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**Title:** Authorization to Release Request for Proposals for Engineering Services  
**Resolution number:** 21-066  
**Prepared by:** Name: Deb Johnson  
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**Reviewed by:** Name/Title: Michael Hayman, Project Planning Manager  
**Recommended action:** Board approval

**Summary:**

Under Minnesota Statute 103B.227 a Watershed District is required to solicit interest via an open request for proposals (RFP) process for professional or technical consultant services at least every two years. The Minnehaha Creek Watershed District's (District's) current Engineering Services consultant contract expires on December 31, 2021 and requires a new RFP process. The following is a description of the services provided under the District engineering services contract.

RFP Scope of Services – Engineering Services

General services to be provided under a retainer agreement:

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plans, studies, data and other documents and the retrieval of said documents that are considered "active" or that have been archived for 5 years or less.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.

Additional services to be provided upon written request:

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.

All other engineering services the selected engineer is qualified to provide and authorized by the District Administrator.

### RFP Timeline

The anticipated timeline for the RFP process is as follows:

Board Approval of RFP: October 21, 2021

RFP Posted: October 22, 2021

Proposals Due: November 19, 2021

Staff Review / Interview: November 22 – December 3, 2021

Selection and Recommendation to Board: December 16, 2021

Contract Negotiation and Execution: December 20 – 30, 2021

New Contract Start Date: January 3, 2022

### **Supporting documents (list attachments):**

RFP for Engineering Services



**RESOLUTION**

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Resolution number: 21-066

Title: Authorization to Release Request for Proposal for Engineering Services

WHEREAS Under Minnesota Statutes 103B.227 at least every two years watershed districts are required to solicit interest proposals for professional services before retaining the services of a consultant; and

WHEREAS the professional services contract for the engineering services consultant expires on December 31, 2021; and

WHEREAS staff has prepared the Request for Proposal (RFP) for an Engineering Services Consultant; and

WHEREAS the Board has reviewed the RFP and scope of services.

**NOW, THEREFORE, BE IT RESOLVED** that the Minnehaha Creek Watershed District Board of Managers authorizes staff to post the Request for Proposals for Engineering Services Consultant and to forward the requests to firms in the metro area.

Resolution Number 21- 066 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_. Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: October 21, 2021.

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

## **Request for Proposal Engineering Services**

### **Overview:**

The Minnehaha Creek Watershed District (MCWD) is seeking proposals for a District Engineer to assist in the 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.

In this function the District Engineer shall routinely review and assess District water management plans, studies, capital programs and procedures to consider, among other things, whether they are; 1) consistent with acceptable engineering practices, 2) achieve District goals, and 3) likely to produce positive, cost effective outcomes.

The District Engineer shall possess considerable experience in; 1) watershed/natural resource planning and engineering, 2) construction management, 3) municipal/governmental permitting and land use regulation as it applies to watershed programs and projects, 4) hydrologic, hydraulic, and pollutant modeling, 5) Federal, state, and regional programs related to watershed and natural resource management, 6) limnology, 7) groundwater and hydro-geology, and 8) public involvement.

### **Scope of Services:**

#### **1. General Engineering Services on Retainer**

A. 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.

In this function, District Engineer shall routinely review and assess District water management plans, studies, and capital programs and procedures to consider, among other things, whether they are 1) consistent with acceptable engineering practices 2) achieve District goals, and 3) likely to produce positive, cost effective outcomes.

- B. Retainage shall also provide for:
- 1) 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;
  - 2) 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.
  - 3) 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.
  - 4) Maintain a duplicate set of all studies, plans, designs, and other documents relating to issues of concern to the District.
2. Additional Services: Upon written request of the District Administrator or his/her designee, The District Engineer shall provide the following additional services:
- A. Review and comment on plans, studies, designs, and other documents prepared by other engineering consultants.
  - B. The preparation of studies, plans, and designs to implement activities identified in the MCWD Water Management Plan.
  - C. Construction and/or Project management.
  - D. Water quality and flow monitoring, data analysis and repair and calibration of water monitoring equipment.
  - E. Assist staff with permit review and compliance issues.
  - F. All other engineering services he/she is qualified to provide and authorized by the District Administrator.

### **Understanding of State, Regional and Local Government and Watershed Management**

1. The District Engineer will maintain a current understanding of issues relative to District policies, projects, or programs.
2. The District Engineer will demonstrate a current understanding of watershed and natural resource management.
3. The District Engineer shall be aware of state and regional plans and priorities related to watershed and natural resource management.
4. The District Engineer will possess a high professional regard among his/her peers.

## **District Policy Relating to Member Communities and Other Governmental Jurisdictions**

It is the Policy of the District that District Consultants may not simultaneously represent governmental jurisdictions fully or partially located within the District without prior written approval from the District Administrator.

## **District Policy Related to Non-Discrimination**

In performing the Services, CONSULTANT will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.

## **Submittal Requirements (please limit your response to 10 pages or less):**

Proposals shall be submitted electronically to [admin@minnehahacreek.org](mailto:admin@minnehahacreek.org) by 4:00 p.m. on November 19, 2021. Proposals shall include the following:

1. A summary of your firm's experience and expertise to meet the requirements outlined in the Scope of Services.
2. The names and qualifications of engineers and scientists that may be working on MCWD projects/programs.
3. A list of other staff, their qualifications and a description of the type of activities they will do on behalf of the MCWD.
4. A list of sub-consultants, their qualifications and a description of the type of activities they will do on behalf of the MCWD.
5. The proposed fee structure including those charged by sub-consultants.