

**MEETING DATE:** June 9, 2016

**TITLE:** Authorization to contract with LHB and Hart Howerton for Six Mile plan development support

**RESOLUTION NUMBER:** 16-059

**PREPARED BY:** Anna Brown

**E-MAIL:** abrown@minnehahacreek.org

**TELEPHONE:** 952-641-4522

**REVIEWED BY:**  Administrator       Counsel       Program Mgr. (Name): James Wisker

**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>Approval at June 9, 2016 Board workshop</b>	

**PURPOSE or ACTION REQUESTED:**

Authorization to execute a contract with LHB and Hart Howerton to initiate Phase 1 planning and plan development in the Six Mile subwatershed.

**PROJECT/PROGRAM LOCATION:**

Six Mile Subwatershed

**PROJECT TIMELINE:**

Phase 1 contract executed: June 9, 2016  
Phase 1 complete: August 1, 2016  
Phase 2 contract executed: July 28, 2016  
Phase 3 contract executed: October 28, 2016  
Plan complete: March 2017

**PROJECT/PROGRAM COST:**

Fund name and number: Six Mile Planning – 3139  
Current budget: \$175,000  
Expenditures to date: \$75,000 (encumbered)  
Requested amount of funding: \$37,470

**PAST BOARD ACTIONS:**

March 24, 2016: Authorization to request qualifications for Six Mile planning (16-029)  
May 12, 2016: Selection of consultant team and authorization to develop scope (16-047)

## **SUMMARY:**

The Six Mile Subwatershed is a 27 square mile geography containing 17 named lakes and hundreds of acres of wetland connected by Six Mile Creek. Six lakes in the subwatershed are currently impaired for nutrients, including Halsted Bay of Lake Minnetonka, which requires the largest phosphorus load reduction in the Minnehaha Creek Watershed District.

The 2007 Comprehensive Plan identified numerous opportunities for capital projects to improve natural resources in the geography, however many of these projects were not advanced due to a combination of a lack of a comprehensive, systems understanding of the numerous threats to water quality and a failure to integrate with local land use and development planning.

Building on recent successes in achieving positive natural resource outcomes through partnership and strategic focus in the Urban Corridor, in 2014 the Board of Managers established the policy framework *In Pursuit of a Balanced Urban Ecology*. This policy approach calls for the integration of land-use and water planning through partnerships, flexibility and innovation, and through increased geographic focus in areas of high need and opportunity. Under this framework, Six Mile became the first geography formally adopted as a strategic focus area due to its abundant natural resources, development exerting increasing pressure on these natural resources, and its connection to Halsted Bay.

Staff have developed a planning approach to convene stakeholders within the Six Mile subwatershed to develop a strategic and integrated capital improvement plan as a subchapter of the 2017 Comprehensive Plan update. The plan will seek to integrate land use and water resources across public and private partners including the City of Victoria, the City of Minnetrista, the City of St. Bonifacius, Laketown Township, Carver County, Hennepin County, Carver County Soil and Water Conservation District, Three Rivers Park District, and other potential partners identified through the process. These partners will convene as two subcommittees, a technical advisory committee and a policy advisory committee, to generate a shared regional vision and investment plan.

On March 24, 2016 the Board authorized staff to issue a request for qualifications to augment staff capacity in the fields of planning, landscape architecture, and cross agency collaboration. The District received two submissions from highly qualified consultant teams and interviewed both with a panel composed of District staff, the District engineer, Managers White, Olson, and Rogness, and the District Administrator. The panel unanimously selected LHB and Hart-Howerton, and the board approved this selection on May 12, 2016.

On June 9, 2016, staff are seeking authorization to execute a contract with LHB and Hart Howerton to initiate the first phase of work on Six Mile plan development. This phase includes a comprehensive team orientation led by District staff, preliminary GIS analysis, meeting with subgroups of watershed stakeholders, and planning and conducting the second advisory committee meeting. Staff and the consultant team will also be working together during this time to refine the scope of work for phase 2 and phase 3 to identify critical components and reduce the budget from the current proposal, included in the scope and fee structure documents attached.

## RESOLUTION

---

**RESOLUTION NUMBER:** 16-059

**TITLE:** **Authorization to contract with LHB and Hart Howerton for Six Mile plan development support**

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; and

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

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; and

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; and

WHEREAS, planning staff and Board liaisons have met with policy makers and staff from the Cities of Victoria, St. Bonifacius, and Minnetrista, Laketown Township, Carver County, Hennepin County, Carver County Soil and Water Conservation District, and Three Rivers Park District and have received broad support for and willingness to participate in the subwatershed planning process; and

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; and

WHEREAS, on February 11, 2016 the Board executed a contract with Wenck Associates to provide engineering support including assembling existing data, evaluating preliminary feasibility and providing project cost estimates; and

WHEREAS, on May 12, 2016, the Board selected a team from LHB and Hart Howerton to provide plan development support, and authorized staff to work with that team to develop a scope of services; and

WHEREAS, the scope and contract for planning support will be executed in phases in order to ensure accurate budget estimations and allow staff and the consultant team to make necessary adjustments to the process; and

WHEREAS, phase 1 of the scope of work includes a comprehensive orientation to Six Mile led by staff, preliminary GIS analysis, sub-group meetings with watershed stakeholders and the second meeting of the advisory committees; and

WHEREAS, phase 2 and phase 3 will be developed during the planning process, and will include additional stakeholder meetings, development of site, area, and regional master plans, support for the Six Mile investment framework, and development of the final plan document;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the administrator, on advice of counsel, to execute a contract with LHB Corporation and Hart Howerton for an amount not to exceed \$37,470 for phase 1 of Six Mile plan development; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board authorizes staff to work with LHB and Hart Howerton to develop a scope of work for phase 2 of Six Mile Plan development, to be executed with Board approval at a subsequent meeting.

Resolution Number 16-059 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

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



**PERFORMANCE  
DRIVEN DESIGN.**  
LHBcorp.com



## Six Mile Creek Subwatershed Planning Project Approach

June 6, 2016

Phase 1	Background and Project Definition
1.01	<p data-bbox="316 506 1502 537"><b>Attend Steering Committee Meeting 1 (Kick-off)</b></p> <p data-bbox="316 541 1502 646">The LHB/HH team will attend the Kick-off meeting of the Project Steering Committee in order to meet the group and share the core project information communicated to them. (This task is complete.)</p> <p data-bbox="316 684 1502 821"> <b>LEAD:</b> MCWD  <b>DELIVERABLES:</b> File meeting notes  <b>CLIENT ROLE:</b> Plan, conduct, and process meeting outcomes            Provide notes to LHB/HH team if available         </p>
1.02	<p data-bbox="316 863 1502 894"><b>Establish project schedule and coordination</b></p> <p data-bbox="316 898 1502 1003">The LHB/HH team will participate in a kick-off meeting with MCWD staff, with timing orchestrated so that other key tasks are initiated during the same general time period. In addition to a review of project goals, this meeting will address project scope, schedule, fee, and coordination of work.</p> <p data-bbox="316 1041 1502 1283">The LHB/HH team will, in concert with staff, review and refine an overall project schedule including dates of key stakeholder events, timing of regular meetings with staff, milestone dates, and other items affecting the overall scope and schedule of the project. Coordination items include, in particular, the ways in which information is communicated with MCWD staff, representation of the project at stakeholder events, and coordination with other current planning efforts. In addition, the protocols for sharing information and master planning directions more broadly will be defined.</p> <p data-bbox="316 1325 1502 1503"> <b>LEAD:</b> MCWD  <b>DELIVERABLES:</b> Project scope, schedule, and fee            Project contact list  <b>CLIENT ROLE:</b> Participate in meeting            Provide requested materials         </p>
1.03	<p data-bbox="316 1539 1502 1570"><b>Data Collection and related document review</b></p> <p data-bbox="316 1575 1502 1711">The LHB/HH team will work with MCWD staff to define data needs and collect available information including GIS base data, environmental studies, demographic information, economic and recreational analyses, and other information that may be pertinent in defining the master plan.</p> <p data-bbox="316 1749 1502 1896">MCWD staff will assemble background reports, plans, and studies as needed to understand the planning context. For each document, MCWD staff will prepare a summary review of any key items to note from their perspective. The LHB/HH team will review this data and incorporate it into the project data catalog.</p> <p data-bbox="316 1927 1502 1959">The MCWD will provide the assembled data and the LHB/HH team will identify gaps and</p>

coordinate with staff to fill those to the degree possible. This may include files in different formats. The team may identify information that is lacking but would be instrumental to the overall planning study. The team would jointly determine the merits of generating that information or not. We will also organize and track this data in a centralized location for the use of all parties.

In order to facilitate the large amounts of data we are likely to gather and create, we will use several web-based tools. Our team regularly uses Dropbox for file sharing and project-term storage (backed up by our internal servers). We also will likely use a collaborative document service, such as Google Docs, so that we can work on live documents together.

LEAD: LHB

DELIVERABLES: Data gaps summary letter  
Dropbox file with organized data

CLIENT ROLE: Content review and comments of existing reports, plans, and studies  
Assembled data to-date  
Provide requested data

#### 1.04 Attend working session with MCWD and Wenck

The LHB/HH team will attend a working session with staff from the MCWD and Wenck. This session will be a presentation by the MCWD and Wenck with particular focus on the Diagnostic Study and other information related to the environmental conditions of the subwatershed in order to develop a shared understanding and background.

LEAD: MCWD/Wenck

DELIVERABLES: Meeting notes (not to be included in public project record)

CLIENT ROLE: Organize a presentation and attend meeting

#### 1.05 Planning Area Site Review and Investigation

The LHB/HH team will do a one-day onsite planning area review with key members of the MCWD to understand the context of the planning area, understand the opportunities and special issues, see the qualities of the land, view key locations that the MCWD have identified as important, and do a general reconnaissance of the area.

LEAD: HH

Deliverables: Photo summary of the site

CLIENT ROLE: Organize the field trip

#### 1.06 Produce existing condition analysis mapping

The LHB/HH team will assemble the GIS and other system data acquired as part of the data request, as well as other publically-available data, into an organized, subwatershed-wide data set. The exact data set will be dependent on what is currently available, but is anticipated to include:

- Aerial photos and oblique images
- Ecological zones (open waters, wetlands, uplands, key vegetative cover, etc.)
- Cultural data (historic properties, archaeological site, parks, key nodal points, places of

interest, etc.)

- Topographic data (Digital Elevation Model, contours)
- Existing roads and circulation systems (roadways, trails, transit, other)
- Existing land uses (public vs private land, ownership, jurisdictional realms, and key land use categories)
- Elevation Map
- Slope map
- Geomorphology Map (Floodplains, deltas, plains, etc.)
- Land use and development status (development approvals in process, etc.)

In addition to producing a clean GIS-based geodatabase, the LHB/HH team will also produce a series of maps formatted to be legible and attractive. These maps will serve to inform the project team and stakeholders about existing conditions in the subwatershed and will also be included in the final planning document.

LEAD: HH

DELIVERABLES: Geodatabase of existing data

Priority Lands Mapping

Synthesis of information as existing condition maps in PDF form

CLIENT ROLE: Provide requested data (task 1.03)

Review deliverables (one round of review and revision)

#### 1.07 Stakeholder engagement outline and coordination

The LHB/HH team will track input from MCWD staff and stakeholder partners to identify any key engagement targets or tools that will be implemented throughout the project. Outreach methods, vehicles, and timing will be defined as needed on a case-by-case basis, once MCWD staff and the LHB/HH team determine primary responsibility for each task. The public participation for this Master Plan will build on the recent work done by MCWD staff in the area and use the established project Steering Committee (SC).

When needed in order to maximize efficient use of tools, we will define target audiences for this process, avoiding duplication of recent engagement efforts, identify specific tools and techniques for engagement, and describe the ways in which collected input will be shared with the project team, related agencies, and used in the work of the master plan.

Potential methods of engagement could include:

- development and management of a “dashboard” for tracking participation
- one-on-ones with key stakeholders (MCWD-led)
- small group meetings
- Steering Committee (SC) meetings
- interactive public open houses
- website to provide project context and updates (MCWD-led)
- intercept events at key locations and events (support from MCWD staff and SC members)
- on-line surveys

The MCWD communications team will coordinate public awareness, including press releases, notifications, etc. The LHB/HH team will work with MCWD staff when needed to prepare graphics or other materials that may be needed for those outreach efforts.

LEAD: LHB

DELIVERABLES: Stakeholder Engagement Outline

CLIENT ROLE: Participate in a stakeholder engagement planning meetings  
Discuss process plan in one-on-one meetings and provide input to LHB  
Review deliverables (one round of review and revision)

#### 1.08 Review/file notes from one-on-one meetings focused on goals and process

MCWD will conduct one-on-one meetings with key stakeholders and partner agencies. These meetings will focus on establishing a shared set of goals for the project and in gathering input on preferred methods for public outreach.

The LHB/HH team will respond to meeting objectives and agendas prepared by MCWD and provide graphic maps and other support materials useful for engagement meetings. MCWD staff will provide the LHB/HH team with formatted meeting notes that concisely and completely summarize key outcomes from these meetings affecting the project. LHB/HH will review those notes and file them as part of the project process.

LEAD: MCWD

DELIVERABLES: Respond to MCWD Meeting objectives/  
Review/file meeting notes

CLIENT ROLE: Plan/conduct/process meetings  
Provide formatted meeting notes

#### 1.09 Plan/conduct/process two small group meetings (N & S) focused on goals and process

The LHB/HH team will plan and lead two small group meetings focused on developing a shared set of goals for the project. These meetings of five to eight people will set the groundwork for the next Steering Committee meeting, in terms of brainstorming potential goals for consideration by the larger group.

MCWD staff will set the time and location for the meetings and invite attendees. The LHB/HH team provide feedback to the MCWD on meeting agendas that can be distributed to the groups in advance to preview the discussion and help participants prepare. The LHB/HH team will lead the meeting following a brief welcome and introduction by MCWD staff. MCWD staff will provide the LHB/HH team with formatted meeting notes that concisely and completely summarize key outcomes from these meetings affecting the project. LHB/HH will review those notes and file them as part of the project process.

LEAD: LHB

DELIVERABLES: Specific graphics or text for meeting  
Conduct meeting

CLIENT ROLE: Meeting agendas and materials  
Schedule, locate, and invite attendees  
Participate in meetings (lead welcome/introduction)  
Provide formatted meeting notes



**1.10 Team meeting every two weeks unless a special-task meeting is called out in another line**

The LHB/HH team understands that frequent communication and check-ins with MCWD staff are an integral part of this project process. As part of that effort, which will also include phone calls and emails, we plan to meet with MCWD staff at a convenient location every two weeks. Several of these meetings are already set as part of other tasks, but for those that are not, this task will ensure open communication on a regular basis throughout the project process.

These meetings will focus on progress made since last meeting, planned activities for upcoming two to four weeks, changes to scope, schedule, or fee, input needed from project team, and other issues or concerns. Meetings could be conducted as a conference call if it is more convenient for the project team

LEAD: LHB

DELIVERABLES: Meeting agendas and materials  
Conduct meeting  
Meeting notes (not to be included in public project record)

CLIENT ROLE: Participate in meetings

**Phase 2 Planning Unit Vision**

**2.01 Plan/partially conduct/process Steering Committee Meeting 2**

The LHB/HH team will plan and lead parts of Steering Committee Meeting 2. This meeting will be focused on reviewing related plan documents and other background information on the subwatershed, developing a shared set of goals for the project, and outlining the project process.

MCWD staff will set the time and location for the meeting and invite attendees. The District will provide an agenda that can be distributed to the group in advance to preview the discussion and help participants prepare. MCWD staff will lead the majority of the meeting. The LHB/HH team will lead portions related to goal setting, including a participatory activity. MCWD staff will provide the LHB/HH team with formatted meeting notes that concisely and completely summarize key outcomes from this meeting affecting the project. LHB/HH will review those notes and file them as part of the project process.

Leading up to and based on the outcomes of this meeting, as well as the inventory and analysis work, the LHB/HH team will work with MCWD staff to develop a set of guiding principles that will guide and inform design decisions. This will not be a static list of decisions, but rather a dynamic document open to revision and refinement.

LEAD: LHB

DELIVERABLES: Specific graphics or text for meeting  
Conduct meeting  
Statement of guiding principles

CLIENT ROLE: Meeting agendas and materials  
Schedule, locate, and invite attendees  
Lead most of meeting  
Provide formatted meeting notes  
Review deliverables (one round of review and revision)

**\*\*\*ALL TASKS BEYOND 2.01 ARE TENTATIVE AND PROVIDED FOR FURTHER DISCUSSION.\*\*\***

## 2.02 Plan/conduct/process three work sessions with MCWD

In a series of three half-day charrettes over six weeks, MCWD staff and the LHB/HH team will gather to explore concepts for the subwatershed master plan, map unit plans, and site-specific plans. The goal is to flush out key ideas, agency goals and visions, key issues and planning scenarios that can then be evaluated, developed and refined and eventually presented to the Steering Committee in a later step. By holding three work sessions, the team will have opportunities to refine and develop ideas in an iterative way over several weeks. It will also allow the team to work at various scales as plans develop and then reflect those changes in refinements to the plans at other scales. The LHB/HH team will plan and conduct these sessions.

LEAD: HH

DELIVERABLES: Schedule, locate, and invite attendees  
Meeting agendas and materials  
Conduct work session  
Exploratory sketches and diagrams (not necessarily part of public project record)

CLIENT ROLE: Participate in work session

## 2.03 Develop overall master plan and narrative

Based on information and planning ideas generated in the work sessions in 2.02, the project team will generate master plan concept plan(s) that respond to all of the goals and strategies compiled to date. The team will also propose further ideas and alternatives that might become catalysts to expand planning thinking for the subwatershed area. These will be done as preliminary plan layouts that are reviewed and commented on, then revised and redrawn in more finalized graphic form. Narratives describing the plans and the various options will accompany the plan graphics at both the preliminary and revised levels.

MOVE UP EARLIER IN PROCESS

LEAD: HH

DELIVERABLES: Master plan graphic  
Master plan GIS database  
Master plan narrative

CLIENT ROLE: Review deliverables (one round of review and revision)

## 2.04 Plan/conduct/process five workshop meetings with map unit groups to discuss unit-level plan

The District will meet with groups representing four map units to explore opportunities at the map unit scale. These meetings will allow stakeholders to provide specific information related to each planning geography, as well as describe relationships to the subwatershed as a whole. The District will provide meeting notes and summaries to the LHB/HH team.

MCWD staff will set the time and location for the meetings, invite attendees and prepare agendas. The agendas will be provided to the LHB/HH team in advance to preview the discussion and discuss developing specific materials for the meetings. MCWD staff will provide the LHB/HH team with formatted meeting notes that concisely and completely summarize key outcomes from these meetings affecting the project. LHB/HH will review those notes and file them as part of the project process.

LEAD: LHB

DELIVERABLES: Specific graphics or text for meeting

CLIENT ROLE: Conduct meeting  
Meeting agendas and materials  
Schedule, locate, and invite attendees  
Participate in meetings (lead welcome/introduction)  
Provide formatted meeting notes

#### 2.05 Develop four map unit plans and narratives

As an outgrowth of the workshop meetings, more specific master plans will be generated for each of the four planning zones. Plans will embody the goals and more detail elements derived from the workshops in addition to more comprehensive planning and thinking developed by the team that will create an integrated vision for the respective planning units. Following first round preliminary concept plans generation, the team will submit them for review and comment. Based on further input, the plans will be revised and drawn in a more complete graphic format. Descriptive narratives will accompany both the preliminary as well as the final plan submissions.

MOVE LATER IN PROCESS AFTER MASTER PLAN IS FINALIZED

LEAD: HH  
DELIVERABLES: 5 map zones plan graphics  
5 map zones narratives  
CLIENT ROLE: Review deliverables (one round of review and revision)  
5 map unit cost estimates

#### 2.06 Review/file notes from one-on-one meetings focused on developing plans

As the planning and design work progresses, MCWD will conduct one-on-one meetings with key stakeholders and partner agencies. These meetings will focus on reviewing developing materials, gathering additional information for the project team, and maintaining communication and relationships.

The LHB/HH team will suggest topics for discussion. MCWD staff will provide the LHB/HH team with formatted meeting notes that concisely and completely summarize key outcomes from these meetings affecting the project. LHB/HH will review those notes and file them as part of the project process.

LEAD: MCWD  
DELIVERABLES: Suggestions for discussion topics (email)  
Review/file meeting notes  
CLIENT ROLE: Plan/conduct/process meetings  
Provide formatted meeting notes

#### 2.07 Develop 15 site-specific plans, and narratives

A series of site specific design plans or graphics would be generated focused on key study areas determined by the MCWD and the planning team to be critical to the overall planning vision for the area. The type of graphic depiction that would be the most effective would be considered for each situation. At this point the team has suggested 3 site-specific graphics per study area. Once the graphic was generated, the MCWD would have the opportunity to review them, make comments and suggestions, then allow the team to complete the final graphic. Each condition would include descriptive narratives.

Cost estimating would be the responsibility of the MCWD

LEAD: HH  
DELIVERABLES: 15 site-specific plan graphics  
15 site-specific narratives  
CLIENT ROLE: Review deliverables (one round of review and revision)  
15 site-specific cost estimates

#### 2.08 Plan/partially conduct/process Steering Committee Meeting 3

The LHB/HH team will plan and lead parts of Steering Committee Meeting 3. This meeting will be focused on reviewing subwatershed master plan, map unit plans, and site-specific plans, as well as narratives and cost estimates. Plans will have been developed with significant input from map unit groups, individual stakeholders, and other members of the Steering Committee so we anticipate that nearly everyone will have seen some version of the plans in advance. Therefore, this meeting is more about encouraging group discussion and consensus, rather than introducing new ideas for significant revision.

MCWD staff will set the time and location for the meeting and invite attendees. The LHB/HH team will respond to meeting objectives and agendas prepared by MCWD and provide graphic maps and other support materials useful for engagement meetings. MCWD staff will lead the majority of the meeting. The LHB/HH team will lead portions related to describing the design work. MCWD staff will provide the LHB/HH team with formatted meeting notes that concisely and completely summarize key outcomes from this meeting affecting the project. LHB/HH will review those notes and file them as part of the project process.

LEAD: LHB  
DELIVERABLES: Specific graphics or text for meeting  
Conduct meeting  
CLIENT ROLE: Meeting agendas and materials  
Schedule, locate, and invite attendees  
Lead most of meeting  
Provide formatted meeting notes

#### 2.10 Revise plans and produce renderings

Based on the outcomes from Steering Committee 3 and any other input received from MCWD staff or other stakeholders, the project team will revise plans, narratives, and graphics. Because of the high level of involvement by all parties throughout the design process, we anticipate that revisions will be minor, rather than wholesale changes to approach or format.

With the plans established, the LHB/HH team will produce five renderings that are evocative of the character of the project. These might include a birds-eye view, perspectives, sections, or other graphics suggested by the LHB/HH team and selected by MCWD staff. The purpose of these renderings will be to better communicate the project plan as well as support fundraising, public awareness, and other efforts of the MCWD. The MCWD and the design team would jointly determine the most important views and locations for the renderings.

LEAD: HH

DELIVERABLES: Revised master plans, map unit, and site-specific plans  
Revised master plans, map unit, and site-specific narratives  
Revised master plans, map unit, and site-specific cost estimates  
5 birds-eye or perspective view renderings, sections, or other graphics COMMIT

TO 5 ONLY?

CLIENT ROLE: Review deliverables (one round of review and revision)

### 2.11 Plan/conduct/process Public Open House (focus on getting feedback on developing ideas)

The LHB/HH team will plan and lead parts of a Public Open House. This event will be focused on reviewing the subwatershed master plan, map unit plans, and site-specific plans and narratives. This meeting is intended to provide a positive introduction to the project and invite an open dialogue about the opportunities present in the area.

MCWD staff will set the time and location for the meeting, invite attendees, and provide public notification (at a minimum this should include information on the website and notices in local papers, but it could also include flyers, mailings, social media, etc.). The LHB/HH team will provide content for notifications. The LHB/HH team will respond to meeting objectives and agendas prepared by MCWD and provide graphic maps and other support materials useful for engagement meetings. MCWD staff will lead the majority of any presentation portions of the Open House. The LHB/HH team will lead portions related to describing the design work. MCWD staff will provide the LHB/HH team with formatted meeting notes that concisely and completely summarize key outcomes from this meeting affecting the project. LHB/HH will review those notes and file them as part of the project process.

The LHB/HH team will lead portions related to describing the design work. MCWD staff will provide the LHB/HH team with formatted meeting notes that concisely and completely summarize key outcomes from this meeting affecting the project. LHB/HH will review those notes and file them as part of the project process.

LEAD: LHB

DELIVERABLES: Specific graphics or text for meeting  
Conduct meeting

CLIENT ROLE: Meeting agendas and materials  
Schedule, locate, and invite attendees  
Lead most of meeting  
Provide formatted meeting notes

## Phase 3 Implementation and Investment Plan

### 3.01 Support MCWD to develop funding strategies

We understand that MCWD staff will lead the effort to develop funding strategies for the component projects of the master plan. MCWD staff will work closely with Steering Committee members and others to explore a wide range of options. The LHB/HH staff can support this effort by providing insights into similar work we have done and strategies that have been successful for other clients. We will also review and incorporate whatever narratives or spreadsheets that MCWD staff develops.

LEAD: LHB

DELIVERABLES: Review and incorporate task outcomes

CLIENT ROLE: Lead research and outreach efforts

Provide narratives or spreadsheets for incorporation in final document

**3.02 Support MCWD to develop phasing and implementation strategies**

We understand that MCWD staff will lead the effort to develop phasing and implementation strategies for the component projects of the master plan. MCWD staff will work closely with Steering Committee members and others to explore a wide range of options. The LHB/HH staff can support this effort by providing insights into similar work we have done and strategies that have been successful for other clients. We will also review and incorporate whatever narratives or spreadsheets that MCWD staff develops.

LEAD: LHB  
DELIVERABLES: Review and incorporate task outcomes  
CLIENT ROLE: Lead research and outreach efforts  
Provide narratives or spreadsheets for incorporation in final document

**3.03 Review/file notes from ongoing one-on-one or map unit meetings**

As the planning and design work progresses, MCWD will conduct one-on-one meetings with key stakeholders and partner agencies. These meetings will focus on funding, phasing, and implementation and maintaining communication and relationships.

The LHB/HH team will suggest topics for discussion. MCWD staff will provide the LHB/HH team with formatted meeting notes that concisely and completely summarize key outcomes from these meetings affecting the project. LHB/HH will review those notes and file them as part of the project process.

LEAD: MCWD  
DELIVERABLES: Suggestions for discussion topics (email)  
Review/file meeting notes  
CLIENT ROLE: Plan/conduct/process meetings  
Provide formatted meeting notes

**3.04 Plan/partially conduct/process Steering Committee Meeting 4**

The LHB/HH team will plan and lead parts of Steering Committee Meeting 4. This meeting will be focused on investment and implementation strategies as well as reviewing any developments to project plans, narratives, and cost estimates.

MCWD staff will set the time and location for the meeting and invite attendees. The LHB/HH team will respond to meeting objectives and agendas prepared by MCWD and provide graphic maps and other support materials useful for engagement meetings. MCWD staff will lead the majority of the meeting. The LHB/HH team will lead portions related to describing updates to the design work. MCWD staff will provide the LHB/HH team with formatted meeting notes that concisely and completely summarize key outcomes from this meeting affecting the project. LHB/HH will review those notes and file them as part of the project process.

LEAD: LHB  
DELIVERABLES: Meeting agendas and materials  
Conduct meeting  
CLIENT ROLE: Schedule, locate, and invite attendees  
Lead most of meeting

Provide formatted meeting notes

**3.05 Produce draft report outline and layout template for MCWD staff review**

To begin the process of developing the final document, the LHB/HH team will prepare a content outline and layout template. These will reflect the existing and anticipated content for the report and help MCWD staff shape the overall story arch of the report and the look and feel of the document before we swing into full production. For review and approval processes throughout this project, we assume that MCWD will consolidate internal or external comments into a single redlined review and that LHB/HH will incorporate those changes into the next draft (one round of review per step).

LEAD: LHB (organization/assembly/template), HH (content)  
DELIVERABLES: Report content outline  
Layout template  
CLIENT ROLE: Review deliverables (one round of review and revision)

**3.06 Produce draft report written content for MCWD staff review**

Based on the review of the report content outline, the LHB/HH team will provide staff with a draft of the report text for review and approval. This assumes significant portions were written and reviewed in previous steps. The intention of this text draft is to provide staff with an opportunity to red-flag any ideas before incorporating graphics into the layout.

LEAD: LHB (organization/assembly), HH (content)  
DELIVERABLES: Report written content  
CLIENT ROLE: Review deliverables (one round of review and revision)

**3.07 Produce draft report (written and graphic content) for MCWD staff review**

Based on the review of the written report text, the LHB/HH team will provide staff with a draft of the report content and layout for review and approval. This assumes significant portions were produced and reviewed in previous steps. The intention of this draft is to provide staff with an opportunity to thoroughly review a complete draft before it is seen by the Steering Committee or other stakeholders.

LEAD: LHB (organization/assembly/layout), HH (content)  
DELIVERABLES: Draft report  
CLIENT ROLE: Review deliverables (one round of review and revision)

**3.08 Produce second draft report (written and graphic content) for external review**

Based on the review of the draft report, the LHB/HH team will provide a draft of the report for review by the Steering Committee and other stakeholders. The intention of this draft is to provide stakeholders with an opportunity to thoroughly review a complete draft before it is approval by the MCWD board or made available to the public. It is at the discretion of MCWD staff which comments or revisions from this round of review are incorporated into the final draft.

LEAD: LHB (organization/assembly/layout), HH (content)  
DELIVERABLES: Draft report  
CLIENT ROLE: Review deliverables (one round of review and revision)

**3.09 Produce final draft report**

Based on stakeholders' review of the draft report, the LHB/HH team will provide a final draft of the

report for approval by the MCWD Board and review by the public. No further rounds of review and revision are anticipated.

LEAD: LHB (organization/assembly/layout), HH (content)  
DELIVERABLES: Final draft report  
CLIENT ROLE: Review deliverables (one round of review and revision)

### 3.10 Support MCWD approval process

The LHB/HH team will assist MCWD staff in presentations of the master plan document to the Board for approval. Based on direction from the Board, the LHB/HH team will prepare a final master plan document in formats acceptable to the staff. We anticipate one round of revisions during the approvals process.

LEAD: LHB  
DELIVERABLES: Final report  
CLIENT ROLE: Review deliverables (one round of review and revision)

### 3.11 Final team meeting to discuss project process and outcomes

We find that a final meeting is an excellent opportunity to revisit the entire project process. We look back at our project goals and compare our actual outcomes. This helps all parties learn from the process in meaningful ways.

LEAD: LHB  
DELIVERABLES: Meeting agendas and materials  
Conduct meeting  
CLIENT ROLE: Participate in meeting

## POTENTIAL ADDITIONAL SERVICES

### 3.12 Plan/conduct/process Public Open House

The LHB/HH team will plan and lead parts of a Public Open House. This event will be focused on generating excitement about the plan and support for implementation. This meeting is intended to show follow-through from information gathered at the previous Public Open House and generate buzz about next steps.

MCWD staff will set the time and location for the meeting, invite attendees, and provide public notification (at a minimum this should include information on the website and notices in local papers, but it could also include flyers, mailings, social media, etc.). The LHB/HH team will provide content for notifications. We will also prepare meeting agendas and materials. MCWD staff will lead the majority of any presentation portions of the Open House. The LHB/HH team will lead portions related to describing the design work. MCWD staff will provide the LHB/HH team with formatted meeting notes that concisely and completely summarize key outcomes from this meeting affecting the project. LHB/HH will review those notes and file them as part of the project process.

LEAD: MCWD



- DELIVERABLES: Meeting agendas and materials
- Conduct meeting
- CLIENT ROLE: Schedule, locate, and invite attendees
- Lead most of meeting
- Provide formatted meeting notes

## Six Mile Creek Subwatershed Planning Project

*Draft 6/6/2016*

		1-May-16	15-May-16	1-Jun-16	15-Jun-16	1-Jul-16	15-Jul-16	1-Aug-16	15-Aug-16	1-Sep-16	15-Sep-16
<b>Phase 1</b>	<b>Background and Project Definition</b>										
1.01	Attend Steering Committee Meeting 1 (Kick-off)	^									
1.02	Establish project schedule and coordination	*									
1.03	Collect data and review related document summary from MCWD										
1.04	Attend work session with MCWD and Wenck			*							
1.05	Planning Area Site Review and Investigation				*						
1.06	Produce existing condition analysis mapping										
1.07	Stakeholder engagement outline and coordination										
1.08	Review/file notes from one-on-one meetings focused on goals and process										
1.09	Plan/conduct/process two small group meetings (N & S) focused on goals and process					~ ~					
1.10	Team meeting every two weeks unless a special-task meeting is called out in another line					*	*		*		*
<b>Phase 2</b>	<b>Planning Unit Vision</b>										
2.01	Plan/partially conduct/process Steering Committee Meeting 2 (Related plans, goal setting, process review)						^				
2.02	Plan/conduct/process three work sessions with MCWD						*	*	*	*	*
2.03	Develop overall master plan and narrative										
2.04	Develop four map unit plans and narratives										
2.05	Plan/conduct/process three meetings with map unit groups to discuss unit-level plans						~	~	~		
2.06	Develop local branding and economic development strategy										
2.07	Review/file notes from ongoing one-on-one meetings focused on developing plans										
2.08	Develop 15 site-specific plans and narratives										
2.09	Plan/partially conduct/process Steering Committee Meeting 3 (review draft plan materials)										
2.10	Revise plans and produce one rendering										
2.11	Plan/conduct/process Public Open House (focus on getting feedback on developing ideas)										
<b>Phase 3</b>	<b>Implementation and Investment Plan</b>										
3.01	Support MCWD to develop funding strategies										
3.02	Support MCWD to develop phasing and implementation strategies										
3.03	Review/file notes from ongoing one-on-one or map unit meetings focused on funding/implementation										
3.04	Plan/partially conduct/process Steering Committee Meeting 4 (investment and implementation strategies)										
3.05	Produce draft report outline and layout template for MCWD staff review*										
3.06	Produce draft report written content for MCWD staff review (assumes significant portions written/reviewed in previous steps)*										
3.07	Produce draft report (written and graphic content) for MCWD staff review*										
3.08	Produce second draft report (written and graphic content) for external review*										
3.09	Produce final draft report										
3.10	Support MCWD approval process										
3.11	Plan/conduct/process Public Open House (focus on generating support for implementation)										
3.12	Final team meeting to discuss project process and outcomes										

Items in gray are not confirmed at this time and are for information and discussion only.

\*For review and approval process, this schedule assumes that MCWD will consolidate internal or external comments into a single redlined review and that LHB/HH will incorporate those changes into the next draft (on

### Key Meeting type

+	Public Open House
^	Steering Committee Meeting
~	Stakeholder individual or small group meeting
*	Project team meeting or workshop

---

---

1-Oct-16	15-Oct-16	1-Nov-16	15-Nov-16	1-Dec-16	15-Dec-16	1-Jan-17	15-Jan-17	1-Feb-17	15-Feb-17
*	*	*	*	*	*	*	*	*	
	^								
			+						
									*

ie round of review per step).

Six Mile Creek Subwatershed Planning Project

Draft 6/3/2016

Task	Description	Fees												
		LHB, Inc.					Hart Howerton							
		Fischer	Major	Bringman	Christenson	Weeks	Aberg	MacPhee	Lau	Planner 2	Hill			
<b>Phase 1 Project organization</b>													<b>\$ 34,750</b>	
1.01	Attend Steering Committee Meeting 1 (Kick-off)			2			2						\$ 660	
1.02	Establish project schedule and coordination	1	4				1	2	1				\$ 1,422	
1.03	Collect data and review related document summary from MCWD		4				8	2	2	4			\$ 2,520	
1.04	Attend work session with MCWD and Wenck		2				1	2	1				\$ 920	
1.05	Planning Area Site Review and Investigation		6				1	6	1				\$ 2,240	
1.06	Produce existing condition analysis mapping		2				2	2	4	24	36		\$ 10,000	
1.07	Stakeholder engagement outline and coordination		4					1	1				\$ 900	
1.08	Review/file notes from one-on-one meetings focused on goals and process		2				2	2	2				\$ 1,180	
1.09	Plan/produce/process two small group meetings (N & S) focused on goals and process		8				12	6	2				\$ 3,560	
1.10	Team meeting every two weeks unless a special-task meeting is called out in another line	4	26				16	22	4	4			\$ 11,348	
		\$ 1,210	\$ 7,800	\$ -	\$ -	\$ 3,440	\$ 9,400	\$ 3,240	\$ 4,800	\$ 4,860	\$ -	\$ -		
												\$ 22,300		
<b>Phase 2 Planning Unit Vision</b>													<b>\$ 105,949</b>	
2.01	Plan/partially conduct/process Steering Committee Meeting 2 (Related plans, goal setting, process review)		6				12	4	1				\$ 2,720	
2.02	Plan/conduct/process three work sessions with MCWD		12				6	16	6	6	6		\$ 8,030	
2.03	Develop overall master plan and narrative		24	2	2	24	24	24	24	24	24		\$ 21,450	
2.04	Develop four map unit plans and narratives		24	4	4	20	24	20	20	20			\$ 19,720	
2.05	Plan/conduct/process three meetings with map unit groups to discuss unit-level plans		7				7	1					\$ 2,490	
2.06	Develop local branding and economic development strategy		0				0	0	0		0		\$ -	
2.07	Review/file notes from ongoing one-on-one meetings focused on developing plans		2				2	2	2				\$ 1,180	
2.08	Develop 15 site-specific plans and narratives		30	20	20	40	24	30	30	40			\$ 31,700	
2.09	Plan/partially conduct/process Steering Committee Meeting 3 (review draft plan materials)		6				12	4	1	3	3		\$ 3,575	
2.10	Revise plans and produce one rendering		12				8	8	8	12	12		\$ 8,660	
2.11	Plan/conduct/process Public Open House (focus on getting feedback on developing ideas)	2	12				16	8	2	4	4		\$ 6,424	
		\$ 484	\$ 17,550	\$ 2,886	\$ 2,964	\$ 11,200	\$ 24,200	\$ 17,100	\$ 14,850	\$ 14,715	\$ -	\$ -		
												\$ 70,865		
<b>Phase 3 Implementation and Investment Plan</b>													<b>\$ 40,570</b>	
3.01	Support MCWD to develop funding strategies	2	2					2	2			4	\$ 2,304	
3.02	Support MCWD to develop phasing and implementation strategies	2	2					2	2			4	\$ 2,304	
3.03	Review/file notes from ongoing one-on-one or map unit meetings focused on funding/implementation		2				2	2	2				\$ 1,180	
3.04	Plan/partially conduct/process Steering Committee Meeting 4 (investment and implementation strategies)		6				12	4	1				\$ 2,720	
3.05	Produce draft report outline and layout template for MCWD staff review*		6				12	4	2	2			\$ 3,200	
3.06	Produce draft report written content for MCWD staff review (assumes significant portions written/reviewed in previous steps)*		16				12	16	4	2			\$ 7,260	
3.07	Produce draft report (written and graphic content) for MCWD staff review*		16				40	16	8	8	8		\$ 12,200	
3.08	Produce second draft report (written and graphic content) for external review*		4				16	4	2	1	2		\$ 3,380	
3.09	Produce final draft report		2				10	2	2	2	2		\$ 2,390	
3.10	Support MCWD approval process		8				12	4					\$ 2,800	
3.11	Plan/conduct/process Public Open House (focus on generating support for implementation)		0				0	0	0	0			\$ -	
3.12	Final team meeting to discuss project process and outcomes	1	1				1	1	1				\$ 832	
		\$ 1,210	\$ 8,450	\$ -	\$ -	\$ 9,360	\$ 11,400	\$ 4,680	\$ 2,250	\$ 1,620	\$ 1,600	\$ -		
												\$ 21,550		

Items in gray are not confirmed at this time and are for information and discussion only.

	Fischer	Major	Bringman	Christenson	Weeks	Aberg	MacPhee	Lau	Planner 2	Hill
hours	12	260	26	26	300	225	139	146	157	8
rate	\$ 242	\$ 130	\$ 111	\$ 114	\$ 80	\$ 200	\$ 180	\$ 150	\$ 135	\$ 200
amount	\$ 2,904	\$ 33,800	\$ 2,886	\$ 2,964	\$ 24,000	\$ 45,000	\$ 25,020	\$ 21,900	\$ 21,195	\$ 1,600
					LHB	HH				
					\$ 66,554	\$ 114,715				
					\$ 66,554	\$ 114,715				

fees \$ 181,269  
 expenses \$ 3,700  
 total \$ 184,969

\$ 181,269 \$ 181,269

O:\16Proj\160237\100 Financial\101 Proposals\160237 project schedule and fee\_am and anna.xlsx\Fee

Key	Meeting type	Cost for meetings in addition to those described above
+	Public Open House	\$4000-5000 each
^	Steering Committee Meeting	\$3000-4000 each
~	Stakeholder individual or small group meeting	\$2000-3000 each
*	Project team meeting or workshop	\$500 for meetings, \$1500 for 2-3 hour workshop

Other additional services	Cost
Intercepts (produce three boards, analyze results)	\$3,000
Online survey (produce online survey, analyze results)	\$3,000
Plan/conduct/process Public Open House (focus on generating support for implementation)	\$6,800