

**MEETING DATE:** May 12, 2016

**TITLE:** Authorization to select consultant team and proceed with development of scope of work for Six Mile planning assistance.

**RESOLUTION NUMBER:** 16-047

**PREPARED BY:** Anna Brown

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**REVIEWED BY:**  Administrator  Counsel  Program Mgr. (Name): James Wisker  
 Board Committee  Engineer  Other

**WORKSHOP ACTION:**

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date):_____	<input type="checkbox"/> Refer to taskforce or committee (date):_____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): <b>Action on May 12, 2016</b>	

**PURPOSE or ACTION REQUESTED:**

Authorization to Select LHB Corporation and Hart Howerton as the consultant team to provide planning assistance in the development of a Six Mile integrated capital improvement plan; and authorization to develop a contract and scope of work to be brought to the Board of Managers at a subsequent meeting.

**PROJECT/PROGRAM LOCATION:**

Six Mile Subwatershed

**PROJECT TIMELINE:**

Request for qualification (RFQ) issued – March 28, 2016  
RFQ submittal deadline – April 15, 2016  
Interviews held – April 28, 2016  
Recommendation for selection – May 12, 2016  
Phase I scope to Board for approval – May 26, 2016

**PROJECT/PROGRAM COST:**

Fund name and number: 3139  
Current Budget: \$175,000

Expenditures to date: \$31,000  
Requested amount of funding: \$0

## **PAST BOARD ACTIONS:**

- March 24, 2016 - Authorization to Request Qualifications for Six Mile Planning (16-029)

## **SUMMARY:**

On March 28, 2016, the District issued a request for qualifications (RFQ) for assistance in the development of the Six Mile subwatershed plan (plan). The plan will be incorporated into the 2017 Comprehensive Plan and will guide District investments in Six Mile, a focal geography. The plan will seek to integrate the District's natural resource objectives with other public and private investments in areas such as land use, development, infrastructure, and parks, trails, and open space.

The Plan will be developed in close coordination with other public agencies operating in the subwatershed including the Cities of Victoria, Minnetrista, and St. Bonifacius, Laketown Township, Carver and Hennepin County, the Carver County Soil and Water Conservation District, Three Rivers Park District, and others identified through the process. The agencies will be engaged through two committees, a technical advisory committee (TAC) and a policy advisory committee (PAC). The TAC will primarily serve as a working group to assist District staff in integrating local agency plans with natural resource priorities. The PAC will meet periodically to provide concurrence on plan direction and content.

District staff had identified a need to augment staff capacity to assist in the integration of District and local plans to develop this multi-jurisdictional capital improvement plan. Specifically, a team was sought with experience in strategic planning, comprehensive planning, regional planning, area and site master planning, infrastructure planning and implementation, land-use planning and development, natural resource planning, landscape architecture, cross-agency collaboration, and federal and state funding sources that could perform the following duties:

- Digitally assemble and maintain a geospatial database of public and private plans
- Graphically synthesize multijurisdictional plans, priorities and opportunities for partnership
- Facilitate collaborative interagency work sessions with technical staff
- Develop regional master plans for the whole subwatershed
- Develop approximately five area wide master plans
- Develop site master plans as needed
- Draft plan narratives
- Assemble component parts and produce a final implementation plan
- Present publically to elected officials and policy makers

### *Submittals and Selection Process:*

The RFQ was issued following Board Action on March 24, 2016 and was open from March 28, 2016 to April 15, 2016. The District received submittals from two highly qualified consultant teams – LHB Corporation & Hart Howerton and Hoisington Koegler Group & Loam – who were invited to participate in an interview. Both interviews were held on April 28, 2016. The interview panel was composed of District staff, the District engineer, and Managers White, Olson, and Rogness. The selection committee agreed that LHB and Hart-Howerton had the strongest proposal and presentation, and demonstrated the best understanding of the project goals and needs.

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**DRAFT for discussion purposes only and subject to Board approval and the availability of funds.  
Resolutions are not final until approved by the Board and signed by the Board Secretary.**

*Next Steps:*

Should the Board approve the task force recommendation of LHB and Hart Howerton, the next step will be for District staff to work collaboratively with the consultant team to develop a scope and budget based on District needs and the knowledge and experience of the consultant teams.

## RESOLUTION

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**RESOLUTION NUMBER:** 16-047

**TITLE:** **Authorization to select consultant team and proceed with development of scope of work for Six Mile planning assistance.**

WHEREAS, the Minnehaha Creek Watershed District (MCWD) Board of Managers (Board) adopted the Balance Urban Ecology Policy (Resolution 14-009) recognizing the value of cross agency coordination and the integration of land use and water resource planning;

WHEREAS, the policy recognizes the benefit of geographic focus over a sustained timeframe in areas of high-priority;

WHEREAS, the MCWD Board adopted the Six Mile subwatershed (subwatershed) (14-047) as a priority focal geography for the following reasons:

- Abundant natural resources including 17 lakes, 6 of which are classified as impaired under Minnesota Pollution Control Agency standards, 6,000 acres of wetlands, and 12 miles of stream;
- The receiving water, Halsted Bay, is impaired and requires the largest load reduction of any other waterbody in the District to meet state standards;
- The subwatershed area is subject to growth and development activity in the coming decades that may affect natural corridors and water quality, and will therefore benefit from careful integration of land use management and resource protection;

WHEREAS, MCWD has established a planning process for the subwatershed that convenes stakeholders from across the geography to integrate plans, priorities and capital projects to coordinate investments across agencies to maximize the public return on investment and achieve multiple agency goals concurrently;

WHEREAS, planning staff and Board liaisons have met with policy makers and staff from the follow agencies and have received broad support for and willingness to participate in the subwatershed planning process:

- City of Victoria
- City of St. Bonifacius
- City of Minnetrista
- Laketown Township
- Carver County
- Hennepin County
- Carver County Soil and Water Conservation District
- Three Rivers Park District

WHEREAS, to facilitate the activities required to develop the implementation plan, MCWD will need to retain a consultant to supplement staff in the fields of planning, landscape architecture, and engineering services;

WHEREAS, on March 24, 2016, the Board authorized staff to issue a request for qualifications for Six Mile planning support;

WHEREAS, on March 28, 2016, District staff solicited proposals from a pool of consultants for planning services related to the design of the planning process, preparation of regional, area, and site master plans, and development of an integrated investment plan;

WHEREAS, the District may exercise its judgment in making decisions to retain professional services, and in this instance used an internal evaluation panel composed of planning staff, the District engineer, and Managers White, Olson, and Rogness;

WHEREAS, the evaluation panel reviewed the submittals and participated in an interview process and made its decision on the basis of team composition and skillset, demonstrated project understanding, and graphic and visual communication capabilities;

WHEREAS, the District evaluation panel received and evaluated two proposals according to this protocol and recommends the selection of LHB Corporation and Hart Howerton, and the Board of Managers concurs in the evaluation and the recommendation reached; and

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers selects LHB Corporation and Hart Howerton as the consultant team to provide planning assistance in the development of a Six Mile integrated capital improvement plan

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board authorizes the administrator to work with LHB Corporation and Hart Howerton to develop a recommended scope of services and contract for Board consideration at a subsequent meeting.

Resolution Number 16- was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

\_\_\_\_\_  
Secretary Date:\_\_\_\_\_