

MEETING DATE: November 7, 2019

TITLE: Authorization to Release Request for Qualifications for Professional Services – Engineering and Government Relations

RESOLUTION NUMBER: 19-092

PREPARED BY: Cathy Reynolds

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REVIEWED BY: Administrator Counsel Program Mgr. (Name): _____
 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 the November 7, 2019 Board Meeting	

PURPOSE or ACTION REQUESTED:

Authorize staff to release Request for Qualifications for Professional Services for Government Relations.

PROJECT/PROGRAM COST:

Fund name and number: 100
Current Budget:
Expenditures to date:

PAST BOARD ACTIONS:

None.

SUMMARY:

Under 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. District service agreements are set on a two year cycle in accordance with this requirement. The following contracts expire on December 31, 2019 and require a new RFQ process:

- Engineering Services
- Government Relations Consultant

RFQ Scope of Services – Engineering Services

General services to be provided under a retainer agreement:

**DRAFT for discussion purposes only and subject to Board approval and the availability of funds.
Resolutions are not final until approved by the Board and signed by the Board Secretary.**

1. The MCWD District Engineer shall assist in an ongoing process of setting and implementing the water management parameters within which the District will operate by:
 - Identifying the technical consequences of choices;
 - Discuss alternative solutions;
 - Educate the Board and staff about the technical and regulatory issues involved; and
 - Inform the District Administrator or project managers of the consequences of decisions that may affect natural resources within the District.
2. The preparation for and attendance at any Board or Committee meeting of the MCWD, including the review of relevant correspondence or agenda materials in connection with said meetings and any advice and opinions rendered therein;
3. Advice or response to routine questions from Board members or staff to assure that watershed activities are carried out in accordance with sound engineering and natural resource management standards and practices.
4. The retention of copies of plans, studies, data and other documents and the retrieval of said documents that are considered “active” or that have been archived for 5 years or less.
5. Maintain a duplicate set of all studies, plans, designs, and other documents relating to issues of concern to the District.

Additional services to be provided upon written request:

1. Review and comment on plans, studies, designs, and other documents prepared by other engineering consultants.
2. The preparation of studies, plans, and designs to implement activities identified in the MCWD Water Management Plan.
3. Construction and/or Project management.
4. Water quality and flow monitoring, data analysis and repair and calibration of water monitoring equipment.
5. Assist staff with permit review and compliance issues.
6. All other engineering services he/she is qualified to provide and authorized by the District Administrator.

RFQ Scope of Services – Government Relations Consultant

The Government Relations Consultant will:

1. Provide lobbyist services during the regular legislative sessions and advocacy services for the remaining months of the agreement.
2. Meet annually with MCWD staff and Board Members to develop a legislative policy agenda that supports the District’s strategic priorities.
3. Provide legislative research and updates on legislative proposals that may affect the MCWD and its operations.
4. Conduct weekly verbal briefings with MCWD staff during the legislative session.
5. Provide monthly written reports to MCWD staff during the legislative session on proposals that may affect the MCWD and its operations.
6. Meet with MCWD staff and Board Members to debrief and adjust the policy agenda, after each legislative session.
7. Provide legislative representation for the MCWD by coordinating with others interested in legislation, meeting with legislators, attending appropriate committee hearings, developing written lobbying materials and providing or arranging testimony before legislative committees as needed.

RFQ Timeline

The anticipated timeline for the RFQ process is as follows:

Board Approval of RFQ: November 7, 2019
RFQ Posted: November 8, 2019
Qualifications Due: December 4, 2019
Staff Review / Interview: December 5-11, 2019
Selection and Recommendation to Board: December 19, 2019
Contract Negotiation and Execution: December 20 – 30, 2019
New Contract Start Date: January 2, 2020

ATTACHED:

RFQ for Engineering Services
RFQ for Government Relations Consultant

RESOLUTION

RESOLUTION NUMBER: 19-092

TITLE: **Authorization to Release Request for Qualifications for Professional Services – Engineering and Government Relations**

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

WHEREAS, the professional services contracts for engineering services and government relations consulting expire on December 31, 2019; and

WHEREAS, staff has prepared Request for Qualifications (RFQ) for Engineering Services and Government Relations Consultant; and

WHEREAS, the Board has reviewed the RFQs and scope of services.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the staff to post the Request for Qualifications for Engineering Services and Government Relations Consultant and to forward the requests to firms in the metro area.

Resolution Number 19-092 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary

Date: _____

Request for Qualifications Engineering Services

Overview:

The Minnehaha Creek Watershed District (MCWD) is seeking qualifications for a District Engineer to assist in the ongoing process of setting and implementing the water management parameters within which the District will operate by:

- Identifying the technical consequences of choices;
- Discuss alternative solutions;
- Educate the Board and staff about the technical and regulatory issues involved; and
- Inform the District Administrator or project managers of the consequences of decisions that may affect natural resources within the District.

In this function the District Engineer shall routinely review and assess District water management plans, studies, capital programs and procedures to consider, among other things, whether they are; 1) consistent with acceptable engineering practices, 2) achieve District goals, and 3) likely to produce positive, cost effective outcomes.

The District Engineer shall possess considerable experience in; 1) watershed/natural resource planning and engineering, 2) construction management, 3) municipal/governmental permitting and land use regulation as it applies to watershed programs and projects, 4) hydrologic, hydraulic, and pollutant modeling, 5) Federal, state, and regional programs related to watershed and natural resource management, 6) limnology, 7) groundwater and hydro-geology, and 8) public involvement.

Scope of Services:

1. General Engineering Services on Retainer

A. The MCWD District Engineer shall assist in an ongoing process of setting and implementing the water management parameters within which the District will operate by:

- Identifying the technical consequences of choices;
- Discuss alternative solutions;
- Educate the Board and staff about the technical and regulatory issues involved; and
- Inform the District Administrator or project managers of the consequences of decisions that may affect natural resources within the District.

In this function, District Engineer shall routinely review and assess District water management plans, studies, and capital programs and procedures to consider, among other things, whether they are 1) consistent with acceptable engineering practices 2) achieve District goals, and 3) likely to produce positive, cost effective outcomes.

B. Retainage shall also provide for:

- 1) The preparation for and attendance at any Board or Committee meeting of the MCWD, including the review of relevant correspondence or agenda materials in connection with said meetings and any advice and opinions rendered therein;
 - 2) Advice or response to routine questions from Board members or staff to assure that watershed activities are carried out in accordance with sound engineering and natural resource management standards and practices.
 - 3) The retention of copies of plans, studies, data and other documents and the retrieval of said documents that are considered “active” or that have been archived for 5 years or less.
 - 4) Maintain a duplicate set of all studies, plans, designs, and other documents relating to issues of concern to the District.
2. Additional Services: Upon written request of the District Administrator or his/her designee, The District Engineer shall provide the following additional services:
- A. Review and comment on plans, studies, designs, and other documents prepared by other engineering consultants.
 - B. The preparation of studies, plans, and designs to implement activities identified in the MCWD Water Management Plan.
 - C. Construction and/or Project management.
 - D. Water quality and flow monitoring, data analysis and repair and calibration of water monitoring equipment.
 - E. Assist staff with permit review and compliance issues.
 - F. All other engineering services he/she is qualified to provide and authorized by the District Administrator.

Understanding of State, Regional and Local Government and Watershed Management

1. The District Engineer will maintain a current understanding of issues relative to District policies, projects, or programs.
2. The District Engineer will demonstrate a current understanding of watershed and natural resource management.
3. The District Engineer shall be aware of state and regional plans and priorities related to watershed and natural resource management.
4. The District Engineer will possess a high professional regard among his/her peers.

District Policy Relating to Member Communities and Other Governmental Jurisdictions

It is the Policy of the District that District Consultants may not simultaneously represent governmental jurisdictions fully or partially located within the District without prior written approval from the District Administrator.

District Policy Related to Non-Discrimination

In performing the Services, CONSULTANT will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.

Submittal Requirements (please limit your response to 10 pages or less):

Proposals shall be submitted electronically to admin@minnehahacreek.org by 4:00 p.m. on December 4, 2019. Proposals shall include the following:

1. A summary of your firm's experience and expertise to meet the requirements outlined in the Scope of Services.
2. The names and qualifications of engineers and scientists that may be working on MCWD projects/programs.
3. A list of other staff, their qualifications and a description of the type of activities they will do on behalf of the MCWD.
4. A list of sub-consultants, their qualifications and a description of the type of activities they will do on behalf of the MCWD.
5. The proposed fee structure including those charged by sub-consultants.

Request for Qualifications Government Relations Consultant

Overview:

Minnehaha Creek Watershed District (MCWD) seeks a Government Relations Consultant to provide an ongoing process of advancing the interests of the MCWD by assisting in the development and promotion of the District's legislative agenda and by:

- Identifying the legislative consequences of choices;
- Discuss alternatives;
- Educate the Board and District staff about the issues involved; and
- Inform the District Administrator of potential legislation that might affect District governance, programs, or operations.

In this function the District Government Relations Consultant shall possess an understanding of current MCWD programs and priorities; establish and maintain a professional relationship with key legislators and other elected or appointed officials and agency representatives; and seek to advance MCWD priorities in formal and informal settings.

The District Government Relations Consultant shall possess considerable experience in; 1) legislative process, 2) watershed/natural resource governance, and 3) agency and local government, as related to water and natural resource management. In addition, the District Government Relations Consultant will have a working knowledge of the statutes and rules under which watersheds operate.

Scope of Services

General Lobbyist Services on Retainer

- A. The District Government Relations Consultant shall provide lobbyist services, during regular legislative sessions and advocacy services on behalf of the client for the remaining months of the agreement.
- B. Retainage shall also provide for:
 1. Meet annually with MCWD staff and Board Members to develop a legislative policy agenda that supports the District's strategic priorities.
 2. Provide legislative research and updates on legislative proposals that may affect the MCWD and its operations.
 3. Conduct weekly verbal briefings with MCWD staff during the legislative session.
 4. Provide monthly written reports to MCWD staff during the legislative session on proposals that may affect the MCWD and its operations.
 5. Meet with MCWD staff and Board Members to debrief and adjust the policy agenda, after each legislative session.
 6. Provide legislative representation for the MCWD by coordinating with others interested in legislation, meeting with legislators, attending appropriate committee

hearings, developing written lobbying materials and providing or arranging testimony before legislative committees as needed.

Understanding of State, Regional and Local Government and Watershed Management

The District Government Relations Consultant will:

- A. Demonstrate a current understanding of issues relative to District governance, projects, or programs.
- B. Maintain a current understanding of MCWD programs and activities.
- C. Be aware of state and regional plans and priorities related to watershed and natural resource management.
- D. Possess a high professional regard among his/her peers.

District Policy Relating to Member Communities and Other Governmental Jurisdictions

It is the policy of the District that District Consultants may not simultaneously represent governmental jurisdictions fully or partially located within the District without prior written approval from the District Administrator.

District Policy Related to Non-Discrimination

In performing the Services the District Government Relations Consultant will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.

Submittal Requirements (please limit your response to 5 pages or less):

Proposals shall be submitted electronically to admin@minnehahacreek.org by 4:00 p.m. on December 4, 2019. Proposals shall include the following:

- A. A summary of your firm's experience and expertise to meet the requirements outlined in the Scope of Services.
- B. The names and qualifications of consultants working for MCWD.
- C. A list of other staff, their qualifications, and a description of the type of activities they will do on behalf of the MCWD.
- D. A list of sub-consultants, their qualifications, and a description of the type of activities they will do on behalf of the MCWD.
- E. The proposed fee structure including those charged by sub-consultants.