

**MEMORANDUM**

**To:** MCWD Board of Managers  
**From:** Anna Brown, Planner-Project Manager  
**Date:** March 21, 2016  
**Re:** Request for Qualifications for Six Mile Planning

---

**Purpose:**

On March 24, 2016, staff will seek authorization from the Board of Managers to issue a request for qualifications (RFQ) for plan development support.

**Background:**

Planning staff have outlined a process for Six Mile subwatershed planning that will integrate District goals with local plans and priorities to increase implementation effectiveness and build partnership across agencies. The approach has been presented at Planning and Policy Committee and to the Board. Staff and Board liaisons have also met with watershed stakeholders and have received broad support for the planning process. These stakeholders have been invited to participate in a series of at least four meeting on either the policy advisory committee (PAC) or technical advisory committee (TAC) to support plan development.

At the March 17, 2016 Planning and Policy Committee (PPC) meeting, staff presented the scope of work in diagrammatic form that demonstrates the offline work that needs to be completed between committee meetings in order to advance the objectives of each meeting. To complete the work as outlined, Staff recommends the District issue an RFQ to augment staff's capacity to perform analysis, develop graphics, synthesize information across agencies, develop an investment plan, and produce the final plan document. The PPC concurs with staff and recommended the Board authorize staff to issue an RFQ.

The RFQ will provide an overview of the project scope and planning process, and invite firms with experience in comprehensive planning, regional planning, strategic planning, cross-agency collaboration, water resource science and policy, mapping, landscape architecture, and effective communication to respond. The RFQ format allows staff to continue to refine the deliverables for the plan while advancing the work on an expedient timeline. Once a firm has been selected, the consultant will work collaboratively with District staff to develop a proposal for execution.

**RFQ Document:**

The RFQ is still in development and will be issued as an addendum to the Board packet on Wednesday, March 23, 2016 by noon.

If there are questions in advance of the meeting, please contact: Anna Brown, Planner-Project Manager (952-641-4522 or [abrown@minnehahacreek.org](mailto:abrown@minnehahacreek.org))

**MEETING DATE:** March 24, 2016

**TITLE:** Authorization to Issue a Request for Qualifications for Six Mile Planning Assistance

**RESOLUTION NUMBER:** 16-029

**PREPARED BY:** Anna Brown

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

**TELEPHONE:** (912) 641-4522

**REVIEWED BY:**  Administrator  Counsel  Program Mgr. (Name): James Wisker  
 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): <u>_For final approval March 24, 2016_____</u>	

**PURPOSE or ACTION REQUESTED:**

Authorization to issue a request for qualifications (RFQ) to support the Six Mile plan development process.

**PROJECT/PROGRAM LOCATION:**

Six Mile Subwatershed

**PROJECT TIMELINE:**

Request for qualification (RFQ) issued – March 28, 2016  
RFQ submittal deadline – April 11, 2016  
Staff review and interviews – April 12-22, 2016  
Selection made – April 22, 2016  
Phase I scope development – April 25-May 6, 2016  
Phase I scope to Board for approval – May 12, 2016

**PROJECT/PROGRAM COST:**

Fund name and number: Six Mile Subwatershed 300-3139  
Current Budget: \$175,000  
Expenditures to date: \$3,000, \$51,490 Contracted  
Requested amount of funding: \$0

## **PAST BOARD ACTIONS:**

May 22, 2014 – Six Mile adopted as a priority focal geography (14-047)

February 11, 2016 – Staff present the Six Mile planning approach to Board

March 17, 2016 – Planning and Policy Committee make recommendation to the board to issue a request qualifications for Six Mile planning assistance

## **SUMMARY:**

District staff are seeking to issue a request for qualifications (RFQ) for assistance in the development of the Six Mile subwatershed plan. Staff have outlined for the Planning and Policy Committee and the Board of Managers a process whereby the District will convene watershed partners from across the subwatershed to participate in collaborative planning that will identify opportunities to maximize the return on the public investment through the integration of land use and water resource planning. Businesses, non-profits, and citizen groups will also be consulted. This process will include a minimum of four meetings with both a policy advisory committee (PAC) composed of local government policy makers and a technical advisory committee (TAC) of agency staff. These meetings will work through the following process:

1. Develop a common understanding of natural resources in the geography, including sources of impairments and threats to ecological integrity.
2. Understand local priorities by assessing partner agencies' existing plans and policies.
3. Integrate natural resource goals with local plans and policies to identify opportunities for enhanced collaboration and project partnerships.
4. Develop a strategic investment plan to leverage District and local money against funds available through regional, state and federal programs and grant opportunities.

To facilitate this process, staff are seeking a firm with experience in comprehensive planning, regional planning, strategic planning, cross-agency collaboration, water resources, mapping, landscape architecture, and effective communication to work collaboratively with District staff to facilitate the development of work product. The work will occur in roughly three phases, conforming to the attached diagram:

1. **Background and Project Definition:** Prior to a consultant coming on board, staff will work to gather watershed agency plans and policies including but not limited to comprehensive plans, capital improvement plans, pending infrastructure investments, and park and recreation plans. Once a contract has been executed for consultant support, staff will work with the consultant to develop a plan introduction that lays out the project vision and purpose, inventories watershed partners and their priorities, and assembles critical background information, including the natural resource framework.
2. **Planning Unit Vision:** The subwatershed will be divided into planning units based on natural resources, hydrology, governance, and existing project plans. The consultant, District and partner agency staff will engage in a collaborative mapping exercise to show areas for cross-agency coordination, identify capital investments, and evaluate project phasing within and across planning units to show visually how different work in the planning unit interrelates. After several iterations of working with planning and agency staff, the draft plan sets will be presented to the policy committee for review and concurrence. These planning visions along with accompanying narration will be incorporated into the final plan to guide capital improvements.

3. Implementation and Investment Plan: Once the plan visions have received support from our partner agencies, District staff and consultant will work to finalize the plan document. A major component of this phase is the development of an investment plan, which will be facilitated by a subgroup of the TAC. The plan outline will be developed collaboratively with the consultant and District staff as the planning process is underway. When this final scope is executed, the District may contract with the consultant to also finalize the Comprehensive Plan and integrate the two documents.

#### RFQ Process:

The firm selection will be completed on the basis of the firms' demonstrated skill set, ability to work collaboratively with the District through the planning process, and ability to work across agencies with diverse interests and structures. Submittals will be made by April 11<sup>th</sup>. District staff will review applications and may elect to interview one or more candidate. Final selection will be made by April 22<sup>nd</sup>.

Once a firm has been selected, the consultant and District will work together to develop a scope of services. The scope of service contracts will be issued on an incremental basis as staff and consultant move through the three phases of planning work. This structure allows District staff to work on an expedient timeline while finalizing specific deliverables and incorporating new information through the process. The estimated budget for each phase will also be determined through the collaborative proposal development in consultation with the selected firm. The goal deadline to finalize the scope of work for phase 1 is May 6<sup>th</sup>.

#### **ATTACHMENTS:**

Six Mile Workflow Diagram

## RESOLUTION

---

**RESOLUTION NUMBER:** 16-029

**TITLE:** **Authorization to issue a Request for Qualifications for Six Mile Planning Assistance.**

WHEREAS, On March 27<sup>th</sup>, 2014 the Minnehaha Creek Watershed District (MCWD) Board of Managers (Board) adopted the Balanced Urban Ecology Policy recognizing the value of cross agency coordination and the integration of land use and water resource planning;

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

WHEREAS, On May 22, 2014 the MCWD Board adopted the Six Mile subwatershed (subwatershed) as a priority focal geography for the following reasons:

- Abundant natural resources including 17 lakes, 6 of which are classified as impaired under Minnesota Pollution Control Agency standards, 6,000 acres of wetlands, and 12 miles of stream;
- The receiving water, Halsted Bay, is impaired and requires the largest load reduction of any other waterbody in the District to meet state standards;
- The subwatershed area is subject to growth and development activity in the coming decades that may affect natural corridors and water quality, and will therefore benefit from careful integration of land use management and resource protection;

WHEREAS, MCWD has established a planning process for the subwatershed that convenes stakeholders from across the geography to integrate plans, priorities and capital projects to coordinate investments across agencies to maximize the public return on investment and enhance social and economic vitality;

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

WHEREAS, to facilitate the activities required to develop the implementation plan, MCWD will need to retain a consultant to supplement staff in the fields comprehensive planning, regional planning, strategic planning, cross-agency collaboration, water resources, mapping, landscape architecture, and effective communication;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes staff to issue a request for qualifications for Six Mile planning assistance;

NOW, THEREFORE, BE IT FURTHER RESOLVED that staff may revise and finalize the request for qualifications in consultation with the District Administrator and Legal Counsel.

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

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

**SIX MILE SUBWATERSHED PLANNING PROJECT**

**REQUEST FOR QUALIFICATIONS**

**PURPOSE**

The Minnehaha Creek Watershed District (District) is seeking submissions from qualified consultant teams to assist in the development of a multi-jurisdictional capital improvement plan to preserve and restore natural systems in the Six Mile Creek subwatershed while enhancing the social and economic vitality of communities.

This plan will be incorporated into the District's Comprehensive Plan as an implementation framework that integrates the District's natural resource focused capital improvement plan and programs with other public and private investments across areas of land-use, development, infrastructure, and parks, trails, and open space.

The selected consultant will be required to work closely with District staff and engineering support to:

- Digitally assemble and maintain a geospatial database of public and private plans
- Graphically synthesize multijurisdictional plans, priorities and opportunities for partnership
- Facilitate collaborative interagency work sessions with technical staff
- Develop regional master plans for the whole subwatershed
- Develop approximately five area wide master plans
- Develop site master plans as needed
- Draft plan narratives
- Assemble component parts and produce a final implementation plan
- Present publically to elected officials and policy makers

The District will:

- Provide project management oversight and direct all workflow
- Provide all supporting technical water resource and engineering services
- Obtain and provide a preliminary synthesis of multijurisdictional plans
- Provide vision and direction in the synthesis of multijurisdictional plans into master plans
- Facilitate the multijurisdictional public process with elected officials and policy makers
- Develop feasibility level cost estimates for site and area wide master plans
- Develop an investment plan for the master plans

Qualified teams will have experience, skills and knowledge in strategic planning, comprehensive planning, regional planning, area and site master planning, infrastructure planning and implementation, land-use planning and development, natural resource planning, landscape architecture, cross-agency collaboration, and federal and state funding sources.



Following selection the District will coordinate with the qualified team to negotiate a scope of services and fee budget for the multiple phases of work.

## **BACKGROUND**

### Six Mile Subwatershed

The Six Mile subwatershed is a 27 square mile geography spanning three cities – Victoria, Minnetrista, and St. Bonifacius, two counties – Hennepin and Carver, and unincorporated Laketown Township. It also contains the 3,700 acre Carver Park Reserve, owned and managed by Three Rivers Park District (see attached map).

The geography is rich in water resources with 17 named lakes and hundreds of wetlands connected by Six Mile Creek, which drains into Halsted Bay on the west side of Lake Minnetonka. Five of the area's lakes are listed on the state's impaired waters list due to excessive nutrients. These impairments are driven by a combination of landscape loading and internal loading, exacerbated by the presence of carp in a number of lakes. In addition, downstream Halsted Bay requires the largest phosphorus load reduction of any waterbody in the Minnehaha Creek Watershed District. Many of the areas wetlands and stream segments have been altered and degraded requiring restoration to meet the District's goals for ecological integrity. The geography also contains a number of high quality resources that require protection plans as the area develops.

The Six Mile geography also represents the fastest growing area of the District, and much of the land will be annexed and developed over the coming decades. In particular, the City of Victoria has an orderly annexation agreement with the Cities of Waconia and Chaska that will over time lead to the annexation of all of Laketown Township, resulting in significant land use conversion and infrastructure development. When combining the eventual plans for the built environment with goals for the natural systems there exist a variety of opportunities for corridor establishment that support healthy natural systems that also strengthen communities by connecting housing, recreation, nature and business.

### Minnehaha Creek Watershed District Planning Philosophy

The heart of the District's planning and implementation philosophy acknowledges a need to integrate natural resource planning with the land-use planning, development, and infrastructure improvements that create the built environment.

These other planning spheres drive changes in the landscape, exerting pressure on natural systems. Conversely, natural resource planning that is not well integrated with the built environment often misses opportunities to enhance social and economic value within communities. When well integrated, development, infrastructure improvements, and natural systems can work together to create a stronger more resilient landscape, with higher environmental, social, and economic value at a reduced cost to the public.

In 2014, the District Board of Managers adopted a policy framework *In Pursuit of a Balanced Urban Ecology* which memorializes the District's commitment to integrating water resources with land use through partnership with public and private stakeholders, focus on high-priority projects, and flexibility and innovation in government. The District has received substantial recognition applying this model in the Minnehaha Creek Greenway (project description attached).

This philosophy is founded on the principles that:

- Natural systems can serve to underpin local identity and sense of place, generating social and economic value, and should therefore help guide the planning of development, infrastructure, and parks and open space.
- Communities are enhanced and strengthened by connections and linkages to other communities, to urban resources, networks and systems, and to natural areas.
- The integration of natural and built systems will enhance the long term social and economic value of communities.

## **SIX MILE SUBWATERSHED PLANNING PROCESS**

To facilitate the development of a plan that integrates plans, policies and investments across jurisdictions and the public and private sectors, the District is assembling a multijurisdictional steering committee comprised of elected officials and policy makers. The steering committee will be complemented by a technical advisory committee of agency personnel. Agencies included in this committee structure include Carver County, Hennepin County, the cities of Victoria, Minnetrista, St. Bonifacius, and Waconia, Laketown Township, 3 Rivers Park District, and Carver County Soil and Water Conservation District. Efforts will also be made to engage state and federal agencies, community groups, private landowners, and business leaders. These committees will meet 4-6 times over 10-12 months to provide planning guidance and review work product developed by the District-consultant team.

The general workflow of the 4-6 committee meetings is outlined below.

1. *Develop a common understanding of natural resource issues and drivers in the area:*

The District's previously completed natural resource diagnostic of the area will be used by the District and consultant to facilitate the first meeting with a goal of developing a shared understanding between partner agencies of natural resource issues, stressors, goals and management strategies for the planning area.

2. *Understand local priorities by assessing partner agencies' existing plans and policies.*

Prior to meeting 2 District staff will review and synthesize relevant plan and policy documents into a list of available information and respective agency priorities. Plans reviewed will include comprehensive plans, capital improvement plans, future infrastructure investments (sanitary, water, roads, and public facilities), park planning documents, annexation plans, development review procedures, etc. District staff will then work with the consultant to develop an introductory overview document for committee review that describes the information gathered and depicts visually and in writing the relative priorities for the area.

3. *Integrate natural resource goals with local plans and policies*

Between meetings 2 and 3, the District and consultant will engage in preliminary visioning work sessions together and with appropriate subsets of stakeholders to develop rough draft concept master plans at an area and regional scale. These concept master plans will integrate the various planned public and private goals and investments into a cohesive vision for the built and natural systems.

On an iterative basis the District and consultant will facilitate additional work sessions with partner agency technical staff and other stakeholder subsets to continue the vetting process and the refining of area and regional concept master plans.

As visions emerge and coalesce for specific areas, the District and consultant will refine the planning through the development of specific site concept master plans. Throughout the planning process the District will provide the necessary natural resource technical support to facilitate plan integration and the development of engineering cost estimates.

The concept plans, cost estimates and plan narratives will be assembled on an area basis into approximately 5 area plans that combine to create the regional plan. These rough draft plans will then be presented by the District and consultant to the steering committee as part of a facilitated review and discussion. Following a review and comment period the District and consultant will finalize the 5 area master plans and site specific master plans, estimates of cost, and plan narratives.

#### 4. Develop a Strategic Implementation Framework

Following meeting 3, the District will facilitate work sessions with the steering committee and technical advisory committee to identify a range of implementation considerations and strategies. This is anticipated to include recommendations to revise specific policies to support implementation, recommendations to incorporate master plan elements into specific agency comprehensive plan sections, and the identification of sources and uses of funds at a local, regional, state and federal level.

This information will be assembled into a multijurisdictional implementation framework that clearly outlines a range of strategies and actions to be taken by the partner agencies to support the plan's implementation over public and private sectors, geography and time.

This framework for implementation, including cost, phasing, and public and private roles and responsibilities will be developed primarily by the District in partnership with participating stakeholders, with input and assistance from the consultant. The District and consultant will work together to incorporate this implementation framework into the plan.

#### 5. Presentation of Final Plan and Implementation Framework

The consultant will assume the lead role in assembling the components (multiple scale master plans, narratives, costs, and implementation framework) of the plan into a final document that is visually compelling, clear, concise, and action-oriented.

### **PROPOSAL PREPARATION AND CONTENT**

1. *Introduction*: Explain briefly why you are interested in the project, in working with the District, and why you should be selected. Limit: 2 pages\*.
2. *Team Composition and Performance*: Summarize the team's background and focus. Provide a team organizational chart that identifies a project manager and staff members. Explain each team member's unique roles and relevant experience. Also explain the firm's planning philosophy and project management principles for approaching this type of work, and how the team structure will facilitate that approach. Limit: 2 page description, 1 page for project manager, 1/2 page per team member. Resumes (2 page max per team member) may be included as an appendix to the submittal.
3. *Relevant Project Experience*: Discuss the team's expertise in strategic planning, comprehensive planning, regional planning, area and site master planning, infrastructure planning and

implementation, land-use planning and development, natural resource planning, landscape architecture, cross-agency collaboration, and federal and state funding sources.

Provide a list of past plans as comparable references. In particular, highlight any projects that have involved strategic planning across jurisdictions and governmental units. Limit: 5 projects per firm and maximum 1 page summary for each project.

Proposals should adequately communicate how the project team meets the following general skills and abilities requirements:

1. Ability to understand, interpret and synthesize public goals and plans into an integrated vision that visually depicts the potential relationship between built and natural system components at a regional, area wide and site specific scale.
  2. Ability to develop visually compelling master plan graphics, and final plan layout.
  3. Ability to effectively condense complex plan concepts into clear public presentations.
  4. Ability to participate in and facilitate large diverse groups of public and private stakeholders.
  5. Provide project management capabilities and effective client communication.
  6. Ability to draft plan language, layout and publish final plan document
4. *References:* Please provide three references for the firm. Include the contact's name, address, phone number and relationship to the firm.

*\*Page numbers are given for 8.5"x11" submissions. Submissions made on 11"x17" must use a 50% page number reduction*

## **EVALUATION**

Statements of Qualifications will be reviewed by District staff. Final selection will be made by formal action of the District's Board of Managers. A recommendation for selection may be made on the basis of the Statements of Qualifications, or the District may, at its discretion, elect to interview one or more respondents prior to making a recommendation.

The District will award the consultant team that it believes is best suited to address the proposed project as outlined considering the team's demonstration of experience, knowledge, skills and abilities listed above. Additional consideration will be provided in areas of team fit and ability to work collaboratively with the District and agency partners.

The District will work with the selected consultant team to develop a detailed scope of services for the Subwatershed Planning effort and will subsequently negotiate fees and terms for the work. The District plans to invest between \$100,000 and \$160,000 in the planning work, including planning services and all related expenses.

In evaluating the submissions and selecting a respondent, the District reserves the following rights:

- To reject any submission, and may for good cause, reject any or all submissions when it is in the public interest to do so;
- To issue subsequent requests for qualifications, if desired;
- To assemble a qualified team;

- To negotiate with any respondent to amend, modify, refine, or delineate its submission, and the agreement price as it is affected by such negotiation of scope of services, and specific agreement terms;
- To request additional or more detailed information from any respondent.

TIMELINE	
RFQ released	March 28
Submission deadline	April 15
Interviews held at District's option	April 19-22
Final selection	April 25
Proposal development phase	April 25-May 6
MCWD Board Action	May 12

## **SUBMISSION**

Submissions must be made by Friday, April 15th, at 4:30 pm to Anna Brown, Planner-Project Manager. Submissions may be made by email:

[abrown@minnehahacreek.org](mailto:abrown@minnehahacreek.org)

Or hard copies may be mailed to:

Anna Brown  
 Minnehaha Creek Watershed District  
 15320 Minnetonka Blvd.  
 Minnetonka, MN, 55345

## **ATTACHMENTS**

- District Mission, Vision and Goals
- Balanced Urban Ecology Policy
- Greenway Handout
- Six Mile Handout
- Six Mile Process Diagram
- Six Mile Map
- Six Mile Diagnostic

