Minnehaha Creek Watershed District   *REQUEST FOR BOARD ACTION*

MEETING DATE: May 24, 2018

TITLE: Directing Administrator to Develop Agreements with Selected Professional Service Providers

RESOLUTION NUMBER: 18-053

PREPARED BY: Cathy Reynolds

E-MAIL: creynolds@minnehahacreek.org   **TELEPHONE:**   952-641-4503

REVIEWED BY: ☐Administrator   ☐ Counsel   ☐ Program Mgr. (Name):_____
                 ☐ Board Committee   ☐ Engineer   ☐ Other:

WORKSHOP ACTION:

☐ Advance to Board mtg. Consent Agenda.   ☐ Advance to Board meeting for discussion prior to action.

☐ Refer to a future workshop (date):_____   ☐ Refer to taskforce or committee (date):_____

☐ Return to staff for additional work.   ☐ No further action requested.

☒ Other (specify): **Final Action on May 24, 2018**

PURPOSE or ACTION REQUESTED:
It is requested that the Board authorize staff to negotiate terms of contracts with vendors based on the responses received to our Requests for Qualifications (RFQ) for professional services.

PROJECT/PROGRAM COST:
The costs for the various professional services contracts are in the budget and the new contracts are not expected to have a significant change on the costs of the services.

PAST BOARD ACTIONS:
The Board authorized the release of the RFQ's at the March 22, 2018 board meeting.

SUMMARY:
Pursuant to Minnesota Statute 103B.227 a watershed district is required to solicit interest proposals for legal, professional, or technical consultant services at least every two years. MCWD professional services contracts were due for renewal and at the March 22, 2018 Meeting the Board of Managers authorized the release of requests for qualifications (RFQ) for the following services:
- Accounting
- Legal Services
- Engineering Services
- Government Relations
- Information Technology Managed Services

Notice of the RFQs was posted in the Star Tribune on April 4 and 7, 2018. The RFQs were also posted on the District website and distributed to companies in the metro area. Responses were due to the District by April 30, 2018.

The District received responses from the following companies:

Accounting:	Redpath and Company, Ltd.
Legal Services:	Smith Partners, PLLP
Engineering Services:	Wenck
Government Relations:	Joel Carlson
Information Technology Managed Services:	Corporate Technologies, LLC and Atomic Data

Only one qualified response was received in the following service categories: Accounting, Legal, Engineering, Government Relations. Staff has reviewed the responses, finds the respondents qualified and recommends that the Board direct the District Administrator to develop draft contracts with each service provider to be subsequently approved by the Board of Managers.

Two respondents were received in the Information Technology Managed Services category. Staff has reviewed the responses in accordance with the RFQ, and is recommending that the Board direct the District Administrator to develop draft contracts with Corporate Technologies, LLC, for subsequent approval by the Board of Managers.

Pending Board direction, staff will work to conclude contract negotiations and present final contracts to the Board of Managers for approval at the June 28, 2018 meeting.

Attachments:
1. Redpath and Company, Ltd
2. Smith Partners, PLLP
3. Wenck
4. Joel Carlson
5. Corporate Technologies, LLC
6. Atomic Data

RESOLUTION

RESOLUTION NUMBER: <u>18-053</u>

TITLE: Directing Administrator to Develop Agreements with Selected Professional Service Providers

WHEREAS,   pursuant to Minnesota Statutes 103B.227 at least every two years watershed districts are required to solicit responses for professional services before retaining the services of a consultant; and

WHEREAS,   The Board authorized the solicitation of responses for professional services on March 22, 2018; and

WHEREAS,   The District has solicited and reviewed responses from qualified businesses and provided their recommendations to the board.

NOW, THEREFORE, BE IT RESOLVED, the Minnehaha Creek Watershed District, Board of Managers hereby directs the District Administrator to develop draft agreements with the selected service providers (Redpath and Company, Ltd, Smith Partners, PLLP, Wenck, Joel Carlson, Corporate Technologies LLC) for subsequent approval by the Board of Managers

Resolution Number 18-053 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___abstentions. Date: _____.

_____ Date:_____
Secretary

Proposal to Provide Accounting Services

MINNEHAHA CREEK WATERSHED DISTRICT

April 10, 2018

Mark C. Gibbs, CPA

Redpath and Company, Ltd.
4810 White Bear Parkway
White Bear Lake, MN 55110
651.426.7000
mgibbs@redpathcpas.com
www.redpathcpas.com

April 10, 2018

Mr. James Wisker, District Administrator
Minnehaha Creek Watershed District
15320 Minnetonka Blvd.
Minnetonka, MN 55345

Dear James:

In response to your request, we are pleased to submit a proposal to perform monthly accounting and payroll services for the Minnehaha Creek Watershed District.

Redpath and Company, Ltd. would prepare the monthly accounting as follows:

Monthly Accounting

- Redpath and Company, Ltd. enters invoices and receipts into Sage accounting system, generates monthly financial statements, including:

    o Financial supplement
    o Customized check register
    o Compilation report
    o Statement of revenue, expenditures and changes in fund balance
    o Budget to actual income statements
    o Budget to actual comparisons for all funds

- Redpath and Company, Ltd. will provide consultation to the District Administrator for the annual budget process.

Payroll

- Redpath and Company prepares payroll in accordance with District policies.
- Redpath and Company prepares payroll tax deposits.
- Redpath and Company prepares Public Employee Retirement Association Salary Deduction Report, Deferred Compensation contribution, HSA & IRA contributions in accordance with District policies.

Our understanding of the timing of the monthly reporting as well as payroll preparation is as follows:

Monthly Reporting

- The Watershed District Board meets on the 4th Thursday of each month.
- The Redpath and Company accountant will be at the District one day per month to process accounts payable invoices.
- The District will provide Redpath and Company, Ltd. with all monthly financial and payroll information (time sheets, coded invoices, coded receipts, bank statements, etc.) at an agreed upon time by the District and Redpath and Company, Ltd. We would then return the monthly accounting packet described above at a time we both agree on.

This process allows us to maintain our independence because we will not be making any management decisions; those decisions (coding of the invoices and receipts) are made by the Administrator.

Financial Review

- Redpath and Company, Ltd. reviews all reports and financial information with District Administrator on an as-needed basis to allow District management to have an opportunity to become familiar with the financial information as well as use the financial information to effectively manage the District.

About Us

Redpath and Company, Ltd. has grown by contributing to the success of its valued clients, not through mergers or acquisitions. Founded in 1971 with just three employees, the firm now employs approximately 135 staff in our White Bear Lake and St. Paul offices.

Redpath and Company, Ltd. is a full-service accounting firm. We help individuals and organizations – including businesses, local governments and not-for-profits – make decisions that create value and contribute to their financial well-being. Substantial effort of our professional staff is directed toward serving Minnesota local governments. Twenty-five staff members are assigned to governmental and not-for-profit services and devote significant time and effort in providing audit and other services to Minnesota governmental entities.

Redpath and Company, Ltd is prepared to assist you with your monthly and quarterly accounting needs. Our objective is to make your life easier, save you time and save your staff time.

Client References:

Entity	Contact
Ramsey-Washington Metro Watershed District	Tina Carstens 651/792-7957
Rice Creek Watershed District	Phil Belfiori 763/398-3071
Valley Branch Watershed District	Ed Marchan
South Washington Watershed District	Matt Moore 651/714-3729
Lower Minnesota River Watershed District	Linda Loomis 763/545-4659
Riley Purgatory Bluff Creek Watershed District	Claire Blesar 952/607-6512
Nine Mile Creek Watershed District	Randy Ahorn 952/835-2078
Capitol Region Watershed District	Mark Doneux 651/644-8888
Middle Mississippi Watershed Management Organization	Doug Snyder 612/465-8780
Comfort Lake-Forest Lake Watershed District	Mike Kinney 651/395-5857

The Redpath and Company, Ltd. staff responsible for your account will be:

> **Mark C. Gibbs, CPA** – Managing *Partner*. Responsible for final review and signing of reports. Assists staff with complex technical issues.

> **Nancy M. Martinson** – *Senior Accountant*. Responsible for monthly accounting services.

Mark Gibbs, Managing Partner and member of the firm's Board of Directors, has extensive experience in audit services, as well as merger and acquisition due diligence work. Mark has worked in the audit department since 1986.

Mark has extensive audit and accounting service experience with the following watershed districts: Ramsey Washington Metro Watershed District, Rice Creek Watershed District, South Washington Watershed District, Lower Mississippi River Watershed Management Organization, Lower Minnesota River Watershed District, Valley Branch Watershed District, Minnehaha Creek Watershed District, Riley Purgatory Bluff Creed Watershed District, Nine Mile Creek Watershed District, Browns Creek Watershed District.

Nancy Martinson, Senior Accountant, has worked in our not-for-profit and government area for 18 years. She has performed monthly accounting services for the following watershed districts:

- Rice Creek Watershed District
- Ramsey-Washington Metro Area Watershed District
- South Washington Watershed District
- Lower Minnesota River Watershed District
- Mississippi Watershed Management Organization
- Capital Region Watershed District
- Valley Branch Watershed District
- Comfort Lake-Forest Lake Watershed District

Our fee estimate is to provide the above services for $2,800 per month. This estimate is subject to the District's ability to provide the financial information as described in the "monthly accounting" section previously detailed in this proposal. We are also available to assist the District with other financial consulting services on an as requested basis. These services will be provided at our standard hourly rates. We will not begin any additional work without prior authorization from the District.

The cost of supplies (checks, copies, etc.) will be passed through to the Watershed District.

We appreciate the opportunity to be of service to you and we look forward to serving the District with your monthly accounting needs.

We shall be pleased to discuss this proposal with you at any time.

Sincerely,

REDPATH AND COMPANY, LTD.

Mark C. Gibbs, CPA

MCG/bms

<u>Response</u>

This letter correctly sets forth the understanding of the Minnehaha Creek Watershed District. If you agree to the terms of this engagement, please designate below the individual who will be overseeing our services, sign this letter and return it to us in the envelope provided. The enclosed copy is for your records.

Designated individual responsible for overseeing our services: _____

Signature: _____

Title: _____

Date: _____

<u>Nonaudit Services</u>
The employee(s) assigned to oversee the nonaudit services is as follows:

Employee (name and title): _____

Employee (name and title): _____

STATEMENT OF QUALIFICATIONS TO PROVIDE LEGAL SERVICES

to the

MINNEHAHA CREEK
WATERSHED DISTRICT

April 27, 2018

smith partners
PLLP

400 Second Avenue South

Suite 1200

Minneapolis, MN 55401

(612) 344-1400 Office

www.smithpartners.com

STATEMENT OF QUALIFICATIONS
Summary of Experience

In addition to our work with the Minnehaha Creek Watershed District, Smith Partners serves as legal counsel for the Brown's Creek, Rice Creek, Nine Mile Creek, Riley Purgatory Bluff Creek, Comfort Lake – Forest Lake, Prior Lake – Spring Lake, Clearwater River, Kanaranzi-Little Rock, Yellow Medicine River, and Heron Lake Watershed Districts and the Red River Watershed Management Board. We have provided water resources counsel to public bodies including the Legislative Citizens Commission on Minnesota Resources, the Board of Water and Soil Resources, the Minnesota Association of Watershed Districts and other watershed districts and municipalities. Smith Partners' four attorneys bring more than 60 years of combined experience in water resources law that includes an intimate knowledge of Minnesota watershed statutes, agency rules, and local rules and ordinances. Through our general counsel role we are carefully versed in legal requirements and best practices for metropolitan watershed districts in matters of governance, administration, planning and financial management.

Our watershed experience includes:

- Counsel for four generations of water resource management planning;

- A careful understanding of roles and relations among watershed management organizations and other local units of government and strong, effective working relationships with key agency personnel in federal and state agencies;

- Project leader and principal author of a BWSR/MPCA – funded study to coordinate municipal and watershed stormwater management programs;

- Author of an evaluation of Minnesota drainage laws and policy recommendations to better coordinate drainage, wetlands management and water quality for the Legislative Citizens Commission on Minnesota Resources;

- Policy analysis and drafting of water resources legislation, with central involvement in watershed legislative issues for the past 25 years;

- Extensive experience in developing and drafting water resource protection rules for development in areas including erosion control, stormwater management, floodplain preservation, groundwater protection, shoreline alteration, dredging, structures in water bodies, stream and lake buffers, and wetland management;

- Expertise in regulatory program support including compliance and enforcement programs;

- Pioneered use of areawide resource management plans to integrate drainage system and wetland management and assisted in fostering parallel U.S. Army Corps of Engineers regulatory practices;

- Extensive experience in capital project development and support including permitting and environmental review, easement acquisition, contract drafting and procurement, insurance and bonding issues and construction management;

- Expertise in conservation land rights acquisition and conservation land management;

- Counsel for major lake, stream and wetland restoration projects, including the largest urban lake restoration project in the United States, involving complex multi-partner negotiations, development of cooperative agreements to structure relationships with stakeholders and partners, land rights acquisition, consultation through environmental review and federal and state agency permitting;

- Overwhelming success in water resources litigation in administrative and judicial proceedings;

- Publishers of *WaterLaws.com*, an electronic journal of watershed law and policy;

- Authors of the *Watershed Rulemaking Handbook*, published by the Minnesota Association of Watershed Districts; and

- Frequent presenters on water resource law and watershed district administration at legal and technical conferences.

Smith Partners PLLP Attorneys

Louis N. Smith, *Partner,* has practiced water resources law for thirty years, representing watershed districts and other clients across the state of Minnesota. Mr. Smith published the Watershed Rulemaking Handbook for the Minnesota Association of Watershed Districts. He counseled the Minnehaha Creek Watershed District in structuring the Minneapolis Chain of Lakes Clean Water Partnership, the largest urban lake restoration project in the United States and recipient of five environmental awards, including the CF Industries National Watershed Award and the Minnesota Governor's Award for Excellence in Pollution Prevention. He counseled the Brown's Creek Watershed District through the development and construction of a major flood mitigation and trout stream protection project and adoption of comprehensive rules. He counseled the Rice Creek Watershed District through the adoption of one of the State's first Comprehensive Wetland Protection and Management Plans, and also serves as legal counsel for the Riley Purgatory Bluff Creek Watershed District and the Red River Watershed Management Board.

Mr. Smith has broad experience in structuring public-private partnerships and providing strategic counsel to clients confronting a wide array of public policy challenges. In 1991-92, Mr. Smith served as Deputy Hennepin County Attorney, where he was second in command of an office of 125 attorneys responsible for felony prosecution and civil representation of Hennepin County. Mr. Smith lectures and writes frequently on a broad range of topics relating to water resources, land use, and government litigation. Since 1994, the Minnesota Guidebook for Law and Leading Attorneys has named him as one of the leading attorneys in Minnesota specializing in urban and local government, and as a "Super Lawyer" by Law & Politics magazine. Since 1995, he has received the Martindale-Hubbell "AV" rating, the highest rating members of the bar bestow upon a small percentage of their peers. Mr. Smith is past Chair of the Rivers Council of Minnesota

Board of Directors, and was appointed by Governor Tim Pawlenty to the Clean Water Council in 2007, reappointed by Governor Mark Dayton in 2011, and served as the Council's first Chair.

Mr. Smith graduated *magna cum laude* and Phi Beta Kappa in 1979 from St. Olaf College, and graduated *cum laude* in 1983 from the University of Minnesota Law School, where he was an associate editor of the *Minnesota Law Review*. He was a law clerk to the Honorable Gerald W. Heaney, United States Court of Appeals for the Eighth Circuit.

Charles Holtman, *Partner,* represents watershed districts and other public and private clients in water and land use matters. He provides general counsel to the Minnehaha Creek, Brown's Creek, Comfort Lake-Forest Lake and Prior Lake-Spring Lake Watershed Districts, and has advised those clients in the development and drafting of second-, third-, and fourth-generation water resource management plans. His work also includes substantial involvement in rule drafting and rulemaking proceedings, and in his clients' planning, budgeting and administration of water resource management programs.

Mr. Holtman provides legal counsel for development and construction of water resource capital projects including stormwater conveyance and treatment systems; wetland, lake and stream restorations; drainage system maintenance; fish control structures and basin outlets. He has extensive experience in drafting procurement documents, contracts, agreements and land rights conveyances among public and private entities for capital projects; permitting and compliance inspection programs; and watershed program implementation under metropolitan watershed laws. Mr. Holtman's water resources practice also includes representation of public bodies in regulatory enforcement, eminent domain and agricultural drainage litigation.

From 1986 to 1992, Mr. Holtman served as an assistant attorney general for the State of New Hampshire, where he was chief counsel to state wetlands, water resource and groundwater protection agencies. From 1993 to 1995, he was counsel to the assistant administrator for hazardous materials transportation at the U.S. Department of Transportation.

Mr. Holtman received B.S. and M.S. degrees in Chemical Engineering in 1979 from the Massachusetts Institute of Technology and a J.D. in 1986 from the University of Virginia School of Law, where he was Executive Editor of the Virginia Journal of Natural Resources Law. Mr. Holtman also holds a Masters' Degree in Public Affairs from the University of Minnesota's Hubert H. Humphrey Institute, with a concentration in the administration of public resource protection agencies.

Michael J. Welch, *Partner,* is an attorney in Smith Partners' water resources and strategic partnership practice. His practice includes watershed planning and protection, wetlands protection, land use and general public law. Mr. Welch has specific expertise in watershed district rulemaking and administration including document management, open government and financial control requirements. He also supports the firm's public-private partnership work for sustainable redevelopment, transit and revitalization of neighborhoods. In 2005-06, he served as law clerk for Associate Justice Helen Meyer of the Minnesota Supreme Court, after graduating from William Mitchell College of Law. Prior to his clerkship, Michael directed the Resources for Redevelopment program, which supported dozens of nonprofit property-redevelopment and green-space restoration projects. Michael has served as Minneapolis' representative to the Bassett Creek Watershed Management Commission since January 2000 and was chair of the commission from February 2006 to February 2010. While at William Mitchell, he was a member of the law review staff, and he served as vice president of the college's chapter of the American Constitution Society. Michael serves on the governing council of the Minnesota State Bar Association's

Environment, Natural Resources and Energy Section and has written and presented on water resources law topics at numerous workshops, seminars and legal education events.

Elizabeth Henley, *Associate,* is an attorney working in both the strategic partnerships and water resources practice areas at Smith Partners. An Honors graduate of Northwestern University, Elizabeth worked previously in environmental education and journalism in Thailand and Chile. During law school and graduate school, Elizabeth worked with the U.S. Department of Commerce—National Oceanic and Atmospheric Association (NOAA); Minnesota Department of Natural Resources; Hennepin County Attorney's Office; Nature Conservancy (Minnesota); Minnesota State Bar Association Environmental, Natural Resources & Energy Section; and Minnesota Board of Water and Soil Resources (BWSR). She is the co-author with Professor Alexandra Klass of Energy Policy, Extraterritoriality, and the Dormant Commerce Clause, San Diego Journal of Climate and Energy Law, vol. 5, 127 (2014). Ms. Henley graduated from the University of Minnesota Law School in 2015, where she was the Articles Editor of the Minnesota Law Review. She obtained a Master's Degree in Water Resources at the University of Minnesota in 2016, with a focus on Minnesota's One Watershed, One Plan initiative.

Hourly Rates

We serve several governmental clients at special reduced rates, and propose to represent the Minnehaha Creek Watershed District for the following hourly rates: Principal Louis Smith, $231 in 2018 and $240 in 2019; for all other attorneys, $221 per hour in 2018, and $230 per hour in 2019. For regularly scheduled meetings, we propose to provide general meeting-related counsel, including meeting preparation, attendance, and minutes, under retainer for a fixed fee of $5,000 per month. Special meetings will be billed on an hourly basis to the project or projects that are the subject of the meeting. We recognize that the Board of Managers may occasionally alter its meeting and committee structure, and will adapt this meeting retainer to meet the District's needs.

Our rates for other professional staff and fees and expenses are as follows:

Law Clerk	$105 per hour
Legal Assistant	$ 80 per hour
Case Assistant	$ 70 per hour
Photocopying	$.09 per page (B&W)
	$.18 per page (color)
Facsimile transmission	No Charge
Long distance telephone charges	Actual cost
Computer assisted legal research	Actual cost
Courier charges	Actual cost
Travel	Actual cost/IRS rate
Filing fees	Actual cost
Postage	Actual cost
Third party vendor charges	Actual cost

MINNEHAHA CREEK
WATERSHED DISTRICT

STATEMENT OF QUALIFICATIONS

ENGINEERING SERVICES
MINNEHAHA CREEK WATERSHED DISTRICT

WENCK

Cathy Reynolds
Operations Manager
15320 Minnetonka Blvd
Minnetonka, MN 55345
(952) 641-4503

APRIL 30TH, 2018

WENCK

April 30th, 2018

Ms. Cathy Reynolds
Operations Manager
15320 Minnetonka Blvd
Minnetonka, MN 55345

RE: Request for Qualifications - Engineering Services

Dear Ms. Reynolds:

We appreciate the opportunity to present to the Minnehaha Creek Watershed District our proposal for general engineering services. We want to reaffirm our commitment to the District and continue providing you with the highest level of quality and service. We take pride in the mutual respect and trust we have earned.

Since 1992, we have served the MCWD on a variety of projects. This track record speaks not only to our expertise, but readiness to find the best solutions for you in the future. We understand the unique challenges and opportunities of balancing the natural environment with the built environment, and the strategic vision necessary to turn potential into reality. This understanding manifests itself in three ways.

• **Live MCWD Brand** - Our approach integrates the District's "Balanced Urban Ecology" approach. We find strategic improvements that preserve water resources while maintaining focus on partner objectives. We have partnered with Cities, Counties, developers, private industry, and the Southwest Light Rail. With Wenck, you can be assured of continuity in projects and programs with staff that can leverage existing relationships for future projects that both preserve natural resources and enhance their benefits to all stakeholders.

• **Responsiveness** - Wenck responds quickly and efficiently. One example of this is the 60-day Cottageville design completion. Our timely turnaround ensured the best utilization of grant funding. The enclosed SOQ details our methods and results for highlights such as this one.

• **We're Built to Serve Watersheds** - Wenck has served MCWD for over 30 years. On a national scale, we are tracking technology and trends to further MCWD goals. We recognize that today's economic and ecologic climates call for continual improvement of sustainable practices. Our toolkit includes cutting edge BMP research, creative implementation strategies, and ecosystem management. Our full suite of staff responds to all areas of service quickly and without the use of subcontractors.

Our local team of watershed engineers represents over two dozen watershed management organizations. Each Wenck staff member is respected by their peers, competitors, and the regulatory community. We offer a level of synergism between districts that you will not find at any other company. We can expedite many steps of a project by answering technical and policy questions instantly.

On behalf of the 275+ employee-owners of Wenck, thank you for this opportunity to work with the Minnehaha Creek Watershed District. Should you have any questions, or need clarification of anything presented in the attached proposal, please do not hesitate to call me at 763-252-6844.

Sincerely,

Chris Meehan, PE, CFM

WATERSHED/NATURAL RESOURCE PLANNING AND ENGINEERING EXPERIENCE

At Wenck, water is in our DNA. Several team members have dedicated their entire careers to watershed/natural resource engineering for watershed district clients locally and nationally. We are able to bring our work from all over North America to produce better outcomes for our clients. Clients have ranged from agricultural watersheds in greater Minnesota to Metro-area urban watersheds and a watershed in the Boundary Waters Canoe Area Wilderness. Wenck's exceptional outcomes have led to our work being nationally recognized for innovation and value by

Arden Park Redevelopment will blend urban & natural environments.

our peers. Our focus is to develop strategic plans which achieve outcomes that lead to further success in our communities. Developing a plan is only part of achieving an outcome. We align the solution with the strategic focus of our clients. Our staff focuses on developing solutions that integrate into the landscape and the community. Through a partnership approach to planning and implementation, our clients see success on the landscape and in their communities. Through this lens, our team has implemented thousands of programs and projects throughout the nation, which included over 250 in MCWD.

JAPS OLSON - BEFORE

JAPS OLSON - AFTER

Our comprehensive, integrated approach has informed our preparation of over 75 watershed and municipal water management plans. We help build healthy, resilient legacies. Recent highlights of this approach are the Minnehaha Preserve Expansion at Japs Olson and Cottageville Park.

Japs Olson is a booming printing industry in need of an innovative solution to allow for expansion of their St. Louis Park facility. Through a partnership approach the District and Wenck were able to implement an innovative solution which allowed the facility to compete a 5.2 acre expansion, added 3.7 acres to the Minnehaha Creek Preserve, allowed for the creation of 150 jobs, all the while expanding a constrained Minnehaha Creek floodplain, treating over 20 acres of stormwater and facilitating further public interaction with this tremendous natural amenity. **We align with the District's mission, vision and goals because we live them every day in our projects.**

COTTAGEVILLE- BEFORE

COTTAGEVILLE - AFTER

Look to our work on the Cottageville Park Redevelopment, where Wenck collaborated with the District to fast-track a solution to a notoriously unsafe area in the City of Hopkins. We worked with community leaders and harnessed the District's Balanced Urban Ecology policy to develop an integrated resource solution. It met the water quality goals of the District while creating a

community asset within 60 days. **Together, we maximized water resources, community outreach, creek access and open green space in one of the most urbanized portions of the District.** This effort preserved the natural environment and enhanced the built environment.

CONSTRUCTION MANAGEMENT EXPERIENCE

Wenck builds over $200 million in construction projects annually. Our experience ranges from small stormwater ponds to 150-foot-high reservoirs to 84-inch water transmission lines. Our team understands how to implement and manage construction projects to limit client liability and long-term operation and maintenance. We also take great pride in ensuring a safe work environment Wenck is continuously improving our understanding on the best practices for construction and technologies when constructing projects.

Wenck ensures safety is a priority on all Construction projects.

We implement these strategies on a variety of projects including many watershed district contracts, storm water projects, wastewater treatment, municipal improvements, and environmental contracts. Our ability to creatively develop construction plans **saved MCWD over $200,000 for the Bushaway Road Shoreline project**. We are also working with the MPCA to implement unique asbestos demolition solutions for the District that **will lead to over a $1,000,000** in savings for the 325 Blake Road project.

Wenck provides all aspects of construction management services, including:

- Preparation of construction plans, specifications and bidding documents. Our standard bidding and contracting formats save MCWD time and money.
- Detailed estimates of construction costs.
- Bidding Services (advertisement, distribution of documents, pre-bid clarifications to bidders, issuance of addenda, pre-bid and bid opening meetings, and bid tabulations).
- NPDES and SWPPP preparation.
- Construction monitoring, documentation and certifications.
- Construction QA testing (soils, compaction and density testing).
- Processing of payment estimates.
- Project close-out and warranty monitoring.
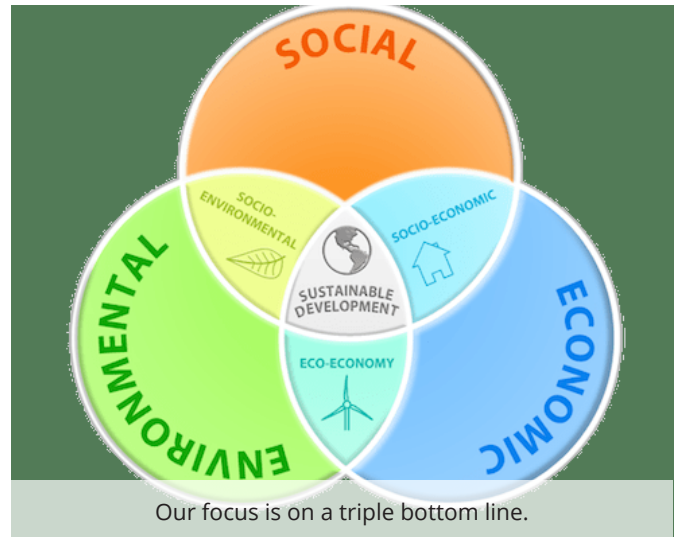
Our focus is on a triple bottom line.

MUNICIPAL AND GOVERNMENTAL PERMITTING AND LAND USE REGULATION EXPERIENCE

Wenck has developed a strong reputation with Minnesota watershed organizations for our ability to effectively develop, implement, and oversee water resource permitting programs. Wenck understands the importance of effective permit programs, which is why we emphasize timely response to applicants, develop innovative solutions, and effectively communicate with both District Staff and applicants to meet Watershed goals. We understand the harmony needed to blend economic development, livable communities while protecting the natural resources. As the District embarks on revising its rules in 2018 we look to continue to blend these three goals.

Collectively, the Wenck project team **reviews approximately 500 development reviews annually for our watershed district clients and have also reviewed ordinances and land use regulations of all 30+ governmental units that interact with MCWD.** Wenck is intimately familiar with the District's relationships and policies concern-

ing other regulatory agencies, municipalities, counties, state agencies and park boards and their regulations.

As such, Wenck understands how municipalities and government entities operate and interact with other agencies like Watershed Districts and WMOs.

HYDROLOGIC, HYDRAULIC AND POLLUTANT LOAD MODELING EXPERIENCE

Our focus is on the right model for the problem.

Our approach to modeling is that there isn't one solution, but there is a right solution for your problem. This is why our team continually looks for improvements to traditional modeling methods which can help drive better decision-making. Our team annually works with 23 different water resource models that include hydrologic, hydraulic, water quality, water distribution, and thermal pollution throughout the country. The breadth of experience enables us to identify the best solution for your issue. We have also developed simple spreadsheet models which are based on sound scientific methods. An example of this is the initial lake-level model developed for Lake Minnetonka after the 2014 floods. Through our in-depth understanding of the contributing watersheds, dam operation and groundwater influence we were able to provide a predictive lake level tool that allowed the District to effectively communicate with partners and residents during a time of highwater.

As a leader in water resource modeling, **Wenck has completed over 250 TMDLs and is developing more, covering more than 50 counties in the State.** Wenck's completed TMDLs address bacteria, chlorides, excess nutrients and dissolved oxygen, turbidity and biotic impairment. Our experience with water and natural resource modeling programs affecting Minnesota is unmatched. Two recent highlights are the City of Inver Grove Heights and Eagan.

As a resiliency strategy, the City of Inver Grove Heights partnered with Wenck to evaluate how future land use runoff would be conveyed in a way which protected people and property within the watershed.

Forward-looking modeling leads to long-term cost savings.

Using PC-SWMM computer model, Wenck predicted high water elevations caused by development (and a corresponding increase in impervious surface) throughout the watershed. By taking a forward look to infrastructure development the City was able to establish conveyance needs for the next 20 years thereby allowing them to identify potential partnership opportunities which could **drop their infrastructure costs by as much as 40%.**

The City of Eagan, with Wenck, developed 14 lake management plans for lake in the City. Through Bathtub and XP-SWMM we were able to help target the City's Capital Improvement Plan for the next 10 years to help form a compre-

hensive plan that would improve or protect water quality and biological health, while significantly reducing implementation costs and permitting hurdles by taking a forward-looking approach.

Wenck takes pride in its knowledge base of strengths and weaknesses of modeling results. We know and test model sensitivities against all assumptions that models require, and we understand how models should be applied to provide the information necessary for decision-making. The depth of our collective experience ensures clients are provided with a sound analysis coupled with applicable recommendations.

FEDERAL, STATE AND REGIONAL PROGRAM EXPERIENCE RELATED TO WATERSHED AND NATURAL RESOURCE MANAGEMENT

Development of innovative and collaborative projects requires and understanding of goal and objectives at not only a local but national perspective. Wenck's 30 years of experience working with not only with Federal partners (US Army Corp of Engineers, EPA, FEMA) and state partners (Minnesota DNR, MPCA, BWSR) allows projects to have greater impact on the landscape. Bringing together the goals of each of these entities creates synergy which propels projects and programs to launch.

Understanding how partner agencies work also unlocks funding for implementation of projects. Wenck developed a distinguished track record for retaining grant funds for our clients through partner agencies, which has included obtaining over $14 million in grants for our clients in Minnesota over the past five years. **In fact, this year Wenck clients received over 35% of the total BWSR Clean Water Funds, allowing them to make a difference on the landscape and in their communities.**

Wenck was part of the 2014 flood response team.

Recently, Wenck worked with the District and FEMA after the 2014 floods to help secure over $500,000 in funding. The ability to recognize how FEMA viewed repairs versus enhancements in addition to responsive documentation of the damages allowed for project boundaries to be pushed, creating a greater improvement throughout the Minnehaha Creek corridor.

Wenck also assisted the Shingle Creek and West Mississippi Watershed Management Commissions with retaining a $200,000 EPA Section 319 grant to design, construct and monitor iron sand filters that include the addition of biochar. Biochar was chosen as a material addition to iron and sand to help in the removal of bacteria. Wenck's understanding of the funding criteria allowed for an innovative solution where there are limited solutions for reducing bacteria from urban sources.

LIMNOLOGY

Our team thoroughly understands the study and diagnosis of lakes in urban environments, and it excels in recommending appropriate and cost-effective rehabilitation methods to meet stakeholder interests. With more than 70 water resource engineers and scientists, we have every aspect of limnology expertise (fresh water physical, chemical, meteorological and biological sciences) available.

Over the past ten years, Wenck has become the go-to consulting firm for lake studies in Minnesota. Our project team has studied more than 325 lakes from Detroit Lakes to Rochester ranging from protection plans to aggressive improvement plans.

Cutting edge treatment techniques secured $200,000 in funding for our client.

On-site monitoring led to effective dosing on Bald Eagle Lake.

A recent success was Bald Eagle Lake in the Northern suburbs of the Twin Cities that had been impaired with nutrients until Wenck implemented a lake-wide alum treatment in 2014. Through a holistic approach Wenck led the development of a phased approach to treat the entire lake using innovative dosing techniques that account for Al:P binding efficiency and depth of redox sensitive P. Wenck also led jar testing, field observation of the alum application and developed a follow-up monitoring approach for the application. After two doses of the application, the lake stayed below state nutrient standards and **now has been removed from the state's impaired waters list**. Bald Eagle Lake is another example in a long history of award-winning lake and stream restoration projects completed by Wenck.

GROUNDWATER AND HYDROGEOLOGY EXPERTISE

Wenck completes numerous hydrogeological and geological investigations and studies each year. Our team is familiar with MCWD's critical groundwater and hydrogeologic issues, including rising groundwater levels around Lake Nokomis and the continual protection of flows to protection of Camp Coldwater Springs.

The developing issue of surface water and groundwater interactions and understanding of how they interact is critical for future projects. Serving as the District Engineer since 1992, our team has the most comprehensive hydrogeologic

Surface water and groundwater interaction is a growing topic in the District.

understanding of District and its resources. We understand the underlying features that exist in the District, whether geological fractures which feed Camp Coldwater Springs or geological layers which result in losing reaches along Minnehaha Creek. Our ability to leverage this expertise to integrate effective projects on the ground.

In November 2015, Wenck partnered with Metropolitan Council to review the water quality impacts analysis of using St. Paul Regional Water to augment declining water levels in White Bear Lake. The purpose of the review was to identify potential water quality issues that might arise when augmenting White Bear Lake, which has significant groundwater and surface water interactions, and to develop high-level cost estimates for mitigating any issues that were identified. Through this analysis, Wenck also determined that the increased flow to the lake from the Mississippi River represents water quality risks for the entire chain of lakes used for water supply. Bringing our expertise to these difficult issues creates practical solutions to problems.

STAKEHOLDER INVOLVEMENT

Camp Coldwater Springs is a critical groundwater resource in the District.

Our experience facilitating and coordinating stakeholder efforts has been essential to many watershed district projects, as well as the programs of municipalities, counties, state government agencies and citizens, eliminating silos to

integrate vision and synchronize action. Each year our team conducts over 150 stakeholder involvement initiatives through education, project or program implementation activities.

This aspect of project management comes to us as second nature. We foster the development of tailored solutions, focus on key objectives for key stakeholders, and mitigate the time, political capital, and resources necessary to achieve District goals.

Look to the success of the West Metro Water Alliance (WMWA) education and outreach program. WMWA provides education and outreach activities as part of MS4 requirements and has retained Wenck since 2006 to expand and improve the program for stakeholders. Based on its 12 years of growing success, this voluntary partnership program now includes many of the watershed management organizations (WMOs) in Hennepin County, the Freshwater Society, the Three Rivers Park District, and Hennepin County Department of Environmental Services. **With Wenck's help, this client has doubled program participation.**

Great River School was turned into a living classroom.

Also, look to our recent work with The Great River School, an urban Montessori charter school located in a post-industrial area of St. Paul, Minnesota. They wanted to create more green space for students to take recess, and wanted to know what they could do to improve stormwater quality at their facility, which had no stormwater management practices on campus. As a project partner, Wenck listened to their desire to provide their students with a natural play area as an alternative to the existing parking lot and through an iterative process, a landscape improvement project was designed that created natural outdoor play areas and an outdoor classroom that also treats and minimizes stormwater runoff by taking the green roof concept and putting it on a parking lot.

Several stormwater BMPs were integrated:

- A natural outdoor play area that intercepts, evaportranspires and filters rainfall.
- A cistern to harvest, store, and reuse stormwater runoff for irrigation.
- An outdoor classroom to assemble students and hold discussions on outdoor topics.
- Previous pavement was considered.
- A green wall system to help shade the south and west walls of the school to provide cooling in the summer was designed and will be installed at a later time.

When combined the project effectively made over 70% reductions in stormwater contaminants and treats all stormwater runoff created on site before discharging to the storm sewer.

WENCK PERSONNEL

MINNEHAHA CREEK
WATERSHED DISTRICT

Chris Meehan, PE, CFM

District Engineer

Todd Shoemaker, PE, CFM

Assistant District Engineer

Watershed Engineering/ Planning

Ed Matthiesen, PE
Mark Schroeher, PE
Todd Shoemaker, PE
Rebecca Carlson, PE
Joel Toso, PE, PH, PhD

Municipal/ Government Permitting

Erik Megow
Dan Elemes, PE
Wes Boll, CWD
Mike Graham, PWS
Eric Osterdyk, EIT

Watershed & Natural Resource Management

Wes Boll, CWD
Diane Spector, MS
Adam Zobel
Joe Otte
Sarah Nalven

Groundwater & Hydro-Geology

Chris Lidstone, PE, PG
Catharine Cannan
Rebecca Carlson, PE

Construction Management

Rowdy Schmidt
Seth Bossert, MLA
Lucius Jonett, PLA,
Mark Schroeher, PE
Dan Elemes, PE

Hydrologic, Hydraulic, and Pollutant Modeling

Erik Megow
Joe Bischoff, AEL
Bryce Cruey, PE, CFM
Joel Toso, PE, PH, PhD
Dan Elemes, PE
Eric Osterdyk, EIT
Lu Zhang

Limnology

Joe Bischoff, AEL
Brian Beck
Tom Langer

Public Involvement

Diane Spector, MS
Joe Bischoff, AEL
Amy Denz
Susan Nelson
Tom Berry, CFM

CHRIS MEEHAN, PE, CFM: DISTRICT ENGINEER

Mr. Meehan has over 18 years of experience in watershed planning, water quantity and quality modeling, environmental review, stream restoration design and construction management. He has served over 12 watershed management organizations, three of them as District Engineer.

ED MATTHIESEN, PE: SR. WATER RESOURCES ENGINEER

Mr. Matthiesen has over 30 years of experience in water resources and environmental engineering. He has served as District Engineer for three Twin Cities area watershed districts, writing municipal comprehensive stormwater plans, outlet structure and storm sewer design, and developing computer hydrologic and hydraulic models.
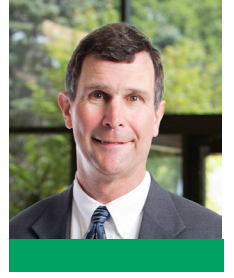
TODD SHOEMAKER, PE, CFM: ASSISTANT DISTRICT ENGINEER

Mr. Shoemaker has 16 years of experience in water resources and stormwater management, hydrologic/hydraulic modeling, wetland restoration and permitting, and streambank stabilization.

JOE BISCHOFF, AEL: PRINCIPAL PROJECT MANAGER

Mr. Bischoff has over 20 years of experience in water resources and environmental assessment. His project management experience includes water quality planning, analysis and modeling, watershed assessment, wetlands ecology, stream ecology, and restoration.
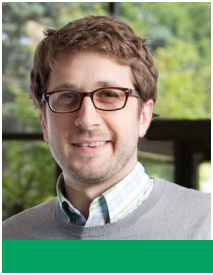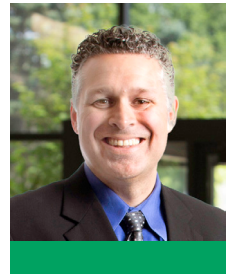
ERIK MEGOW: ENGINEER

Mr. Megow has almost 10 years of experience as a consulting engineer. He is skilled in fluid mechanics, heat transfer, thermodynamics and their application in water resources. He has provided permitting assistance to the District for five years.

LUCIUS JONETT, PLA: LANDSCAPE ARCHITECT

Mr. Jonett is a project designer, coordinator and manager with nine years of experience on diverse projects. Specialties include urban hydrology and stormwater management, stream revitalization and water resources integration.
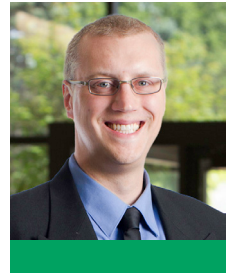
DIANE SPECTOR: PRINCIPAL WATER RESOURCES PLANNER

Ms. Spector has over 25 years of experience in water resources management, project planning and management, and public participation planning.

MARK SCHROEHER, PE: PROJECT ENGINEER

Mr. Schroeher has over 10 years of experience with construction and design projects, including water resource engineering and water quality pond improvements. He has prepared plans, specifications and reports for water resource projects.
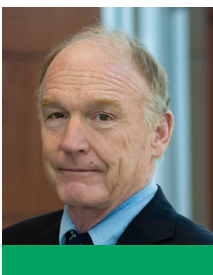
CHRIS LIDSTONE, PE, PG: PRINCIPAL GEOLOGIST

Mr. Lidstone has over 35 years of experience with groundwater, hydraulic, groundwater and surface water studies, well development, river stabilization, river restoration, and preparation of wetland designs. He is familiar with federal, state and county permitting procedures.

WES BOLL, CWD: WETLAND SCIENTIST

Mr. Boll's experience focuses on wetland management, biological inventories and surface water quality monitoring. He's skilled at identifying and classifying wetland vegetation, hydric soils, and indicators of wetland hydrology.

Staff Matrix

This matrix shows our diverse team of engineers and scientists, along with their multidisciplinary experience. Wenck's team fosters development of multi-faceted solutions tailored to address any issue at hand.

MCWD can expect Wenck to provide creative recommendations evaluated in terms of cost-effectiveness, reliability, practicality, ease of implementation, and aesthetic qualities.

Key staff is denoted with an asterisk (*).

	Years Experience	Watershed/Natural Resources Planning and Engineering	Construction Management	Municipal/Governmental Permitting and Land Use Regulations	Hydrologic, Hydraulic, and Pollutant Modeling	Watershed and Natural Resource Management	Limnology	Groundwater and Hydro-Geology	Public Involvement
Chris Meehan, PE, CFM*	18	X	X	X	X	X	X	X	X
Ed Matthiesen, PE*	36	X	X	X	X	X			X
Todd Shoemaker, PE, CFM*	16	X	X	X	X	X			X
Joe Bischoff, AEL*	21	X			X	X	X	X	X
Erik Megow*	10	X		X	X				
Lucius Jonett, PLA*	7	X	X	X					X
Diane Spector, MS*	25	X	X	X	X	X		X	X
Mark Schroeher, PE*	4		X			X			
Chris Lidstone, PE, PG*	32	X	X	X	X	X		X	X
Wes Boll, CWD*	19	X		X			X		
Rebecca Carlson, PE	20	X	X	X	X	X		X	X
Bryce Cruey, PE, CFM	11	X	X	X	X	X			
Mike Graham, WDC	24	X		X		X			X
Joel Toso, PE, PH, PhD	32	X	X	X	X	X			
Joe Otte, MBC	20		X	X		X			
Adam Zobel	16					X			
Brian Beck	7	X			X	X	X		
Tom Langer	9	X		X	X	X			
Amy Denz	21	X		X					X
Susan Nelson	11	X							X
Brady Schmitz	3	X			X	X			
Dan Elemes, PE	5	X	X	X	X	X			
Eric Osterdyk, EIT	2	X	X	X	X	X			
Sarah Nalven	5	X		X	X		X		X
Lu Zhang	4	X	X		X	X		X	

SUBCONTRACTORS, REFERENCES AND FEES

SUBCONSULTANTS

Wenck does not anticipate the use of any subconsultants and has not included any subconsultant fees in the fee estimate.

REFERENCES

Margaret Johnson	Tim Kelly	Mark Doneux
Administrator	District Administrator	Administrator
Middle Fork Crow River Watershed District	**Coon Creek Watershed District**	**Capitol Region Watershed District**
320-796-0888	763-755-0975	651-644-8888
margaret@mfcrow.org	tkelly@cooncreekwd.org	mark@capitolregionwd.org

WENCK HOURLY RATES
(Confidential)

Staff	Proposed Fee Schedule	
	2018	**2019**
District Engineer: Chris Meehan, PE, CFM	$193	$197
Principal Engineer/Principal Scientist	$170-$190	$170-$190
Sr. Engineer/Sr. Scientist	$115-$165	$115-$165
Engineer/Scientist	$100-$110	$100-$110
Assist. Engineer/Assist. Scientist	$90-$100	$90-$100
Support Staff	$80	$80
General Engineering Services Monthly Retainer	$4,700	$4,900

Direct expenses billed at cost.
Business mileage billed at current IRS rates.
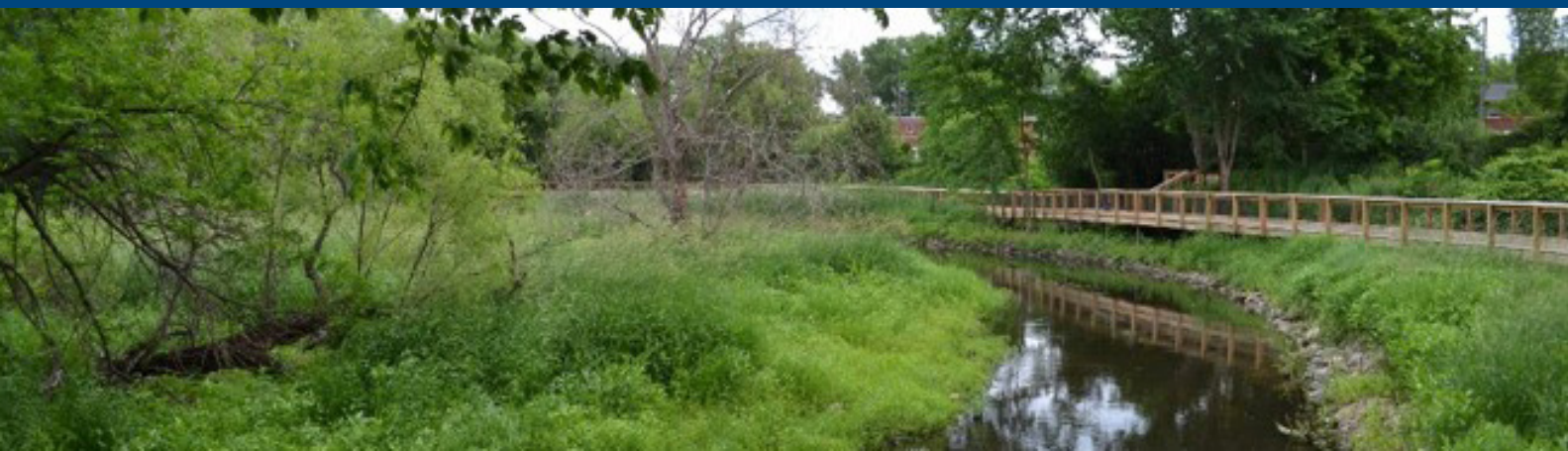**Applies to approximately 80 different people who may perform on MCWD projects.**

WENCK

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Content

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April 30, 2018

James Wisker, District Administrator
Minnehaha Creek Watershed District
15320 Minnetonka Blvd
Minnetonka, MN 55345

RE: Request for Qualifications
    Lobbying Services

Mr. Wisker;

I am pleased to submit this response to the Minnehaha Creek Watershed District's (MCWD) Request for Qualifications for lobbying services. It has been a pleasure to work with MCWD over the past 24 years, and I hope to be able to continue my service to you. The RFQ lists five specific requirements for the response, which I will try to combine and detail below. Should you desire additional information or background from me please let me know.

EXPERIENCE TO MEET REQUESTED SERVICES (RFQ #1 and 2)

I started my legal research and government affairs business in 1989 and have continued as a sole practitioner since that time. I represent clients before the Minnesota legislature, state agencies and local units of government on legislative and regulatory issues. I also provide legal research and legislative history searches for law firms in the twin cities.

My legislative experience has provided me a broad background in water law and policy in Minnesota, as well as the legislative process. I have been actively involved with the development of legislation related to water management on behalf of MCWD and others which have included administrative penalty orders, taxation, bond financing, boundary changes, permitting, ground water, Outdoor Heritage funding and programs, AIS, clean water legacy programs and others. I have been fortunate to have worked with several MCWD staff, managers and consultants that have bolstered by knowledge base on issues important to the district.

I have worked with the district to monitor and research legislative proposals, assist in developing strategies for passing and defeating legislation, and attended relevant House and Senate environment, tax and water related committee hearing during my representation of the district, as well as attending relevant MCWD staff and manager board meetings when requested.

In addition, I seek to provide ongoing communication and updates with MCWD staff and managers via weekly updates, committee meetings notices and reports, providing introductions of proposed legislation and analysis, and updating MCWD on administrative developments of importance.

I also have developed relationships with many in our legislative delegation, key legislative committee staff and members, as well and county and administration officials. We have utilized our network to advance proposals and educate policymakers on adverse implications of proposals.

Moving forward, I appreciate the desire to proactively plan for a legislative agenda on a more routine basis, as well as conduct weekly (or as needed) telephone conferences to maintain an ongoing connection with pending legislation and MCWD goals and agenda.

STAFF AND OTHER CONSULTANTS (RFQ #2, 3 and 4)

A core value of my business is individual and hands-on representation for those I serve. I make every effort to attend each committee hearing, read every bill introduction, attend trainings and seminars whenever possible and to know the staff, programs and issues central to each client. As such, I do not propose to have any other lobbyist work on behalf on MCWD legislative issues as part of this RFQ response.

I employ one full-time administrative assistant that manages my office with job duties that include scheduling, bill searches and other support responsibilities. She is not a registered lobbyist for any client, nor does she engage in lobbying activity. She has been employed by me for over 18 years and is a valued and trusted component of my business.

Tami Lefavor
6 West Fifth Street
Suite 700
St. Paul, Minnesota 55102
612.860.6234 cell

FEE STRUCTURE (RFQ #5)

I represent several local units of government and am extremely sensitive to the costs of local government lobbying. (I do not represent any local governments with the MCWD boundary). We have not adjusted our retainer agreement for over 10 years, and I am not proposing a change this at this time. While we have held costs down, MCWD has increased its profile with LSOHC grants and applications which I have undertaken without adjustments to our retainer.

If we were to negotiate any increase it would only be related to the additional time to secure clean water or LSOHC funding. However, I am not proposing that currently.

In addition to the improvement of technology that makes representation more efficient I also appreciate the additional staff, Board resources and consultant expertise MCWD commits to legislative matters. This assists greatly in being able to represent the district at a reasonable cost.

SUMMARY

Thank you for again allowing me the opportunity to submit this response. I have enjoyed representing MCWD and am very committed to your work and mission. I welcome the opportunity to respond to any questions you may have and will strive to update our working relationship as circumstances and needs of the district evolve.

Sincerely –

Joel Carlson

JOEL CARLSON

Joel Carlson owns a Legal Research and Government Affairs Company located in downtown St. Paul, Minnesota. Carlson's company provides legislative and regulatory representation to business clients, and legal research and litigation support to law firms.

Prior to establishing his business in 1989, Carlson served as a member of the Minnesota House of Representatives from Legislative District 9A, Moorhead, Minnesota. Carlson served as majority whip for the Republican caucus and was active on state budget issues. He received many awards for his legislative service, including being voted the Outstanding Freshman Legislator, Legislator of the Year by the Multiple Sclerosis Society, the Legislative Excellence Award by the Legislative Evaluative Assembly, and the Legislative Achievement Award from the Minnesota Association of Rehabilitation Facilities.

Carlson's client list includes the Minnehaha Creek Watershed District, the Lyon County Board of Commissioners, the Community of Minnesota Resorts, the Minnesota Association of Verbatim Reporters and Captioners (Court Reporters), The Buffalo-Red River Watershed District, Minnesota Hockey, Elk River Public Schools, Minnesota Coalition for Battered Women, City of Fergus Falls, TravelTech, Comcast, Uber and the Minnesota Association for Justice.

Carlson also provides legal research and litigation support to several law firms in the Twin Cities area, and is a Qualified Neutral Arbitrator under Rule 114 of the Minnesota General Rules of Practice.

He and his wife, Robin, have two adult children, David (29) and Catherine (27). Carlson is an active outdoorsman and a frequent speaker at civic and educational functions regarding government. A long-time coach and volunteer for in youth hockey programs, Carlson received the President's Award from Minnesota Hockey for his longtime service to the sport.

Carlson has served on many non-profit Boards including the Minnesota Amateur Sports Commission, Sherburne County Economic Development Authority, the Minnesota Government Relations Council and Rivers of Hope, (a domestic abuse advocacy program in Elk River, Minnesota).

Carlson is an active fundraiser and volunteer for numerous organizations including the America Diabetes Association, Minnesota Ducks Unlimited, youth hockey programs, breast cancer research, Defending the Blue Line, The Minnesota World War II Veterans Memorial and several domestic abuse awareness projects.

Carlson organized **Team Minnesota**, former Governor Tim Pawlenty's hockey team. Since the first ever Inaugural Hockey Game in January 2003, Governor Pawlenty and **Team Minnesota** played in numerous bi-partisan events raising over $250,000 to benefit charities across Minnesota.

Carlson can be reached at 6 West Fifth Street Suite 700 St. Paul, Minnesota 55102. (651) 223-2868 or jdcresearch@aol.com

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Proposal for IT Services

CONTENTS

INTRODUCTION

Corporate Technologies welcomes the opportunity to provide a proposal to Minnehaha Creek Watershed District.
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Your needs and requirements align with our IT service model which addresses the top concerns faced by businesses today. Resolving daily IT service needs, remote monitoring of contracted devices and proactive service provided by a qualified team of professional is the foundation of our service model. This coupled with recommendations to improve network security and the integrity of critical data will provide a comprehensive IT solution for your organization.

Working with hundreds of small businesses in the public-sector area, we understand the challenges companies face in today's digital landscape. Data and technology have never been more important for business, at a time, when both face more risks than ever before. With our Technology Advantage® program, you can be assured that the team at Corporate Technologies has the best possible solutions and processes in place to ensure the security, stability and performance of your network.

EXECUTIVE SUMMARY

ORGANIZATION OVERVIEW /STRATEGY

Corporate Technologies is a leading provider of managed IT solutions to businesses and institutions in California, Minnesota, North Dakota, Idaho, Michigan, and New Jersey. With multiple solution services, and six locations, Corporate Technologies supports its customers on a national level.

Since 1981, Corporate Technologies has provided IT managed services for highly innovative and visible organizations that demand results. Our goal is to implement sound technologies, best practices, performance measures, accountability to ensure resource utilization, secure access to information, operational sustainability, and fiscal responsibility. We strive to share our experience to innovate and impact strategic change and transformation.

Corporate Technologies is a full service, value added reseller with advanced certifications from leading hardware, software and security service organizations such as Cisco, Microsoft, HP, Citrix, Symantec and EMC². Corporate Technologies has over 2000 customers across the U.S. We service a wide variety of industries including education, non-profit, law, finance, and businesses ranging in size from small to mid-sized and enterprise.

We offer a wide range of IT solutions, including managed IT services, voice and data networking, storage and data backup, cloud solutions and systems integration and consulting. Our expertise positions us to meet information technology requirements in a rapidly changing industry. We remain committed to furthering long-term successful partnerships with our customers.

HEADQUARTERS AND LOCATIONS

Minneapolis (Headquarters)
6210 Bury Drive
Eden Prairie, MN 55346
1-952-715-3500

Grand Rapids
1595 Galbraith Ave. SE
Grand Rapids, MI 49546
1-616-575-8500

Boise
3380 W Americana Terrace, Ste 170
Boise, Idaho 83706
1-208-319-2701

Fairfield
75 Lane Road
Fairfield, New Jersey 07004
1-973-830-2401

Fargo
2000 44th St. SW, Suite 100
Fargo, ND 58103
1-701-893-4000

San Diego
9245 Activity Road, Suite 107

San Diego, CA 92126
1-858-537-6045

TECHNICAL SOLUTIONS/CAPABILITIES

TECHNOLOGY ADVANTAGE®

Corporate Technologies recommends our Technology Advantage® program for IT Managed Services. Technology Advantage® is a unique IT solution that provides Fortune 500 level IT support to small and medium sized businesses for an affordable monthly rate. Technology Advantage customers enjoy the peace of mind that comes from 24/7 monitoring/maintenance, unlimited Tier 1 help desk support (8am-5pm M-Fr), and included onsite technical assistance to resolve issues that cannot be resolved or for repairs, and projects/network improvements.

To allow for network monitoring, we install our own server/Onsite Manager on your network, which communicates with all the covered equipment under your agreement. The role of this server is to detect issues and collect valuable trend information. The Onsite Manager then communicates securely with the Management Console hosted at Corporate Technologies to report its findings and alert our Maintenance Desk to imminent issues. This solution eliminates the need to install monitoring software on each laptop/PC/server, eating up your valuable resources.

Our Help Desk technicians have been trained and are experienced customer service oriented individuals with the best interest of your business in mind. At their disposal are a host of tools that alert them to potential problems before they impact productivity and facilitate remote assistance to reduce diagnosis and repair time.

Service Components include:
Help Desk – LOCAL SUPPORT IN EDEN PRAIRIE
•   Certified Technicians staff the Help Desk 24/7.
•   <u>Unlimited Tier 1</u> Help Desk calls are provided to all clients' controlled devices that are on the Technology Advantage® program. Help Desk is available per device, as such, any user may contact support.
•   Day to day computer issues are resolved in real time for clients without having to be onsite.
•   Problems not resolved by the Tier 1 Help Desk are escalated to Tier 2 Remote Engineering Team or an onsite Engineer. (Tier 2 and on-site are not part of contract)
•   Emergency/After hours phone support and remote support. (Unlimited with Premium) **All Help Desk technicians are full-time Corporate Technologies employees**. (On-site is not included)

Remote Monitoring and Maintenance
•   Critical patch updates
•   Real time responses to systems and service failure alerts
•   Reset and restart failed services remotely
•   Network performance monitoring 24/7
•   Remote maintenance, network optimization, and policy enforcement

Onsite Technician Time
•   Issues that cannot be fixed remotely are assigned an onsite engineer.
•   Knowledge of network problem prior to arrival results in quicker resolution.
•   Onsite Support can be used on IT projects, design and consulting.

Common Issues Covered by the Help Desk
•   PC crashes
•   Spyware/Adware/Virus

- Software applications
- Connectivity issues
- Upgrades/Patches

TECHNOLOGY ADVANTAGE® MANAGED DESKTOP EDITION

Desktop management can be one of the most time-consuming tasks of IT administration. The variables involved include hardware, operating systems, application software, and host of other applications that an end-user may install outside of corporate guidelines.

Technology Advantage® Managed Desktop Edition can help regain control at the desktop level by actively reporting on a monthly basis the status of all desktops on the network, the operating system patch level, and error alerts that may have been received.

TECHNOLOGY ADVANTAGE® MANAGED SERVER EDITION

No matter the number of servers in your environment, the availability of each and every function performed is critical to your business operating at an optimal level to service your customers.

The service provided through Technology Advantage® Manager Server Edition seeks to mitigate the disruption to your business by proactively responding to impending issues before they cause downtime. Additionally, trend analysis of the utilization of your systems that is provided on a monthly basis will allow you to make proactive decisions about hardware additions or upgrades.

TECHNOLOGY ADVANTAGE® MANAGED NETWORK EDITION

Technology Advantage® Managed Network Edition will monitor your location as well as work to resolve any connectivity issues. Common issues resolved are: VPN management, Edge device configuration, Firewall changes, and ISP management, in the event of a service disruption.

ADDITIONAL OFFERINGS

DISASTER RECOVERY PLAN

Corporate Technologies will review and make recommendations to ensure that a customer has a basic DRP. This would include: a review of your bare metal restore, a complete list of assets, network permissions, software, and hardware, as well as offer quarterly tests to verify ease of implementation. The reasons for testing include your ability to see if you can restore to a server, to check if your data is recoverable, and to become aware of how long the restore will take. The moment in which your company reaches a disaster situation is not the time to find out if you will be able to restore your server's data and applications and how long your business will be down.

BACKUPS

Corporate Technologies realizes data and its integrity is paramount to businesses.   Corporate Technologies' employs its own robust backup strategy for customers seeking the peace of mind that comes with a solid disaster recovery plan. Utilizing our 5000-square foot state of the art data center in Grand Rapids, Michigan, our **"Protect"** backup service is both a local and cloud based solution that provides you with a monitored, automated backup, recovery and protection of critical data. Pricing is determined by the amount of data being backed up. "Bare metal restore" capability ensures we can restore your data after catastrophic failure onto a new server.

OFFICE 365®

Office 365 is cloud-based, hosted by Microsoft®. At its heart is Office itself – the familiar, rich Office applications customers use and love – now offered as a cloud service, so it's always up to date. But, Office 365 is also so much more. It is about bringing enterprise grade services to organizations of all sizes, from online meetings to sharing documents to business class email.

RECEIVE AN ALWAYS UP-TO-DATE VERSION OF THE OFFICE DESKTOP APPLICATIONS

1. Never buy a new version of Office again!
2. Each user can install Office on up to 5 PCs
3. Use Office on your smartphone and/or tablet

WITH OFFICE 365, YOU GET THE LATEST OFFICE APPLICATIONS – AND MUCH MORE.

Business-class email – Large, 50GB mailboxes that can send messages up to 25MB in size, with contacts, shared calendars and span and malware protection that stays up to date. Built with Exchange email technology, the leading email solution for business around world. Use your own custom domain for your email address, connect with Outlook for fully featured offline support, and access via the web through any modern browser. Available on your PC, as well as, Windows Phone, iPhone, Android and Blackberry devices.

Online meetings – Hold scheduled or ad hoc online meetings for up to 250 participants, with screen sharing, audio and video, virtual whiteboards, polls and shared notes. Partners and customers can fully participate through any HTML-5 browser.

Online document storage and file sharing – 1TB of space in the cloud to store, backup and easily share files. Files are accessible from almost any device, also synchronized offline and available without and internet connection.

Private social networking and collaboration – A social network that helps your company stay connected, share information across teams and make faster, more informed decisions.

Technical support – Have confidence knowing that your Office 365 subscription comes with 24/7 technical support by a global network of experts, with 1-hour response time for critical, service impacting events.

Simplified IT Management – Reduce headaches by reducing your IT infrastructure. Content lives safely in globally distributed datacenters with continuous backup and disaster recovery abilities.

Financially backed SLA – Get peace of mind knowing your services are available with a financially backed 99.9% uptime service level agreement

OFFICE 365 AND THE CLOUD CHANGES HOW WORK IS DONE

Get work done from anywhere – Wherever your people are, online or offline, they can get to and work with the most up-to-date versions of the files and tools they need to get things done. And they can do it on virtually any device.

Work better together – simply – Office 365 offers business-class email, shared calendars, IM, web conferencing, and access to the most up to date documents stored in the cloud. You can work together in real time without compromising security.

HOW COMPANIES CONSUME IT

Reduce your capital expenditure – Office 365 is available as a simple monthly subscription. Avoid large up-front costs for new software while moving the cost of IT from capital to operating expense.

Be always up to date – Since office 365 is in the cloud, it is always up to date. No patches or software upgrades necessary. Microsoft is adding new value and capabilities monthly.

Be Cut hardware and energy costs – Without servers to run for email, websites and document storage, you can reduce energy costs and save by no longer purchasing new server hardware.

License per user – Simplify licensing while providing each user access to business-critical technology on 5 PCs and 5 mobile devices. Save money when compared to traditional, per device licensing.

Scale your business quickly – Office 365 grows with you, adding a new user is as simple as buying an additional license.

License what you need – Office 365 provides many plans to fit the right capability needs and price points for each user in an organization.

OFFICE 365 PLANS AND PRICING

O365 Full Plan Lineup **Email Only Options:** • Exchange Online Plan 1 / $4, incl. 50gb mailbox, exchange online protection • Exchange Online Plan 2 / $8, 100gb mailbox, plus DLP (data loss prevention)		Business			Enterprise* So what's in E3 that's not in Business Premium? • Exchange Online Archiving (EOA) and Legal Hold • Unified eDiscovery Center • Rights management, data loss prevention and encryption • Ability to add-on PSTN service Some of these can be added on. Great for legal, medical, etc.				
		Business $8.25	Business Essentials $5	Business Premium $12.50	Pro Plus $12	E1 $8	E3 $20	E5 $35	K1 $4
	Seat Cap	300 (for each plan)			Unlimited				
Office	Word, PowerPoint, Excel, Outlook, OneNote, Publisher & Access	•		•	•		•	•	
	Office Mobile apps for smartphones and tablets	•		•	•		•	•	
	Office Online	•	•	•	•	•	•	•	•
Cloud Services	Active Directory Integration	•	•	•	•	•	•	•	•
	OneDrive for Business (cloud storage)	• (1TB)	• (1TB)	• (1TB)	• (1TB)	• (1TB)	• (1TB, unlimited options)	• (1TB, unlimited options)	• (2GB)
	Email, calendar (Exchange)		• (50GB)	• (50GB)		• (50GB)	• (100GB)	• (100GB)	• (2GB)
	Meetings, IM, Video (Skype for Business)		•	•		•	•	•	• (IM/Presence)
	Team sites, internal portals (SharePoint)		•	•		•	•	•	•
	Enterprise social (Yammer)		•	•		•	•	•	•
	Content discovery and search (Delve)		•	•		•	•	•	
	Bookings			•					
	Flow		•	•		•	•	•	•
	Office 365 Groups		•	•		•	•	•	
	Microsoft Teams		•	•		•	•	•	•
	Planner		•	•		•	•	•	
	PowerApps		•	•		•	•	•	•
	Outlook Customer Manager			•					
	Skype for Broadcast			•		•	•	•	

OFFICE 365 PLANS AND PRICING (CONT.)

O365 Full Plan Lineup Continued	Business (300 seats per plan)			Enterprise (Unlimited users per plan)				
	Business $8.25	Business Essentials $5	Business Premium $12.50	Pro Plus $12	E1 $8	E3 $20	E5 $35	K1 $4
Microsoft StaffHub					●	●	●	●
Office 365 Video					●	●	●	● (View only)
Licensed for Hybrid deployment					●	●	●	
Exchange Online Archiving						●	●	
Office 365 Email Message Encryption						●	●	
Data loss prevention (DLP)						●	●	
Shared Computer Activation (SCA)						●	●	
Advanced eDiscovery — Provides analysis of data by applying OCR (extracting text from images), text analytics, machine learning, and relevance/predictive coding capabilities to help organize massive amounts of data for processing.							●	
Customer Lockbox							●	
Advanced Security Management — Gives insights into suspicious activity in Office 365 so you can investigate situations that are potentially problematic and, if needed, take action to address security issues.							●	
Advanced Threat Intelligence — Monitors billions of data signals across Office 365. Provides analysis so that decision makers can respond to threats.							●	
Advanced Threat Protection — Safe attachments and safe links. Provides robust zero-day protection, and includes features to safeguard your organization from harmful links in real-time.							●	
CloudPBX & PSTN Conferencing							●	
MyAnalytics							●	
PowerBI Pro							●	

Cloud Services

MANAGEMENT DELIVERABLES AND REPORTS

As part of our Technology Advantage® program, you will enjoy our comprehensive reporting. In addition to vital network details, we document each interaction and activity performed monthly.

- ✓ Phase 1 - Technology Recommendations (onsite meeting)
- ✓ Phase 2 - monthly Reporting (phone meeting, or onsite, as needed)
- ✓ Phase 3 - 90-day Comprehensive Technology Review (onsite meeting)

Upon becoming a Technology Advantage® client, the following occurs:

- Engineer installs onsite monitoring and maintenance server
- Engineer enables each desktop, laptop, server and network device unit to be monitored and maintained
- Initial network assessment, followed by immediate recommendations addressing critical network areas (hardware, software, backup, **disaster recovery**, network security, performance and stability). Initial documentation provided is "Technical Recommendations".

DELIVERABLES AND REPORTS

1. Technical Recommendations - Including a complete network summary, staff orientation, and asset tagging of network equipment.

2. Monthly Reporting - Each month, Technology Advantage® customers receive a Monthly Network Assessment and Service Report. Outlined in this report is:

- Executive Summary
  - o Device summary / inventory list of Network (updated each month)
  - o Help desk tickets log. Details from each interaction with our Help Desk staff
  - o Onsite summary: Detailed breakdown of onsite support activity

- Remote Maintenance
  - o Documentation of software maintenance, patches and upgrades
  - o Alerts: Corporate Technologies has a team of remote monitoring technicians. Each monthly report includes specific alerts that were triggered over the course of the month.
  - o Device Detail: Detailed breakdown of each device on plan (both hardware and software).
  - o Software Risk: Corporate Technologies provides a detailed list of software installed on your network and will monitor your environment for potential security or performance-related risks. These are documented in your monthly report.

3. Comprehensive Technology Review: After your third monthly report, you will receive our written Comprehensive Technology Review, delivered onsite by your account manager. The goal of this report is to analyze the data we've gathered over the first 90 days and assess the health of critical network areas giving each area a rating of critical, medium, low, including:

- Data Backup
- Network Access and Permissions
- Antivirus Solution
- Spam Filtering
- Routers and Firewalls
- Switches
- Servers and Operating Systems

- Workstations and Operating Systems
- Email
- Power Surge Protection and Battery Backup
- Physical Location and Environment of Servers and Networking Equipment
- Wireless Connectivity
- Disaster Recovery

CORPORATE TECHNOLOGIES IMPLEMENTATION METHODOLOGY

Corporate Technologies provides comprehensive, ongoing customer service. Our client base needs strategic information from a business partner able to provide and coordinate extraordinary resources in an environment of rapid technological change. Corporate Technologies is this business partner. Corporate Technologies has the extensive infrastructure to offer a complete service, support, procurement, and consultation service to our clients. We specialize in providing an integrated cost-effective, single-source solution.

ENGAGEMENT TEAM

Corporate Technologies knows that no two clients' operating environments are exactly alike. Our philosophy of role specialization allows our staff to focus on one functional area and to do it well. We have worked extensively to implement project flow guidelines so that each member of your team at Corporate Technologies is informed and aware of your needs and that they are executed efficiently.

There will be a dedicated **Account Manager** who will be the primary point of contact. The Account Manager will provide ongoing communication to you and your team who have engaged us regarding new technologies, new products and services, and regular updates concerning our partnership. The Account Manager is also highly involved with the strategic planning. Our goal is to advise our clients to make proper technology decisions that will be beneficial for their business.

Corporate Technologies also engages a multi-tiered approach in our Service Department. **Service Dispatch** manages the schedules of all our service professionals and is your primary contact when there is a service request. This group ensures that the appropriate technician or system engineer is scheduled to complete your request.

PROJECT MANAGEMENT

Project Management becomes involved in any projects that are planned for your account. This group will coordinate installation agreements, confirm product fulfillment, schedule appropriate service professionals, and monitor resources over the course of the project. Upon completion of a project, the Project Coordinator will compile all documentation and work orders from the project, and complete the invoicing. All documentation and hand-off agreements will be forwarded to the Account Manager for delivery to the point of contact at the client site.

Corporate Technologies Service Professionals are continually updating their skills to offer the highest level of service when they visit your location. We make a significant investment in our Service Professionals so that you can be confident you are receiving efficient and professional service. Our team consists of Service Technicians and System Engineers to fulfill the service you require.

Corporate Technologies values each of our clients and recognizes the importance of ongoing communication. Your Account Manager will schedule semi-annual meetings with you to engage a member of management in the activity of your account. We believe that to be a true partner in your success, we must demonstrate our dedication to the partnership and to show our gratitude for the business you provide us.

CONCLUSION

Thank you for this opportunity to submit a proposal to provide information technology services. We believe that our proposed solution represents the best way for your organization to achieve its goal of comprehensive, reliable, timely and proactive IT management and support.

With our network monitoring, fully staffed help desk, onsite technicians, and robust backup solution, you have all the pieces in place to ensure employee productivity remains intact, and data/network integrity remains secure. Additionally, our detailed, comprehensive documentation will provide a clear understanding of the current state of your network, and a clear path to ongoing network stability.

ATOMICdata®

RFQ REPSONSE

Prepared for

MINNEHAHA CREEK
WATERSHED DISTRICT

April 2018

RECOGNITION

- **SOC 3®** Attested, SOC 2® Type II Audited (2011 - 2017)
- **Better Business Bureau®** A+ Accredited (2011 - 2018)
- **Finance & Commerce** - Progress Minnesota Award (2017)
- **Minneapolis Chamber of Commerce** - Best in Business (2017)
- **Fortune®** - 100 Fastest Growing Inner City Businesses (2012, 2016)
- **Minneapolis/St. Paul Business Journal** - Fast 50 (2014 - 2017)
- **Inc. Magazine** - 5,000 Fastest Growing Companies (2013, 2015, 2016, 2017)

PARTNERSHIPS

We maintain strong partnerships with companies at the forefront of the industry, ensuring your business is ahead of the curve. Between improving your data performance and keeping you up and running, **our partners help us bring out your best**.

LOCATIONS

We are headquartered in Minneapolis, MN and have several branch offices around the United States. Additionally, we maintain a growing number of international data center facilities.

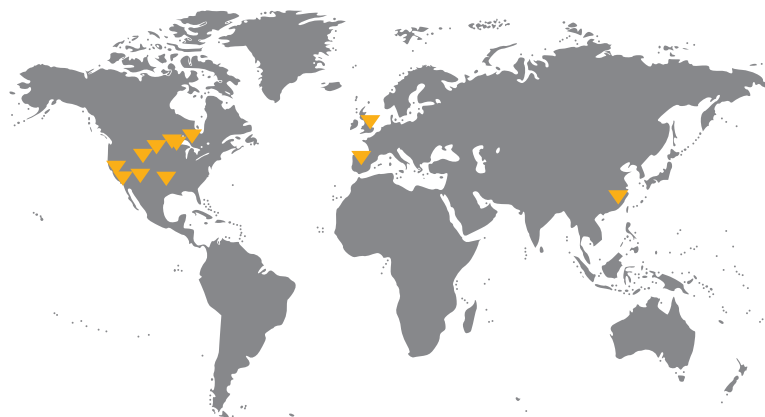| HQ	DOWNTOWN MSP	WEST COAST
615 North 3rd St. Minneapolis, MN	250 Marquette Ave., Suite 225 Minneapolis, MN	750 B St., Suite 1640 San Diego, CA

REMOTE BRANCHES

New York, Los Angeles, Colorado & South Dakota

DATA CENTERS

MINNEAPOLIS
EDINA
PHOENIX
DALLAS
TORONTO
LONDON
MADRID
HONG KONG

1. EXPERIENCE SUMMARY

Atomic Data's mission is to make IT serve the needs of business. That's what we've been doing for our clients since 2001. We are Minnesota's premier IT as a Service provider. And for nearly 20 years, we've delivered custom solutions to hundreds of clients. That's because we work with you to understand your business, then create custom IT solutions that meet your needs and are Safe, Simple, and Smart®.

Now, with expert engineers and constant innovation, we've evolved into a full-service IT shop specializing in unmatched client satisfaction. Over this period of evolution, we have seen fast, yet sustainable growth, adding 150+ employees, 8 different verticals of technology, and a continuing dedication to non-profit giving. As an active member of our community, we are dedicated to giving back to the area that has allowed us to flourish. Today, Atomic Data provides IT services to hundreds of organizations around the corner and around the globe and we look forward to further discussing how we can serve MCWD.

Atomic Data thanks Minnehaha Creek Watershed District (MCWD) for the opportunity to submit this proposal for the RFQ for Information Technology Managed Services. In order to meet MCWD's requirements, Atomic Data is proposing a combination of managed service offerings that will encompass all of MCWD's IT needs now and for many years into the future.

This package includes Managed Service Desk, Managed Network Operations Center Monitoring and Administration, Systems Administration, Patch Management, Antivirus, and Backup solutions. With these Atomic Data services, MCWD will be able to supplement their in-house IT support team or relieve itself entirely of its IT support burden with fully-managed, highly-available IT as a Service with the secure backup MCWD requires. Atomic Data operates 24x7x365 and specializes in customer service, not just IT, ensuring that MCWD is in experienced, knowledgeable, professional, and local hands.

Atomic Data's managed services are ITIL® based remote and on-site solutions designed to scale and fit all of MCWD's current and future needs. The proposed service package combines support from nearly all of Atomic Data's departments together to meet MCWD's requirements. Service Desk Support level I & II issues will be dealt with remotely by the Atomic Data Service Desk 24x7x365, with escalations to On-Site Technicians and Engineers for level II & III issues as well as hands-on support at MCWD locations. Support will be similar for Network Monitoring and Administration, combining Atomic Data's Network Operations Center (NOC) team with Network and Infrastructure Engineering support for higher level break-fix, management, and administrative functions.

Atomic Data's proposed Backup offerings will give MCWD a reliable backup and disaster recovery solution without devoting MCWD resources to administration and maintenance. Backups through Atomic Data are built on enterprise-grade hardware maintained in our secure SOC 3® certified data centers.

Overall, Atomic Data is very well-equipped to meet and exceed MCWD's IT Managed Service requirements. The white glove service Atomic Data can provide is second to none, and over time MCWD will count on Atomic Data as just an extension of their organization.

a)   Atomic Data's On-Site and Systems Engineering staff, comprised of highly qualified, industry-certified subject matter experts, are experienced in providing maintenance and day-to-day administration of all types of server environments. Whether on-premise, in the cloud, or colocated in one of our SOC 3 attested data centers, Atomic Data will plan, document, send notifications of, execute, and verify maintenances according to best-practices and MCWD requirements.

1. EXPERIENCE SUMMARY

b)   Atomic Data has a large Service Desk and Network Operations Center staffed with experienced and knowledgeable Technicians that are available 24x7x365 by phone, email or secure Client Portal ticket. Technicians triage and troubleshoot all issues before escalating to an on-call or on-deck subject matter expert, if necessary. Atomic Data Technicians are well-versed in Microsoft and Apple operating systems, Office suite applications, web browsers, remote desktop functionality, connectivity, VPN services, desktop/laptop troubleshooting, peripherals, printers, physical & virtual server troubleshooting, and more. Technicians can even support custom and line-of-business applications for Managed Service Desk clients.

c)   Atomic Data has Architects and Engineers that specialize in providing current-state assessments and future-state recommendations and roadmaps in the form of the Atomic Data Orange Book. The Orange Book is a comprehensive audit, review, and analysis of all existing IT infrastructure. Upon conclusion of Orange Book data collection, a detailed document is created which provides inventories, right-sizing recommendations, hardware refresh cycles, cloud migration plans, detailed system reports, security assessments, hardware/software quotes, and much more. This deliverable, presented to the client during an Orange Book review meeting, is tailored specifically to MCWD's business requirements and strategic goals.

d)   Atomic Data Technicians and Engineers are well-versed in installing and utilizing remote managers like Onsite Manager (OM). Atomic Data will maintain the OMs themselves, as well as configure/schedule security patches and maintenances.

e)   As a SOC 2 Type II/SOC 3 attested managed services provider, Atomic Data utilizes and provides expertise in a wide array of network security products, policies, processes, techniques, and standards. Our Server and Workstation Management & Monitoring product includes patch management and anti-virus components which will ensure that all critical patches and virus definitions are professionally vetted and automatically installed in an efficient and minimally disruptive manner.

f)   Atomic Data provides 24x7x365 enterprise-grade monitoring solutions, diligently monitored by Minneapolis-based NOC Technicians at all times. Server monitoring is accomplished using Kaseya Virtual System Administrator (VSA), a lightweight agent that provides remote management functionality as well as monitoring and reporting of CPU/RAM/disk space utilization, uptime, service and process status, plus much more.

g)   Atomic Data's Microsoft-certified Engineers can offer 'train-the-trainer' sessions, delivered either remotely or in-person, as well as custom-developed knowledge base articles for MCWD. This would involve Atomic Data resources training a designated MCWD resource on Microsoft software products (or other desired topics) and disseminating that information through MCWD with the help of Knowledge Base Articles created by the Atomic Data Technical Writer. These will be instructional articles that provide step-by-step instructions on how to complete common operations and basic troubleshooting of known issues with hardware and software.

h)   Atomic Data offers 24x7x365 monitoring and support for all manner of IT emergencies. Higher level Engineers are available on-call 24x7 to receive escalations from the NOC to provide subject matter expertise and support remotely, or on-site. Should an incident occur, Atomic Data will notify the necessary resources as soon as possible and come together to solve the issue in what we call a War Room. Whether it's loss of email, connectivity, power, or another business-critical function, this Atomic Data procedure is in place to coordinate with 3rd party vendors, MCWD, and solve the issue. Account Managers will be in contact with MCWD throughout an incident with updates to remain transparent and keep MCWD abreast of the situation.

1. EXPERIENCE SUMMARY

2. Additional Services

    a)   Atomic Data is fully prepared to execute special IT projects for MCWD from planning to execution.

    b)   Atomic Data resources can supplement or fully replace any IT personnel at MCWD, however we do not provide traditional 'staff augmentation' or temporary position staffing services.

    c)   Atomic Data can recommend new/best hardware purchases for any of MCWD's requirements. This would be part of the Orange Book process as well as on-going Account Reviews.

    d)   Atomic Data is fully capable of purchasing and installing phone systems for MCWD.

    e)   Atomic Data will provide IT support on an hourly billable rate above and beyond the prescribed monthly hours. Labor hours can be provided on a monthly recurring block basis or on an as-needed time and materials basis.

    f)   Atomic Data can also offer train-the-trainer sessions and KBAs for non-Microsoft applications, systems, hardware, etc. for MCWD.

2 & 3. NAMES & QUALIFICATIONS

Due to the size of Atomic Data's engineering departments and scheduling questions yet to be addressed, at this time we cannot say which staff will be assigned to MCWD. All Atomic Data staff are highly qualified, rigorously trained individuals, many of whom hold industry certifications and some of whom are Minnesota's leading technology experts (VMware and NetApp, specifically). Listings of certifications held by Atomic Data staff can be found on page 8.

4. SUB CONSULTANTS

Atomic Data does not use or employ consultants, sub-contractors, or any other means of outsourcing. All staff are full-time employees, 95% of whom are based in our Minneapolis offices. The remaining 5% are based out of San Diego, New York, South Dakota, Colorado, and Los Angeles.

5. FEE STRUCTURE

Additional discussion and discovery will be necessary to properly quote MCWD's infrastructure managed services. However, if selected, Atomic Data would propose a mix of monthly recurring products and blocks of labor hours. Products such as Workstation/Server/Network Device Monitoring, Patch Management, Antivirus, etc. are billed on a per device, per month basis, with a small amount of labor required for setup. Labor for Remote Service Desk and On-Site Support is sold in blocks and billed on a per-hour basis. Precise quantity is dependent on MCWD's support and visit frequency needs. Atomic Data's standard hourly rate sheet was not included due to page count, but is available upon request. Additionally, Atomic Data firmly believes that flat rate type services are generally undesirable for both the client and the vendor. As such, MCWD would only be billed for what it uses, and unused labor hours roll over to the next month.

2 & 3. NAMES & QUALIFICATIONS

VMWARE

CERTIFICATION
Business Continuity Technical Sales Accreditation 4
Cloud Provider Technical Post-Sales Accreditation
Desktop Virtualization Sales Accreditation 4
Desktop Virtualization Technical Sales Accreditation 4
Infrastructure Virtualization Sales Accreditation 4
Infrastructure Virtualization Technical Post-Sales Accreditation: Assessment Fundamentals
Infrastructure Virtualization Technical Post-Sales Accreditation: Capacity Planner Fundamentals
Infrastructure Virtualization Technical Post-Sales Accreditation: VI3 to vSphere 4 Upgrade
Infrastructure Virtualization Technical Sales Accreditation 4
SDDC IT Outcomes - Sales
Server Virtualization Technical Post-Sales Accreditation: vSphere 5 Design
Vi3 VCP
VMware Certified Advanced Professional 5 - Data Center Design
VMware Certified Professional 4
VMware Certified Professional 4
VMware Certified Professional 5 - Desktop
VMware Certified Professional on vSphere 5
VMware Corporate Overview
VMware Ethics and Compliance Training for Partners
VMware Strategic Initiatives Overview
VOP-CP (Cloud Provider)
VSP: Business Continuity
VSP 2015
VSP 2016
VSP 4
VSP 5
VSP 5.5
VSP - BC (Business Continuity 5.5)
VSP - CP (Cloud Provider)
VSP - CP (Cloud Provider 2017)
VSP - DV (Desktop Virtualization 2016)
VSP - DV (Desktop Virtualization 6)
VSP Foundation 2017
VSP - HCI (Hyper-Converged Infrastructure)
VSP - Hybrid

MICROSOFT

CERTIFICATION
Microsoft Office Word 2007,Microsoft Office Powerpoint 2007,Microsoft Windows Vista,Windows Server Administration Fundamentals,Networking Fundamentals,Security Fundamentals,MCP Site Access,Microsoft Certified Professional,MPN Exam Offer - April 2017
Networking Fundamentals,Microsoft Certified Professional
MCPS 2.0 - AOS: Competency- Midmarket Solution Provider,AOS: Hosting Platform,AOS: Business Intelligence Competency 2,AOS: Search Competency,AOS: Content Management Competency,AOS: Collaboration and Content,AOS :Digital Marketing Competency,SharePoint 2010, Configuration,Microsoft Certified Professional,MPN Exam Offer - April 2017
Microsoft Certified Professional,MCPS 2.0 - AOS: Networking,MCPS 2.0 - AOS: Microsoft Windows 2000,MCPS 2.0 - AOS: Microsoft Certified Partner 2002 Core Exams,Windows 2000,MCPS 2.0 - AOS: Microsoft Certified Partner 2003 Core Exams,MCPS 2.0 - AOS: Competency- Midmarket Solution Provider,AOS : Advanced Server Platform Competency,AOS: Microsoft Dynamics CRM - Optional Exams
MCPS 2.0 - AOS: Competency- Midmarket Solution Provider,OEM Competency ,AOS: Desktop Platform Competency,AOS: Advanced Small Business Solution Provider2,AOS: Gold OEM Competency,AOS: Small Business Solution Provider Competency,AOS: SBSC Networking Solutions,Windows 7, Configuration,Microsoft Certified Professional,AOS: Small Business 2,Windows 7, Configuring
Microsoft Certified Professional,MCPS 2.0 - AOS: Networking,Windows 2000,MCPS 2.0 - AOS: Microsoft Windows 2000,MCPS 2.0 - AOS: Microsoft Certified Partner 2002 Core Exams,MCPS 2.0 - AOS: Microsoft Windows XP,Windows 2000,MCPS 2.0 - AOS: Gold Security (MCSE with 2 Security exams),MCPS 2.0 - AOS: Migrating From Windows NT 4.0 To Microsoft Windows Server 2003,MCPS 2.0 - AOS: Microsoft Certified Partner 2003 Core Exams,Windows Server 2003,Windows Server 2003,MCPS 2.0 - AOS: Server Platform Competency - active directory,MCPS 2.0 - AOS: Competency-Midmarket Solution Provider,MCPS 2.0 - AOS: Competency - Server Platform Competency - Storage Solutions,MCPS 2.0 - AOS: Competency - Systems Management,OEM Competency ,MCNPS 2.0 - AOS: Unified Communications Competency - Presence and Voice,MCNPS 2.0 - AOS: Information Worker Solutions Competency - Portals and Enterprise Content Management,AOS: Hosting Platform,AOS: Collaboration and Content,AOS : Gold Hosting: Combination 1,AOS: Gold Midmarket Solution Provider: Combination 2,AOS : Advanced Server Platform Competency,AOS: Gold OEM Competency,AOS: SBSC Networking Solutions,AOS: Microsoft Dynamics CRM - Optional Exams,Windows Server 2008 Active Directory, Configuration,Windows Server 2008 Network Infrastructure, Configuration,Windows Server 2008 Applications Infrastructure, Configuration,Server Administrator on Windows Server 2008,AOS: Identity and Security Competency 1,AOS: Gold Identity and Security Competency 1,MCP Site Access,Windows Server 2008,Microsoft Certified Professional,MCT New Eligibility,MCT Renew Eligibility,MPN Exam Offer - April 2017
Microsoft Certified Professional,MCPS 2.0 - AOS: Server Platform Competency - active directory,MCPS 2.0 - AOS: Competency- Midmarket Solution Provider,MCPS 2.0 - AOS: Competency - Server Platform Competency - Storage Solutions,Windows XP,OEM Competency ,MCPS 2.0 - AOS: Microsoft System Builders,MCNPS 2.0 - AOS: OEM Hardware Solutions Competency - System Building,Windows Server 2008 Active Directory, Configuration,AOS: Identity and Security Competency 1,AOS: Gold Identity and Security Competency 1,MCP Site Access,Microsoft Certified Professional
Microsoft Certified Professional,MCPS 2.0 - AOS: Networking,MCPS 2.0 - AOS: Microsoft Windows Server 2003,MCPS 2.0 - AOS: Microsoft Certified Partner 2002 Core Exams,MCPS 2.0 - AOS: Microsoft Windows XP,MCPS 2.0 - AOS: Migrating From Windows NT 4.0 To Microsoft Windows Server 2003,MCPS 2.0 - AOS: Microsoft Certified Partner 2003 Core Exams,Windows Server 2003,MCPS 2.0 - AOS: Competency- Midmarket Solution Provider,Windows XP,MCPS 2.0 - AOS: Network Infrastructure - Desktop Deployment AOS,OEM Competency ,MCPS 2.0 - AOS: Microsoft System Builders,MCNPS 2.0 - AOS: OEM Hardware Solutions Competency - System Building,AOS: Microsoft Dynamics CRM - Optional Exams,AOS: Microsoft Dynamics Point of Sale - Optional Exams,MCP Site Access,MPN Exam Offer - April 2017
MCPS 2.0 - AOS: Gold Messaging: Combination 1,MCPS 2.0 - AOS: Unified Communications Competency - Messaging 1,MCPS 2.0 - AOS: Competency-Midmarket Solution Provider,MCPS 2.0 - AOS: Mobility Competency,AOS: Hosting Platform,Microsoft Exchange Server 2010, Configuration,Microsoft Certified Professional,MPN Exam Offer - April 2017
Microsoft SharePoint 2010,MPN Exam Offer - April 2017
MCPS 2.0 - AOS: Mobility Competency,AOS: SBSC Networking Solutions,Programming in HTML5 with JavaScript and CSS3,AOS: Digital Marketing Silver 1,AOS: Digital Marketing Silver 2,AOS: Digital Marketing Gold 1,AOS: Application Development Silver,AOS: Application Development Gold,Microsoft Certified Professional,AOS: Silver Intelligent Systems 2,AOS: Application Development 1,AOS: Application Development 2,MPN Exam Offer
MCPS 2.0 - AOS: Silver Messaging,MCPS 2.0 - AOS: Gold Messaging: Combination 2,MCPS 2.0 - AOS: Gold Messaging:
MCPS 2.0 - AOS: Mobility Competency,AOS: SBSC Networking Solutions,Programming in HTML5 with JavaScript and CSS3,AOS: Digital Marketing Silver 1,AOS: Digital Marketing Silver 2,AOS:

CISCO

CERTIFICATION
Implementing Cisco IP Routing exam 300-101
Interconnecting Cisco Networking Devices-1 Exam 100-101
Implementing Cisco IP Switched Networks exam 300-115
Composite Exam (#642-891)
CCNA Data Center
4013 Recognition
Securing Cisco Network Devices Exam
4011 Recognition
Securing Networks with PIX and ASA Exam (#642-522)
Cisco Secure VPN (#642-511 CSVPN)
CCNA Security
Administering Cisco Voice & Unified Communications
CCNP Routing and Switching
4011 Recognition
CCNA Routing and Switching
CCIE Routing and Switching Written Exam 400-101
CCNP Routing and Switching
Advanced Borderless Network Field Engineer Exam
CCDA
Troubleshooting and Maintaining Cisco Networks exam 300-135
CCNA Routing and Switching
Express Foundation Field Engineer Representative
Interconnecting Cisco Networking Devices-1 Exam 100-101
CCENT
CCNA Routing and Switching

F5, NETAPP, OTHER

CERTIFICATION
F5 Certified
F5 Technical Sales Certified
NetApp Certified Data Management Administrator
NetApp Certified Implementation Manager
RedHat Enterprise Linux Certified
RedHat Accredited Sales Engineer Data Center Infrastructure
ITIL Foundations Certified
CompTia A+
CompTia Networking+
CISSP
CSSLP
CISA

**THANK YOU FOR
YOUR CONSIDERATION**