

**Minnehaha Creek Watershed District**

**REQUEST FOR BOARD ACTION**

**MEETING DATE:** September 12, 2019

**TITLE:** Authorization to Award Contract for 2019 Stormwater Pond Annual Survey and Maintenance

**RES. NUMBER:** 19-078

**PREPARED BY:** Janna Jonely

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**REVIEWED BY:**     Administrator     Counsel     Program Mgr.: Tiffany Schaufler & Michael Hayman  
 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: Requesting approval at September 12, 2019 Board Meeting	

**PURPOSE or ACTION REQUESTED:**

Authorization to enter into a contract with Wenck for engineering, design services, and construction oversight for stormwater pond annual survey and maintenance. The contract cost reflects the high end of a pricing range dependent on services needed. The low end of said range is \$10,757 for pond survey and reporting for six facilities, and increases up to \$32,904.50 in the event that a single pond requires maintenance. If more than one pond is found to require maintenance, additional action will be required by the Board of Managers.

**PROJECT/PROGRAM LOCATION (see attachment A):**

- Lake Nokomis – Amelia Pond, Minneapolis
- Lake Nokomis – Gateway Pond, Minneapolis
- Lake Nokomis – Knoll Pond, Minneapolis
- County Road 6 Pond, Long Lake
- Gideon Glen, Shorewood
- Excelsior Pond, St. Louis Park

**PROJECT TIMELINE:**

September 2019 – Sediment surveys and sediment sampling if applicable  
October 2019 – Technical report complete  
Fall 2019-Winter 2020 – Design, bid and construction oversight if maintenance required

**PROJECT/PROGRAM COST:**

Fund name and number: Project Maintenance and Land Management, 2003  
Current budget: \$811,845  
Expenditures to date: \$257,323  
Requested amount of funding: \$36,194.95 (\$32,904.50 + 10% contingency)

**PAST BOARD ACTIONS:**

June 3, 2010	RBA 10-049	Authorization of design for pond maintenance
September 2, 2010	RBA 10-068	Authorization to maintain Twin Lake and Amelia ponds
July 7, 2011	RBA 11-056	Authorization of design for pond maintenance
October 27, 2011	RBA 11-100	Authorization to maintain Twin, Calhoun & Gleason ponds
April 25, 2013	RBA 13-045	Authorization of design for pond maintenance
May 8, 2014	RBA 14-045	Authorization of design for pond maintenance
March 26, 2015	RBA 15-022	Authorization of design for pond maintenance
November 12, 2015	RBA 15-093	Authorization to maintain Gleason north ponds
April 14, 2016	RBA 16-034	Authorization of design for pond maintenance
March 9, 2017	RBA 17-018	Authorization of design for pond maintenance
March 22, 2018	RBA 18-023	Authorization of design for pond maintenance
October 25, 2018	RBA 18-111	Authorization to maintain Bde Maka Ska and Pamela Park

**SUMMARY:**

The District is responsible for the inspection and/or maintenance of 28 stormwater ponds through ownership or cooperative agreement with its partner communities. The MCWD Board of Managers has established a policy that dictates cyclical investigation and maintenance of its stormwater management infrastructure.

In 2011, the Project Maintenance and Land Management Program (PMLM) recommended pond sediment surveys of six to eleven ponds each year on a three-year rotation in order to accommodate the rotation established by the Board. This maintenance is necessary to ensure that regional ponds function as designed.

To conduct this work, the PMLM Program budgets approximately \$250,000 for annual investigation and maintenance of these stormwater facilities. This effort is guided by the PMLM Maintenance Plan, which identifies a maintenance interval and estimated cost for all MCWD infrastructure and facilities. The six ponds recommended for pond survey and maintenance in 2019 – Excelsior Pond, County Road 6 Pond, Gideon Glen Pond, and the three Nokomis Ponds (Knoll, Amelia, and Gateway) – were last surveyed in 2016 (attachment B). Based on the survey data from 2016 the MCWD does not expect any of the six ponds to require maintenance this winter.

**Stormwater Pond Annual Survey and Maintenance Request for Proposals**

In August 2019, the District released a Request for Proposals (RFP) for Stormwater Pond Annual Survey and Maintenance. This RFP included all possible elements of stormwater pond maintenance for 2019 including sediment survey, sediment sampling and analysis, technical reporting, and design, bid document creation, and construction observation services. By releasing an RFP this year, the District sought a competitive advantage through contacting these elements as one package/contract, instead of as separate contracts, which was the typical process in recent years. The RFP was released on August 15, 2019 and closed on September 3, 2019.

The annual pond survey and maintenance project requires, at a minimum, the consultant to perform sediment surveys, technical reporting, and maintenance recommendations for the six identified ponds. If sediment surveys from any pond indicate a loss of 50% wet volume, the contract scope then stipulates the consultant will perform sediment testing and analysis, design of construction and bidding documents, and conduct construction oversight.

As noted earlier, it is not anticipated that the MCWD will conduct maintenance on any of the identified facilities. To facilitate clear cost estimation through the RFP process, MCWD requested pricing on a per task basis. This included the request that respondents provide the cost for design, bid and construction oversight on a per pond basis, thus resulting in a price range for each response that included the cost for baseline pond survey and reporting for six facilities, and increases upward to account for sampling and analysis, design, bid and oversight if a single pond requires maintenance.

The MCWD received a total of three responses to the RFP from:

- Hansen Thorp Pellinen Olson, Inc. (HTPO)
- WSB
- Wenck

Proposals were evaluated by a team of MCWD staff, which evaluated each response on project methodology, experience, and cost. Following the evaluation of selection criteria, the team selected Wenck as the recommendation to the Board for contract approval. Wenck's proposal fee is \$10,757 for sediment surveys and technical reporting, and \$32,904.50 for sediment sampling and analysis, design, bid documents, and construction oversight for the maintenance of one pond. If more than one pond is found to require maintenance, additional action will be required by the Board of Managers.

In accordance with Minnesota Statutes §13.591, subdivision 3(b), the submitted proposals will not be part of the public record until the contract has been executed. A copy of the three submitted proposals will be distributed to the Board for review via email prior to the September 12, 2019 meeting.

**ATTACHMENTS:**

- Attachment A: Stormwater Pond Map
- Attachment B: Inventory / Database

**RESOLUTION**

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**RESOLUTION NUMBER: 19-078**

**TITLE: Authorization to Award Contract for 2019 Stormwater Pond Annual Survey and Maintenance**

WHEREAS, the Minnehaha Creek Watershed District (MCWD) engages in regional capital improvement projects as described in its Water Resources Management Plan; and

WHEREAS, the MCWD has a policy that dictates cyclical investigation and maintenance of its stormwater management infrastructure and conducts pond sediment surveys of six to eleven ponds each year on a three-year rotation to ensure that regional ponds function as designed; and

WHEREAS, the Project Maintenance and Land Management Program (PMLM) annually budgets for this effort in accordance with the PMLM Maintenance Plan; and

WHEREAS, the six ponds recommended for pond survey and maintenance in 2019 – Excelsior Pond, County Road 6 Pond, Gideon Glen Pond, and three Nokomis Ponds (Knoll, Amelia, and Gateway) – were last surveyed in 2016 and are due for updated survey information; and

WHEREAS, on August 15, 2019, MCWD solicited proposals to perform all possible elements of stormwater pond maintenance for 2019 including sediment survey, sediment sampling and analysis, technical reporting, and design, bid document creation and construction observation services for the six ponds; and

WHEREAS, the District may exercise its judgment in making decisions to retain professional services, and in this instance used a panel of District staff; and

WHEREAS, the evaluation panel reviewed the submittals and made its decision on the basis of methodology, experience and cost;

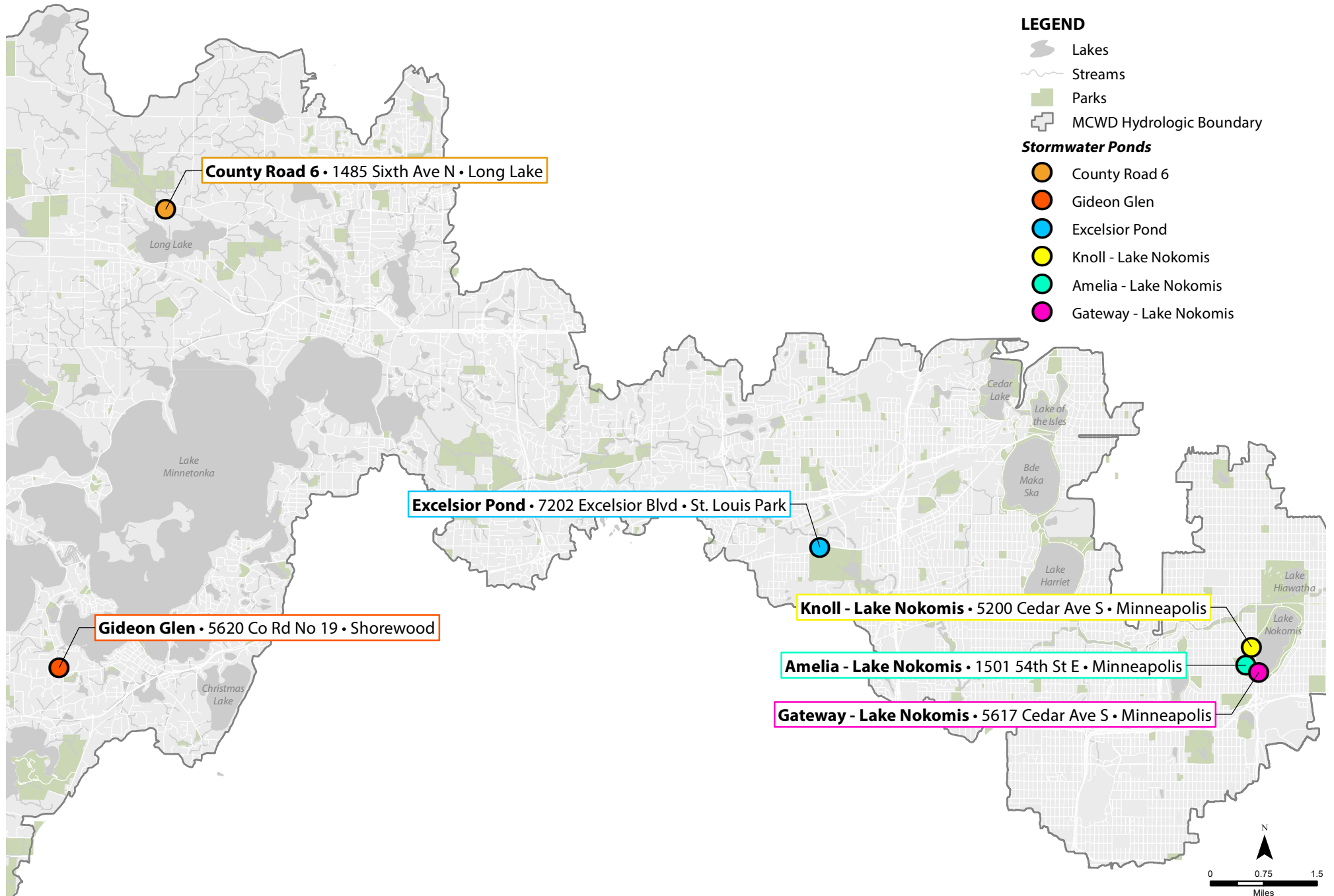
WHEREAS, the evaluation panel received and evaluated three proposals according to this protocol and recommends the selection of Wenck, and the Board of Managers concurs in the evaluation and the recommendation reached;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator, on advice of counsel, to execute a contract with Wenck for the annual survey, technical memo, and maintenance recommendation of six ponds, and sediment sampling and analysis, design, bid documents, and construction oversight for the maintenance of one pond for \$32,904.50, and authorizes the administrator to execute change orders as necessary in the not-to-exceed amount of \$36,194.95.

Resolution Number 19-078 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: September 12, 2019.

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

# MINNEHAHA CREEK WATERSHED DISTRICT STORMWATER PONDS



## LEGEND

- Lakes
- Streams
- Parks
- MCWD Hydrologic Boundary

## Stormwater Ponds

- County Road 6
- Gideon Glen
- Excelsior Pond
- Knoll - Lake Nokomis
- Amelia - Lake Nokomis
- Gateway - Lake Nokomis

## Attachment B: Pond Inventory/Database

Ponds to survey in 2019

Subwatershed & Pond	Installed	Last Surveyed	Survey Results	Year Dredged	Cost	Amt. Removed	Maintenance Responsibility
<b>Minnehaha Creek</b>							
60th and 1st Pond	2000	2013	*				Minneapolis
Cedar Meadows-Basin 1	1996	2017	0%	2004	\$41,574	2750 CY	MCWD
Excelsior Pond	2013	2016	14%				MCWD
Nokomis-Amelia	2001	2016	21%	2011	\$48,175	2147 CY	MCWD
Nokomis-Gateway	2001	2016	4%				MCWD
Nokomis-Knoll	2001	2016	16%				MCWD
SW Bde Maka Ska-Cell 1	1999			2004	\$57,417	3120 CY	MCWD
(SW Calhoun)				2011	\$116,039	2024 CY	
		2018	44%	2018/19	\$57,500	2000 CY	
SW Bde Maka Ska-Cell 2	1999	2011	*	2004			MCWD
Pamela Park Pond 1	2001	2018	59%	2018/19	\$82,175	1900 CY	Edina first dredging and MCWD subsequent dredging
Pamela Park Pond 2	2001	2018	38%				
Pamela Park Pond 3	2001	2018	18%				
Twin Lakes Pond	1996	2017	14%	2004	\$19,945	3403 CY	MCWD
				2012	\$99,359	2080 CY	
<b>Long Lake Creek</b>							
County Road 6 Pond	1998	2016	12%				MCWD
Deer Hill Pond-North	1996	2018	5%				MCWD
Deer Hill Pond-South	1996	2018	*				MCWD
Long Lake Park North	1996	2017	10%	2004	\$16,578	2410 CY	MCWD
Long Lake Park South	1996	2017	21%	2006			MCWD
<b>Gleason Lake Creek</b>							
Gleason Lake North 1	1995	2018	37%	2012	\$62,995	900 CY	MCWD
Gleason Lake North 2	2008	2018	19%	2016	\$45,064	892 CY	MCWD
Gleason Lake North 3	2008	2018	12%	2016			
Glenbrook Pond	1994	2016	44%	2017/18		16,000 CY	Wayzata
<b>Lake Minnetonka</b>							
Lakeside Pond	1994	2014	42%				Wayzata
Gideon Glen	2006	2016	8%				Shorewood
Swan Lake	2008	2017	7%				MCWD
<b>Painter Creek</b>							
Johnson/ Rolling Hills	2008	2018	26%				MCWD
Painter Marsh	1985*	2015	23%				MCWD
South Katrina Pond	1985*	2018	17%				MCWD
<b>Six Mile Creek</b>							
Steiger Wetland	1988	2015	75%+				MCWD

\*insignificant amount