

**MEETING DATE:** November 7, 2019

**TITLE:** Authorization to Solicit Quotes for Water Quality Lab Analysis

**RES.NUMBER:** 19-093

**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): <u>Approval at the November 7, 2019 Board Meeting</u>	

**PURPOSE or ACTION REQUESTED:**

Authorization to solicit quotes for water quality lab analysis for 2020 and 2021.

**PROJECT/PROGRAM LOCATION:**

Watershed wide

**TIMELINE:**

November 2019	Issue request for quotes for laboratory analysis services
December 2019	Award laboratory contract
2020-2021	Utilize awarded lab for water quality analysis

**PROJECT/PROGRAM COST:**

N/A

**PAST BOARD ACTION:**

September 12, 2019 Adoption of the 2020 Budget and Workplans and Certification of 2020 Tax Levy

## **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 aforementioned goals. The sample collection is done by R&M staff and then sent to an outside lab for the analysis portion.

The District is currently under a two-year contract with RMB Environmental Laboratories, Inc. until the end of 2019. The District is required to solicit a request for quotes every two years for ongoing technical service work (103B. 227, subd. 5.). Following board authorization to solicit quotes, the quote package will be posted on the District website and sent to laboratories certified by the Minnesota Department of Health Environmental Laboratory Accreditation Program (MNELAP).

The quote package will include R&M's projected analysis parameters and quantities for 2020 along with a list of questions to compare each lab's technical capabilities and data reporting options. The flexibility in data reporting will be at the forefront of staff's decision so that incoming data can be seamlessly linked to R&M's WISKI database.

Labs will be asked to respond by December 2, 2019. Staff anticipates seeking board approval on December 19, 2019 of the analytical laboratory contract for 2020 and 2021 laboratory services.

Staff recommends the Board authorize staff to solicit quotes for the water quality analysis lab contract.

**RESOLUTION**

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**RESOLUTION NUMBER:**    **19-093**

**TITLE:**            **Authorization to Solicit Quotes for Water Quality Lab Analysis**

WHEREAS,    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;

WHEREAS,    the Research and Monitoring Department supports the District’s mission by diagnosing water resource issues, informing project location and design, and communicating results;

WHEREAS,    water quality lab analysis is a key component to diagnosing water quality issues;

WHEREAS,    the District is required to solicit a request for proposals every two years for ongoing technical services (103B.227, subd. 5.);

WHEREAS,    the District’s current lab analysis contract expires at the end of 2019;

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes staff to solicit quotes for water quality lab analysis for 2020 and 2021.

Resolution Number 19-093 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

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

## Request for Quotes

### Water Quality Analysis Laboratory

The Minnehaha Creek Watershed District (MCWD) is currently seeking requests for quotes for a two year agreement for analysis of water quality samples. All interested laboratories must be certified by the Minnesota Department of Health Environmental Laboratory Accreditation Program (MNELAP) in order to be considered.

The District's Research and Monitoring department collects a large amount of surface water and stormwater samples with a majority of the work occurring between March and October. The District is looking for a lab that is able to manage and process a large amount of samples and be able to provide a reasonable turn-around time (2 weeks). The estimated amount of samples the District will submit in the following year is listed below.

Parameter	# of samples
Total Phosphorus	916
Ortho-phosphorus	916
Total nitrogen	536
Total suspended solids	808
Chloride	88
Chlorophyll-a	216
Total dissolved phosphorus	24
Nitrite	24
Total volatile suspended solids	24
Ammonia	24

In addition to providing a quote for the sample analysis, the District asks that interested labs also respond to the following questions:

1. Does your lab provide a courier service?
2. Does your lab provide analysis on weekends?
3. How do you prefer pre-processing of Chl.a and TP?
4. Does your lab submit results directly to the MPCA's EQUIS?
5. How do you send results to the client? (email, online retrieval, etc.)
6. Are you able to specialize the format of the result reports?
7. Are you able to meet the insurance requirements and indemnification terms? (please see attachment)

Submissions will be accepted through December 2, 2019. Please send quotations via email to:

Kailey Cermak, Monitoring Coordinator ([kcermak@minnehahacreek.org](mailto:kcermak@minnehahacreek.org))

Phone: (952)-641-4501