models, data, and other MCWD-owned materials and work product to MCWD.

Supporting documents:

- Stantec 2026 Rate Table



RESOLUTION

Resolution number: 25-078

Title: Authorization to Extend Engineering Services Contract

WHEREAS Minnesota Statutes §103B.227 requires watershed districts to solicit interest proposals for professional services, including engineering services, every two years;

WHEREAS MCWD's professional services contract with Stantec for services as the MCWD engineer expires on December 31, 2025;

WHEREAS a new engineering services contract will not be in place by December 31, 2025, and therefore an extension of the current engineering contract with Stantec is necessary to ensure continuity until a new contract is awarded and executed;

WHEREAS MCWD anticipates a new contract award in January 2026, and contracting being completed in February 2026;

WHEREAS the extension of the Stantec contract will provide for general engineering services under retainer until February 28, 2026; and

WHEREAS through June 30, 2026, Stantec will bill permitting services that fall outside the retainer on an hourly basis to allow Stantec to complete engineering support on permit applications presently in process;

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 current engineering services contract with Stantec and extend the contract until June 30, 2026, with Stantec to provide engineering services on retainer for a monthly rate through February 28, 2026 and additional services provided based on an hourly fee structure, as authorized by the Administrator.

Resolution Number 25-078 was moved by Manager _____, seconded by Manager _____.

Motion to adopt the resolution ___ ayes, ___ nays, _____ abstentions. Date: December 18, 2025.

_____ Date: _____ Secretary



ATTACHMENT – STANDARD RATE TABLE

2026-Z Combo

HOURLY RATES

| Stantec Billing Level | 2026 Hourly Rate* |
|-----------------------|-------------------|
| 3 | \$111 |
| 4 | \$119 |
| 5 | \$131 |
| 6 | \$135 |
| 7 | \$145 |
| 8 | \$152 |
| 9 | \$161 |
| 10 | \$170 |
| 11 | \$179 |
| 12 | \$183 |
| 13 | \$212 |
| 14 | \$223 |
| 15 | \$251 |
| 16 | \$285 |
| 17 | \$285 |
| 18 | \$285 |
| 19 | \$285 |
| 20 | \$285 |
| 21 | \$285 |

*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.