



# LOWER MINNESOTA RIVER WATERSHED DISTRICT

## Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting  
Wednesday, April 20, 2022

### Agenda Item

#### Item 6. B. – Engineering Pool

#### Prepared By

Linda Loomis, Administrator

#### Summary.

At the February 16, 2022, meeting the Board of Managers authorized advertising for Statements of Qualification from engineering firms interested in being included in a pool. Notice of the request was published in the February 28, 2022, and March 7, 2022, editions of the State Register. It was also posted to the LMRWD website. Young Environmental notified several firms of the request.

Nine statements of qualification were received and were shared with Young Environmental to evaluate. Young Environmental provided a Technical Memorandum that includes a matrix with the qualifications of each firm. It is recommended that all nine firms are included in a pool to provide engineering services to the LMRWD when needed, upon receipt of some additional information, as noted in the Technical Memorandum. Links to the actual SOQs received follow:

- [Barr Engineering Company](#)
- [Bolton & Menk, Inc](#)
- [EOR](#)
- [ISG](#)
- [Windsor Engineers](#)
- [WSB](#)
- [Ultieg Engineers](#)
- [HR Green](#)
- [IMO](#)

#### Attachments

Technical Memorandum: 2022 Engineering Pool Evaluation dated April 15, 2022 from Young Environmental Consulting Group

#### Recommended Action

Motion to accept all firms into the engineering pool for service areas identified in Table 1, pending the receipt of the following:

- IMO should provide 2022 billing rates and specify whether it would expect an increase annually.
- All firms should provide a conflicts of interest statement, including how they would address the occurrence of a real or perceived conflict.

# Technical Memorandum

**To:** Linda Loomis, Administrator  
Lower Minnesota River Watershed District

**From:** Katy Thompson, PE, CFM  
Della Schall Young, PMP, CPESC

**Date:** April 15, 2022

**Re:** 2022 Engineering Pool Evaluation

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On February 14, 2022, the Lower Minnesota River Watershed District (LMRWD) released a Request for Qualifications to create an engineering pool. The intent of the creation of an engineering pool is to have a prequalified group of firms the LMRWD can call upon to provide specific types of services or projects. The service areas solicited are listed below:

1. Watershed, subwatershed, and water resource management and planning
2. Lake, wetland, and stream restoration and management
3. Hydrologic, hydraulic, and water quality modeling analysis
4. Groundwater and hydrogeological modeling, monitoring, and analysis
5. Natural resources management (wetlands and fens)
6. Slope stability and geotechnical services
7. Urban stormwater BMP design and construction management
8. Water resource permitting
9. Land surveying
10. Geographic information systems (GIS)

The LMRWD asked responders to submit Statements of Qualification (SOQs) on or before Wednesday, March 16, 2022, demonstrating their firm's experience with one or more of the service areas. The LMRWD received nine SOQs from Barr Engineering Co. (Barr); Bolton & Menk; Emmons & Olivier Resources, Inc. (EOR); HR Green; IMO Consulting Group (IMO); ISG; Ulteig; Windsor Engineers (Windsor); and WSB. Young Environmental Consulting Group, LLC (Young Environmental), reviewed the SOQs and offers the following observations and recommendations.

## Observations

Table 1 provides a summary of each firm's services areas. Barr, EOR, ISG, and WSB provided qualifications for all 10 service areas. Bolton & Menk, HR Green, IMO Consulting, Ulteig, and Windsor provided qualifications for several services areas. Table 2 summarizes the billing rates provided in the SOQs based on the general job-type category. IMO did not provide billing rates.

### Conflicts of Interest

Several of the firms the LMRWD is considering for the engineering pool also work within the district's boundaries for LMRWD partner municipalities and counties. However, only WSB included a section about potential real or perceived conflicts of interest, although it referenced the Lower Mississippi Watershed Management Organization and not the LMRWD.

## Recommendations

Based on our review of the proposals, we found all the firms to be qualified in the service areas specified in Table 1. We recommend the LMRWD accept all firms into the engineering pool for service areas identified in Table 1, pending receipt of the following:

- IMO should provide 2022 billing rates and specify whether it would expect an increase annually.
- All firms should provide a conflicts of interest statement, including how they would address the occurrence of a real or perceived conflict.

Table 1. Summary of Service Area Qualifications by Firm

Service Area	Barr	Bolton & Menk	EOR	HR Green	IMO	ISG	Ulteig	Windsor	WSB
1. Watershed, subwatershed, and water resource management and planning	x	x	x	x		x		x	x
2. Lake, wetland, and stream restoration and management	x	x	x	x		x	x		x
3. Hydrologic, hydraulic, and water quality modeling analysis	x	x	x	x	x	x	x		x
4. Groundwater and hydrogeological modeling, monitoring, and analysis	x		x			x			x
5. Natural resources management (wetlands and fens)	x	x	x			x			x
6. Slope stability and geotechnical services	x		x			x			x
7. Urban stormwater BMP design and construction management	x	x	x	x	x	x	x	x	x
8. Water resource permitting	x	x	x			x		x	x
9. Land surveying	x	x	x		x	x			x
10. Geographic information systems (GIS)	x	x	x			x			x

Table 2. Summary of 2022 Billing Rates in US Dollars per Hour (White Rows Indicate the Minimum Rate, and Blue Rows Indicate the Maximum Rate)

General Job Type	Barr	Bolton & Menk	EOR	HR Green	IMO	ISG	Ulteig	Windsor	WSB
Administrative/support	65	60	75	65	-	70	52	80	56
	200	140	75	150	-	130	76	80	97
Engineer	80	100	109	85	-	130	90	110	97
	200	235	186	300	-	210	204	180	158
Designer/technician	65	80	78	75	-	100	90	110	62
	200	195	116	205	-	150	150	145	154
Environmental scientist	80	90	109	85	-	115	98	-	60
	200	180	186	300	-	180	175	-	151
GIS specialist	65	80	78	75	-	115	102	-	72
	200	190	116	205	-	175	158	-	159
Project manager	110	150	225	85	-	125	140	185	143
	135	235	225	300	-	210	140	185	206
Principal	170	220	225	215	-	125	200	210	162
	300	295	225	310	-	200	200	240	206