



MINNEHAHA CREEK
WATERSHED DISTRICT
QUALITY OF WATER, QUALITY OF LIFE

Meeting: Board of Managers
Meeting date: 7/9/2026
Agenda Item #: 12.2
Request for Board Action

Title:	Authorization to release a Request for Proposals for the Six Mile Marsh Halsted Bay Load Management Feasibility Study	
Resolution number:	26-061	
Prepared by:	Name: Rachel Baker and Kailey Cermak Phone: 952.651.4522 / 952.641.4501 rbaker/kcermak @minnehahacreek.org	
Reviewed by:	Chuck Holtman, Smith Partners	
Recommended action:	The Board of Managers authorizes staff to release a Request for Proposals (RFP) for consultant services to complete a Six Mile Marsh Halsted Bay Load Management Feasibility Study	
Schedule:	July 17, 2026 – Release RFP for consultant services September 2026 – Anticipated consultant selection and contract approval Fall-Winter 2026-2027 – Conduct feasibility Spring 2027 – Review feasibility findings	
Budget considerations:	Fund name and code: Project Planning, 2-2002 Fund budget: \$340,000 (for consultant services) Expenditures to date: \$117,051 Requested amount of funding: N/A	
Past Board action:	Res # 17-038	Authorization to Execute a Land Acquisition Agreement with Three Rivers Park District, 3910 and 3940 Farmhill Circle, City of Minnetrista
	Res # 14-047	Identifying Six Mile Creek Subwatershed as a priority Focus Area
	Res # 13-048	Consultant Selection Halsted Bay Tributary Alum Injection System and Internal Load Management Project
	Res # 12-113	Authorization to execute a MOU with Minnetrista for the Halsted Bay CIP Project (LM-HB)

Purpose:

Since 2014, the Six Mile Creek–Halsted Bay (SMCHB) subwatershed has served as a focal geography for the Minnehaha Creek Watershed District's (MCWD) planning and implementation efforts. The subwatershed was identified as a priority geography due to the concentration of high-value natural resources and significant water quality impairments, its complex multi-jurisdictional setting, and the strong opportunity for partnership-driven implementation in the context of anticipated growth and land use change.

Building on this designation, MCWD and its partners developed a coordinated subwatershed implementation strategy through the 2017 Watershed Management Plan (WMP), organizing SMCHB into distinct management units to align restoration efforts with specific natural resource issues, drivers, and implementation opportunities. The past 10 years of significant resource investment into the SMCHB focal geography has brought about successful landscape load reduction projects in the upper portion of the subwatershed. While upstream work will continue, staff recommend it is the right time to build on prior technical work addressing the loading issues in the lower portion of SMCHB subwatershed and

refine our understanding of the viability, water quality benefit, and implementation considerations of an off-line phosphorus treatment facility along Six Mile Marsh.

To support this effort, staff will request authorization to release an RFP for the Six Mile Marsh Halsted Bay Load Management Feasibility Study at the July 9, 2026 Board Meeting.

Background:

Halsted Bay in Minnetrista, Minnesota is impaired for nutrients and carries the largest required phosphorus load reduction of any waterbody in the MCWD. The Minnesota Pollution Control Agency (MPCA) has established a Total Maximum Daily Load (TMDL) for Halsted Bay requiring a phosphorus load reduction of approximately 2,000 lbs/year to meet state water quality standards.

Phosphorus loading to Halsted Bay comes from two primary sources: watershed loading conveyed through the surrounding drainage area, and internal loading released from sediments. Approximately 50% of the nutrient load to Halsted Bay is conveyed through Six Mile Marsh, a large wetland complex that drains into Halsted Bay via Six Mile Creek. This loading occurs primarily in dissolved form which cannot be effectively removed through settling. Addressing both watershed loading through Six Mile Marsh and internal loading from sediments will be necessary to achieve TMDL reduction goals.

Prior feasibility work, completed in 2013, identified an off-line phosphorus treatment facility as the most promising strategy to reduce watershed phosphorus loading from Six Mile Marsh. Under this concept, water would be pumped from Six Mile Creek, treated using aluminum sulfate (alum) or an alternative chemistry, and discharged back to Six Mile Creek before it enters Halsted Bay. At the time of these evaluations, the Engineer's opinion of probable cost (OPC) estimated the project at approximately \$7.7 million in capital costs and \$13.9 million in 20-year lifecycle costs, with the predicted ability to remove roughly 60% of the incoming phosphorus load.

In 2017, MCWD opportunistically acquired approximately 5.5 acres at 3940 Farmhill Circle in Minnetrista, Minnesota, to serve as a facility site. The MCWD property is located adjacent to Six Mile Creek toward the downstream end of Six Mile Marsh, near its discharge point toward Halsted Bay, and is consistent with the preferred siting location identified in the prior feasibility analysis. Pre-acquisition due diligence included a Phase I Environmental Site Assessment, a massing concept sketch confirming that a treatment facility could be accommodated on the property (though fit was described as tight), a community open house, and informational meetings with Minnetrista City Council and staff.

Since the acquisition of the Farmhill Circle property, MCWD's work has been focused on water quality projects further upstream in the SMCHB subwatershed. While upstream work will continue to occur, MCWD staff are also exploring project options in the lower Parley–Mud–Halsted Bay management unit, where the scale and complexity of downstream impairments warrant focused evaluation of load reduction strategies.

Feasibility Request for Proposal:

MCWD staff have developed a request for proposal for feasibility analysis and conceptual design services. The feasibility study has a projected budget range of \$60,000-\$80,000, and is designed to answer three key questions:

- 1) Does the treatment approach recommended in prior feasibility work remain the best available strategy given advances in treatment technology, changes in the regulatory environment, increased understanding of Six Mile Marsh phosphorus dynamics, and the acquisition of the Farmhill Circle property?
- 2) Is a facility on the Farmhill Circle property technically and operationally achievable, given site constraints, phosphorus removal performance, regulatory risk, and operational practicality?
- 3) At what cost and under what conditions may a treatment facility project move forward?

MCWD staff are seeking a consultant team with technical breadth and interdisciplinary experience that will critically evaluate prior work, recognize where conditions or assumptions have changed, work collaboratively and iteratively with MCWD staff, and offer an informed, well-supported picture of the technical feasibility landscape at 3940 Farmhill Circle.

It is worth noting that the questions this feasibility study is designed to answer, while necessary, are not sufficient on their own for MCWD to confidently advance a treatment facility project toward design. Even if the analysis confirms that a facility (1) is technically and operationally achievable and (2) provides meaningful benefit to Halsted Bay, a number of broader questions will need to be worked through at the staff and Board level, including policy questions about MCWD's role and appetite for this type of capital investment, the identification and commitment of a municipal operator, the regulatory viability, and the availability of financing mechanisms. Staff see the feasibility study as necessary step for resolving the technical questions, but the policy ones are equally consequential and will require deliberate staff and Board engagement alongside the engineering work.

Anticipated Request for Proposal Process

At the July 9, 2026 MCWD Board Meeting, staff will present the draft RFP for Board consideration. Once authorized for release, MCWD staff plan to solicit proposals from July 17, 2026, through August 14, 2026 by distributing the RFP to MCWD's running list of more than 40 engineering firms and professional societies and by posting to the MCWD website. There will be an informational meeting for interested firms to attend at the MCWD office on July 29, 2026, to answer any questions and provide guidance on the submittal process. Staff plan to return to the Board on September 10, 2026, to request authorization to award the feasibility contract.

Supporting documents:

- Draft Six Mile Marsh Halsted Bay Load Management Feasibility Study RFP
 - *RFP attachments not included in Board packet to reduce file size and length



RESOLUTION

Resolution number: 26-061

Title: Authorization to release a Request for Proposals for the Six Mile Marsh Halsted Bay Load Management Feasibility Study

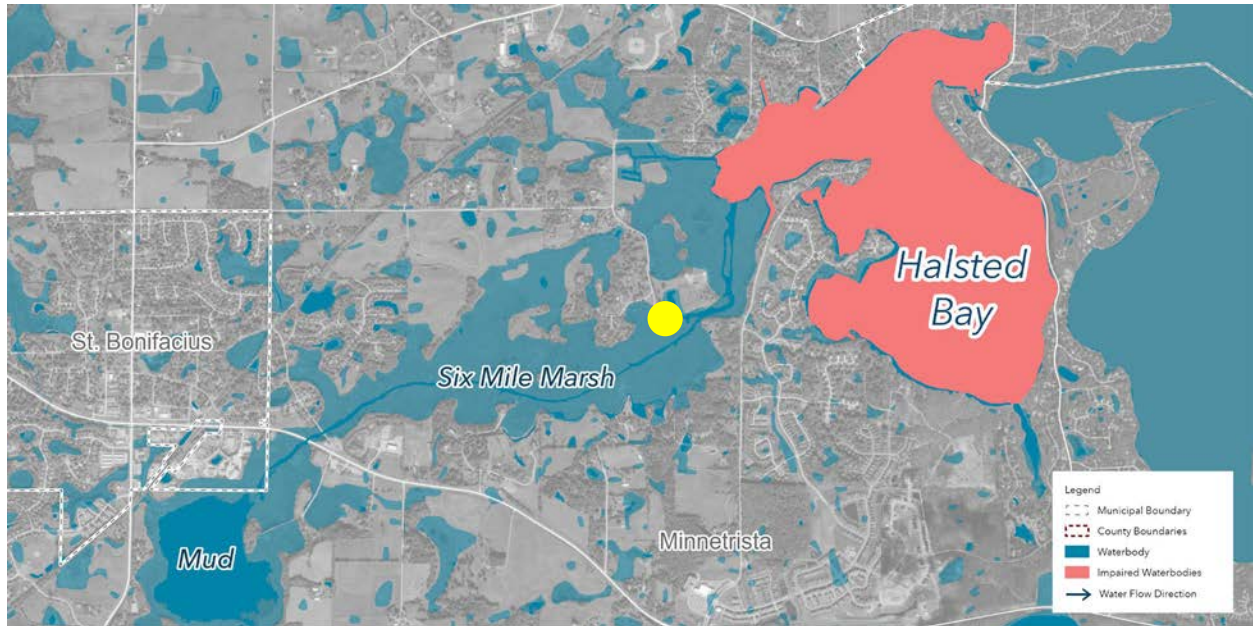
- WHEREAS in 2014, the Minnesota Pollution Control Agency (MPCA) completed a Total Maximum Daily Load (TMDL) Study, which established nutrient budgets for impaired water bodies in the Six Mile Creek-Halsted Bay Subwatershed;
- WHEREAS Halsted Bay in Minnetrista, Minnesota is impaired for nutrients and carries the largest required phosphorus load reduction of any waterbody in the MCWD, requiring a reduction of approximately 2,000 lbs/year to meet state water quality standards;
- WHEREAS phosphorus loading to Halsted Bay comes from two primary sources: watershed loading conveyed through the surrounding drainage area, and internal loading released from sediments; and approximately 50% of the nutrient load to Halsted Bay is conveyed through Six Mile Marsh, a large wetland complex that drains into Halsted Bay via Six Mile Creek, in dissolved form that cannot be effectively removed through settling;
- WHEREAS since 2014, the Six Mile Creek-Halsted Bay subwatershed has served as a focal geography for MCWD's planning and implementation efforts due to the concentration of high-value natural resources, significant water quality impairments, its complex multi-jurisdictional setting, and strong opportunity for partnership-driven implementation;
- WHEREAS prior feasibility work identified an off-line phosphorus treatment facility as the most promising strategy to reduce watershed phosphorus loading from Six Mile Marsh, under which water would be pumped from Six Mile Creek, treated using aluminum sulfate or an alternative chemistry, and discharged back to Six Mile Creek before it enters Halsted Bay;
- WHEREAS in 2017, MCWD acquired approximately 5.5 acres at 3940 Farmhill Circle in Minnetrista, Minnesota, located adjacent to Six Mile Creek at the downstream end of Six Mile Marsh and consistent with the preferred facility siting location identified in prior feasibility analysis, and pre-acquisition due diligence confirmed that a treatment facility can be accommodated on the property;
- WHEREAS the past decade of significant resource investment into the Six Mile Creek-Halsted Bay focal geography has brought about successful landscape load reduction projects in the upper portion of the subwatershed, making now an appropriate time to review and advance MCWD's prior feasibility work for a facility to treat phosphorus load within the lower subwatershed;
- WHEREAS since the completion of prior feasibility work in 2013, the technical and regulatory landscape for phosphorus treatment has continued to evolve, and increased understanding of Six Mile Marsh phosphorus dynamics has emerged, warranting an evaluation of whether the previously recommended approach remains the best available strategy and whether a facility on the Farmhill Circle property is technically, operationally, and financially sound;
- WHEREAS MCWD staff have developed a request for proposals seeking an interdisciplinary consulting team to conduct a feasibility analysis and conceptual design study that will assess the continued validity of the

prior treatment recommendation, evaluate facility configurations that can be accommodated on the Farmhill Circle property, and develop updated cost and phosphorus removal estimates necessary to inform a Board decision on whether to advance project design;

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 the Six Mile Marsh Halsted Bay Load Management Feasibility Study.

Resolution Number 26-061 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 7/9/2026

Secretary Date: _____

**REQUEST FOR PROPOSALS****Feasibility Analysis and Conceptual Design for****SIX MILE MARSH HALSTED BAY LOAD MANAGEMENT FEASIBILITY STUDY**

MCWD will host an optional informational meeting for this RFP on Wednesday July 29, 2026, at 12:30 pm. The meeting will be held at the MCWD office at 15320 Minnetonka Blvd, Minnetonka, MN 55345

You are encouraged to RSVP to Kailey Cermak, MCWD Planner-Project Manager (kcermak@minnehahacreek.org). Any updates relating to the project will be published on the RFP webpage: <https://minnehahacreek.org/requests-for-proposals/>

Proposals due: Friday, August 14, 2026



PART 1: BACKGROUND AND PROJECT OVERVIEW

Purpose

The Minnehaha Creek Watershed District (MCWD) is requesting proposals from qualified firms to evaluate whether an off-line phosphorus treatment facility on MCWD-owned property adjacent to Six Mile Marsh in Minnetrista, Minnesota can cost-effectively intercept and treat flow from Six Mile Marsh before it reaches impaired Halsted Bay. To make that determination with confidence, MCWD needs to understand whether the treatment approach recommended in prior feasibility work remains the best available strategy given what has changed since 2013, whether a facility on the Farmhill Circle property is technically and operationally achievable, and at what cost and under what conditions a project could realistically move forward. This study is intended to answer those technical questions, and its findings will serve as one of several factors informing MCWD's decision on whether to advance toward design.

Background

Halsted Bay in Minnetrista, Minnesota is impaired for nutrients and is assigned the largest required phosphorus load reduction of any waterbody in the MCWD. The Minnesota Pollution Control Agency (MPCA) has established a Total Maximum Daily Load (TMDL) for Halsted Bay requiring a phosphorus load reduction of approximately 2,000 lbs/year to meet state water quality standards.

Phosphorus loading to Halsted Bay comes from two primary sources: watershed loading conveyed through the surrounding drainage area, and internal loading released from sediments. Approximately 50% of the nutrient load to Halsted Bay is conveyed through Six Mile Marsh, a large wetland complex that drains into Halsted Bay via Six Mile Creek. This loading occurs primarily in dissolved form which cannot be effectively removed through settling. Addressing both watershed loading through Six Mile Marsh and internal loading from sediments will be necessary to achieve TMDL reduction goals.

Prior feasibility work identified an off-line chemical treatment facility as the most promising strategy for reducing watershed phosphorus loading from Six Mile Marsh. Under this concept, water would be pumped from Six Mile Creek, treated using aluminum sulfate (alum) or an alternative chemistry, and discharged back to Six Mile Creek before it enters Halsted Bay. In-lake alum treatment of Halsted Bay has also been identified as a potentially complementary strategy to address internal loading and will be evaluated by MCWD staff at a later time.

Prior feasibility work of this area includes:

- A **2013 comprehensive feasibility study (Wenck)** that calculated Halsted Bay's nutrient budget and evaluated a range of internal and watershed loading management options, including identifying an off-line alum treatment facility as the recommended approach for watershed load reduction (Appendix A).
- A **2013 site alternatives analysis (WSB)** that assessed four potential facility locations and recommended siting the facility near the downstream end of Six Mile Marsh. The study

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estimated the capital cost of an off-line alum facility to be approximately \$7.7 million with the total project cost (with a 20-year present value) to be \$13.9 million (Appendix B).

- A **2017 phosphorus loading analysis (Wenck)** that characterized Six Mile Marsh as a phosphorus transformer, or a sink for particulate phosphorus inputs, but an independent source of dissolved ortho-phosphorus released from wetland sediments (Appendix C).

Since the completion of this prior work, MCWD has acquired a land parcel that corresponds well with the site analysis completed in 2013, while MCWD's project implementation efforts in the Subwatershed have been focused further upstream.

Site Description

In 2017, MCWD acquired approximately 5.5 acres at 3940 Farmhill Circle in Minnetrista, Minnesota. Three Rivers Park District purchased and maintains ownership of the adjacent site to support a future trail. The MCWD property is located adjacent to Six Mile Creek toward the downstream end of Six Mile Marsh, near its discharge point toward Halsted Bay, and is consistent with the preferred siting location identified in the 2013 WSB alternatives analysis. Pre-acquisition due diligence included a Phase I Environmental Site Assessment (Appendix D), a massing study confirming that a treatment facility configuration could be accommodated on the property (Appendix E), a community open house, and informational meetings with Minnetrista City Council and staff.



Figure 1. 3940 Farmhill Cir

Key Considerations

- **Lot size:** The usable upland is limited (approximately 1.25 acres); facility layout and operational infrastructure must be designed accordingly.
- **Residuals management:** This site and surrounding neighborhood are currently not connected to sanitary. Byproduct management should be carefully evaluated.
- **Community context:** Screening, noise attenuation, and aesthetic design measures will likely be required given proximity to residential properties. Community feedback raising these concerns was documented during a 2017 open house.

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Project Description

This feasibility study has three overarching objectives:

- 1. Confirm or update the preferred watershed load management strategy for Six Mile Marsh**
Assess whether the 2013 recommendation—that an off-line chemical treatment facility is the most effective and implementable approach for reducing phosphorus loading from Six Mile Marsh—remains true given advances in treatment technology, changes in the regulatory environment, new understanding of Six Mile Marsh phosphorus dynamics, and the acquisition of the Farmhill Circle property.
- 2. Evaluate the technical feasibility of an off-line treatment facility at 3940 Farmhill Circle**
Evaluate whether an off-line treatment facility at MCWD's property along Six Mile Marsh is technically and operationally feasible and capable of providing meaningful phosphorus reduction benefits, and assess facility type and configuration to optimize phosphorus removal performance, cost, regulatory risk, and operational practicality.
- 3. Refine project's estimated costs and phosphorus removal potential**
Develop updated and refined estimates of phosphorus load reductions and capital and lifecycle costs for viable off-line treatment facility configurations to support decisions on whether or not to advance the project toward design.

The scope of work comprises three key phases of work to achieve the project's objectives. These project phases include:

Kickoff & Discovery

Establish the project foundation through coordination with MCWD staff and a review of prior technical work, available data, and current conditions. This phase is intended to validate the basis for the feasibility study, identify any changes that may influence the analysis, and confirm the management strategy that should advance into detailed evaluation.

Feasibility Analysis

Develop and execute a comprehensive feasibility evaluation to determine whether an off-line phosphorus treatment facility represents a viable long-term strategy for reducing phosphorus loading to Halsted Bay. Refine key assumptions related to phosphorus removal, project costs, implementation considerations, and project risks to support an informed recommendation on project advancement.

Final Report

Synthesize the findings from the feasibility evaluation into a clear, well-supported decision document that communicates project viability, compares facility alternatives, illustrates leading alternatives through conceptual layouts, and identifies a recommended path forward.

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Consultant Team Characteristics

MCWD is seeking an interdisciplinary consulting team with the technical depth and professional experience to guide our team through this process. Given the breadth of disciplines this project requires, teams should bring genuine expertise across all relevant areas and function as a cohesive unit. The nature of this project requires a team that can critically evaluate prior work, recognize where conditions or assumptions have changed, and offer an informed professional opinion on the most viable path forward. Familiarity with Minnesota water quality practices, the regulatory landscape, and the operational realities of phosphorus treatment facilities in similar settings is essential.

The selected team will be expected to work collaboratively with MCWD staff and integrate with the project team at key checkpoints throughout the scope. The consultant should expect an engaged client, not a hands-off one.

The consultant team should have demonstrated expertise in the following areas:

- Phosphorus treatment and water quality engineering
- Wetland science and hydrology
- Pumping systems and hydraulic engineering
- Wastewater and residuals management
- Regulatory and permitting expertise
- Cost estimation and lifecycle cost analysis
- Minnesota water quality context

PART 2: SCOPE OF WORK

The consultant should propose a scope and timeline including, but not limited to, the following components within a projected budget range of \$60,000-\$80,000. Rather than prescribing a specific methodology, MCWD seeks the consultant's professional judgement to describe in the proposal how the work should be structured, advanced, and coordinated with MCWD to deliver on the project's three objectives. Additional tasks or subtasks may be proposed by the consultant if deemed necessary to support the analysis.

Task 1. Kickoff and Discovery

1.1 Kickoff

- Hold a project kickoff meeting with MCWD staff to establish project schedule, communication protocols, and data transfer procedures.
- Identify key decision points or milestones that require or would benefit from MCWD staff input prior to advancing scope tasks.

1.2 Review of Prior Studies and Management Options Assessment

Drawing on a thorough review of prior feasibility work and current knowledge, the consultant should provide a professional assessment of whether the 2013 conclusion—that an off-line chemical treatment facility is the preferred management strategy for addressing phosphorus loading from Six Mile Marsh—

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remains valid. This is not intended to replicate the 2013 analysis, but to stress-test its conclusions. This assessment should consider how the landscape may have changed since 2013, including advances in treatment technologies and BMPs, changes to the regulatory environment, updated understanding of Six Mile Marsh phosphorus dynamics, the acquisition of the Farmhill Circle property, and any technical, regulatory, or operational constraints not adequately considered at the time. The consultant is invited to identify additional factors it believes are relevant to this determination.

The consultant should articulate the level of review and effort necessary to reach its conclusion and be able to provide a professional opinion on whether the off-line treatment facility remains the most effective and implementable management strategy, or whether any other strategy warrants further investigation before advancing to detailed feasibility analysis.

Task 1 Deliverables

Management strategy assessment memo *(to be incorporated/appended as a section in the final feasibility report)*

Task 2. Feasibility Evaluation

Building on the system understanding and site familiarity developed in Task 1, the consultant shall develop and execute a feasibility evaluation that provides MCWD with the technical understanding needed to evaluate and determine whether an off-line phosphorus treatment facility at the Farmhill Circle property represents a viable and effective long-term strategy for reducing phosphorus to downstream Halsted Bay.

Evaluation Approach

The proposal should describe the consultant's recommended approach to develop, refine, evaluate, and compare facility alternatives. The proposal should also clearly demonstrate how the evaluation will progressively refine the technical understanding of viable alternatives to support updated, refined, and defensible estimates of phosphorus load reduction, capital costs, and lifecycle costs at a level of confidence appropriate to determine whether the project has merit to advance toward design. MCWD expects the evaluation to be iterative and collaborative, with appropriate opportunities for concurrence at key decision points, and to culminate in a clear evaluation of alternatives and a well-supported recommendation.

The evaluation should be structured as a progressive process that first determines whether an off-line treatment facility is a viable and meaningful strategy at the Farmhill Circle site before advancing to detailed evaluation of alternatives. The proposal should describe how and when this decision point will be reached and communicated to MCWD. The evaluation should ultimately be structured to answer the following questions:

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- 1) Does a facility of any configuration represent a viable and meaningful approach for reducing phosphorus loading to Halsted Bay?
- 2) If so, how do alternatives compare and which concept represents the most effective and feasible implementation strategy?

To answer these questions, the feasibility evaluation should incorporate a comprehensive understanding of the opportunities, constraints, tradeoffs, and uncertainties associated with the proposed alternatives. MCWD anticipates that this understanding will be informed by considering, at a minimum, the following aspects of project feasibility, as specific to the Farmhill Circle Property. The consultant's proposal should name any other aspects it recommends be considered.

- Site suitability and facility configuration
- Hydrology and operational capacity
- Residual management
- Phosphorus removal and treatment variability
- Regulatory pathway
- Construction and lifecycle costs
- Operation and maintenance demands
- Risk profile

Evaluation Framework

As part of the feasibility evaluation, the consultant is to develop an evaluation framework that documents how alternatives will be compared throughout the study. MCWD envisions this framework, in part, taking the form of an evaluation matrix that is developed early in the project, refined as the analysis progresses, and ultimately used to clearly summarize the relative strengths, limitations, tradeoffs, and distinguishing characteristics of each alternative; however, the format, metrics, and level of detail should be described in the proposal.

Task 2 Deliverables

Technical memorandum documenting the proposed alternatives, selection rationale, and any options considered but screened out *(to be incorporated as a section of the final report)*

Evaluation framework template, including categories of analysis, metrics, and comparison approach, reviewed and confirmed with MCWD staff prior to full analysis

Populated draft evaluation matrix

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Task 3: Final Report

Prepare a final report integrating and expanding on all deliverables from previous tasks. The report should be written to give MCWD staff and its board of managers a clear, well-supported picture of the feasibility landscape.

The report should include, but is not limited to, the following elements:

- **Feasibility determination:** Assess whether an off-line treatment facility of any configuration, on the Farmhill Circle property, is a viable and meaningful strategy to reduce phosphorus loading to Halsted Bay. This includes an honest evaluation of system-level limiting factors. If the analysis reveals factors that would fundamentally constrain the value or viability of a facility regardless of configuration, the report should say so.
- **Alternative evaluation and recommendation:** If a facility alternative is determined to have merit, provide a clear recommendation identifying which off-line facility concept represents the best path forward, grounded in a transparent evaluation of treatment performance, total cost, operational complexity, regulatory risk, and remaining uncertainties. Where trade-offs are significant, these should be clearly described.
- **Conceptual site plan(s):** Develop high-level concept sketches for viable alternatives that provide a general understanding of the facility layout(s) and major components, such as in-take and outlet pipes, buildings, entryways, screenings, storage, and residual management. Reference Appendix E.
- **Identified unresolved questions:** Identify any questions that remain unanswered at the conclusion of the study that could materially affect whether the recommended concept is viable. For each unresolved question, provide suggested next steps to allow MCWD staff to evaluate further. This may include additional monitoring or data collection that would meaningfully inform facility design and/or viability.

Task 3 Deliverables

Draft Feasibility Report
Final Feasibility Report
Final Evaluation Matrix

Expectations and Assumptions

MCWD envisions an ongoing, collaborative working relationship with the selected consultant. Proposers should reflect these expectations through their proposed methodology, schedule, and budget.

Collaboration and Coordination

- Communicate proactively with the MCWD project manager on task progress, upcoming deliverables and any issues that arise.

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- Prepare monthly status updates that summarize progress and budget burn of each active task.
- Support MCWD staff in preparing materials for a Board or Committee meeting, including presentation figures and supporting technical content, and attend one Board or Committee meeting to support presentation of the findings.

Assumptions

- Raw and/or summarized hydrologic and water quality data will be provided to the consultant prior to kickoff (Appendix F).
- Proposers should identify any additional data needs from MCWD in their proposal.
- The consultant is welcome to suggest data collection efforts as part of its proposal if deemed important to achieving the project's objectives.

PART 3: INSTRUCTIONS TO PROPOSERS

Submittal requirements

Responses to the RFP should be submitted **via email to Kailey Cermak (kcermak@minnehahacreek.org) and Michael Hayman (mhayman@minnehahacreek.org) no later than 12:00 pm (noon) on Friday, August 14, 2026.**

No page limit is imposed, however respondents will be evaluated on clarity and conciseness. Each proposal should include the following items:

1. **Cover letter:** Include a primary point of contact and contact information.
2. **Project understanding:** Describe your understanding of the scope of work, the approach to be taken, and your vision for the feasibility study. Identify any additional information the project partners will need to supply or obtain to enhance your understanding of the project and successfully complete the work, and any issues you anticipate in performing the work.
3. **Proposed scope of work:** Provide a detailed description of your proposed scope of work, including how you will build in check points to coordinate with MCWD staff. Include detailed descriptions of all anticipated tasks and deliverables, and any supplemental tasks, not described in the RFP, that you recommend or suggest.

Provide a spreadsheet showing:

- Tasks, with team members, hours, schedule, and budget for each
 - Overall cost proposal
 - Overall schedule with major milestones and client check-ins
4. **Qualifications and experience:** Provide an overview of the firm(s), project team members, and qualifications, with particular attention paid to the role of each proposed team member, and the team member's experience and expertise for that role. You're invited to include descriptions

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of projects undertaken by the firm(s) and team members similar in nature to the one being proposed.

5. **References:** Provide three recent project references for your proposed principal team members, including names, addresses, and phone numbers.
6. **MCWD resources:** Provide a list of resources that you expect from MCWD, expectations that you have for MCWD contributions to the scope, and any other assumptions on which your proposal is based.
7. **Subcontracting:** If you intend to use any subconsultant, submit the subconsultant's information, describe the intended scope and role of the subconsultant, and provide an overview of the proposed subconsultant team members.

Request for Proposal Timeline

A review committee led by the project manager, MCWD Planner-Project Manager Kailey Cermak, and composed of other select MCWD staff, will evaluate proposals and select firms to advance for interviews. Following a comprehensive review, the review committee will recommend an award to the MCWD Board of Managers.

The anticipated timeline for the proposal review process is as follows:

- **RFP issue date:** Friday, July 17, 2026
- **Submit RFP questions:** Monday, July 27, 2026 at 4:00 pm
- **Optional Informational Meeting:** Wednesday, July 29, 2026 12:30 pm (MCWD office)
- **Deadline for receipt of proposals:** Friday, August 14, 2026 at 12:00 noon
- **Expected dates for interviews:** Monday, August 31 and Tuesday, September 1, 2026
- **Anticipated date for contract award:** September 10, 2026 (MCWD Board of Managers meeting)

RFP questions

Any questions regarding the RFP should be directed to Kailey Cermak, Planner-Project Manager, at kcermak@minnehahacreek.org no later than **4:00 PM on July 27, 2026**. Answers will be reviewed at the pre-submittal informational meeting, along with any additional questions that arise during or the day of the discussion. Answers will be distributed after the meeting to attendees and those who have indicated interest by email.

Proposal Evaluation Procedure

Methodology

- **Project understanding:** The consultant understands the scope, goals and requirements of the project.
- **Completeness and specificity:** The proposal concisely and comprehensively explains what the consultant will do to complete all facets of the project. The proposal presents a logical and clear approach to systematically advance through the work, including how alternatives will be developed, refined, and evaluated to support MCWD's project objectives and decision-making.

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- **Identification of needs:** The proposal outlines what resources will be required to complete the tasks, including project partner staff time, additional information, etc.

Experience

- **Comparable experience:** Expertise and experience with comparable projects, with a focus on conducting feasibility studies that result in successful design and construction of natural resource-based projects.
- **Specialized knowledge:** The consultant possesses the characteristics described under “Consultant Team Characteristics”.
- **Budget and schedule:** The project team has a proven track record of completing projects on time and within budget.

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 total hours broken out by each task.

Proposer's Budget for the Project

The requested services under this RFP will be funded by MCWD levied funds. Services will be compensated on an hourly basis with a specified not-to-exceed for the entire project. The not-to-exceed may be adjusted when the scope of work is finalized.

Addenda/Clarifications

Any changes to this RFP will be made by MCWD through a written addendum. In preparing proposals, firms should not rely on any verbal or otherwise informal MCWD statements.

Joint Offers

Where two or more proposers desire to submit a single proposal in response to this RFP, they should do so on a prime-subconsultant basis rather than as a joint venture. MCWD intends to contract with a single firm and not with multiple firms doing business as a joint venture.

Contractual Agreement

Enclosed with this RFP is the form of contract that the selected consultant and MCWD will execute (Appendix G). The MCWD may agree to non-substantive document revisions, but proposals should be based on the contract form. The proposal should identify any terms of the form of contract that are unacceptable. 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 should indicate any data or methods of proposer that would be used in performing the work, and that proposer considers to be instruments of service that should be excepted from the intellectual property terms of the contract form.

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Payments will be based on hourly rates on certification of completion of identified tasks. The payment schedule can be negotiated and finalized through the contract after MCWD selection of a consultant.

Part 4: Disclosures

MCWD reserves the right to postpone evaluation or award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to request further information from individual firms, to negotiate with more than one firm simultaneously, and to cancel the solicitation without contract award.

Each firm 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.

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

Appendix

- Appendix A: 2013 Feasibility Study
- Appendix B: 2013 Site Alternatives Analysis
- Appendix C: 2017 Phosphorus Loading Analysis
- Appendix D: 2018 Phase I ESA
- Appendix E: 2018 Massing Study Concept Plans
- Appendix F: Six Mile Creek Data Availability
- Appendix G: MCWD Contract Template

We collaborate with public and private partners to protect and improve land and water for current and future generations.