



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, January 15, 2020

Agenda Item

Item 4. G. - Request authorization to advertise for Engineering, Legal Services and Education & Outreach Coordinator

Prepared By

Linda Loomis, Administrator

Summary

In accordance with MN Statutes 103B.227 Subd. 5, a watershed management organization shall at least every two years solicit interest proposals for legal, professional, or technical consultant services before retaining the services of an attorney or consultant or extending an annual services agreement. It has been two years since the LMRWD advertised for proposals.

In addition, in 2018, the LMRWD advertised for a consultant to manage education and outreach for the District.

Attachments

Draft request for proposals and qualifications

Recommended Action

Authorize staff to prepare and publish advertisement for engineering, legal and education & outreach services

**Pursuant to MSA 103B.227, Subdivision 5, Lower Minnesota River
Watershed District hereby solicits proposals for an Engineering
Consultant, a Legal Consultant and a consultant to provide
Education & Outreach services.**

PUBLIC NOTICE
OF
LOWER MINNESOTA RIVER WATERSHED DISTRICT
REQUEST FOR PROPOSALS:

FOR LEGAL SERVICES

Pursuant to MSA 103B.227, Subdivision 5, the Lower Minnesota River Watershed District hereby solicits proposals for a legal consultant for the 2020 through 2022.

Written proposals (four copies) setting forth the experience of the company/individual(s) who would be interested in providing legal services for the Lower Minnesota River Watershed District should be sent to:

Lower Minnesota River Watershed District
Attention: Linda Loomis, District Administrator
112 East Fifth Street, Suite 102
Chaska, MN 55318

Proposals shall be submitted on or before the close of business Friday, March 20, 2020.

Please set forth in your written proposal company experience and the experience of the individual(s) who proposes to perform services for the District and the resumes of staff who would assist in providing the contractual services. Rates of individuals should be provided. The Board will review all proposals received and reserves the right to request additional information from any and all proposers, to conduct interviews of the proposers, specifically lead staff proposed to provide services, to reject any and all proposals, and to otherwise take such action as it deems in the best interest of Lower Minnesota River Watershed District.

FOR LMRWD DISTRICT ENGINEER

Pursuant to MSA 103B.227, Subdivision 5, the Lower Minnesota River Watershed District hereby solicits proposals for consulting engineering services for 2020 through 2022.

Overview:

Lower Minnesota River Watershed District (LMRWD) 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, 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.

Submittal

Proposals should provide general information about the company and include a list of related work/projects/clients, a list of key personnel who propose to perform services for the District and their qualifications, qualifications of other staff who would assist in providing contractual services and a current fee schedule. Please include other services or specialties that may be pertinent.

Proposals should also include a summary of qualifications and unique expertise in the following areas:

- 1) Watershed, Subwatershed and Water Resource Management and Planning
- 2) Lake, Wetland and Stream Restoration and Management
- 3) Hydrologic, Hydraulic, and Water Quality Modeling and Analysis
- 4) Urban Stormwater BMO Design and Construction Management
- 5) Water Resource Permitting

Written proposals (four copies) must be submitted on or before the close of business Friday, March 20, 2020 to:

Lower Minnesota River Watershed District
Attention: Linda Loomis, District Administrator
112 East Fifth Street, Suite 102
Chaska, MN 55318

For answers to questions regarding this request contact Linda Loomis at 763-545-4659 or naiadconsulting@gmail.com

The Board of Managers will review all proposals received, and reserves the right to request additional information from any and all proposers, to conduct interviews of the proposers, specifically lead staff proposed to provide services, to reject any and all proposals, and to otherwise take such action as it deems in the best interest of Lower Minnesota River Watershed District.

Scope of Services

In addition to service identified in the overview, District Engineer shall also provide for:

1. The preparation for and attendance at any Board or Committee meeting of the LMRWD, 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. Other activities as negotiated under contract.
4. Understanding of State, Regional and Local Government and Watershed Management

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

Additional Services

Upon written request of the District Administrator or his/her designee, The District Engineer shall provide the following additional services:

1. Review and comment of 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 RPBCWD 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.

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.

FOR EDUCATION & OUTREACH SERVICES

Lower Minnesota River Watershed District hereby solicits proposals for an Education and Outreach Coordinator.

The Lower Minnesota River Watershed District (LMRWD) invites applications for a consultant to provide Education & Outreach services to the LMRWD. The Consultant will lead education and community outreach efforts in accordance with the LMRWD Watershed Management Plan, as amended. Applicants may be a company or an individual.

Written proposals (four copies) setting forth the experience of the company/individual(s) who would be interested in providing Education and Outreach services to the Lower Minnesota River Watershed District should be sent to:

Lower Minnesota River Watershed District
Attention: Linda Loomis, District Administrator
112 East Fifth Street, Suite 102
Chaska, MN 55318

Proposals shall be submitted on or before the close of business Friday, March 20, 2020.

Proposals should provide general information about the individual/company and include a list of related work/projects/clients, a list of key personnel who propose to perform services for the District and their qualifications, qualifications of other staff who would assist in providing contractual services and a current fee schedule. Please include other services or specialties that may be pertinent.

Overview:

Lower Minnesota River Watershed District (LMRWD) Education and Outreach Coordinator (E&OC) shall coordinate implementation of the education and outreach goals articulated in the LMRWD's Watershed Management Plan (WMP), as amended.

The E&OC will work under the direction of the District Administrator. Primary duties of the E&OC will be to (not necessarily listed in order of priority):

1. organize and manage a Citizen Advisory Committee
2. Prepare and implement an education and outreach plan aligned with the goals of the WMP
3. Manage cost share incentive and water quality rehabilitation grant program
4. Prepare articles for publication on LMRWD website, Scott County SCENE, Carver County newsletter and local newspapers
5. Develop handouts and activities to use at community events
6. Coordinate volunteer activities for Master Water Stewards
7. Work with partners to develop a network of individuals and organizations to promote the Minnesota River
8. Assist preparation of Annual Report, project reports, public communications, etc.
9. Assist with organizing events such as River Tours, community events, etc.
10. Other activities as determined in coordination with the LMRWD Administrator and the Board

For answers to questions regarding this request contact Linda Loomis at 763-545-4659 or naiadconsulting@gmail.com

For further information about the Lower Minnesota River Watershed District, contact Linda Loomis, Administrator at (763) 545-4659 or visit: <http://lowermnriverwd.org/>