



## PUBLIC NOTICE

OF

### LOWER MINNESOTA RIVER WATERSHED DISTRICT

#### LETTER OF INTEREST: Primary Engineering & Technical service

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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 2024 through 2025.

The Lower Minnesota River Watershed District invites proposals from a consultant to be the primary technical consultant to the LMRED and to provide daily 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 Wednesday, March 6, 2024 to:

Lower Minnesota River Watershed District

Linda Loomis, District Administrator

[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 LMRWD 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 [naiadconsulting@gmail.com](mailto:naiadconsulting@gmail.com)

#### District 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 cause a conflict of interest for that consultant. Please describe how your firm would address potential conflicts of interest that may arise. 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.