



Title:	Selection and Authorization to Contract for Engineering Services	
Resolution number:	21-083	
Prepared by:	Name: Deb Johnson Phone: 952.641.4500 djohnson @minnehahacreek.org	
Reviewed by:	Name/Title: Michael Hayman, Project Planning Manager	
Recommended action:	Board approval	
Budget considerations:	Fund name and code: Engineering services – activity code 4340 Fund budget: \$1,539,423 (District-wide engineering budget for 2022) Expenditures to date: \$839,720 (All engineering initiatives through November 2021) Requested amount of funding: \$5,500/month retainer in 2022. \$5,800/month retainer in 2023.	
Past Board action:	Res #: 21-066	Authorization to Issue RFP for Engineering Services

Summary:

Minnesota Statue 103B.227 requires a watershed district to solicit interest proposals for professional services, including engineering, at least every two years. In accordance with this provision, the Board of Managers approved the release of a request for proposals (RFP) for engineering services at the October 21, 2021 meeting. The District's current engineering services contract with Stantec expires on December 31, 2021.

The RFP was posted on October 22, 2021 on the District website as well as the League of Minnesota Cities website. Responses were due on November 19, 2021.

The District received two responses to the RFP. A cross functional team of District staff evaluated the responses against the requirements as outlined in the RFP. Based on this criteria staff recommends selecting Stantec as the District engineer. Not only is the Stantec proposal detailed and aligned with MCWD's approach, Stantec has been a valued consultant to MCWD for nearly 30 years, making it uniquely qualified to continue to efficiently serve MCWD, and proposes to continue to do so in cost competitive manner.

The services provided to the District under the engineering services contract include general services 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. Assisting in the on-going process of setting and implementing water management parameters within which the District will operate by:
 - a. Identifying the technical consequences of choices;
 - b. Discussing alternative solutions;
 - c. Educating the Board and staff on technical and regulatory issues involved; and
 - d. Informing the District Administrator or project managers of the consequences of decisions that may affect nature resources with the District.

2. Preparing and attending MCWD Board or Committee meetings, including the review of relevant correspondence or agenda materials in connection with said meetings and any advice and opinions rendered therein.
3. Advising on or responding to routine questions from Board Managers or staff to assure the watershed activities are carried out in accordance with sound engineering and natural resource management standards and practices.
4. Retaining copies of plans, studies, data and other documents and retrieval of said documents considered “active” or that have been archived for five (5) years or less.
5. Maintaining duplicates of 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, but are not limited to:

1. Reviewing and commenting on plans, studies, designs and other documents prepared by other engineering consultants.
2. Preparing 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. Assisting staff with permit review and compliance issues.
6. All other engineering services he/she is qualified to provide and authorized by the District Administrator.

Stantec proposes to provide the general engineering services under retainer for \$5,500 per month in 2022 and \$5,800 per month in 2023. Additional services will be provided based on an hourly fee structure.



RESOLUTION

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- WHEREAS Minnesota Statute 103B.227 requires watershed districts to solicit interest proposals for professional services, including engineering services, every two years;
- WHEREAS the District’s current engineering contract expires on December 31, 2021;
- WHEREAS the Board of Managers approved the release of a request for proposals for engineering services at the October 21, 2021 Board meeting;
- WHEREAS the District received two responses to the request for proposals;
- WHEREAS a cross functional team of District staff reviewed and evaluated the proposals based on the requested information listed in the solicitation;
- WHEREAS based on its review, the staff team recommends Stantec as the District engineer due to the detail provided in its proposal, Stantec’s deep understanding of the District’s Balanced Urban Ecology philosophy, its knowledge and experience working in a dynamic watershed such as the Minnehaha Creek service area, and its uniquely qualified position as the nearly three-decade long partner in serving the Board of Managers and its constituents in protecting and improving the watershed;
- WHEREAS Stantec’s proposal is cost competitive and proposes to provide engineering services on retainer for \$5,500 per month in 2022 and \$5,800 in 2023, with additional engineering services provided based on an hourly fee structure.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby selects Stantec 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 Stantec to provide engineering services on retainer for a monthly rate not to exceed \$5,500 in 2022 and \$5,800 in 2023 with additional services provided based on an hourly fee structure.

Resolution Number 21- 083 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. 12/16/2021

_____ Date: _____

Secretary