



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, January 17, 2024

Agenda Item

Item 7. A. - Biennial Solicitation for Interest proposals for Legal, Technical consultant services and Education & 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 solicited for Interest proposals.

President Barisonzi has asked that in addition to soliciting interest proposals for legal and technical services, the LMRWD should advertise for Education and Outreach services as well. Solicitation for technical services will also include request Letter of Interest from those interested in being included in a pool.

Language used in the solicitation can be as detailed as the language the LMRWD has used in the past, or as simple as the examples attached from South Washington Watershed District and the Ramsey Washington Watershed District.

Notice will be published in the State Register and on the LMRWD website. The due date for Interest proposals will be 30 days from the date of publication of the notice.

The Board should provide direction as to how it wishes solicitations to be made this year.

Attachments

Ramsey Washington Watershed District solicitation
South Washington Watershed District solicitation
LMRWD 2022 Legal and Technical Consultant solicitation
LMRWD 2022 Statement of Qualification solicitation
LMRWD 2018 Education & Outreach Coordinator solicitation

Recommended Action

Provide direction for solicitation of interest proposals
Authorize solicitation of interest proposals for legal, professional and technical consultant services.



NEWS > PROJECT UPDATES

Request for Proposals

PROJECT UPDATES / JANUARY 28, 2022

The Ramsey-Washington Metro Watershed District, pursuant to Minnesota Statute 103B.227, is soliciting interest proposals for legal, professional or technical consultant services. The Ramsey-Washington Metro Watershed District consulting positions are as follows: Attorney, Engineer and Accountant.

These positions are consulting positions and if you are interested in applying, please forward your letter of interest and information about your services no later than February 18, 2022 to the following address:

Ramsey-Washington Metro Watershed District
c/o Ms. Tina Carstens
2665 Noel Drive
Little Canada, MN 55117

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https://www.republicaneagle.com/news/south-washington-watershed-district-request-for-professional-services/article_f2a733f2-f75c-5f68-a579-b216980a7df0.html

LOCAL NEWS

SOUTH WASHINGTON WATERSHED DISTRICT REQUEST FOR PROFESSIONAL SERVICES

Woodbury Newsroom

Published on Oct 30, 2007

The South Washington Watershed District uses outside consultants to provide professional services in the following areas:

- 1) Engineering
- 2) Legal
- 3) Financial Accounting

The SWWD Board is requesting any firm interested in providing services to the SWWD submit a letter of interest, a list of related work/projects/clients, a list of key personal and their qualifications, and a current fee schedule. Information should be limited to four (4) pages total. The SWWD is required to request proposals for professional services every two years. Those firms selected will be placed in a pool of professional service consultants for calendar years 2008-2009.

Information must be submitted no later than 4:00 p.m. Friday November 30, 2007 to:

South Washington Watershed District

Attn: Matt Moore, Administrator

8301 Valley Creek Road

Woodbury, MN 55125

Ph: 651.714.3729

Fax: 651.714.3721

mmoore@ci.woodbury.mn.us

Dated this 4th day of October, 2007.

South Washington Watershed District

Matt Moore, Administrator

(Published in the South Washington County Bulletin and the Woodbury Bulletin on Wednesday, October 24, 2007 and Wednesday, October 31, 2007.)

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 2022 through 2024.

Electronic proposals 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 at
naiadconsulting@gmail.com

Proposals shall be submitted on or before the close of business Wednesday, March 16, 2022.

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 answers to questions regarding this request contact Linda Loomis at 763-545-4659 or naiadconsulting@gmail.com. Additional information may be found on the District's website <http://lowermnriverwd.org/>

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.

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.

Lower Minnesota River Watershed District (LMRWD) is looking for an engineering and technical service provider to 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.

Electronic proposals 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 at
naiadconsulting@gmail.com

Proposals shall be submitted on or before the close of business Wednesday, March 16, 2022.

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

For answers to questions regarding this request contact Linda Loomis at 763-545-4659 or naiadconsulting@gmail.com. Additional information may be found on the District's website <http://lowermnriverwd.org/>

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.

PUBLIC NOTICE
OF
LOWER MINNESOTA RIVER WATERSHED DISTRICT
STATEMENT OF QUALIFICATIONS:

FROM ENGINEERING FIRMS INTERESTED IN BEING INCLUDED IN A POOL

Pursuant to MSA 103B.227, Subdivision 5, the Lower Minnesota River Watershed District (LMRWD) is soliciting Statements of Qualifications (SOQ) from firms interested in in being included in a pool of firms that will be called on to provide services for specific types of projects.

Submitted SOQs must have two sections as follows:

Section 1. General Firm Information and Qualifications

This section will include a letter of interest, general information about the company, a list of related work, projects, clients, a fee schedule for 2022-2023, and a list of key personnel who would perform services for the LMRWD and their qualifications. Please include other services or specialties that may be pertinent.

Section 2. Service Area Qualifications

This section should provide a summary of your qualifications and unique expertise in each of the following service areas you wish to be considered for future work. Each service area qualification may not exceed two (2) pages.

- 1) Watershed, Sub-watershed 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 (e.g., wetlands, 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

The SOQ should be no longer than 10 pages, including the letter of interest and any other content the firm desires to the SOQ. The cover, table of content and resumes are not included in the page limit.

Review Process

The LMRWD Board of Managers will review all submittals and determine which firms are qualified in each of the areas listed above. Those firms qualified in each respective service area will be placed in a pool of professional service firms for calendar years 2022-2023. The LMRWD will request proposals or quotations for projects from the pool within a service area, as needed.

LMRWD Policy Relating to Member Communities and Other Governmental Jurisdictions

From time to time, it is possible that LMRWD Consultants may represent governmental jurisdiction fully or partially located with the LMRWD. This may provide a conflict of interest for that consultant. Please layout how your firm would address possible conflicts of interest that may arise.

Submittals

Please provide SOQs in electronic (.pdf) format on or before the close of business Wednesday, March 30, 2022 to:

Lower Minnesota River Watershed District
Linda Loomis, District Administrator
naiadconsulting@gmail.com

The Board of Managers will review all SOQs received and reserves the right to request additional information from any and all proposers, to conduct interviews with select proposers, to reject any and all SOQs, and to otherwise take such action as it deems in the best interest LMRWD.

For answers to questions regarding this request contact Linda Loomis at 763-545-4659 or naiadconsulting@gmail.com. Additional information may be found on the District's website <http://lowermnriverwd.org/>

DRAFT 12-20-2017

Job Title: Education and Outreach Coordinator
Organization: Lower Minnesota River Watershed District
Job Location:
Duration: Part-Time - Permanent
Application Deadline: 2018

Hiring Statement

The Lower Minnesota River Watershed District (LMRWD) invites applications for a consulting Outreach & Education Coordinator who will lead education and community outreach efforts in accordance with the LMRWD Watershed Management Plan, as amended. The LMRWD is a special purpose unit of government, organized under MN Statutes Chapters 103B and 103D, with an office located in Chaska, MN. The LMRWD is responsible for managing water resource within the District and is the local sponsor for the US Army Corps of Engineers maintenance of the Minnesota River 9 foot navigation channel. This is a contracted position and is anticipated to be part-time. *All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information and marital or familial status.*

Qualifications

A degree in communication, environmental science or education, or a related field is preferred. A Bachelor's or equivalent experience in any of the above disciplines is the minimum requirement. Three to five years of experience in community outreach, environmental education, or public relations/communications; experience with an environmental or conservation organization is preferred. Experience managing grant awards, contractors, and/or volunteers. Possess a general knowledge of watershed resources. Demonstrated ability to develop and manage programs. Demonstrated experience in the development and production of communication tools and products. The candidate must possess strong interpersonal skills and demonstrated proficiencies in community engagement and the communication of technical information to the general public.

Description of the Position

The Outreach & Education Coordinator (O&EC) works under the direction of the District Administrator to coordinate, with the LMRWD's partners, implementation of the education and outreach goals articulated in the LMRWD's Watershed Management Plan. This individual will be primarily responsible for organizing a Citizen Advisory Committee (CAC) for the LMRWD and developing a program for Citizen Engagement. Additionally, this individual will be responsible for developing and distributing educational information across all media types and tracking the effectiveness of targeted education and outreach campaigns. The O&EC is a strong communicator who is knowledgeable about watershed activities.

The O&EC builds an expanding network of diverse individuals and organizations that understand the importance of the Minnesota River and advocate for its restoration. They inspire the public and decision makers to make choices that improve the Minnesota River; to instill in stakeholders, teachers, students, and decision makers an environmental awareness; to promote watershed education; to produce all forms of educational media, programs, and seminars in cooperation with state agencies, communities, and. The O&EC creates a vibrant and creative media presence through the LMRWD's own print and electronic media, and by providing regular content to and maintaining positive relationships with local and regional media outlets.

Duties and Responsibilities (not listed in order of priority)

- Works with a high degree of independence, while communicating and strategizing regularly with the District Administrator and the Board of Managers.
- Collaborates closely with staff to integrate education and outreach efforts with research, restoration, watershed planning, and fundraising programs.

DRAFT 12-20-2017

- Manages direct reports, and volunteers across multiple functions while building a positive, collaborative and results-driven culture.
- Develops grant proposals to fund programs and projects; manages grants awarded.
- Develop partner-based watershed education plans to support the LMRWD.
- Represents the LMRWD to decision makers, at meetings of governmental agencies, non-profits, and community groups to cultivate participation in the LMRWD.
- Educates decision makers on watershed restoration practices and policies.
- Conduct targeted education campaigns to achieve and document increased understanding of the Lower Minnesota River and the behavior changes in support of its restoration (i.e. reducing fertilizers, managing flows).
- Maintains working relationships with K-12 and university education sectors
- Responsible for the production and distribution of periodic press releases, displays and exhibits, interpretative signage and project reports.
- Oversee the LMRWD's web and social media content.
- Serve as the LMRWD's liaison to its Citizens Advisory Committee.
- Develops detailed annual workplans and budgets.
- Responsible for tracking and reporting on outreach actions and program success.
- Perform other duties as assigned by the District Administrator.

Knowledge, Skills, and Abilities

- Knowledge of leadership techniques and the ability to build and effectively motivate groups to achieve common objectives.
- Ability to establish and maintain relationships with other stakeholders to accomplish goals.
- Ability to learn and translate the technical aspects of watershed science to diverse audiences through expert verbal and written communications.
- Familiarity with educational science standards and outdoor education initiatives.
- Skill in editing the writing of others.
- Skill in project and grant management including budgets.
- Demonstrated experience in the development of communication tools and products
- Strong presentation skills including the ability to persuade and inspire an audience.
- Strong capacity to continue to learn and train in professional proficiencies from management to learning new workplace technologies.

Physical Demands and Work Environment

The LMRWD has an office located in Chaska, MN. Successful applicants will need to provide their own office space. Evening or weekend work to host and attend meetings and events is often required. A flexible schedule is permitted.

Application

Please submit, **as a single PDF document**, a cover letter, curriculum vitae, three references with contact information, and an example of a successful grant application to:

Linda Loomis, Administrator, Lower Minnesota River Watershed District 112 East 4th Street, Suite 102, Chaska MN 55318 naiadconsulting@gmail.com ATTN: Outreach & Education Coordinator Position