



Title: Facility Management Vendor 2025 Recap of Services

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Purpose:

To provide brief background information in support of a presentation to the Minnehaha Creek Watershed District (MCWD) Board of Managers on February 12, 2026, on the evaluation and findings from a year under contract with McGough Facility Management, for the MCWD Office.

Background:

Following a request for proposals (RFP) process, at the December 19, 2024 Board Meeting, the Board of Managers approved [Resolution 24-068](#), authorizing the District Administrator to execute a contract with McGough Facility Management. The purpose of this contract was to consolidate the management of facility maintenance vendors, improve the quality and consistency of outcomes, gain process efficiency, and to use McGough's expertise to develop a complete facilities asset list and maintenance and replacement schedule, to support Operations staff in creating a 3-5 year capital improvement plan (CIP) and budget.

Summary:

McGough's contract provides for McGough to complete routine legally required safety inspections, maintenance and repairs as needed, special projects, sub-contractor selection and management, and 24/7 emergency response, for a flat monthly fee of \$2,460 per month.

The contract budgeted 124 hours for monthly federal-state compliance inspections (e.g. fire safety, elevator, eye wash stations), routine mechanical and HVAC maintenance, and ad-hoc maintenance and repairs. In 2025, McGough utilized 83% of the allotted service hours addressing needs ranging from plumbing and electrical, to repairing deck boards and power washing and staining the front entry.

126 hours were budgeted for special projects and sub-contractor management. 100% of these hours were used in 2025 as part of monthly standing oversight meetings with the McGough client manager, vendor selection and oversight, and to assist with special projects – including securing preliminary quotes for roof repair and replacement following several isolated leaks and hail damage, investigating ongoing thermostat and zone-heating issues with the HVAC, and providing foundational information to support the creation of a 5-10 year capital improvement plan for the District.

To support the development of a capital maintenance plan for MCWD's office facility, McGough provided an inventory of components across five asset categories: mechanical, roofing, elevator, fire/life safety, parking lot. In each of these areas, McGough provided the install date and age, relative condition, useful life, projected replacement year, and estimated cost. Staff are integrating this information with existing information (e.g. design costs for campus improvement, insurance claims for hail damaged roof, etc.), with a goal of including this CIP into the 2027 budget process.

Given the timely completion of deferred maintenance projects, assistance in diagnosing and troubleshooting HVAC issues, timely action in response to roof leaks, and assistance in developing a CIP, staff were satisfied with McGough's services in 2025. Pending discussion by the Board of Managers, staff intend to tighten project management and service hours in collaboration with McGough and present a new two-year service agreement for consideration at the February 22, 2026, meeting. If approved, these services will be put out for competitive proposal every two years thereafter.