



Engineering Services RFP
Questions and Responses

The Minnehaha Creek Watershed District (District) issued a request for proposals (RFP) for Engineering Services for MCWD District Engineer. Interested proposers were allowed to submit questions relating to the RFP by Tuesday, November 25, 2025. Below is a list of all the questions and the District's response.

1. Can you provide more detail on the retainer payment structure? Would this be a consistent monthly payment in lieu of hourly billing for the services listed? Can you confirm that this retainer is limited to the 3 items in the numbered list, and that other services will be provided hourly.
 - a. Yes, the retainer is structured as a flat, consistent monthly payment that covers the three scoped items in the RFP. These services are not billed hourly; instead, they are included within the monthly retainer amount. As part of this structure, the District Engineer will track and report the hours spent each month on retainer-covered activities, ensuring transparency and allowing the District to monitor utilization. Any services requested outside of the defined scope would be billed separately on an hourly basis in accordance with the standard rates provided.
2. Will document covers and/or a cover letter count toward the 20 page limit?
 - a. No, title sheets or cover letters don't count toward the 20-page limit, but please aim for conciseness.
3. What level engineer do you want to hire as the District Engineer?
 - a. The Chief Engineer must be a licensed professional engineer (PE) and should have the training, experience and temperament necessary to fulfill the technical, relational, supervisory, and strategic roles outlined in the RFP.
4. Can a team approach work, for example, a senior lead engineer with support staff?
 - a. Yes, it is expected that there will be a Chief Engineer (or lead) and various support staff that will perform the work expected of the District Engineer. Please outline team/staff structure in the team matrix.
5. What's the budgeted level of effort per year?
 - a. The level of effort depends on a variety of factors such as permitting complexity and intake, precipitation and dam management needs, evolving community needs, as well as current district activities within Project Planning, Research & Monitoring, Policy Planning, Capital Project Maintenance, and other departments.

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



6. Can the one day a week in office be flexible?
 - a. Yes. MCWD staff are in the office on Tuesdays and Wednesdays, with additional in-office presence on Board meeting days (every other Thursday). It is expected that the Chief Engineer and support staff would align their in-office day with MCWD's schedule, while maintaining reasonable flexibility.

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