



**Title:** Authorization to execute a contract for MCWD campus improvements design services

**Resolution number:** 20-017

**Prepared by:** Name: Laura Domyancich  
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**Reviewed by:** Michael Hayman, Project Planning Manager

**Recommended action:** Authorize execution of a consultant services contract with LHB, Inc. for landscape architecture and engineering services for MCWD campus improvements.

**Schedule:** 3/26/2020 60% Plan Review  
4/23/2020 90% Plan Review

**Budget considerations:** Fund name and code: Administration and Operations 100-1002  
Fund budget: \$2,037,889  
Expenditures to date: \$0  
Requested amount of funding: \$44,494

**Past Board action:** Res # 19-109 Authorization to release RFP for MCWD Campus Improvements Design Services

**Summary:** Over the last seven years, since establishing offices at 15320 Minnetonka Blvd., the Minnehaha Creek Watershed District (MCWD or District) has identified the need for improvements to the MCWD campus including expanded and upgraded parking areas, enhanced greenspace and stormwater treatment, and providing for on-site equipment storage and a refuse enclosure. A 2013 effort to design campus improvements was deferred at the 60% design phase in favor of smaller, periodic site maintenance, but current needs exceed what can be accomplished with routine upkeep.

These needs led staff to request authorization from the Board of Managers on December 19, 2019 to release a request for proposals (RFP) for landscape architecture and engineering services. The RFP was distributed to a list of 18 consultants, and 12 firms attended a January 15, 2020 informational meeting. The RFP was open for approximately four weeks, and eight qualified firms submitted proposals for consideration. From those proposals, a staff team used an evaluation matrix that numerically ranked applicants on project approach and understanding, innovation and expansion upon the original concept plan developed by Wenck (Attachment A), project team experience, and cost. The team then selected three firms to be interviewed: EOR, LHB, and Wenck. Based on the quality of the proposal and the interview process, the team unanimously selected LHB, Inc. as the recommended consultant to design campus improvements.

LHB's proposal both creatively and practically addresses all site needs by recognizing that the design must provide for specific, prioritized improvements to a fully built-out site on a limited project budget while also meeting regulatory requirements. In addition to these considerations, the proposal also identifies significant items not contemplated by the concept plan. Based on LHB's early review of soil borings, the design will address poor soils by improving the base material for the parking lot and shared drive and increasing depth of both the base and bituminous materials. The design will also revise the stormwater system design from what was proposed in the concept plan to ensure that it is cost-effective, maintainable, and fits the overall site design.

Project cost estimates were developed as a component of the concept plan development process and to inform District's 2020 operating budgeting. The estimated cost of construction based on the concept plan was approximately \$401,600 including 25% contingency and 10% design costs. This estimate includes the full replacement of Campbell-Sevey's half of the shared driveway. MCWD and Campbell-Sevey staff will coordinate with LHB during the development of bid documents to include bid alternates for the Campbell-Sevey work to ensure that Campbell-Sevey can appropriately assess construction costs.

The fee for LHB's proposal is \$39,294, which is consistent with MCWD's budget of approximately 10% of estimated construction costs. The scope of LHB's work includes completion of final design plans, bid document creation and bid period support, construction oversight, and development of record drawings. During the interview process, LHB noted the value of existing site documentation available from past planning efforts, however, LHB recommended that the site be re-surveyed, as the existing survey was completed in 2007, and site features may have changed over the last 13 years. LHB has provided an additional scope (Attachment B) to complete an updated survey at a cost of \$5,200, which would bring the total contract amount to \$44,494.

In accordance with Minnesota Statutes §13.591, subdivision 3(b), the submitted proposals will not be part of the public record until the contract has been executed. A copy of the three finalists' proposals will be distributed to the Board of Managers for review via email prior to the February 27, 2020 meeting.

**Timeline and Next Steps:** Following contract approval, staff will commence an aggressive design schedule in order to bid the project in early summer 2020. Some key milestones will include:

- Board review of 60% design in late March
- Board approval of 90% design in late April
- Construction contract award in late June

Between the milestone reports to the Board, staff will provide interim design updates to the Policy and Planning Committee to ensure they are well informed of the design direction on the project.

**Supporting documents:**

Attachment A: 2019 Wenck concept plan

Attachment B: LHB site survey scope



**RESOLUTION**

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- WHEREAS the Minnehaha Creek Watershed District has identified several needed improvements to the MCWD campus beyond typical maintenance and in 2019 worked with Wenck to develop a concept plan to contemplate the scope of the improvements and inform the projected 2020 budget;
  
- WHEREAS on September 12, 2019, the MCWD Board of Managers approved the 2020 budget and levy authorizing the 2020 expenditure of approximately \$414,000 for design and construction of campus improvements;
  
- WHEREAS on December 19, 2019, the MCWD Board of Managers authorized the release of a request for proposals for landscape architecture and engineering services for MCWD campus improvements design services, and on December 31, 2019, staff solicited proposals from a pool of consultants for those services;
  
- WHEREAS the District may exercise its judgment in making decisions to retain professional services, and in this instance used a panel of District staff to evaluate responses;
  
- WHEREAS the evaluation panel reviewed the submittals and participated in an interview process and made its decision on the basis of project approach and understanding, innovation in proposed design and approach, team composition and experience, and proposal cost;
  
- WHEREAS the evaluation panel received and evaluated eight proposals according to this protocol and recommends the selection of LHB, Inc., and the Board of Managers concurs in the evaluation and the recommendation reached; and

BE IT RESOLVED that the MCWD Board of Managers authorizes the District Administrator, on advice of counsel, to execute a contract with LHB, Inc. for design and construction oversight services in the amount of \$44,494;

BE IT FINALLY RESOLVED that the MCWD Board of Managers establishes a MCWD Campus Improvements Project design services budget in the not-to-exceed amount of \$48,943.40 and authorizes the Administrator, in his judgment, to authorize change orders obligating the District up to that amount.

Resolution Number 20-017 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ eyes, \_\_\_ nays, \_\_\_ abstentions. Date: 2/27/2020

\_\_\_\_\_ Date: February 27, 2020  
 Secretary





February 21, 2020

MCWD  
Laura Domyancich, Planner  
15320 Minnetonka Blvd.  
Minnetonka, MN 55345

**MCWD – WESTDALE BUSINESS PARK  
BOUNDARY AND TOPOGRAPHIC SURVEY SERVICES**

Laura,  
Thank you for the opportunity to provide you with this proposal for boundary and topographic surveying your property located at 15320 Minnetonka Boulevard. I have reviewed the overall project area and the proposed scope of improvements and propose to complete a boundary and topographic survey of the property for a not to exceed fee of \$5,200.00, including all time and expenses associated with the survey work.

Included in the scope of our work would be a boundary survey, the horizontal and vertical location of all visible surface features within the survey limits, and location of underground utilities marked by others that result from our submittal of a Gopher State One Call utility locate request.

Although the final deliverable of our work will not be an ALTA/NSPS Land Title survey, the work completed will meet the Surveying Standards and Standard of Care described in item 3 of the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys.

The proposed fee shown above assumes that our work will be completed while there is still snow cover on the ground. If needed, LHB will remobilize to the site after the snow melts to verify locations and/or elevations of improvements that are covered by snow or ice.

Again, thank you for allowing us to provide you with this proposal. If you have any questions or if you need additional information or clarification, feel free to contact me at your convenience.

Sincerely,  
LHB, Inc.

Kyle Roddy, PLS  
Survey Group Lead  
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