



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, January 19, 2022

### **Agenda Item**

**Item 4. H. - Authorize Solicitation for proposals for legal technical and education and outreach services**

### **Prepared By**

Linda Loomis, Administrator

### **Summary**

In accordance with Minnesota Statutes Section 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.

The date proposals are due has been left blank. The deadline will be set when publication in the State Register is requested. Those interested in proposing are given 30 days from the date of first publication. The advertisement will also be posted on the LMRWD website.

### **Attachments**

Draft language to post on LMRWD website for legal, engineering and education and outreach service

### **Recommended Action**

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



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

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**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 2022 through 2024.

The Lower Minnesota River Watershed District invites proposals from a firm or individual(s) to provide legal counsel to the District.

Proposals setting forth the experience of the firm/individual(s) who would be interested in providing legal services for the Lower Minnesota River Watershed District should be sent electronically to:

Lower Minnesota River Watershed District  
Linda Loomis, District Administrator  
[naiadconsulting@gmail.com](mailto:naiadconsulting@gmail.com)

Proposals must be submitted on or before the close of business \_\_\_\_\_.

Please set forth in your proposal general information about the company/individual(s), and the experience of the individual(s) who propose to perform services for the District and the resumes of staff that would assist in providing the contractual services. Rates of individuals should be provided.

For answers to questions regarding this request contact Linda Loomis at 763-545-4659 or [naiadconsulting@gmail.com](mailto:naiadconsulting@gmail.com)

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.



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**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 2022 through 2024.

The Lower Minnesota River Watershed District invites proposals from a consultant to provide engineering and technical services to the District.

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 that would assist in providing contractual services and a current fee schedule. Please include other services or specialties that may be pertinent. Proposals should be no longer than 10 pages, excluding resumes of key personnel.

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

Proposals must be submitted electronically on or before the close of business \_\_\_\_\_ to:

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[naiadconsulting@gmail.com](mailto: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.

Overview:

Lower Minnesota River Watershed District (LMRWD) engineering and technical consultant 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, the District engineering and technical consultant 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.

#### Scope of Services

In addition to service identified in the overview, District engineering and technical consultant 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 engineering and technical consultant 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.

For answers to questions regarding this request contact Linda Loomis at 763-545-4659 or [naiadconsulting@gmail.com](mailto:naiadconsulting@gmail.com)

#### 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.



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**FOR EDUCATION & OUTREACH SERVICES**

The Lower Minnesota River Watershed District (LMRWD) invites proposals 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.

Proposals 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 electronically to:

Lower Minnesota River Watershed District  
Linda Loomis, District Administrator  
[naiadconsulting@gmail.com](mailto:naiadconsulting@gmail.com)

Proposals shall be submitted on or before the close of business \_\_\_\_\_.

Proposals should not exceed 10 pages (excluding resumes) and provide general information about the individual/company that proposes to perform services for the District. 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 that 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

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