

**MEETING DATE:** December 14, 2017

**TITLE:** Authorization to Award a Contract to RMB Environmental Laboratories, Inc. for Water Quality Sample Analysis Services from January 2018 through December 2019

**RESOLUTION NUMBER:** 17-073

**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  Kelly Dooley, Water Quality Manager

**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): Recommend Approval	

**PURPOSE or ACTION REQUESTED:**

Authorization to award an agreement to RMB Environmental Laboratories, Inc. to provide water quality analysis services for MCWD from January 2018 through December 2019.

**PROJECT/PROGRAM LOCATION:**

Research and Monitoring: District Wide Water Quality Program

**PROJECT TIMELINE:**

Water quality sample analysis services from January 2018 through December 2019.

**PROJECT/PROGRAM COST:**

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

2018 budget: \$55,500

2019 estimated budget: \$55,500

Requested amount of funding: **2018:** \$42,985 and **2019:** \$42,985

Is a budget amendment requested? No

Is additional staff requested? No

**PAST BOARD ACTIONS:**

- 12/17/2015 Resolution Number 15-097
  - Authorization to Award a Contract to RMB Environmental Laboratories, Inc. for Water Quality Sample Analysis Services from January 2016 through December 2017
- 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 to provide water quality sample analysis services from January 2018 through December 2019. Three laboratories, RMB Environmental Laboratories, Inc., Interpoll 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. RMB is opening a facility in Bloomington, MN where it will provide several service that can be done more quickly and reduce the risk of samples not making the 48 hour holding time for analysis.





## Laboratory Services

A PROPOSAL TO:

Minnehaha Creek Watershed District

November 30, 2017



November 30, 2017

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

**RE: Proposal Response for 2018-2019 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 ten seasons with your water quality monitoring, and the past five seasons with your macroinvertebrate biological monitoring. We would like to personally thank you for the opportunity to submit this proposal for 2018-2019.

We are excited to say that our new Bloomington laboratory facility will be operational by the start of 2018, allowing additional advantages to continue working with RMB Environmental Laboratories, Inc. (RMBEL). The facility will be dedicated to short hold time analyses, including *E. coli*. This also means that sampling can occur on Fridays now as well, offering you even greater flexibility. We also anticipate providing our own courier services to you in the near future.

For the past two decades RMBEL 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 10 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. RMBEL 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:

- \$ 9.00 Total Phosphorus (TP)
- \$ 8.00 Soluble Reactive Phosphorus (SRP)
- \$ 20.00 Total Nitrogen (TN = TKN + NO<sub>3</sub>-N)
- \$ 8.00 Total Suspended Solids (TSS)
- \$ 8.00 Chloride (CL)
- \$ 15.00 Chlorophyll A (CHL A)
- \$ 12.00 Total Dissolved Phosphorus (TDP)

- \$ 8.00 Nitrite (NO<sub>2</sub>-N)
- \$ 10.00 Total Suspended Volatile Solids (TSVS)
- \$ 10.00 Ammonia (NH<sub>3</sub>-N)
- \$ 13.00 *E. coli*

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)  
[robert.borash@rmbel.info](mailto:robert.borash@rmbel.info)



Lorin Hatch  
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612-750-7101 (mobile)  
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## 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. We anticipate offering our own courier service in the near future for delivery of samples to our new Bloomington facility.*

### 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. Upon commencement of our own courier services, there will continue to be no additional 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, phytoplankton, and zooplankton.*

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

*Please see our references provided after the questions.*

**9. Are you able to meet the minimum requirements of the insurance and indemnification terms?**

*Yes, RMBEL is able to meet these requirements as stated in the Request for Quotations.*

**10. How do you prefer pre-processing of ChIA? TP?**

*RMBEL will filter ChIA samples within 48 hours at our new Bloomington laboratory facility. Small vials of sulfuric acid are provided for preserving phosphorus samples in the field. Preservation will be checked in each bottle upon receipt at the lab.*

**11. Are you able to specialize report formats?**

*Yes, RMBEL can customize reports to meet your needs.*

**12. Does your lab submit results directly to the MPCA's EQulS?**

*Yes, RMBEL will perform this task at no extra cost.*



## 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 73 aquatic plant surveys since 2010
- Have completed 3 presentations/workshops on aquatic plant and invasive species identification
- Are completing illustrations for an aquatic plant lab manual



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### 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 6 years
- Have a masters level invertebrate taxonomist
- Identifications have been verified by the Minnesota DNR and the New York State Field Museum
- Worked with 266 Minnesota lakes for veliger testing in 2017



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### 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
- Have completed over 14 biological assessments in the past 3 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*

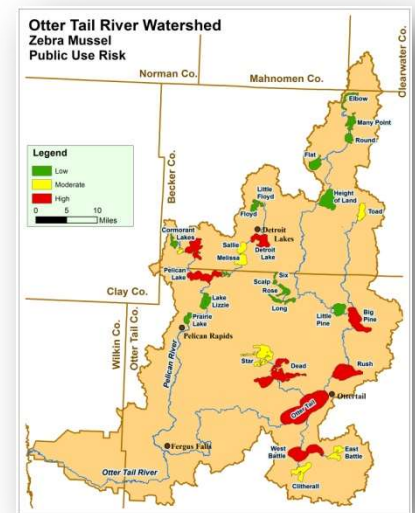
- Our staff have completed shoreline inventories for eight lakes in the past two years.
- We utilize the latest GPS and GIS technology for marking parcel locations.

### 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 six 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</u>		
		<u>Testing Lab -</u> <u>DIDN'T SUBMIT</u> <u>QUOTE</u> 1126 N Front St, New Ulm, MN 56073	<u>RMB</u> <u>Environmental</u> <u>Lab</u> 22796 Co Hwy 6, Detroit Lakes, MN 56501	<u>Pace Analytical</u> <u>Services</u> 1700 Elm Street SE, Mpls, MN 55414
TP (1175)	\$15.00		\$9.00	\$14.00
SRP (586)	\$7.00		\$8.00	\$10.50
TN (205)	\$42.00		\$20.00	\$13.00
TSS (1040)	\$10.00		\$8.00	\$9.00
Chloride (559)	\$9.00		\$8.00	\$9.00
Chlorophyll-a (250)	\$30.00		\$15.00	\$18.00
TDP (60)	\$20.00		\$12.00	\$14.00
Nitrite (60)	\$9.00		\$8.00	\$13.00
VSS (60)	\$12.00		\$10.00	\$17.00
NH3 (60)	\$12.00		\$10.00	\$13.00
E. coli (360)	\$18.00		\$13.00	\$12.50
<b>Individual Total:</b>				
<b>Total Per Year:</b>	<b>\$62,928.00</b>	<b>\$0.00</b>	<b>\$42,985.00</b>	<b>\$52,079.00</b>
Does your lab have the capability to analyze the requested tests?	Yes		Yes	Yes
Does your lab provide discount rates for local government organizations?	Yes		Yes	Yes, as part of the Cooperative Purchasing Venture program
Does your lab provide a courier or is an outside courier service needed?	Monday - Thursday pickup		Yes	Yes
Is courier service provided in the cost or would MCWD be responsible for the costs?	no charge		no charge	no charge
Does your lab provide analysis on weekends and holidays?	special pre-arranged service w/fee		Saturday service	Saturday service
Are the sample bottles and preservatives included in the lab costs or is there an additional fee?	free for samples analyzed by Interpoll		Yes	Yes
Does your lab have the capacity to analyze macroinvertebrate, <i>phytoplankton</i> and <i>zooplankton</i> ?	No		Yes - All	No, but work with other labs that do the work
Do you provide a list of references?	Yes, per request		Yes	Yes
Does the lab have enough insurance coverage to fulfill the District's legal requirements?	Yes		Yes	Not completely, but could work with them to adjust
How do you prefer pre-processing of ChIA? TP?	ChIA must be filtered in field, TP preserved w/ acid		Lab will filter ChIA samples within 48 hours	Lab will filter ChIA samples within 48 hours
Does your lab submit results directly to the MPCA's EQUIS?	Yes		Yes	Yes