

MEETING DATE: July 12, 2018

TITLE: Authorization to Contract with Wenck for 2018/2019 Stormwater Pond Maintenance Engineering Services; Authorization to Solicit Bids

RESOLUTION NUMBER: 18-065

PREPARED BY: Janna Jonely

E-MAIL: jjonely@minnehahacreek.org

TELEPHONE: 952.641.4523

REVIEWED BY: Administrator Counsel Program Mgr.: Tiffany Schaufler
 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): Final action requested at July 12, 2018 Board Meeting.	

PURPOSE or ACTION REQUESTED: Approval of a not to exceed expenditure of \$46,710 and authorization for the District Administrator to execute a contract for engineering services with Wenck for facilitation of the bidding process and construction observation for sediment removal at SW Bde Maka Ska (SW Calhoun) Cell 1 and Pamela Park Pond 1, and authorization to solicit bids for stormwater pond maintenance at the SW Bde Maka Ska Cell 1 and Pamela Park Pond 1.

PROJECT/PROGRAM LOCATION: SW Bde Maka Ska Cell 1 and Pamela Park Pond 1 (Minnehaha Creek Subwatershed).

PROJECT TIMELINE:

August 2018: Bid documents developed
September 2018: Construction bids solicited
October 2018: Construction contract awarded
Winter 2018-2019: Stormwater pond maintenance and restoration completed

PROJECT/PROGRAM COST:

Fund name and number: Project Maintenance and Land Management (2003)
Current Budget: \$663,000
Expenditures to date: \$91,000
Requested amount of funding: \$46,710 for facilitation of the bid process and construction oversight of two ponds; \$21,232 proposed to be reimbursed pending a cooperative agreement by the City of Edina.

PAST BOARD ACTION:

- RES 10-002, January 7, 2010, Contract with Wenck Associates for sediment surveys of regional ponds
- RES 10-049, June 3, 2010, Contract with Wenck Associates for design and construction observation of stormwater pond dredging project
- RES 11-056, July 7, 2011, Authorization to Contract with Wenck Associates for Pond Sediment Surveys, to Solicit Bids for Regional Stormwater Pond Maintenance, and for Construction Management of Pond Maintenance
- RES 11-100, October 27, 2011, Authorization to Award Bid for the 2011-2012 Stormwater Pond Maintenance at Twin Lakes Pond, SW Calhoun Pond, and Gleason Lake Pond 1
- RES 13-045, April 25, 2013, Authorization to Award Contract to Wenck Associates, Inc. for Pond Sediment Surveys
- RES 14-045, May 8, 2014, Authorization to Award Contract for 2014 Pond Sediment Surveys
- RES 15-022, March 26, 2015, Authorization to Award Contract for 2015 Stormwater Pond Sediment Surveys
- RES 15-065, July 30, 2015, Authorization to Contract with Wenck Associated to Develop Bid Documents and for Construction Oversight of Stormwater Pond Maintenance and Authorization to Solicit Bids for Stormwater Pond Maintenance
- RES 16-034, April 14, 2016, Authorization to Award Contract for 2016 Stormwater Pond Sediment Surveys
- RES 17-018, March 9, 2017, Authorization to Award Contract for 2017 Stormwater Pond Sediment Surveys
- RES 18-023, March 22, 2018, Authorization to award Contract for 2018 Stormwater Pond Sediment Surveys

SUMMARY:

The MCWD Board of Managers has established a policy that dictates cyclical investigation and maintenance of the 26 stormwater ponds that the MCWD maintains as its own facilities or through cooperative agreements. In 2011, the Project Maintenance and Land Management Program recommended pond sediment surveys of seven to ten ponds each year on a three-year rotation (*Attachment A*).

Pond sediment surveys conducted in May 2018 identified the need to maintain SW Bde Maka Ska Cell 1 and Pamela Park Pond 1 due to accumulated sediment and associated diminished wet volume. The District's internal threshold is to perform maintenance of stormwater ponds when there is a 50% reduction in wet volume. SW Bde Maka Ska Cell 1 survey results indicate a 47% loss of wet volume and Pamela Park Pond 1 results indicate a 66% loss of wet volume. Sampling and testing of the pond sediments has been completed to determine the appropriate disposition of the material to be removed.

At the June 28, 2018 Board meeting the Board of Managers directed staff to proceed with the development of a cooperative agreement with the City of Edina, in which the District would oversee the maintenance of Pamela Park Pond 1 and the City of Edina would reimburse the District for the costs incurred. District staff are currently coordinating with the City of Edina to draft the terms of the cooperative agreement and are planning to bring to the Board of Managers for review and approval prior to the District selecting a contractor for the pond dredging maintenance.

Staff anticipates completing the SW Bde Maka Ska Cell 1 and Pamela Park Pond 1 maintenance during frozen conditions in winter 2018-19. An engineering contract to prepare plans, facilitate the bidding process and observe construction is needed to begin the process. Engineering assistance is sought to develop bid documents, drawings, and technical specifications, facilitate bid and pre-construction meetings, observe construction, and provide as-built documentation. Estimated cost for this work for the two ponds is indicated in the attached July 9, 2018 draft scope of work as \$42,464 (*Attachment B*). The requested authorization would allow the Administrator the discretion to make adjustments to the draft scope within the requested not-to-exceed amount. Staff is currently developing a cooperative agreement with the City of Edina which details the District's facilitation of maintenance at Pamela Park Pond 1 with City reimbursement. Staff requests this amount plus a 10% contingency budget for a not-to-exceed budget of \$46,710.

Staff also requests authorization to solicit bids for stormwater pond maintenance at the SW Bde Maka Ska Cell 1 and Pamela Park Pond 1.

Attachment A: Pond Inventory / Database

Attachment B: Wenck Scope of Services

RESOLUTION

RESOLUTION NUMBER: 18-065

TITLE: Authorization to Contract with Wenck for 2018/2019 Stormwater Pond Maintenance Engineering Services; Authorization to Solicit Bids

WHEREAS, the Minnehaha Creek Watershed District has constructed regional treatment facilities at Bde Maka Ska (SW Calhoun) in Minneapolis and within Pamela Park in the City of Edina; and

WHEREAS, these facilities need maintenance to continue functioning as designed; and

WHEREAS, the Project Maintenance and Land Management Program annually budgets for, inspects, and maintains regional stormwater infrastructure on a pre-determined, cyclical basis established in the PMLM Maintenance Plan; and

WHEREAS, Wenck has surveyed the above ponds in the past, has previously prepared bidding documents and provided construction observation at the Bde Maka Ska pond, and has specific knowledge of the ponds and what is required to perform maintenance; and

WHEREAS, internal Governance Policy #6 provides for a competitive process when purchasing any professional service in excess of \$25,000, but staff recommends, and the Board finds, that it is appropriate to deviate from that policy in light of Wenck's unique knowledge of the hydrologic and hydraulic behavior of the Minnehaha Creek watershed and the organizational goals of the District, as well as its work to date in monitoring stormwater ponds in the District, which together make Wenck uniquely qualified to develop a sound product cost-effectively.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the District Administrator to execute a contract with Wenck Associates for the not-to-exceed amount of \$46,710 for engineering services for the maintenance of Bde Maka Ska (SW Calhoun) Cell 1 and Pamela Park Pond 1; and

BE IT FURTHER RESOLVED that the District Administrator is authorized to solicit bids for maintenance of Bde Maka Ska (SW Calhoun) Cell 1 and Pamela Park Pond 1.

Resolution Number 18-065 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: July 12, 2018.

Secretary Date: July 12, 2018.

Attachment A: Pond Inventory/Database

Ponds surveyed in 2018

Subwatershed & Pond	Installed	Last Surveyed	Year Dredged	Cost	Amt. Removed	Maintenance Responsibility
Minnehaha Creek						
60th and 1st Pond	2000	2013				Minneapolis
Cedar Meadows-Basin 1	1996	2017	2004	\$41,574	2750 CY	MCWD
Excelsior Pond	2013	2016				MCWD
Nokomis-Amelia	2001	2016	2011	\$48,175	2147 CY	MCWD
Nokomis-Gateway	2001	2016				MCWD
Nokomis-Knoll	2001	2016				MCWD
SW Bde Maka Ska-Cell 1	1999	2018	2004	\$57,417	3120 CY	MCWD
(SW Calhoun)			2011	\$116,039	2024 CY	
SW Bde Maka Ska-Cell 2	1999	2011	2004	"	"	MCWD
Pamela Park Pond 1	2001	2018				2000 CA: Edina first maintenance dredging, MCWD subsequent maintenance
Pamela Park Pond 2	2001	2018				
Pamela Park Pond 3	2001	2018				
Twin Lakes Pond	1996	2017	2004	\$19,945	3403 CY	MCWD
			2012	\$99,359	2080 CY	
Long Lake Creek						
County Road 6 Pond	1998	2016				MCWD
Deer Hill Pond-North	1996	2018				MCWD
Deer Hill Pond-South	1996	2018				MCWD
Long Lake Park North	1996	2017	2004	\$16,578	2410 CY	MCWD
Long Lake Park South	1996	2017	2006			MCWD
Gleason Lake Creek						
Gleason Lake North 1	1995	2018	2012	\$62,995	900 CY	MCWD
Gleason Lake North 2	2008	2018	2016	\$45,064	892 CY	MCWD
Gleason Lake North 3	2008	2018	2016			
Glenbrook Pond	1994	2016				Wayzata
Lake Minnetonka						
Lakeside Pond	1994	2014				Wayzata
Gideon Glen	2006	2016				Shorewood
Swan Lake	2008	2017				MCWD
Painter Creek						
Johnson/ Rolling Hills	2008	2018				MCWD
Painter Marsh	1985*	2015				MCWD
South Katrina Pond	1985*	2018				MCWD
Six Mile Creek						
Steiger Wetland	1988	2015				MCWD



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Janna Jonely

Project & Land Management Technician
 Minnehaha Creek Watershed District
 15320 Minnetonka, MN 55345
 City, State Zip Code

CC: Laura Domyancich, Tiffany Schaufler

RE: 2018-2019 Stormwater Pond Maintenance – Scope of Services
 P2018-1042

Ms. Jonely:

We appreciate the opportunity to present a scope of services for dredging activities in SW Calhoun Cell 1 and Pamela Park Pond 1. Both ponds were surveyed in the spring of 2018 and were identified as candidate for sediment removal. SW Calhoun Cell 1 permanent pool volume is approaching 50% volume reduction and Pamela Park Pond 1 is greater than 50% volume reduction.

Wenck has prepared the following scope of services to provide a cost estimate for design, bidding, and construction observation. The estimated cost for these services is included in Table 1 and 2. Each task includes the expected minimum level of effort using the most efficient discounted hourly rate, cost of mileage, survey equipment, and other miscellaneous expenses.

Table 1

Design, Bidding and Construction for Dredging of SW Calhoun Cell 1 ^{1,3}						
Task	Chris M.	Hagen K.	Jack A.	Admin	Expenses	Total
	\$ 193	\$ 117	\$ 127	\$ 103		
1 - Kick-off Meeting w/MCWD Staff	0.5	1.5			\$ 15	\$ 287
2 - Prep Front End Bidding Documents	0.5	3	3	2.5		\$ 1,086
3 - Construction Drawings (Includes full drawing set consisting of: Cover Sheet, General Notes, Existing Conditions, SWPPP, Grading Plan, Erosion Control, Details, Dewatering Plan, Traffic Controls/Staging)	1	13	35		\$ 100	\$ 6,259
4 - Technical Specifications		8				\$ 936
5 - Assemble/Distribution Bidding Documents		2			\$ 300	\$ 534
6 - Pre - Bid Meeting		2				\$ 234
7 - Bid Opening		2				\$ 234
8 - Bid Tab	0.5	6	1			\$ 925
9 - Permitting		11				\$ 1,287
10 - Preconstruction Meeting	1	2				\$ 427
11 - Construction Staking		10				\$ 1,170

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12 - Construction Observation ²	1	56			\$ 400	\$ 7,145
13 - As-built Documentation		10	4		\$ 200	\$ 1,878
Total	4.5	116.5	43	2.5	\$ 1,015	\$ 21,232

¹ Wenck Associates will perform all duties and responsibilities of the Engineer as described in the contract documents.

² \$600 per day of construction--6 hours at each site per day, email updates to MCWD staff, onsite 9 days.

³ Permits, sampling, and analysis for dredged material disposal will be the responsibility of the contractor.

Table 2

Design, Bidding and Construction for Dredging of SW Pamela Park Pond 1^{1,3}						
	Chris M.	Hagen K.	Jack A.	Admin	Expenses	Total
Task	\$ 193	\$ 117	\$ 127	\$ 103		
1 - Kick-off Meeting w/MCWD Staff	0.5	1.5			\$ 15	\$ 287
2 - Prep Front End Bidding Documents	0.5	3	3	2.5		\$ 1,086
3 - Construction Drawings (Includes full drawing set consisting of: Cover Sheet, General Notes, Existing Conditions, SWPPP, Grading Plan, Erosion Control, Details, Dewatering Plan, Traffic Controls/Staging)	1	13	35		\$ 100	\$ 6,259
4 - Technical Specifications		8				\$ 936
5 - Assemble/Distribution Bidding Documents		2			\$ 300	\$ 534
6 - Pre - Bid Meeting		2				\$ 234
7 - Bid Opening		2				\$ 234
8 - Bid Tab	0.5	6	1			\$ 925
9 - Permitting		11				\$ 1,287
10 - Preconstruction Meeting	1	2				\$ 427
11 - Construction Staking		10				\$ 1,170
12 - Construction Observation ²	1	56			\$ 400	\$ 7,145
13 - As-built Documentation		10	4		\$ 200	\$ 1,878
Total	4.5	116.5	43	2.5	\$ 1,015	\$ 21,232

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³ Permits, sampling, and analysis for dredged material disposal will be the responsibility of the contractor.

Each pond will be tracked separately.

Wenck appreciates the opportunity to provide you with our proposal. If you have questions, please feel free to call or email Hagen at 763.252.6893 or Chris at 763.252.6844.

If this proposal is acceptable, please sign and return.

Janna Jonely
Project & Land Management Technician
Minnehaha Creek Watershed District

July 9, 2018



Sincerely,

A handwritten signature in black ink, appearing to read 'Hagen Kaczmarek', written in a cursive style.

Hagen Kaczmarek
Wenck Associates, Inc.
Project Manager – Environmental Scientist

A handwritten signature in black ink, appearing to read 'Chris Meehan', written in a cursive style.

Chris Meehan, P.E.
Wenck Associates, Inc.
Principle

ACCEPTED BY:
Minnehaha Creek Watershed District

Janna Jonely, Project and Land Management Technician

(Date)