

**MEETING DATE:** December 17, 2015

**TITLE:** Authorization to Award a Contract to RMB Environmental Laboratories, Inc. for Water Quality Sample Analysis Services from January 2016 through December 2017

**RESOLUTION NUMBER:** 15-097

**PREPARED BY:** Yvette Christianson, Water Quality Managers

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

**TELEPHONE:** 952-641-4535

**REVIEWED BY:**  Administrator       Counsel       Program Mgr. (Name): Craig Dawson  
 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): Not reviewed at a workshop	

**PURPOSE or ACTION REQUESTED:**

Authorization to award an agreement to RMB Environmental Laboratories, Inc. to provide water quality analysis services for MCWD from January 2016 through December 2017.

**PROJECT/PROGRAM LOCATION:**

Research and Monitoring: District Wide Water Quality Program

**PROJECT TIMELINE:**

Water quality sample analysis services from January 2016 through December 2017.

**PROJECT/PROGRAM COST:**

Fund name and number: Research and Monitoring Department: Water Quality Program (500-5001-4520)

2016 budget: \$73,607

2017 estimated budget: \$74,000

Requested amount of funding: **2016:** \$53,350 and **2017:** \$53,350

Is a budget amendment requested? No

Is additional staff requested? No

**PAST BOARD ACTIONS:**

- 1/23/2014 Resolution Number 14-002:
  - Authorization to award a contract to RMB Laboratories, Inc. for Water Quality Sample Analysis Services from April 2014 through December 2015.
- 3/22/2012 Resolution Number 12-020:
  - Authorization to award a contract to RMB Laboratories, Inc. for Water Quality Sample Analysis Services from April 2012 through November 2013.

- 3/11/2010 Resolution Number 10-029:
  - Approval of RMB Laboratories, Inc. for Water Quality Sample Analysis Services from May 2010 through May 2012.
- 2/11/2010 Resolution Number 10-020:
  - Approval to send the request for proposals to provide water quality sample analysis services for MCWD from May 2010 through May 2012.
- 3/20/2008 Resolution Number 08-015:
  - Approval of RMB Laboratories, Inc. to provide water quality sample analysis services for MCWD from March 2008 to May 2012.

**SUMMARY:**

MCWD is required to solicit a request for proposals every two years for an ongoing technical service work (103B.227, subd. 4.). As part of the Request for Quotations (RFQ) process, Research and Monitoring staff sent request to reputable Minnesota State certified laboratories and posted the RFQ on the MCWD website and League of MN Cities website to provide water quality sample analysis services from January 2016 through December 2017. Four laboratories, RMB Environmental Laboratories, Inc., Interpoll Laboratories, Inc., Minnesota Valley Testing Laboratories, Inc., and Pace Analytical Services, Inc. submitted a proposal for services. RMB Environmental Laboratories, Inc. has again submitted the lowest quote for services.

Staff reviewed and ranked potential applicants and is recommending to extend an agreement with RMB Environmental Laboratories, Inc. RMB Environmental Laboratories, Inc. submitted the lowest competitive bid to provide water quality sample analysis services (Attachment 1 & 2). It has provided the MCWD with water quality analysis services since 2008 and has proven ability to successfully provide excellent service by providing a 7-10 day turnaround time, respond to questions and concerns in a timely manner, and provide electronic reporting and flexible billing methods.

**RESOLUTION**

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**RESOLUTION NUMBER: 15-097**

**TITLE: Authorization to Award a Contract to RMB Environmental Laboratories, Inc. for Water Quality Sample Analysis Services from January 2016 through December 2017**

WHEREAS, MCWD is required to solicit proposals every two years for an ongoing technical service work (103B.227, subd. 4.); and

WHEREAS, Research and Monitoring staff sent request for proposals (RFQ) to Minnesota State certified laboratories and posted the RFQ on the MCWD and League of Minnesota Cities websites for water quality sample analysis services from January 2016 through December 2017; and

WHEREAS, four laboratories, submitted a proposal for services; and

WHEREAS, RMB Environmental Laboratories, Inc. submitted the lowest competitive bid, historically proven their ability to successfully provide excellent service to MCWD by providing a 7-10 day turn-around time, respond to questions and concerns in a timely manner, and provide electronic reporting and flexible billing methods; and

WHEREAS, Research and Monitoring Department staff recommends the approval of RMB Environmental Laboratories, Inc. to provide Water Quality Sample Analysis Services from January 2016 through December 2017; and

NOW, THEREFORE, BE IT RESOLVED, that the MCWD Board of Managers; hereby authorizes the MCWD District Administrator to extend the agreement with RMB Environmental Laboratories, Inc. to provide water quality sample analysis services from January 2016 through December 2017 in accordance with RMB Environmental Laboratories, Inc. proposal at a total cost estimated to be \$106,700 per its December 9, 2015 quotation.

Resolution Number 15-097 was moved by Manager \_\_\_\_\_ seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_ ayes, \_ nays, \_ abstentions. Date: December 17, 2015

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



## Laboratory Services

A PROPOSAL TO:

Minnehaha Creek Watershed District

December 9, 2015



December 9, 2015

Yvette Christianson  
Minnehaha Creek Watershed District  
15320 Minnetonka Blvd  
Minnetonka, MN 55345

**RE: Proposal Response for 2016-2017 Minnehaha Creek Watershed District Water Quality Analyses**

Dear Yvette,

Thank you for the opportunity to continue providing quality analytical laboratory services to the Minnehaha Creek Watershed District. Our staff has enjoyed working with your staff over the past eight seasons with your water quality monitoring, and the past three seasons with your macroinvertebrate biological monitoring. We would like to personally thank you for the opportunity to submit this proposal for 2016-2017.

For the past two decades RMB Environmental Laboratories has provided some of the most competitive rates in the industry while maintaining superior services. Our company prides ourselves on providing much more than raw analytical data to our customers. Most recently we now provide electronic data deliverables (EDDs) which allows seamless data entry into the State's database, saving our clients valuable staff time. We work with your staff up front to set up your monitoring stations in our database and closely monitor the submitted chains of custody for discrepancies to ensure clean EDDs. Due to added attention at the time of sample submittal, we have received positive feedback about our clean EDDs from the Minnesota Pollution Control Agency.

We have made every effort to maintain your prices the same over the past 8 years at rates well below industry averages. With the ever rising costs of analytical consumables, hazardous waste disposal, and increased operating expenses, we have found it necessary to balance our rates where appropriate. RMB will continue to deliver leading edge services, high data quality and integrity, and personalized customer service that our clients have come to expect.

We have provided our pricing according to your planned sample volume. We understand that weather can affect your sample volume such as low flow and high flow.

Our competitive rates are as follows:

- \$ 7.00 Total Phosphorus (TP)
- \$ 6.00 Soluble Reactive Phosphorus (SRP)
- \$ 15.00 Total Nitrogen (TN=TKN+NO3)
- \$ 9.00 Total Kjeldahl Nitrogen (TKN)
- \$ 6.00 Nitrate (NO3)
- \$ 6.00 Nitrite (NO2)
- \$ 6.50 Total Suspended Solids (TSS)
- \$ 10.00 Total Suspended Volatile Solids (TSVS)
- \$ 12.00 Chlorophyll A (CHL A)
- \$ 12.00 Total Dissolved Phosphorus (TDP)
- \$ 8.00 Ammonia (NH3)
- \$ 6.00 Chloride (CL)



## RMB Environmental Laboratories, Inc.

22796 County Highway 6

Detroit Lakes, MN 56501-7002

218-846-1465 Phone and Fax

[www.rmbel.info](http://www.rmbel.info) [rmbel@rmbel.info](mailto:rmbel@rmbel.info)

As part of our commitment to build upon our continued success servicing organizations such as yours, we will continue to provide your organization with the following at **no additional cost** above the analytical cost of each parameter:

- All sample containers, labels, and preservation acid
- Shipping coolers and supplies
- Saturday service
- Shipping of samples to our facility via a designated shipping account billed directly to our company (except for Saturday delivery)
- 5 to 7 day standard turnaround on reports
- Electronic reporting
- Electronic data deliverables to the Minnesota Pollution Control Agency
- Flexible billing methods

We are confident that our services and competitive pricing will benefit your monitoring program. In the event that our pricing and services do not meet your budget, please allow us to discuss necessary changes to meet your needs. It is a company policy to provide competitive pricing without compromising our services. Our policy also allows us to match competitors' pricing.

Thank you for your interest in RMB Environmental Laboratories, Inc. We envision continuing a positive relationship with the Minnehaha Creek Watershed District for years to come. Please let us know if there is anything more we can do to support your monitoring efforts.

Sincerely,

RMBEL, INC.

Robert (Bob) Borash  
President / Owner  
218-849-6420 (mobile)  
218-846-1465 (office)  
[robertb@rmbel.info](mailto:robertb@rmbel.info)

Moriya Rufer  
Director of Client Services  
612-384-4913 (mobile)  
218-846-1465 (office)  
[moriyar@rmbel.info](mailto:moriyar@rmbel.info)

## Response to RFP Questions

**1. Does your lab have the capability to analyze the requested tests?**

*Yes, we process all the requested tests in-house in our laboratory using the latest automated technologies.*

**2. Does your lab provide discount rates for local government organizations?**

*Yes, the prices in this proposal are discounted at a rate of 50% off of our standard rates.*

**3. Does your lab provide a courier or is an outside courier service needed?**

*We will provide a SpeeDee Delivery account at your office.*

**4. Is courier service provided in the cost or would MCWD be responsible for the costs?**

*We will provide you with a SpeeDee Delivery account at no cost to you.*

**5. Does your lab provide analysis on weekends and holidays?**

*We provide lab services outside of our regular hours upon request by the client.*

**6. Are the sample bottles and preservatives included in the lab costs or is there an additional fee?**

*The sample bottles and preservatives are included in the lab pricing we provided.*

**7. Does your lab have the capacity to analyze macroinvertebrate, phytoplankton and zooplankton?**

*Our lab has the capacity to analyze macroinvertebrates and zooplankton.*

**8. Do you provide a list of references?**

*Please see our references on the next page.*

## References

Contact	Services provided/Relation
 <p>Dan Nadeau  <b>Wright County Soil &amp; Water Conservation District</b>            763-682-1970  <a href="mailto:daniel.nadeau@mn.nacdnet.net">daniel.nadeau@mn.nacdnet.net</a></p>	<ul style="list-style-type: none"> <li>• Laboratory services</li> <li>• Lakes Monitoring Program</li> </ul>
<p>Carolyn Herron  <b>Otter Tail County Coalition of Lake Associations</b>            218-758-3697  <a href="mailto:starwood@arvig.net">starwood@arvig.net</a></p>	<ul style="list-style-type: none"> <li>• Volunteer training</li> <li>• Lakes Monitoring Program</li> <li>• Laboratory services</li> <li>• Data assessment services</li> </ul>
<p>Ellis Peterson  <b>Cormorant Watershed District</b>            218-841-6307  <a href="mailto:pete2@loretel.net">pete2@loretel.net</a></p>	<ul style="list-style-type: none"> <li>• District Water Quality Consultant</li> <li>• Laboratory services</li> <li>• Monitoring program development</li> <li>• Grant writing</li> <li>• Shoreline inventory</li> <li>• Comprehensive Water Plan writer</li> <li>• Tree planting program coordination</li> <li>• Shoreline restoration coordination</li> </ul>
 <p><b>International Water Institute</b>  <small>Supporting Flood Research and Watershed Education</small>            Danni Halvorson            Director-Education and Monitoring  <b>International Water Institute</b>            218-280-0515  <a href="mailto:danni@iwinst.org">danni@iwinst.org</a></p>	<ul style="list-style-type: none"> <li>• Laboratory services</li> <li>• Data management/EQuIS submittal</li> <li>• Field sampling</li> <li>• Technician training</li> </ul>
 <p>Leonard C. Ferrington, Jr            Department of Entomology  <b>University of Minnesota, Twin Cities</b>            612-624-3265  <a href="mailto:ferri016@umn.edu">ferri016@umn.edu</a></p>	<ul style="list-style-type: none"> <li>• Moriya Rufer's graduate advisor</li> <li>• Moriya's employer during graduate school</li> <li>• Work together on macroinvertebrate projects</li> </ul>



## Additional Services

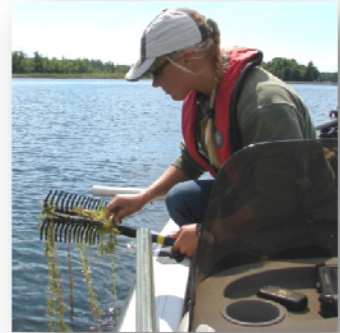
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### Aquatic Plant Surveys

- Field Services for point intercept surveys
- GIS Mapping of species location
- Invasive species identification

#### *Experience*

- Have completed 37 aquatic plant surveys since 2009
- Have completed 3 presentations/workshops on aquatic plant and invasive species identification
- Are completing illustrations for an aquatic plant lab manual

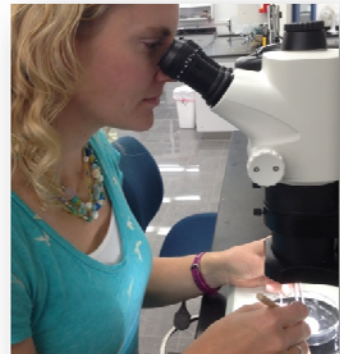


### Zebra Mussel Veliger Monitoring and Detection

- Field Services
- Identification Services
- Study Design Services
- Volunteer monitoring training in veliger collection
- Volunteer monitoring program design for both Zebra mussel adult and veliger testing

#### *Experience*

- Have offered this service for 4 years
- Have a masters level invertebrate taxonomist
- Identifications have been verified by the Minnesota DNR and the New York State Field Museum
- Worked with 294 Minnesota lakes for veliger testing in 2015



### Biological Monitoring for Macroinvertebrates

- Field Services
- Identification Services
- Index of Biological Integrity Calculation
- 10% QA/QC for biomonitoring projects

#### *Experience*

- Masters level invertebrate taxonomist
- Certified by the Society for Freshwater Science
  - <http://www.nabstcp.com/NABSTCPHome/Certifiedtaxonomists/CertifiedtaxonomistsFamily/tabid/169/Default.aspx>
- Have completed four biological assessments in the past two years for clients



## Additional Services

### Shoreline Inventory

- Photographs are taken of each parcel from the lake to assess land cover and potential shoreline impacts.
- Each parcel is rated into one of four categories of land alteration: natural, minimal, moderate, great.
- A map is created color-coding parcels as to land alteration (see example to the right)
- Numerous items can be noted such as number of watercraft, and the presence of riprap and retaining walls.
- Collecting a photographic inventory of all of the parcels on a lake will serve as a benchmark for future comparisons.
- The color-coded maps show where to focus shoreline restoration and rain gardens.



#### *Experience*

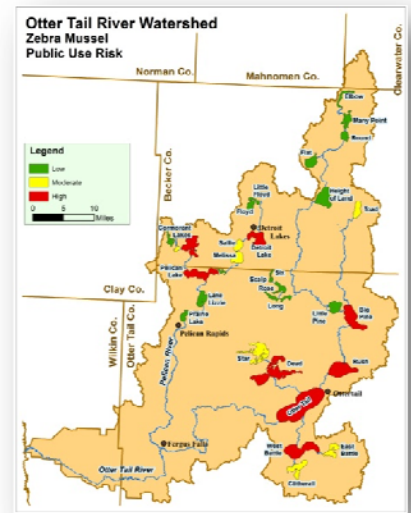
- Our staff have completed shoreline inventories for seven lakes in the past two years.
- We utilize the latest GPS and GIS technology for marking parcel locations.

### AIS Risk Assessment

- Uses the latest science to score lakes based on Zebra mussel infestation risk and suitability
- Prioritizes lakes based on risk.
- Provides recommendations and a plan framework for how to best prevent aquatic invasive species in area lakes.
- Provides color-coded maps showing the risk in specified areas, including the GIS layers for use on counties' interactive mapping software.

#### *Experience*

- Our staff developed this scoring system and prioritization tool with an LCCMR grant through the Red River Basin Commission
- This assessment has been completed on three watersheds and three counties in northwest Minnesota



### Technical Resource/Consulting

- Act as a Water Resource Coordinator/Water Quality Consultant for watershed districts and lake improvement districts
- Provide training for technicians and volunteers
- GIS Mapping Analysis
- Lake and stream data assessment
- AIS Education Curriculum

<u>Parameters</u>	<u>Interpoll Lab</u>	<u>MN Valley Testing Lab</u>	<u>RMB Environmental Lab</u>	<u>Pace Analytical S</u>
TP (2263)	\$12.00	\$13.00	\$7.00	\$15.00
SRP (2183)	\$6.00	\$18.00	\$6.00	\$10.00
TN (531)	\$15.00	\$32.80	\$15.00	\$31.00
TSS (977)	\$7.00	\$11.50	\$6.50	\$10.00
Chloride (684)	\$7.00	\$12.80	\$6.00	\$8.00
Chlorophyll-a (396)	\$18.00	\$24.00	\$12.00	\$25.00
TDP (34)	\$20.00	\$18.00	\$12.00	\$20.00
Nitrite (34)	\$15.00	\$12.80	\$6.00	\$8.00
VSS (34)	\$12.00	\$18.40	\$10.00	\$15.00
NH3 (34)	\$14.00	\$17.60	\$8.00	\$14.00
<b>Individual Total:</b>	<b>\$126.00</b>	<b>\$178.90</b>	<b>\$88.50</b>	<b>\$156.00</b>
<b>Total Per Year:</b>	<b>\$69,048.00</b>	<b>\$117,895.70</b>	<b>\$53,334.50</b>	<b>\$99,316.00</b>
Does your lab have the capability to analyze the requested tests?	Yes	Yes	Yes	Yes
Does your lab provide discount rates for local government organizations?	Yes	Yes	Yes, discounted at a rate of 50% off of standard rates	Yes
Does your lab provide a courier or is an outside courier service needed?	Provide Courier	Provide Courier	Provide Courier	Provide Courier
Is courier service provided in the cost or would MCWD be responsible for the costs?	No charge unless express method needed	No charge. Sunday through Friday. Typical cutoff pickup is 1 pm, but may schedule later pickup as necessary	Yes, except for Saturday delivery	Yes
Does your lab provide analysis on weekends and holidays?	Only on pre-arranged basis w/surcharge on price	Limited analyses performed on the weekends	Provide Saturday service on request	Yes
Are the sample bottles and preservatives included in the lab costs or is there an additional fee?	Included, unless not returned or sample not analyzed, may include disposal fee.	Bottles and coolers are provided at no cost	Bottles, labels, and preservative are provided at no cost	Yes
Does your lab have the capacity to analyze macroinvertebrate, <i>phytoplankton</i> and <i>zooplankton</i> ?	No	No	Macroinvertebrates & Zooplankton	No
Do you provide a list of references?	Yes	Yes	Yes	Yes
Does the lab have enough insurance coverage to fulfill the District's legal requirements for service?	Yes?	Yes	Yes	Yes

services