

MEETING DATE: December 19, 2019

TITLE: Selection and Authorization to Contract for Engineering Services

RESOLUTION NUMBER: 19-104

PREPARED BY: Cathy Reynolds

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TELEPHONE: 952-641-4503

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): Final Action on December 19, 2019	

PURPOSE or ACTION REQUESTED:

Staff seeks Board approval of the vendor for engineering services and authorization to sign a contract with the proposed vendor.

PROJECT/PROGRAM COST:

Fund name and number: 100-1002- 4340

2020 Operations Budget: \$ 62,000

2020 Programs Budget: \$459,500 (This is the total budgeted for engineering services across all program budgets.)

Is a budget amendment requested? No.

PAST BOARD ACTIONS:

November 7, 2019: The Board approved the release of the Request for Qualifications (RFQ) for engineering services.

SUMMARY:

Minnesota Statute 103B.227 requires a watershed district to solicit interest proposals for professional services at least every two years. In accordance with this provision the District approved the solicitation of qualifications for engineering services at the November 7, 2019 meeting.

The RFQ was posted on November 8, 2019 on the District’s website, the League of Minnesota Cities website, and distributed via email to the District’s list of engineers that have requested to be notified of opportunities to work with the District on projects. Responses were due by 4:00 p.m. on December 4, 2019. The District’s current engineering services contract expires on December 31, 2019.

The District received two responses to the RFQ. A cross functional team evaluated the responses against the requirements of the RFQ and recommends that the Board select Wenck as the District Engineer. Through staff's review of the responses it was noted that Wenck's response was more comprehensive and laid out an understanding of the District's mission and providing engineering services in support of that mission. The alternate response did not show an understanding of the District's mission and how services would be provided in support of that mission.

Contract

The services to be provided to the District under the engineering services contract include general services to be provided under a monthly retainer agreement and additional services that may be provided based on an hourly fee structure. The general services under the retainer agreement include:

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.

The additional services to be provided upon written request under an hourly fee structure include:

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.

Wenck proposes to provide the general engineering services under retainer for \$5100 per month in 2020 and \$5300 per month in 2021. Additional services will be provided based on an hourly fee structure.

RESOLUTION

RESOLUTION NUMBER: 19-104

TITLE: **Selection and Authorization to Contract for Engineering Services**

WHEREAS, Minnesota Statutes 103B.227 requires watershed districts to solicit interest proposals for professional services at least every two years; and

WHEREAS, the District's current engineering contract expires on December 31, 2019; and

WHEREAS, the District approved the release of a Request for Qualifications for engineering services at the November 7, 2019 Board meeting; and

WHEREAS, the District received two responses to the Request for Qualifications; and

WHEREAS, a cross functional team of District staff reviewed the qualifications; and

WHEREAS, staff recommends the selection of Wenck as the district engineer; and

WHEREAS, Wenck proposes to provide engineering services on retainer for \$5100 per month in 2020 and \$5300 per month in 2021; and

WHEREAS, additional engineering services will be provided based on an hourly fee structure.

NOW, THEREFORE, BE IT RESOLVED, the Minnehaha Creek Watershed District, Board of Managers hereby selects Wenck as the District engineer; and

BE IT FURTHER RESOLVED, the Minnehaha Creek Watershed District Board of Managers hereby authorizes the District Administrator to execute a contract, on advice of counsel and with any non-material changes, with Wenck to provide engineering services on retainer for a monthly rate not to exceed \$5,100 in 2020, \$5,300 in 2021 with additional services to be provided based on an hourly fee structure.

Resolution Number 19-104 was moved by Manager _____, seconded by Manager _____.
Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: _____.

Secretary Date: _____