



Title:	Selection and Authorization to Contract for Water Quality Lab Analysis Services
Resolution number:	21-084
Prepared by:	Name: Kailey Cermak Phone: (952) 641-4501 kcermak@minnehahacreek.org
Reviewed by:	Name/Title: Brian Beck, R&M Program Manager
Recommended action:	Approve Resolution 21-084- Authorizing execution of a contract for water quality lab analysis
Budget considerations:	Fund name and code: Research and Monitoring Lab Analysis (5001-4520) Fund budget: \$76,100 (2022) Requested amount of funding: 2022 total budget \$76,100
Past Board action:	Res #: 21-071 Title: Authorization to Solicit Quotes for Water Quality Lab Analysis

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. The Research and Monitoring (R&M) department's work is centered around supporting such projects.

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 a certified lab for analysis.

The District is required to solicit a request for quotes every two years for ongoing technical services (103B. 227, subd. 5.). The District's current two-year laboratory contract comes to an end December 31, 2021. The request for quotes was released following board approval at the November 4th meeting with a submittal deadline of November 30th, 2021.

The District received three proposals and all were compared against criteria within the following four categories.

1. Cost of projected analysis
2. Hours of operation
3. Sample analysis preparation
4. Data retrieval options

After thorough review, staff is recommending RMB Environmental Laboratories, Inc. (RMB) for the District's water quality analysis based on the following metrics.

- 1.) Cost of projected analysis: RMB submitted the lowest competitive bid.
- 2.) Hours of operation: Certain parameters assessed have short holding times and need to be submitted and analyzed by the lab within 48 hours. RMB's hours of operation are Monday – Thursday: 8:00 AM – 5:00 PM, and Friday: 8:00 AM – 3:00 PM. They also have after hour drop-offs available at their Bloomington Lab location which could be utilized for weekend sampling. These hours of operation are sufficient for R&M's analysis requirements.
- 3.) Sample analysis preparation: RMB provides flexibility of sample processing, such as filtering in the lab, which reduces the field sampling process for R&M staff.
- 4.) Data retrieval: Through the IT planning process, R&M has automated laboratory data processing to enable to improve organizational accessibility to the data to improve decision-making capabilities. RMB will be able to accommodate R&M's recently developed data automation processes since it has a full-time IT manager on staff that can customize the result format and therefore allow for the internal automation of those data processing steps. They also have added a web portal feature that could be used to quickly access and view the data.

Staff is recommending authorization to enter a two-year contract with RMB Environmental Laboratories, Inc. for water quality lab analysis during 2022 and 2023.



RESOLUTION

Resolution number: 21-084

Title: Authorization to Execute a Contract for Water Quality Lab Analysis

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

WHEREAS, the District sent requests to local Minnesota State certified labs and posted the request on the District website; and

WHEREAS, staff received three proposals that were reviewed on cost, hours of operation, sample processing, and data retrieval options; and

WHEREAS, staff is recommending RMB Environmental Laboratories, Inc.; and

NOW, THEREFORE, BE IT RESOLVED that the MCWD Board of Managers authorize MCWD district administrator to contract with RMB Environmental Laboratories, Inc. for water quality lab analysis from January 1, 2022 through December 31, 2023 in which the total cost not to exceed \$76,100 per year.

Resolution Number 21- 084 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ayes, ___nays, ___abstentions. December 16th, 2021

Secretary Date: _____