

Minnehaha Creek Watershed District

REQUEST FOR BOARD ACTION

MEETING DATE: December 19, 2019

TITLE: Selection and Authorization to Contract for Water Quality Lab Analysis

RES. NUMBER: 19-108

PREPARED BY: Kailey Cermak

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REVIEWED BY: Administrator Counsel Program Mgr. Brian Beck
 Board Committee Engineer Other

WORKSHOP ACTION:

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date):_____	<input type="checkbox"/> Refer to taskforce or committee (date):_____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> Other (specify): Approval at December 19, 2019 Board Meeting	

PURPOSE or ACTION REQUESTED:

Authorization to award an agreement to Pace Analytical Services, LLC. to provide water quality analysis services from January 2020 to December 2021.

PROJECT/PROGRAM LOCATION:

District-wide

PROJECT TIMELINE:

January 2020: contract begins

March-October 2020 and 2021: majority of water quality analysis will occur

December 31, 2020: contract ends

PROJECT/PROGRAM COST:

Fund name and number: Water Quality-Lab Analysis (5001-4520)

2020 Budget: \$120,400

Requested amount of funding: 2020: \$63,053, 2021: \$63,053

Is a budget amendment requested? No

Is additional staff requested? No

PAST BOARD ACTION:

- o 19-093: Authorization to Solicit Quotes for Water Quality Lab Analysis

SUMMARY:

The Minnehaha Creek Watershed District (District) remains focused on putting high impact capital projects in the ground to improve water quality, enhance ecological conditions, and reduce flooding. In order to better support these projects, the Research and Monitoring (R&M) Department has assumed new monitoring priorities beyond baseline water quality monitoring. This change in scale results in data collection that not only aides in project identification but sets the stage for effectiveness monitoring.

The Research and Monitoring program purpose is to:

- 1.) Diagnose water quality and ecological issues
- 2.) Identify project locations
- 3.) Inform project design
- 4.) Assess effectiveness of projects
- 5.) Communicate data driven stories

Collecting water quality samples is a major component to accomplishing the District's missions and goals. However, the samples collected by R&M staff and must be analyzed by a laboratory that is certified by the State of Minnesota.

The District is required to solicit a request for quotes every two years for ongoing technical services (103B. 227, subd. 5.). The District's current two-year laboratory contract comes to an end December 31, 2019. The request for quotes was released following board approval at the November 7th meeting with a submittal deadline of December 4, 2019.

The District received three proposals and all were compared against criteria within the following three categories:

1. Cost of projected analysis
2. Hours of operation
3. Sample analysis preparation
4. Data retrieval options

After thorough review, staff is recommending Pace Analytical Services, LLC (Pace) for the District's water quality analysis. The cost of analysis from the three proposals ranged from \$43,000 to \$63,000. Pace's proposal is at the top of the range but staff believe it is the best choice because of the metrics below:

1. Hours of operation: Over the last few years, R&M staff have placed a high value on collecting storm samples to better characterize conditions across the watershed. With weather not always cooperating on a work week schedule, staff would like the ability to collect storm samples any day of the week. Certain parameters assessed during these storms have short holding times and need to be submitted and analyzed by the lab within 48 hours. A large addition of storm sampler sites will be added in 2020 through the real-time sensor network project that will make this need even more critical. Pace analyzes all necessary parameters at its local location and is open Monday through Saturday. Pace was the only lab that offered sample submissions on Saturday.
2. Sample analysis preparation: Pace provides flexibility of sample processing, such as filtering in the lab, which reduces the field sampling process for R&M staff.
3. Data retrieval: Through the IT planning process, R&M has taken a critical look at how data processing could be streamlined and automated. Processing, receiving, and formatting lab results is a time-consuming process that staff flagged as an area for improvement. Furthermore, it is a source of human data entry error.

Pace was the only analytical laboratory with an online portal where staff can access any submitted lab data and view analysis progress. This portal will also allow staff to automate data downloads, formatting, and uploading to the WISKI database.

Staff is recommending authorization to enter into a two-year contract with Pace Analytical Services, LLC for water quality lab analysis during 2020 and 2021.



RESOLUTION

RESOLUTION NUMBER: 19-108

TITLE: **Selection and Authorization to Contract for Water Quality Lab Analysis**

WHEREAS, Minnehaha Creek Watershed District is required to solicit quotes every two years for ongoing technical service work (103B.227, subd. 5); and

WHEREAS, the District sent requests to local Minnesota State certified labs and posted the request on the District website; and

WHEREAS, staff received three proposals that were reviewed on cost, hours of operation, sample processing, and data retrieval options; and

WHEREAS, staff is recommending Pace Analytical Services, LLC.; and

NOW, THEREFORE, BE IT RESOLVED, that the MCWD Board of Managers authorize MCWD district administrator to contract with Pace Analytical services, LLC. for water quality lab analysis from January 1, 2020 through December 31, 2021 in which the total cost not to exceed \$63,053 per year.

Resolution Number 19-108 as moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date: _____