



LOWER MINNESOTA RIVER
WATERSHED DISTRICT

REQUEST FOR PROPOSAL

Design Services

Area 3 Minnesota Riverbank Stabilization Project Eden Prairie, Minnesota

Release Date:	December 17, 2020
Mandatory Pre-Proposal Meeting:	January 6, 2021
Questions Due:	January 8, 2021, at 4 p.m.
Final Addenda Issued:	January 13, 2021
Proposals Due:	January 22, 2021, at 2 p.m.
Shortlisted Teams Notified:	January 29, 2021
Tentative Interview Date:	February 4, 2021
Tentative Contract Award:	February 17, 2021

Submit to: Linda Loomis, LMRWD Administrator
Lower Minnesota River Watershed District
admin@lowermnriverwd.org

1 GENERAL INFORMATION

1.1 Request

This request for proposal (RFP) is intended to solicit responses from qualified consultants or teams (Consultant) for services related to the stabilization of approximately 1,500 feet of riverbank along the Minnesota River in Eden Prairie, Minnesota (Attachment 1). The selected consultant will enter into a professional services agreement with the Lower Minnesota River Watershed District (LMRWD) for the preparation of design and construction documents for the Area 3 Minnesota Riverbank Stabilization Project.

1.2 Project Background

Area 3 is located along the north bank of the Minnesota River, south of the Riverview Road cul-de-sac and intersection with Mooer Lane in Eden Prairie, Minnesota (City). In 2008, the City and the LMRWD commissioned a study to determine the causes of the instability and identify alternatives for permanent stabilization of the slopes (Attachment 2). The City and LMRWD conducted a second study in 2010 to collect additional information to evaluate the proposed and potential new ideas or designs (Attachment 3). The probable cause of the slope instability and erosion were determined to be natural processes from groundwater seepage and the river meander that have been accelerated by changes in climate and hydrology. The consensus was

that, if left unchecked, the bluff erosion would likely continue because of the river meander. The 2010 study also evaluated the slope stability of the bluff as there are residents and municipal structure at the top of the bluff. It was determined that there was an acceptable factor of safety.

Three alternatives were proposed because of the 2010 study. The final recommended option (Alternative 3) was construction of rock vanes within the river to deflect flows from the eroded banks, grading and shaping of the eroded slope, and live stake plantings.

Concurrent with the development of the 2010 study, and because of the perceived slope stability concerns, the LMRWD installed inclinometers to monitor bluff movement in 2010. To date, the inclinometers have not shown any indication of movement of the hillside (Attachment 4).

In 2019, the LMRWD convened a group of professionals involved in the 2010 study, including the LMRWD engineer, to reevaluate the 2010 proposed designs and inclinometer data. Although there has not been documented movement of the slope, the natural erosion processes coupled with historic water levels on the Minnesota River are threatening the City's stormwater pond at the downstream end of the study reach. Over the course of 2020, additional data have been collected, including a field reconnaissance visit, bathymetric survey, updated hydrology, and installation of a vibrating wire to record water levels in the embankment (Attachments 5 and 6).

2 SCOPE OF SERVICES

The selected consultant will be responsible for providing comprehensive professional services and state of Minnesota licensed and registered professionals in disciplines warranted by the project. The selected consultant will lead the scope of services, outlined in the following, in close collaboration with the LMRWD's oversight team.

Task 1. Project Management

The selected consultant will manage the project scope, submittals, schedule, and budget and will provide periodic communications with the LMRWD via email and phone.

Project coordination meetings will be necessary to update the LMRWD and partners. This is a collaborative project and providing regular updates to the LMRWD and partners will be necessary. The following meetings are assumed:

- **Kickoff meeting:** LMRWD and selected consultant will meet virtually to discuss project scope and schedule.
- **Stakeholders kickoff meeting:** LMRWD will lead a kickoff meeting with the selected consultant and identified stakeholders.
- **Design review meetings:** The selected consultant will present the project design and provide an update at the end of the 60 percent and 90 percent tasks to LMRWD staff and project partners before the comment period for each task begins.

Deliverables: For consultant-led meetings, the selected consultant will be responsible for providing LMRWD and stakeholders with an agenda at least one week in advance, and the selected consultant will provide summaries following all meetings to all participants. Unless otherwise specified, assume all meetings will be held virtually.

Task 2. Alternatives Review and Validation

The selected consultant will be responsible for facilitating a meeting or workshop that presents the alternatives considered, criteria used, additional alternatives considered, and provide LMRWD with a recommended path forward.

Deliverables: The selected consultant will be responsible for providing LMRWD and stakeholders with an agenda at least one week in advance of the workshop and the subsequent workshop summary documentation.

Task 3. Preliminary Design (60 percent)

Using the feedback from the LMRWD and stakeholders, the selected consultant will develop a 60 percent submittal package for LMRWD and partner review. The selected consultant will present the refined design to the LMRWD and stakeholders at the 60 percent design review meeting. The selected consultant shall assume two weeks for the LMRWD and stakeholder review period.

Deliverables will include the following:

- Project design memorandum, including design calculations (in native model files and PDF)
- Identification of necessary permits/approvals/reviews in a permit matrix and required application submittal needs and timeline (MS Excel and PDF)
- Identification of any potential utility conflicts (PDF)
- Construction plan set, including at a minimum the following: a title sheet, general layout (including existing utilities and proposed removals), grading plan with existing and proposed contours, tabulations, staging plans, stormwater pollution prevention plan, erosion and sediment control plan, cross-sections, and typical details (GIS, CAD, and PDF)
- Comment tracking log (PDF)

Task 4. Final Design (90 percent)

Using the feedback from the LMRWD and stakeholders, the selected consultant will revise the 60 percent design package and develop a 90 percent submittal package for LMRWD and partner review. The selected consultant will present the final designs to the LMRWD and stakeholders at the 90 percent design review meeting. Assume two weeks for the review period.

Deliverables will include the following:

- Revised design calculations (if applicable)
- Final permit matrix and estimated timeline for approvals (MS Excel and PDF)
- Revised construction plan set (GIS, CAD, and PDF)
- Draft specifications (PDF)
- Draft engineers estimate (PDF)
- Updated comment log tracking the revisions made since the 60 percent review (electronic)

Task 5. Bid Documents (100 percent)

Using the feedback from the LMRWD and stakeholders in Task 4, the selected consultant will revise the 90 percent design package and develop the final 100 percent submittal package for bid.

Deliverables will include the following:

- Final construction drawings (GIS, CAD, and PDF)
- Final specifications (PDF)
- Final engineers estimate (PDF)
- Closed comment log (electronic)

3 PROPOSED PROJECT SCHEDULE

The LMRWD will pursue the following schedule related to this RFP and the engagement of a Consultant.

Release RFP	December 17, 2020
Mandatory Pre-Proposal Meeting	January 6, 2021, at 1 p.m.
Last Day for Questions	January 8, 2021, at 4 p.m.
Responses to Questions Posted	January 13, 2021
Proposals Due	January 22, 2021, at 2 p.m.
Consultant Team Interviews (if needed)	February 4, 2021 (tentative)
LMRWD Board Approval of Consultant Contract	February 17, 2021 (tentative)
Final Submittals	August 31, 2021 (tentative)
Construction	TBD

3.1 Pre-Proposal Meeting

A mandatory pre-proposal meeting will be held virtually on January 6, 2021, at 1 p.m. Attendance at the pre-proposal meeting is MANDATORY. LMRWD staff will be available to provide an overview of the project and answer questions. A summary will be provided to all attendees within five business days of the meeting.

There are several ways for participants to join the pre-proposal meeting, specified below. If you have any technical concerns, contact admin@lowermnriverwd.org immediately for assistance.

- **Join from the meeting link:**

<https://lowerminnesotariverwatersheddistrict.my.webex.com/lowerminnesotariverwatersheddistrict.my/j.php?MTID=m23badc54e4b28a65d47a73a696db6228>

- **Join by meeting number:**

Meeting number (access code): 126 854 5476

Meeting password: EyBfDppd257 (39233773 from phones and video systems)

- **Tap to join from a mobile device (attendees only):**
+1-408-418-9388,,1268545476#39233773# United States Toll. Some mobile devices may ask attendees to enter a numeric meeting password.
- **Join by phone:**
+1-408-418-9388 United States Toll
- **Join by video system, application or Skype for business**
Dial 1268545476@webex.com

4 PROPOSAL GUIDELINES

To be considered fully responsive and therefore eligible for award, proposals must contain the following (proposals must not exceed thirteen total pages, excluding appendices):

1. Cover letter (2 pages)
 - a. The responder shall provide and agree to the following statement, executed by an individual with authority to represent fully the activities and interests of the responder:
I hereby certify that I am a duly authorized representative of the company and that the information contained within this response to the Lower Minnesota River Watershed District's Request for Proposal is current, true, and correct to the best of my knowledge. I hereby authorize and request any person, agency, or firm to furnish any pertinent information requested by LMRWD deemed necessary to verify the statements made in this submittal.
(Signature) (Title) (Date)
2. Project understanding and approach (2 pages)
 - a. Describe the consultant's understanding of the need and intent of this project.
 - b. Identify challenges or opportunities that should be considered.
3. Project management plan (2 pages)
 - a. Identify quality management processes to be incorporated into the project that will ensure the quality and completeness of deliverables.
 - b. Provide the proposed project schedule with estimated timelines for deliverables.
 - c. Describe how unanticipated changes will be handled and methods for resolving issues; identify which risks might be encountered in this process and how the consultant will mitigate those risks.
 - d. Include an organization chart of key personnel involved in the project.
4. Proposed project team (2 pages)
 - a. Identify the day-to-day project manager for the project team and explain how they were chosen and why this individual is best suited for the project; the project manager must be registered as a professional civil engineer in Minnesota.
 - b. Identify the key personnel and task leaders/service areas of expertise needed for a successful project. Explain why the key personnel have been selected for the team

- and what their role will be, and confirm they have sufficient capacity to perform this role.
- c. Two-page résumés for key personnel may be provided in an optional appendix that will not count toward the page limits.
 - d. Clearly identify any sub-consultants proposed as part of the team.
 - e. Please note that the consultant assumes responsibilities related to onboarding, gaps of information, delays of the project, or other similar issues resulting from any changes in the proposed project personnel.
5. Constructed project examples similar in scope to the project, including references and year built (3 pages)
- a. Provide a brief narrative of each project, including references and contact information.
 - b. The day-to-day project manager must have worked on the identified projects; identify their role on each project and how their performance contributed to the project's success.
 - c. Identify any lessons learned from each project and how those lessons will inform the future work on this project.
6. Cost proposal (2 pages)
- a. Send as a separate email and attachment with the subject line "Proposal for Area 3 Minnesota Riverbank Stabilization Project—COST PROPOSAL."
 - b. Provide a detailed total cost, incorporating a breakdown of all tasks, the hourly rates for all personnel identified in the project approach, and any reimbursable expenses and assumptions used in determining the overall project cost.
 - c. If desired, the consultant may provide an optional separate cover(s) for the technical and cost proposals that will not count toward the page limit.

5 PROPOSAL SUBMISSION

This RFP is open to all qualified firms and individuals. Any communications related to this request shall be directed VIA EMAIL ONLY to:

admin@lowermnriverwd.org

Any communications and/or inquiries by a bidder during this RFP process must be submitted by 4 p.m. on January 8, 2021. No other staff is authorized to respond to questions or requests for clarification of this Request for Proposal. Failure to follow this instruction may be cause for disqualification. Questions or requests for clarification must be received by the date indicated in the Preliminary Project Schedule. Responses will be provided to all known proposers via email by the date indicated in the Preliminary Project Schedule and will be posted to the LMRWD website.

Proposals must be received by **January 22, 2021, at 2 p.m.** Consultants are to submit their proposals to Linda Loomis, LMRWD administrator, at admin@lowermnriverwd.org.

Submit **one electronic copy** of each of the technical proposal and cost proposal in PDF format in separate emails, per the preceding. The email submittals must clearly state in the subject line that the communication contains: "Proposal for Area 3 Minnesota Riverbank Stabilization Project—

TECHNICAL PROPOSAL” and “Proposal for Area 3 Minnesota Riverbank Stabilization Project—COST PROPOSAL.”

Proposals shall have a maximum page count of thirteen, as indicated in the proposal guidelines. No text shall be smaller than eleven-point font. Proposals may become public data upon submission.

It is not the LMRWD’s responsibility to acknowledge receipt of any proposals as a result of the RFP process. It is the Proposer’s responsibility to assure that the proposals are received in a timely manner and are responsive to any RFP Addenda provided.

6 PROPOSAL EVALUATION

Responses to this RFP will be reviewed by a combination of the following representatives:

- LMRWD (administrator and possible manager[s])
- Young Environmental Consulting Group, LLC
- City of Eden Prairie
- Hennepin County

Responses shall be reviewed using the following criteria:

Adherence to the requested format	No consideration will be given to submittals failing to follow the format.
Written quality, clarity, and directness of the response	15 percent
Qualifications and experience of the day-to-day project manager	15 percent
Qualifications and past performance of other key personnel	15 percent
Demonstrated project understanding including risks	20 percent
Demonstration of thoughtfulness, creativity, innovation, and expertise in professional practice	20 percent
Project cost	15 percent

Any determination relative to the selection of a consultant made by LMRWD shall be considered final. Responses will be reviewed and evaluated by the evaluation panel using the criteria specified in this section. The LMRWD, after reviewing all responses, may determine the need to interview one or more responders to assess the abilities and capacity of the consultant.

7 INTERVIEWS (IF NEEDED)

Should it be determined after a detailed review of responses that interviews are necessary to determine the best qualified consultant, the LMRWD will organize interviews as follows:

- The consultants selected for an interview will be notified no fewer than five calendar days prior to the date scheduled for the interview.
- The consultant’s participation in the interview will be limited to the project manager and three other members of the project team.

- The interview format will be provided to those selected for interviews at the time of notification.

The consultant selected for an interview shall consider information contained in the proposal received responding to this RFP to be read and understood, with no need to repeat or review that information during an interview. Additional information regarding interviews may be provided to the prospective consultant or consultant teams at any time until the start of the interview.

8 ATTACHMENTS

- Attachment 1—Area 3 Project Location
- Attachment 2—*Erosion Stabilization Study: Study Area 3 Final Report*, October 2008
- Attachment 3—*Minnesota River Bank and Bluff Stabilization, Eden Prairie, Minnesota*, February 2010
- Attachment 4—Inclinometer Readings (2011 to 2020)
- Attachment 5—2016 Minnesota River Erosion Monitoring
- Attachment 6—January 2020 City Meeting Summary Memorandum to LMRWD Board
- Attachment 7—May 2020 Site Visit Summary Memorandum for LMRWD Board
- Attachment 8—October 2020 Project Update Memorandum to LMRWD Board
- Attachment 9—2020 Bathymetric Survey Data
- Attachment 10—U.S. Army Corps of Engineers' Lower Minnesota River HEC-RAS model

9 ADDITIONAL INFORMATION

9.1 About LMRWD

The LMRWD was principally established as a legal entity for providing local participation to the USACE in constructing a navigation channel within the Minnesota River. With this purpose in mind, a nine-foot channel was developed in cooperation with the USACE. Today, the LMRWD remains actively involved in the maintenance of the channel. The statutes and rules affecting watershed districts and watershed management organizations have changed since the inception of the LMRWD. These changes have broadened the role that watershed districts play in water resource management.

The LMRWD's general goals fall under the categories of water quality, flood control, erosion and sediment control, stream restoration, wetland management, groundwater, public ditches, and public involvement and information. The LMRWD works with our communities to protect, improve, and educate about our valuable water resources that are important habitats for our native plant and fish species as well as providing recreational opportunities and commercial barge navigation. The Area 3 Minnesota Riverbank Stabilization Project meets the general goals and mission by collaborating with the City and Hennepin County to improve the water quality of the Minnesota River, protect the nine-foot navigation channel, and restore the riverbank.

9.2 LMRWD Rights

The LMRWD may reject any or all proposals or parts of proposals, accept part or all of proposals, or create a project of lesser or greater scope than described in this RFP or the respondent's reply based on the financial components submitted. The LMRWD also reserves the right to cancel the contract without penalty if circumstances arise that prevent the Board from completing the project.

9.3 Restricted Communications

From the date of issuance of the RFP until the LMRWD takes final action, the responder must not discuss the proposal or any part thereof with any employee, agent, or representative of the LMRWD except as expressly requested by the LMRWD Administrator in writing and as stipulated in this RFP. Violation of this restriction will result in rejection of the Responder's proposal.

9.4 Data Practices

The LMRWD data practices policy may be accessed here:

http://lowermnriverwd.org/download_file/1710/0