



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting
Wednesday, February 21, 2018

Agenda Item

Item 6. D. - Website Redesign

Prepared By

Linda Loomis, Administrator

Summary

The new LMRWD website lowermnriverwd.org is ready to go. Staff requested that a mapping function be included on the site so that residents and developer can access both the *Bluff and Steep Slope* and the *High Value Resource Overlay Districts*. This mapping function will allow visitors to the site to be able to type in an address and see how the Overlay District impacts a property. This feature was not part of the original scope of work and ongoing maintenance will be needed. Therefore, an amendment to the agreement with HDR is necessary and is attached for Managers to review and authorize.

In addition, the attached agreement will cover monthly maintenance and support for the website for one year. The LMRWD currently spends \$300 per month/\$3,600 per year for website maintenance plus webhosting and domain registration. The new agreement for this is \$4,190.

The total cost is detailed in the attached agreement

Attachments

Amendment to Agreement for Engineering Services Amendment #1

Recommended Action

Authorize Amendment #1 to Agreement

AMENDMENT TO AGREEMENT
FOR
ENGINEERING SERVICES
AMENDMENT 1

WHEREAS:

HDR ENGINEERING, INC. ("HDR") entered into an Agreement on July 14, 2016 to perform engineering services for Lower Minnesota River Watershed District ("LMRWD");

LMRWD desires to amend this Agreement in order for HDR to perform services beyond those previously contemplated;

HDR is willing to amend the agreement and perform the additional engineering services.

NOW, THEREFORE, HDR and LMRWD do hereby agree:

The Agreement and the terms and conditions therein shall remain unchanged other than those sections and exhibits listed below;

Exhibit A, Section 3 of the original contract shall be amended with the attached Exhibit A scope of services.

To amend this Agreement to increase the contract fee by \$10,800 to a total of \$22,780.

To amend this Agreement to extend the expiration date of the contract to February 1, 2019.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year written below:

HDR ENGINEERING, INC. ("HDR")

Lower Minnesota River Watershed District ("LMRWD")

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Linda Loomis, District Administrator
Lower Minnesota River Watershed District
112 E. 5th Street, #102
Chaska, Minnesota 55318

Ms. Loomis,

Please find HDR's scope and budget for the contract amendment to the original Website Redesign contract (dated July 14, 2016) below.

Exhibit A: Scope of Services Amendment #1

Task 1: Project Management

Includes:

- Invoices as required (up to 6)
- Contract administration

Task 2: Monthly Website Maintenance

Includes:

- Response to questions from LMRWD regarding the website
- Response to website bugs or design fixes as needed
- Response to system issues resulting in disrupted function or site downtime
- Required system upgrades or patches
- Web hosting and domain renewal for one year

Assumptions:

- HDR assumes 3 hours/month for website maintenance from January 22, 2018 through January 22, 2019. If a significant web service modification or additional requests are significant and require more than the 3 hours allotted per month, a contract amendment will be required.
- New graphic requests or adding new content or pages beyond those items identified in Task 3 will require a contract amendment.
- HDR will support browser versions that are currently active and supported by their creating companies. In particular, Chrome, Firefox, Safari, and Internet Explorer version 9+.

Task 3: Remaining Content Population

Includes:

HDR will assist with populating the following content:

- Waterbody page content for up to 10 pages



- Create archived meeting materials page with expandable areas for LMWRD to populate
- Replace logo with new file in header
- Populate developer and resident pages with content from LMRWD
- Populate Draft Watershed Plan page and update Documents page to point to new Draft document

Assumptions:

- HDR assumes LMRWD will provide all necessary content
- HDR assumes that LMRWD will upload archived meeting minutes once the archived page is created
- HDR assumes LMRWD will populate the Budgets & Audits page, will be responsible for adjusting the map data in Google My Maps
- LMRWD will be responsible for adding all remaining 2017 meetings, and 2018 meetings, and beyond

Task 4: Create Bluff Slope Map

Create a map containing the 30% and 18% slope layer with an address search function that allows the user to search their address to see if their property is affected by the slopes. A pin will drop on the map and show the user where in the proposed bluff areas they are. HDR will also create a page in the website to contain the bluff map.

Includes

- Interactive map with Bluff Slope layer and address search
- Page in website to contain the map

Assumptions:

- LMRWD will send final bluff slope data as a shapefile to HDR
- Any changes to the data will be made by LMRWD
- Additional text or image content on the website page will be provided by LMRWD
- Any additional map functionality will require a contract amendment

Budget

Based on the scope of work described above, HDR proposes to provide these services as an amendment to the original contract dated July 14, 2016 on a time and expenses basis with a limit **not to exceed** \$10,800 without prior authorization of Lower Minnesota River Watershed District.

Task	Hours	Cost
Task 1: Project Management	4 hours	\$1,330
Task 2: Monthly Website Maintenance	36 hours (3 hours/month for 1 year) \$240 web hosting, domain, and domain privacy for 1 year	\$4,190
Task 3: Remaining Content Population	20 hours	\$2,430
Task 4: Create Bluff Slope Map	25 hours	\$2,850
Total Cost	85 hours	\$10,800



Schedule

These additional scope of services will be performed from February 1, 2018 through February 1, 2019.