



LOWER MINNESOTA RIVER WATERSHED DISTRICT

Executive Summary for Action

Lower Minnesota River Watershed District Board of Managers Meeting

Wednesday, February 16, 2022

Agenda Item

Item 5. A. Authorize RFP for Engineering Pool

Prepared By

Linda Loomis, Administrator

Summary.

Staff has discussed the need for the LMRWD to approve a list of engineering firms that can be retained from time to time based upon areas of expertise.

Staff requests that the Board authorize solicitation of firms interested in being included in a pool of firms that may be called on to provide services for specific types of projects. A Request for Proposal s-is attached for the Board's information.

Attachments

Draft RFP soliciting engineering firms interested in being included in a pool

Recommended Action

Motion to authorize solicitation of engineering firms



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, Subwatershed and Water Resource Management and Planning
- 2) Lake, Wetland and Stream Restoration and Management
- 3) Hydrologic, Hydraulic and Water Quality Modeling and Analysis Groundwater and Hydrogeological modeling, monitoring and analysis
- 4) Natural resources management (e.g., wetlands, fens)
- 5) Slope stability and geotechnical services
- 6) Urban Stormwater BMP Design and Construction Management
- 7) Water Resource Permitting
- 8) Land Surveying
- 9) 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