



## Board of Managers Meeting Agenda

**Wednesday - August 9<sup>th</sup>, 2023 - 3:00 p.m.**

**Veterans Memorial Community Center  
8055 Barbara Ave, Inver Grove Heights, MN 55077**

1. Call Meeting to Order
  - 1.1 Identification of Voting Board Members
  - 1.2 Approval of Agenda\* (Additions/Corrections/Deletions) Action
2. Approve June 14<sup>th</sup>, 2023 Meeting Minutes - Chair\* Action
3. Approve August 9<sup>th</sup>, 2023 Financial Summary & Invoices - Treasurer\* Action  
 \*\*Full financial information posted separately online
4. Review Draft 2024 Member Dues and Budget Options and Consider Approving the Budget and Dues for 2024 - SWCD\* Action
5. Review Request for Proposals for FY-21 Watershed Based Implementation Funding Grant Study of Direct Drainages to the Mississippi River and Authorize Solicitation of Proposals - SWCD\* Action
6. Review Draft Scope of Work for FY-23 Watershed Based Implementation Funding Grant and Authorize Execution of a Joint Powers Agreement by the Board Chair between the LMRWMO and Dakota County SWCD - SWCD\* Action
7. Discuss Potential Grant Match and/or Letter of Support for Interstate Valley Creek Stabilization and Volume Reduction Grant Application - SWCD\*\* Discussion/Action
8. Review Proposals for Consulting Services and Consider Acceptance - SWCD\*\* Action
9. Updates & Handouts
  - 9.1: PCBs and Monsanto Settlement Funds - SWCD Information
  - 9.2: Lake Augusta Feasibility Study Update - SWCD Information
  - 9.3: LMRWMO Insurance Coverage Followup - SWCD Information
  - 9.4: Discuss Potential LMRWMO Project Tour - SWCD Information
  - 9.5: Grant Tracking Spreadsheet - Barr\*\* Information
  - 9.6: Member City Updates Information
10. Next Meeting: September 13<sup>th</sup>, 2023 - Veterans Memorial Community Center, Inver Grove Heights
11. Adjourn

\* Materials included in full packet  
 \*\* Materials available separately on website:  
<https://lmrwmo.org/about-us/meeting-information/>



## Board of Managers Meeting Minutes

Wednesday – June 14<sup>th</sup>, 2023 - 3:00 p.m.  
Mendota Heights City Hall

### Managers and Alternates in Attendance:

Sharon Lencowski (Chair), Inver Grove Heights  
Dan Halvorsen, Sunfish Lake  
Mary Kleinberg, Lilydale  
Leslie Pilgrim, Mendota Heights

Karen Reid (Vice Chair), Saint Paul  
Shannon Nelson, Sunfish Lake  
Steve Gebauer, Mendota Heights  
Daniel Anderson, South St. Paul

### Advisors and Others in Attendance:

Krista Spreiter, Mendota Heights  
Pat Murphy, Saint Paul  
Joe Barten, Dakota County SWCD

Paul Merchlewicz, Inver Grove Heights  
Greg Williams, Barr Engineering

### 1. Call Meeting to Order

#### 1.1 Public Comment / Introductions

Audience members may address the Board regarding items not on the agenda.

#### 1.2 Approval of Agenda\* (Additions/Corrections/Deletions)

**Motion** by Eastman to approve the agenda, second by Randle; motion passed.

### 2. Election of 2023 Secretary/Treasurer

**Motion** by Lencowski to nominate Steve Gebauer as the Secretary/Treasurer for the remainder of 2023, second by Reid, motion passed.

### 3. Approve April 12<sup>th</sup>, 2023 Meeting Minutes

**Motion** by Reid to approve the previous meeting minutes, second by Anderson; motion passed.

### 4. Approve June 14<sup>th</sup>, 2023 Financial Summary & Invoices

Spreiter provided a summary of the financial information.

**Motion** by Reid to approve the financial summary, second by Gebauer; motion passed.

## **5. Solicitation of Proposals for Consultant Services**

**Motion** by Reid to seek proposals for engineering, legal, and audit consulting services, as required by State Statute, via posting in the Star Tribune and St. Paul Legal Ledger legal notices, second by Kleinberg, motion passed.

## **6. Liability Waiver**

**Motion** by Reid to not waive the statutory limits on tort liability insurance through the League of MN Cities, second by Anderson; motion passed. Pilgrim asked about liability coverage for Board members and Barten will follow up with information at a later meeting.

## **7. 2022 Audit Review and Submittal to State Board of Water & Soil Resources**

**Motion** by Reid to submit the 2022 LMRWMO Financial Statements and audit to the State of MN, second by Gebauer; motion passed.

## **8. Discuss Planned Monsanto Settlement Fund Usage by Cities**

The Board discussed the potential to combine and utilize funds received from a legal settlement for PCBs from Monsanto. Funds could be used for testing of the presence of PCBs in fish tissue, water samples, or other avenues. Each City was to receive around \$17,000 in the settlement. The Board requested additional information on PCB exposure at a future meeting. Barten will seek subject matter experts for a future meeting.

## **9. Potential for Matching Funds for Interstate Valley Creek Stabilization and Volume Reduction Projects**

The Board discussed the potential to provide matching funds for the Interstate Valley Creek stabilization and stormwater project implementation grant application by the Dakota County SWCD as a project partner. The Board requested additional information on the LMRWMO end of year budget projection before making a decision on matching funds.

## **10. Updates and Handouts**

City Staff provided updates on relevant topics and projects in their City.

## **11. Agenda Items for Next Meeting**

The next Board meeting is scheduled for July 12<sup>th</sup>, 2023 at the Mendota Heights City Hall.

## **12. Meeting Adjourned at 4:45 pm**

# LMR WMO

**LOWER MISSISSIPPI RIVER**  
WATERSHED MANAGEMENT ORGANIZATION

## FINANCIAL SUMMARY June 15, 2023 to August 9, 2023

**Beginning Balance - Key Community Bank** **\$142,166.73**

<b>Interest</b>	5/31/2023	May 2023 Interest	+	\$1.41
	6/30/2023	June 2023 Interest	+	\$1.34

<b>Deposits</b>	6/21/2023	State of MN - FY19 Watershed Based Implementation Funding (WBIF)	+	\$14,467.00
			+	
			+	

To be approved at this meeting:

**Key Community Bank:**

<b>Bank Fee</b>	5/31/2023	May 2023 Paper Statement Fee (No June Paper Statement Fee)	-	\$2.00
<b>3800</b>	8/9/2023	League of MN Citites	-	\$2,477.00
<b>3801</b>	8/9/2023	Dakota County Soil & Water Conservation District	-	\$22,815.00
<b>3802</b>	8/9/2023	Peterson Company LTD	-	\$4,100.00
			-	
			-	

**Available Balance at Key Community Bank** **\$127,242.48**

**Gateway Bank Accounts:**

	<u>Savings</u>			\$72,677.05
<b>Deposits</b>	6/30/2023	June 2023 Interest	+	\$143.01

*Savings Ending Balance* **\$72,820.06**

	<u>Checking</u>			\$1,000.00
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*Checking Ending Balance* **\$1,000.00**

**Available Balance at Gateway Bank** **\$73,820.06**

**Available Balance - Key Community & Gateway Banks** **\$201,062.54**

LMRWMO 2023 Budget & Financial Summary		2022 Carrover				2023 Monthly Revenue					
Revenue	Budget	Dec 15, 2022 - Jan 11 2023	Jan 12 - Feb 8 2023	Feb 9 - Mar 8 2023	Mar 9 - April 12 2023	April 13 - June 14 2023	June 15 - Aug 9 2023		2023 Total (Feb 9-Aug 9)	Variance	Percent Received
Dues from Members	\$127,309.00		\$127,309.12						\$127,309.12	(\$0.12)	100%
Interest	\$600.00	\$114.78	\$123.09	\$116.62	\$131.61	\$277.49	\$145.76		\$909.35	(\$309.35)	152%
LMCIT Rebate	\$250.00		\$598.00						\$598.00	(\$348.00)	239%
Combined Grant Income	\$154,260.50				\$117,061.00		\$14,467.00		\$131,528.00	\$22,732.50	85%
<b>Subtotal Operating Revenue</b>	<b>\$282,419.50</b>	<b>\$114.78</b>	<b>\$128,030.21</b>	<b>\$116.62</b>	<b>\$117,192.61</b>	<b>\$277.49</b>	<b>\$14,612.76</b>		<b>\$260,344.47</b>		
<b>Grant Income</b>	<b>\$154,260.50</b>										
		2022 Carryover				2023 Monthly Expenses					
Expenses	Budget	Dec 15, 2022 - Jan 11 2023	Jan 12 - Feb 8 2023	Feb 9 - Mar 8 2023	Mar 9 - April 12 2023	April 13 - June 14 2023	June 15 - Aug 9 2023		2023 Total (Feb 9-Aug 9)	Remaining Budget	Percent Expended
<b>Engineering/Technical Assistance</b>											
Technical Assistance	\$5,500.00		\$956.00	\$777.50	\$596.50	\$20.00			\$1,394.00	\$4,106.00	25%
Meetings	\$6,500.00		\$605.50	\$372.00	\$1,265.00	\$2,060.88			\$3,697.88	\$2,802.12	57%
Pine Bend Ravine Study	\$5,000.00								\$0.00	\$5,000.00	0%
Watershed Plan Amendment <sup>3</sup>	\$26,500.00		\$3,902.35	\$1,388.00	\$5,111.00	\$674.50			\$7,173.50	\$19,326.50	27%
<b>Project Planning/Implementation</b>											
Plan Implementation	\$5,400.00					\$180.00			\$180.00	\$5,220.00	3%
WBIF-19 Matching Funds	\$0.00				\$546.00				\$546.00	(\$546.00)	
WBIF-21 Matching Funds	\$9,300.00								\$0.00	\$9,300.00	0%
Landscaping for Clean Water Projects	\$12,000.00		\$1,500.00						\$0.00	\$12,000.00	0%
Water Monitoring	\$12,200.00	\$1,900.00	\$5,018.50			\$4,005.00	\$3,450.00		\$7,455.00	\$4,745.00	61%
<b>Education</b>											
Landscaping for Clean Water Classes	\$10,800.00						\$10,800.00		\$10,800.00	\$0.00	100%
MN Water Stewards Program	\$10,000.00		\$382.50			\$360.00	\$1,215.00		\$1,575.00	\$8,425.00	16%
Storm Drain Stenciling Program	\$4,500.00					\$2,070.00	\$630.00		\$2,700.00	\$1,800.00	60%
Adopt A Drain Welcome Kits <sup>2</sup>	\$1,500.00								\$0.00	\$1,500.00	0%
WMO Tabling/Event Materials	\$500.00								\$0.00	\$500.00	0%
Illicit Discharge Video <sup>4</sup>	\$1,200.00		\$1,400.00						\$1,400.00	(\$200.00)	117%
General Education Requests/Board Tour	\$5,400.00		\$85.00			\$855.00			\$855.00	\$4,545.00	16%
Metro Watershed Partners Membership	\$1,000.00	\$1,000.00							\$1,000.00	\$0.00	100%
Website Update / Maintenance	\$2,800.00		\$85.00			\$1,125.00	\$45.00		\$1,170.00	\$1,630.00	42%
Board Education	\$200.00								\$0.00	\$200.00	0%
<b>Administration</b>											
General Administration	\$34,400.00	\$2.00	\$9,869.50	\$2.00	\$2.00	\$9,909.00	\$6,262.00		\$16,175.00	\$18,225.00	47%
Insurance	\$2,500.00						\$2,477.00		\$2,477.00	\$23.00	99%
Attorney and Audit	\$5,500.00	\$401.00	\$182.60	\$34.00			\$4,100.00		\$4,316.60	\$1,183.40	78%
<b>Subtotal Operating Expenses</b>	<b>\$162,700.00</b>	<b>\$3,303.00</b>	<b>\$23,986.95</b>	<b>\$2,573.50</b>	<b>\$7,520.50</b>	<b>\$21,259.38</b>	<b>\$28,979.00</b>		<b>\$60,332.38</b>	<b>\$99,785.02</b>	<b>37%</b>
<b>Grant Expenses</b>	<b>\$138,000.00</b>	<b>\$19,331.27</b>	<b>\$15,133.60</b>	<b>\$24,651.50</b>	<b>\$14,958.50</b>	<b>\$2,091.00</b>	<b>\$415.00</b>		<b>\$76,580.87</b>		<b>55%</b>
<b>Overall Fund Balance</b>		<b>\$82,401.78</b>	<b>\$171,311.44</b>	<b>\$144,203.06</b>	<b>\$238,916.67</b>	<b>\$215,843.78</b>	<b>\$201,062.54</b>				
<b>Total Grant Balance</b>		<b>-\$45,618.31</b>	<b>-\$60,751.91</b>	<b>-\$85,403.41</b>	<b>\$16,699.09</b>	<b>\$14,608.09</b>	<b>\$28,660.09</b>				
<b>Operating Fund Balance</b>		<b>\$36,783.47</b>	<b>\$110,559.53</b>	<b>\$58,799.65</b>	<b>\$222,217.58</b>	<b>\$201,235.69</b>	<b>\$172,402.45</b>				
<b>Unencumbered Operating Fund Balance<sup>1</sup></b>		<b>\$21,783.47</b>	<b>\$95,559.53</b>	<b>\$43,799.65</b>	<b>\$207,217.58</b>	<b>\$186,235.69</b>	<b>\$157,402.45</b>				

**2023 Budget Notes:**

- \$15,000 set aside for 2033 Watershed Plan Update, \$5,000 additional annually encumbered.
- \$1,500 Added to Budget for Adopt a Drain Welcome Kits at 1-8-23 Meeting
- Includes \$20,000 in unspent carryover from 2022.
- Is an unspent carryover from 2022.

General: Budget is an estimate and will vary depending on changing priorities and grant project progress.

**Balances Explained:**

Overall Fund Balance	Balance of all bank accounts.
Total Grant Balance	Grant funds
Operating Fund Balance	WMO funds without grants
Unencumbered Operating Fund Balance	WMO funds not dedicated to a future operating item

**LMRWMO 2023 Grant Budget & Financial Summary**

	Budget	Aggregate Prior to Jan 12, 2022	Jan 13, 2022 - Jan 11, 2023	Jan 12 - Feb 8 2023	Feb 9 - Mar 8 2023	Mar 9 - April 12 2023	April 13 - June 14 2023	June 15 - Aug 9 2023	Total	Variance	Percent Received/ Expended
<b>BWSR - FY 2019 Watershed Based Implementation Funding (Augusta, Interstate Valley Creek, Education)</b>											
<b>Revenue</b>											
BWSR FY-2019 WBIF Payment	\$144,670.00	\$72,335.00				\$57,868.00		\$14,467.00	\$144,670.00	\$0.00	100%
WBIF Matching Funds	\$59,640.00								\$0.00	\$59,640.00	0%
<b>Total Revenue</b>	<b>\$204,310.00</b>	<b>\$72,335.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$57,868.00</b>	<b>\$0.00</b>	<b>\$14,467.00</b>	<b>\$144,670.00</b>	<b>\$59,640.00</b>	<b>71%</b>
<b>Expenses</b>											
Grant Administration	\$8,000.00	\$497.43	\$2,767.00	\$1,219.00		\$2,847.00			\$7,330.43	\$669.57	92%
Education Program Implementation	\$36,000.00	\$1,899.87	\$24,294.44	\$3,140.40	\$1,350.00				\$30,684.71	\$5,315.29	85%
Education Program Project Dev.	\$4,670.00	\$913.75	\$7,172.47	\$197.50					\$8,283.72	(\$3,613.72)	177%
Education Program Project Dev. Match (WMO)	\$4,640.00		\$3,040.00			\$546.00			\$3,586.00	\$1,054.00	77%
Interstate Valley Creek Project Dev.	\$4,000.00	\$339.96	\$6,323.50	\$1,224.50		\$702.00			\$8,589.96	(\$4,589.96)	215%
Interstate Valley Creek Study	\$44,000.00		\$32,873.25		\$11,397.50				\$44,270.75	(\$270.75)	101%
Interstate Valley Creek Study Match	\$25,000.00		\$25,000.00						\$25,000.00	\$0.00	100%
Lake Augusta Project Development	\$4,000.00	\$2,334.62	\$4,498.22	\$1,382.50		\$351.00			\$8,566.34	(\$4,566.34)	214%
Lake Augusta Study (Added \$13k for monitoring)	\$57,000.00		\$25,559.80	\$7,969.70	\$11,904.00	\$11,058.50			\$56,492.00	\$508.00	99%
Lake Augusta Study Match	\$30,000.00		\$30,000.00						\$30,000.00	\$0.00	100%
<b>Total Expenses</b>	<b>\$217,310.00</b>	<b>\$5,985.63</b>	<b>\$161,528.68</b>	<b>\$15,133.60</b>	<b>\$24,651.50</b>	<b>\$15,504.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$222,803.91</b>	<b>-\$5,493.91</b>	<b>103%</b>
<b>FY-19 WBIF Balance</b>		<b>\$66,349.37</b>	<b>-\$95,179.31</b>	<b>-\$110,312.91</b>	<b>-\$134,964.41</b>	<b>-\$92,600.91</b>	<b>-\$92,600.91</b>	<b>-\$78,133.91</b>	<b>-\$78,133.91</b>		
<b>BWSR - FY 2021 Watershed Based Implementation Funding (Miss. River Direct Drainage Study)</b>											
<b>Revenue</b>											
BWSR FY-2021 WBIF Payment	\$93,042.00	\$46,521.00							\$46,521.00	\$46,521.00	50%
WBIF Matching Funds	\$9,304.00								\$0.00	\$9,304.00	0%
<b>Total Revenue</b>	<b>\$102,346.00</b>	<b>\$46,521.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$46,521.00</b>	<b>\$55,825.00</b>	<b>45%</b>
<b>Expenses</b>											
Grant Administration	\$10,042.00						\$156.00		\$156.00	\$9,886.00	2%
Erosion & Direct Drainage Study	\$71,000.00								\$0.00	\$71,000.00	0%
Erosion & Direct Drainage Study Match (WMO)	\$9,304.00								\$0.00	\$9,304.00	0%
Project Development	\$12,000.00								\$0.00	\$12,000.00	0%
<b>Total Expenses</b>	<b>\$102,346.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$156.00</b>	<b>\$0.00</b>	<b>\$156.00</b>	<b>\$102,190.00</b>	<b>0%</b>
<b>FY-21 WBIF Balance</b>		<b>\$46,521.00</b>	<b>\$46,521.00</b>	<b>\$46,521.00</b>	<b>\$46,521.00</b>	<b>\$46,521.00</b>	<b>\$46,365.00</b>	<b>\$46,365.00</b>	<b>\$46,365.00</b>		
<b>BWSR - FY 2023 Watershed Based Implementation Funding (Priority Watershed Project ID &amp; Model - Thompson, Rogers, Seidls)</b>											
<b>Revenue</b>											
BWSR FY-2021 WBIF Payment	\$118,385.00					\$59,193.00			\$59,193.00	\$59,192.00	50%
WBIF Matching Funds	\$12,000.00								\$0.00	\$12,000.00	0%
<b>Total Revenue</b>	<b>\$130,385.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$59,193.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$59,193.00</b>	<b>\$71,192.00</b>	<b>45%</b>
<b>Expenses</b>											
Grant Administration	\$8,000.00								\$0.00	\$8,000.00	0%
Priority Watershed Project ID & Model (WMO)	\$100,385.00								\$0.00	\$100,385.00	0%
Project Development	\$12,000.00								\$0.00	\$12,000.00	0%
<b>Total Expenses</b>	<b>\$130,385.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$130,385.00</b>	<b>0%</b>
<b>FY-21 WBIF Balance</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$59,193.00</b>	<b>\$59,193.00</b>	<b>\$59,193.00</b>	<b>\$59,193.00</b>		
<b>MN DNR - Conservation Partners Legacy Grant (Seidls Lake Shoreline Restoration, No Revenue or Expenses to Date)</b>											
<b>Revenue</b>											
Grant Reimbursement Payments	\$382,000.00								\$0.00	\$382,000.00	0%
Matching funds	\$75,000.00								\$0.00	\$75,000.00	0%
<b>Total Revenue</b>	<b>\$457,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$457,000.00</b>	<b>0%</b>
<b>Expenses</b>											
Grant Administration/Project Mgmt	\$26,000.00						\$1,935.00	\$415.00	\$2,350.00	\$23,650.00	9%
Construction	\$356,000.00								\$0.00	\$356,000.00	0%
Engineering - Construction Docs	\$37,500.00								\$0.00	\$37,500.00	0%
Engineering - Const. Mgmt, Permits, Bids	\$37,500.00								\$0.00	\$37,500.00	0%
<b>Total Expenses</b>	<b>\$457,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,935.00</b>	<b>\$415.00</b>	<b>\$2,350.00</b>	<b>\$417,150.00</b>	<b>1%</b>
<b>Seidls Lake Shoreline Balance</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$1,935.00</b>	<b>-\$2,350.00</b>	<b>-\$2,350.00</b>		
	<b>Budget</b>	<b>Aggregate Prior to Jan 12, 2022</b>	<b>Jan 13, 2022 - Jan 11, 2023</b>	<b>Jan 12 - Feb 8 2023</b>	<b>Feb 9 - Mar 8 2023</b>	<b>Mar 9 - April 12 2023</b>	<b>April 13 - June 14 2023</b>	<b>June 15 - Aug 9 2023</b>	<b>Total</b>	<b>Variance</b>	<b>Percent Received/ Expended</b>
<b>TOTAL GRANT FUNDS RECEIVED</b>	<b>\$763,656.00</b>	<b>\$118,856.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$117,061.00</b>	<b>\$0.00</b>	<b>\$14,467.00</b>	<b>\$191,191.00</b>	<b>\$572,465.00</b>	<b>25%</b>
<b>PASS THROUGH MATCH RECEIVED</b>	<b>\$130,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$143,944.00</b>	<b>0%</b>
<b>LMRWMO MATCH PROVIDED</b>	<b>\$13,944.00</b>	<b>\$0.00</b>	<b>\$3,040.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$546.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,586.00</b>	<b>\$572,465.00</b>	<b>26%</b>
<b>GRANT EXPENSES (MINUS WMO MATCH)</b>	<b>\$762,712.00</b>	<b>\$5,985.63</b>	<b>\$158,488.68</b>	<b>\$15,133.60</b>	<b>\$24,651.50</b>	<b>\$14,958.50</b>	<b>\$2,091.00</b>	<b>\$415.00</b>	<b>\$225,309.91</b>	<b>\$537,402.09</b>	<b>30%</b>
<b>PASS THROUGH MATCH EXPENSES</b>	<b>\$130,000.00</b>	<b>\$0.00</b>	<b>\$58,040.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$546.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$58,586.00</b>	<b>\$71,414.00</b>	<b>45%</b>
<b>NET FUND BALANCE (MINUS WMO MATCH)</b>		<b>\$112,870.37</b>	<b>-\$45,618.31</b>	<b>-\$60,751.91</b>	<b>-\$85,403.41</b>	<b>\$16,699.09</b>	<b>\$14,608.09</b>	<b>\$28,660.09</b>	<b>-\$34,118.91</b>		

**Lower Mississippi River WMO Cost Allocation Formula, Past Membership Dues, and 2024 Proposed Membership Dues Options**

City	2022 Total Value (Real Property) <sup>1</sup>	Value / Total Value	Total Acres with ROW	Acres / Total Acres	Formula <sup>2</sup>	Rounded % Contribution
Inver Grove Heights	\$4,244,734,876	0.339392	18,244	0.5175	0.4285	43%
Lilydale	\$220,632,544	0.017641	494	0.0140	0.0158	2%
Mendota Heights*	\$2,488,274,045	0.198952	5,395	0.1530	0.1760	18%
Saint Paul	\$1,367,557,600	0.109344	2,955	0.0838	0.0966	10%
South Saint Paul	\$1,866,536,000	0.149241	3,868	0.1097	0.1295	13%
Sunfish Lake	\$223,413,755	0.017863	1,085	0.0308	0.0243	2%
West Saint Paul	\$2,095,746,826	0.167567	3,212	0.0911	0.1293	13%
<b>Total</b>	<b>\$12,506,895,646</b>	<b>1.0000</b>	<b>35,253</b>	<b>1.0000</b>	<b>1.0000</b>	<b>1.0000</b>

**Notes:**

<sup>1</sup> Assessment year 2021; Pay year 2022 Property Values

<sup>2</sup> Cost Allocation Formula = 50% x Value/Total Value + 50% Ac/Total Ac, where total area includes ROW

Past Membership Dues Comparison	for	2018	2019	2020	2021	2022 Dues	2023 Dues	2024 Draft Dues	2024 Draft Dues
Change from Previous Year		5% Increase	7% Increase	17% Increase	No Increase	5% Increase	10% Increase	5% Increase	10% Increase
Inver Grove Heights		\$ 38,553.44	\$ 41,252.18	\$ 48,265.05	\$ 48,265.05	\$ 50,678.31	\$ 55,746.14	\$ 57,273.30	\$ 60,000.60
Lilydale		\$ 1,384.21	\$ 1,481.10	\$ 1,732.89	\$ 1,732.89	\$ 1,819.53	\$ 2,001.49	\$ 2,116.36	\$ 2,217.14
Mendota Heights		\$ 16,029.90	\$ 17,151.99	\$ 20,067.83	\$ 20,067.83	\$ 21,071.22	\$ 23,178.34	\$ 23,526.02	\$ 24,646.31
Saint Paul		\$ 7,522.83	\$ 8,049.43	\$ 9,417.83	\$ 9,417.83	\$ 9,888.72	\$ 10,877.59	\$ 12,910.46	\$ 13,525.24
South Saint Paul		\$ 11,312.49	\$ 12,104.36	\$ 14,162.11	\$ 14,162.11	\$ 14,870.21	\$ 16,357.23	\$ 17,308.46	\$ 18,132.68
Sunfish Lake		\$ 2,237.34	\$ 2,393.96	\$ 2,800.93	\$ 2,800.93	\$ 2,940.98	\$ 3,235.08	\$ 3,250.84	\$ 3,405.64
West Saint Paul		\$ 11,005.44	\$ 11,775.82	\$ 13,777.71	\$ 13,777.71	\$ 14,466.59	\$ 15,913.25	\$ 17,289.14	\$ 18,112.44
<b>Totals</b>		<b>\$ 88,045.65</b>	<b>\$ 94,208.85</b>	<b>\$ 110,224.35</b>	<b>\$ 110,224.35</b>	<b>\$ 115,735.57</b>	<b>\$ 127,309.12</b>	<b>\$ 133,674.58</b>	<b>\$ 140,040.04</b>



**LMRWMO Proposed 2024 Budget & Historical Budgets (WMO Funded Operations Only, Grants Excluded)**

REVENUES	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Estimated Actual	2024 Budget 5% Increase	2024 Budget 10% Increase
Dues from Members	\$110,224	\$110,224	\$110,224	\$110,224	\$115,735	\$115,735	\$127,310	\$127,310	\$133,676	\$140,041
Interest	\$500	\$662	\$600	\$650	\$600	\$600	\$600	\$900	\$2,000	\$2,000
LMCIT Rebate	\$500	\$163	\$200	\$360	\$200	\$200	\$250	\$500	\$250	\$250
<b>TOTAL</b>	<b>\$111,224</b>	<b>\$111,049</b>	<b>\$111,024</b>	<b>\$111,234</b>	<b>\$116,535</b>	<b>\$116,535</b>	<b>\$128,160</b>	<b>\$128,710</b>	<b>\$135,926</b>	<b>\$142,291</b>
EXPENSES AND LIABILITIES	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2023 Budget	2023 Estimated Actual	2024 Budget 5% Increase	2024 Budget 10% Increase
<b>Engineering/Technical Assistance</b>										
Technical Assistance	\$5,500	\$6,890	\$5,500	\$8,000	\$6,000	\$6,000	\$5,500	\$5,500	\$6,000	\$6,000
Meetings	\$6,000	\$5,439	\$6,000	\$7,000	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
Watershed Plan Amendment	\$40,000	\$9,828	\$40,000	\$18,000	\$40,000	\$38,000	\$6,500	\$7,673	\$0	\$0
<b>Subtotal</b>	<b>\$51,500</b>	<b>\$22,157</b>	<b>\$51,500</b>	<b>\$33,000</b>	<b>\$52,500</b>	<b>\$50,500</b>	<b>\$23,500</b>	<b>\$19,673</b>	<b>\$12,500</b>	<b>\$12,500</b>
<b>Project Implementation</b>										
Plan Implementation/Grant Applications	\$0	\$0	\$0	\$3,000	\$5,000	\$4,000	\$5,400	\$200	\$6,000	\$6,000
FY-21 WBIF Grant Matching Funds							\$9,300	\$0	\$9,300	\$9,300
FY-23 WBIF Grant Matching Funds									\$12,000	\$12,000
<b>FY-24 Interstate Valley Creek Grant Matching Funds</b>									<b>\$10,000</b>	<b>\$10,000</b>
Landscaping for Clean Water Projects	\$15,000	\$6,000	\$15,000	\$8,000	\$12,000	\$12,000	\$12,000	\$10,200	\$13,600	\$13,600
Water Monitoring	\$6,500	\$4,094	\$6,500	\$12,000	\$9,000	\$22,000	\$12,200	\$12,200	\$13,760	\$13,760
<b>Subtotal</b>	<b>\$21,500</b>	<b>\$10,094</b>	<b>\$21,500</b>	<b>\$23,000</b>	<b>\$26,000</b>	<b>\$38,000</b>	<b>\$38,900</b>	<b>\$22,600</b>	<b>\$64,660</b>	<b>\$64,660</b>
<b>Education</b>										
<b>WMO Biannual E-Newsletter</b>										<b>\$3,800</b>
Landscaping for Clean Water Classes	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,800	\$10,800	\$10,800	\$9,500	\$9,500
<b>MN Water Stewards (work with existing or seek new)</b>	\$8,500	\$9,242	\$7,500	\$11,200	\$10,000	\$3,200	\$10,000	\$4,400	<b>\$4,000</b>	<b>\$10,000</b>
Storm Drain Stenciling Program	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500	\$5,000	\$3,000	\$3,000
WMO Tabling Materials	\$600	\$0	\$600	\$0	\$500	\$0	\$500	\$500	\$500	\$500
General Education Requests & Board Tour	\$1,000	\$200	\$1,000	\$7,860	\$2,000	\$3,500	\$5,400	\$5,400	\$3,500	\$3,500
Metro Watershed Partners Membership	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Website Maintenance and Updates	\$1,700	\$1,260	\$1,700	\$745	\$4,000	\$7,167	\$2,800	\$2,800	\$2,900	\$2,900
Board Education	\$1,500	\$0	\$1,500	\$0	\$500	\$0	\$200	\$200	\$200	\$200
<b>Subtotal</b>	<b>\$29,520</b>	<b>\$18,102</b>	<b>\$28,520</b>	<b>\$27,205</b>	<b>\$26,900</b>	<b>\$22,167</b>	<b>\$35,200</b>	<b>\$30,100</b>	<b>\$24,600</b>	<b>\$30,600</b>
<b>Administration</b>										
General Administration	\$30,000	\$30,551	\$30,000	\$34,000	\$36,000	\$34,000	\$34,400	\$34,400	\$32,000	\$32,000
Insurance	\$2,500	\$2,275	\$2,500	\$2,275	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Attorney and Audit	\$4,500	\$4,493	\$4,500	\$4,493	\$5,000	\$7,300	\$5,500	\$5,100	\$5,500	\$5,500
<b>Subtotal</b>	<b>\$38,400</b>	<b>\$37,319</b>	<b>\$38,400</b>	<b>\$40,768</b>	<b>\$43,500</b>	<b>\$43,800</b>	<b>\$42,400</b>	<b>\$42,000</b>	<b>\$40,000</b>	<b>\$40,000</b>
<b>Encumbered for 4th Gen Plan</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$10,000</b>	<b>\$55,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>TOTAL</b>	<b>\$140,920</b>	<b>\$92,672</b>	<b>\$139,920</b>	<b>\$128,973</b>	<b>\$148,900</b>	<b>\$154,467</b>	<b>\$140,000</b>	<b>\$114,373</b>	<b>\$141,760</b>	<b>\$147,760</b>
Goal of 40% of Budget in Unencumbered Fund Balance	\$56,368	\$37,069	\$55,968	\$51,589	\$59,560	\$61,787	\$56,000	\$45,749	\$56,704	\$59,104
<b>Year End Fund Balance (Estimated)</b>						<b>\$101,988</b>	<b>\$90,138</b>	<b>\$120,500</b>	<b>\$114,666</b>	<b>\$115,031</b>
<b>Unencumbered Year End Fund Balance</b>						<b>\$46,988</b>	<b>\$75,138</b>	<b>\$105,500</b>	<b>\$94,666</b>	<b>\$95,031</b>





# Request for Proposals for Mississippi River Direct Drainage Project Prioritization Study

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**Issued by:** The Lower Mississippi River WMO

***Dated:*** August 9<sup>th</sup>, 2023

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- A qualified respondent should review the following request and submit one electronic copy in PDF format via email by 5:00 pm on or before **Friday, September 15<sup>th</sup>, 2023** to the following:

Lower Mississippi River WMO  
c/o: Joe Barten, Administrator via Dakota County SWCD  
Dakota County Soil & Water Conservation District  
4100 220<sup>th</sup> St. West, Suite 102  
Farmington, MN 55024

Telephone: (651) 480-7784  
EMAIL: [joe.barten@co.dakota.mn.us](mailto:joe.barten@co.dakota.mn.us)

- Hard copies will be accepted as well if received by the deadline.
- Questions regarding this request for proposal shall be via email and must be received by the LMRWMO Administrator no later than 5:00 pm on Wednesday, September 6<sup>th</sup>, 2023 to:

EMAIL: [joe.barten@co.dakota.mn.us](mailto:joe.barten@co.dakota.mn.us)

Response to clarifying questions from the WMO will be communicated via e-mail to all recipients of this RFP by 5:00 pm on September 11<sup>th</sup>, 2023.

## I. INTRODUCTION

### A. Description of Issuing Agency

Lower Mississippi River WMO  
c/o: Joe Barten, Administrator  
Dakota County Soil and Water Conservation District  
4100 220<sup>th</sup> St. West Suite 102  
Farmington, MN 55024

### B. RFP Contents

This RFP contains the following sections:

- I. Introduction
- II. Project Purpose and Background
- III. Scope of Services
- IV. Timeline
- V. Instructions to Proposers
- VI. Evaluation of Proposals
- VII. Contract Terms and Conditions

## II. PROJECT PURPOSE AND BACKGROUND

The Lower Mississippi River Watershed Management Organization (LMRWMO) has identified direct drainage tributaries to the Mississippi River as high priority due to the presence of erosion in ravines near the river and their ability to directly impact the water quality of the Mississippi River. Additionally, the high volumes of urban stormwater entering the river contribute floatable trash, nutrients, and sediment to the river. This reach of river is impaired for excess nutrients and TSS.

The LMRWMO seeks to assess the watershed hydrology through updated watershed modeling to allow for the identification, then classification, and ranking of erosion areas through a thorough investigation and analysis of direct drainage areas, as shown in Exhibit A. **(For Board/City Discussion: What extents of subwatershed areas should be included in the study, see exhibit A)** Any existing modeling will be shared with the consultant. The LMRWMO also seeks to identify the location of large scale BMPs for stormwater volume reduction and pollutant reduction. Pollutants of concern relevant to this study include floatable trash from stormwater runoff, phosphorus, and sediment.

Stabilization measures for identified erosion areas and stormwater BMPs shall be analyzed to feasibility level design (determined by consultant proposal), mapped, and as proposed by the consultant, evaluated for estimated costs, constructability, and assigned pollutant reductions, priority practice ranking, and some form of cost benefit analysis.

Both desktop analysis and field reconnaissance shall be included in the study. The consultant shall clearly describe in their proposal the level of field reconnaissance they recommend to achieve the project objectives within the project budget. Consideration of regulatory hurdles, available public property to implement BMPs, or other requirements for various proposed strategies or BMPs should be included in the analysis and report. Gaps in data or recommendations for future study shall be included in report.

The project will deliver a final report that presents both a prioritized erosion stabilization and stormwater BMP project list, including specific details such as project locations, extent, constructability, estimated costs, long term maintenance, and pollutant reduction benefits. The final report will serve as a valuable tool for decision-making and future prioritization of projects, promoting improved water quality and erosion control within the targeted watersheds.

### III. SCOPE OF SERVICES

The consultant will be required to furnish all labor, materials, transportation, tools, supplies, equipment, insurance, and any other items necessary for completing the work. All sub-consultant needs and costs expected for the tasks below shall be included with the overall costs proposed by a consultant. The LMRWMO currently has a budget of \$80,500 to complete all tasks. The scope of the proposed project includes the following tasks:

#### **Project Kickoff**

- Provide a kickoff meeting with LMRWMO, City Staff, and any other stakeholders identified by the LMRWMO;
- Perform desktop analysis of project area identify information needs;
- Review existing data provided by the Cities and LMRWMO and identification of data gaps to be addressed to fully deliver the report.

#### **Watershed Modeling**

- Conduct watershed modeling to assess hydrologic characteristics and identify areas of concern within the subwatersheds; (For Board/City Discussion: What type of modeling do we want. What is existing?)
- Perform analysis to identify erosion hotspots and stormwater management opportunities, prioritizing public property first, but also considering private property opportunities;
- Perform analysis to identify the most suitable potential locations of large scale stormwater management BMPs for the reduction of floatable trash, stormwater volume, phosphorus, and sedimenton both public and private property;

#### **Field Reconnaissance**

- Conduct field surveys and assessments to validate findings from desktop mapping, gather additional data, and assess current conditions of the subwatersheds.
- Review the feasibility of implementing stabilization measures to reduce erosion and improve water quality;
- Assess and note the potential impact to wetlands, park areas, private property, infrastructure, and permitting implications for identified projects;
- Lead a project partner meeting with City and LMRWMO Staff to discuss potential projects and receive feedback after field review has been completed;

#### **Analysis & Prioritization**

- Develop feasibility level designs (as proposed by Consultant) and example visual details for stabilizing individually identified erosion areas and for identified stormwater BMPs;
- Provide an opinion of costs for individually located conceptual designs to stabilize areas of erosion and for identified stormwater BMPs, as well as complete pollutant calculations, priority ranking, and cost benefit analysis using MN Board of Water and Soil Resources (BWSR) accepted pollutant reduction/water quality benefit estimation tools;
- Develop a ranking system in coordination with LMRWMO and City staff to prioritize the identified projects based on their potential impact, cost-effectiveness, and alignment with the goals of the LMRWMO;
- Complete a comprehensive cost-benefit analysis for both erosion repair and stormwater BMPs that includes future conditions modeling, an opinion of costs for conceptual design options for

identified projects as well as pollutant calculations and priority ranking using appropriate pollutant reduction/water quality benefit estimation tools;

- Allow project partners (LMRWMO Staff and City Staff) to review the draft plan at least one month prior to finalization to provide feedback on content with sufficient time for modifications as necessary.

**Final Deliverables**

- Provide a comprehensive report which accomplishes the project objectives by August 31<sup>st</sup>, 2024;
- The main final deliverable will be a high-quality electronic format copy of the report, along with associated graphics, photos, maps, tables, and supporting information;
- Additional final deliverables include all electronic drawings, reports, maps, stormwater modeling data, GIS data and layer shapefiles with associated project attributes; detailed cost tables (Microsoft Excel sheets), hi resolution photos, and other work products prepared or produced in performance of this Contract which shall be transmitted to the WMO in their original electronic form prior to completion of the project and final payment. These shall be provided to the LMRWMO by October 11<sup>th</sup>, 2024.
- Provide a presentation to the LMRWMO Board on the findings of the study by October 11, 2024.
- Final billing shall be provided to the LMRWMO no later than November 1<sup>st</sup>, 2024.

**IV. TIMELINE**

**Project Timeline**

This RFP will be conducted according to the following tentative schedule. This tentative schedule may be altered at any time at the discretion of the WMO.

<b>Task</b>	<b>Timeline</b>
Release of RFP	August 11 <sup>th</sup> , 2023
Deadline for Questions Regarding RFP	September 6 <sup>th</sup> , 2023
Deadline for Response to Consultant Questions	September 11 <sup>th</sup> , 2023
Deadline for Submittal of Proposals	September 15 <sup>th</sup> , 2023 - 5:00 pm
Proposal Review	Sept. 15 <sup>th</sup> - Oct. 11 <sup>th</sup> 2023
Selection of Contractor	October 11 <sup>th</sup> , 2023
Execute Contract	As soon after selection as possible
Commence Work/Services	As per proposal
Complete Work/Services	As per proposal
Final Report Provided to the LMRWMO Board	<b>Prior to August 31<sup>st</sup>, 2024</b>

## V. INSTRUCTIONS TO PROPOSERS

### A. General Information

#### 1. Submittal of Proposals

Proposers shall submit one electronic copy of their proposal to Joe Barten via email at: [joe.barten@co.dakota.mn.us](mailto:joe.barten@co.dakota.mn.us).

**All proposals shall be received no later than 5:00 pm on, Friday, September 15<sup>th</sup>, 2023.** Proposals received after this time may be rejected. The WMO reserves the right to accept or reject any proposals.

#### 2. Proposal Format

Proposals shall be prepared on 8-1/2" x 11" format. Maps or appendices may be in larger format. Index the proposal and sequentially number all pages throughout or by section. All text and exhibits should be succinct and relevant to the RFP requirements.

#### 3. Examination of RFP

By submitting a proposal, the Proposer represents that the proposer has thoroughly examined and become familiar with the work required under this RFP and that the proposer is capable of performing quality work to achieve the objectives of the WMO.

#### 4. Addenda/Clarifications

Any changes to this RFP will be made by the WMO through a written addendum transmitted via e-mail as noted in the project timeline. No verbal modification will be binding.

#### 5. Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the Proposer in: 1) preparing its proposal in response to this RFP; 2) submitting the proposal to the WMO; or 3) any other expenses incurred by the Proposer prior to the date of execution of the proposed agreement.

The WMO shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposers in the preparation of their proposals. Proposers shall not include any such expenses as part of their proposals.

#### 6. Exceptions and Deviations

Any exceptions to the requirements in this RFP must be included in the proposal submitted by the Proposer. Segregate such exceptions as a separate element of the proposal under the heading "Exceptions and Deviations."

#### 7. Contract Award

Issuance of this RFP and receipt of proposals do not commit the WMO to award a contract. The WMO reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP.

#### 8. Joint Offers

Where two or more Proposers desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The

WMO intends to contract with a single firm and not with multiple firms doing business as a joint venture.

## **9. Contact Person**

The Proposer's sole point of contact with the WMO for this proposal is Joe Barten, LMRWMO Administrator.

## **10. WMO Rights**

The WMO may investigate the qualifications of any Proposer under consideration, require confirmation of information furnished by the Proposer, and require additional evidence of qualifications to perform the work described in this RFP. The WMO reserves the right to:

- a. Reject any or all proposals.
- b. Cancel the Request for Proposals;
- c. Issue a subsequent Request for Proposals;
- d. Remedy technical errors in the Request for Proposal;
- e. Appoint evaluation committees to review proposals;
- f. Establish a short list of 3 Proposers eligible for interview after evaluation of written proposals;
- g. Negotiate with any, all, or none of the RFP respondents; and
- h. Reject and replace one or more subcontractors.

## **11. Ownership of Proposals**

All submitted proposals become the property of the WMO. By submitting a proposal, the Proposer agrees that the WMO may copy the proposal for purposes of facilitating the evaluation or to respond to requests for public data. The proposer consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party, including copyrights.

## **B. Components for the Proposal**

### **1. Letter of Transmittal**

Address the letter of transmittal to the address set forth on the cover page of this RFP and include, at a minimum, the following:

- a. Identification of the offering firm(s), including name, address, and telephone number of each firm;
- b. Acknowledgment of receipt of RFP addenda, if any;
- c. Name, title, address, telephone and email address of contact person during period of proposal evaluation;
- d. A statement to the effect that the proposal shall remain valid for a period of not less than 90 days from the date of submittal; and
- e. Signature of a person authorized to bind the offering firm to the terms of the proposal.

### **2. Proposer's Team**

Identify the interrelationship of the Proposer's team members and key personnel. Identify the team members' areas of responsibility. Provide subcontractors' company name, address, contact person, and telephone number. Describe your previous experience working with each subcontractor (if applicable).

### **3. Qualifications and Experience**

Identify similar projects undertaken by the Proposer's team within the last five (5) years. Document the team members' actual responsibility on each project. The subcontractors' projects should be similar to the work they will perform on this project. For each project, provide the contact information for the client who is familiar with the firm's key personnel.

### **4. Key Personnel**

For each of the key personnel shown, provide a brief resume. A longer résumé may be used for the project manager. Include in the project manager's résumé a summary of experience with any specialization or expertise at the local, state and national level needed for the project. At least one of key personnel must be a licensed professional Engineer.

### **5. Work Plan and Budget for Scope of Services**

The proposal should demonstrate the Proposer's understanding of the project intent, goals, and deliverables. The proposal must include a clear description of the methods or process to be used to complete each task in the scope of services along with a project schedule that details tasks, timelines, and work products.

The Proposer shall provide a detailed budget and not to exceed cost for the proposed project. The budget should include each of the tasks in the scope of services and provide:

- a. Professional fees, including hourly rates and number of hours to be worked per person
- b. Direct expenses (equipment, supplies, etc.)
- c. Other (contract labor, travel, etc.)

### **6. Conflict of Interest**

The Proposer must identify any potential conflict of interest it may have providing the services contemplated by this RFP.

### **7. Appendix.**

Include other information you believe may be valuable in reviewing the qualifications of your firm.

## **VI. EVALUATION OF PROPOSALS**

Each proposal will be assessed by project partners for its response to the needs outlined in the RFP. Factors to be considered during the review include, but will not be limited to the following:

1. Qualifications and experience of the Firm, Project Manager, and key staff proposed to work on the project and availability.
2. Understanding of project requirements.
3. Completeness and clarity of proposal which demonstrates a thorough approach to study and report, overall understanding of the project objective and individual work tasks, appropriate level of detail, documentation, and back-up material.
4. Responsiveness to the client, clarity of proposed schedule, and ability to complete within required timeline.



5. Fee estimate and value of fee estimate: total project cost, appropriately assigning qualified personnel to complete tasks, and demonstrating value in the allocation of staff hours to project tasks.
6. Any other factors deemed relevant by the LMRWMO and partners.

The LMRWMO reserves the right to consider any additional information gathered by the LMRWMO or submitted by the consultant to evaluate the submitted proposal. The LMRWMO reserves the right to request interviews of consultants prior to selection if necessary.

Lowest cost will not be the sole determining factor in awarding a contract. Rather, the LMRWMO may award the contract to the consultant whose proposal represents the best value proposal, as determined by the evaluation criteria above.

## **VII. CONTRACT TERMS AND CONDITIONS**

The following terms and conditions, together with any necessary State requirements, shall be incorporated into the agreement with the successful proposer.

### **A. Term**

The term of the contract awarded under this RFP shall commence on approximately October 30<sup>TH</sup>, 2023 and end no later than August 31<sup>st</sup>, 2024. Final billing from Consultant must be received no later than September 30<sup>th</sup>, 2024.

### **B. Contract**

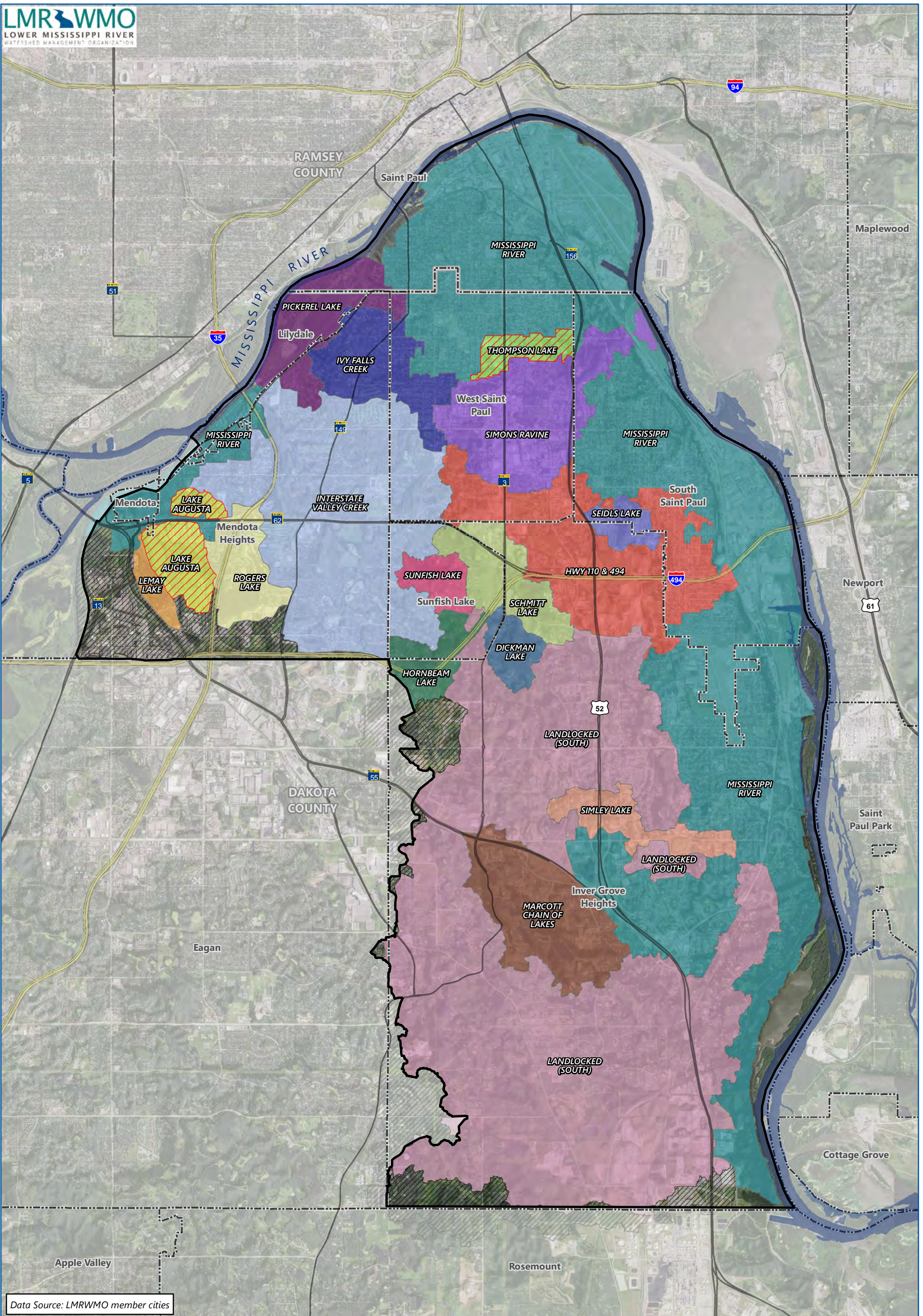
The selected Contractor must be willing to sign a contract that has the terms set forth in the form of the contract attached, including the following attachments to such form contract:

- Attachment A Request for Proposals  
Exhibit A - Direct Drainage Subwatersheds
- Attachment B Response to Request for Proposal
- Attachment C Certificate(s) of Insurance

The below is a template contract and the WMO has the right to make any additions, deletions, changes and modifications to the form contract as it deems necessary, prior to the award of the contract.

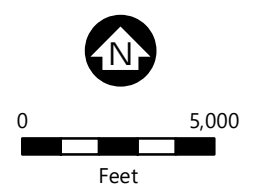
(EXHIBIT A)





Data Source: LMRWMO member cities

Lower Mississippi River WMO Boundary	LMRWMO Regulatory Watershed	Lake Augusta	Schmitt Lake
County Boundary	<b>Planning Subwatersheds</b>	Lemay Lake	Seidls Lake
Municipal Boundary	Dickman Lake	Landlocked (South)	Simley Lake
River	HWY 110 & 494	Marcott Chain of Lakes	Simons Ravine
	Hornbeam Lake	Mississippi River	Sunfish Lake
	Interstate Valley Creek	Pickierel Lake	Thompson Lake
	Ivy Falls Creek	Rogers Lake	Drains to other WMO





**FY-23 Watershed Based Implementation Funding Work Plan  
and Budget for the Lower Mississippi River Watershed  
Management Organization for Work Performed by the Dakota  
County Soil and Water Conservation District**

TASK	CALCULATION			SUBTOTAL
	Hours	Rate	Fees	
<b>Administration</b>				
<b>Administration</b> <ul style="list-style-type: none"> <li>• Manage the grant and provide overall administration of funds, match requirements, and grant reporting.</li> <li>• Coordinate with State Agency contacts regarding all aspects of the grant.</li> <li>• Maintain program and project files to include appropriate documents as reference. Maintain financial records to include all revenue and expenses associated with this grant, as well as expenditures on projects.</li> <li>• Provide entries and status reporting into the eLINK system. Provide website support to follow BWSR website grant reporting requirements.</li> </ul>	90	\$90.00		\$8,100.00
<b>Project Development</b>				
<ul style="list-style-type: none"> <li>• Implement activities outlined in grant work plan.</li> <li>• Coordinate with project stakeholders to finalize the terms of implementation of this project and create a detailed scope of work for procurement of a feasibility study consultant.</li> <li>• Organize stakeholder meetings to inform and coordinate with affected parties.</li> <li>• Create joint powers agreement (JPA) to define financial responsibilities of project cooperators.</li> <li>• Communicate with project partners and stakeholders before, during, and after feasibility study is undertaken.</li> <li>• Provide direction to feasibility study consultant on study details.</li> </ul>	110	\$90.00		\$9,900.00
			<b>Total</b>	<b>\$18,000.00</b>
<b>Total Agreement Not-to Exceed</b>				<b>\$18,000.00</b>

**Notes:**

1. Additional items may be required of the SWCD during the workplan timeframe and individual budget amounts may change as work progresses. If proposed changes are to exceed the total agreed amount, this work plan can be amended as jointly approved by the LMRWMO and SWCD.
2. Minnesota Board of Water & Soil Resources grants require the use of their billable rate process for work completed by Soil & Water Conservation Districts and other local units of government. The hourly rate is an estimate and the actual BWSR billable rates will apply.



## Grant Workplan Watershed Based Implementation JAN 2023

**Grant Title** - 2023 - WBIF - Lower Mississippi River WMO

**Grant ID** - C23-4936

**Organization** - Lower Mississippi River WMO

<b>Original Awarded Amount</b>	\$118,385.00	<b>Grant Execution Date</b>	
<b>Required Match Amount</b>	\$11,838.50	<b>Original Grant End Date</b>	12/31/2025
<b>Required Match %</b>	10%	<b>Grant Day To Day Contact</b>	Joe Barten
<b>Current Awarded Amount</b>	\$118,385.00	<b>Current End Date</b>	12/31/2025

### Budget Summary

	Budgeted	Spent	Balance Remaining
Total Grant Amount	\$118,385.00	\$0.00	\$118,385.00
Total Match Amount	\$12,000.00	\$0.00	\$12,000.00
Total Other Funds	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$130,385.00</b>	<b>\$0.00</b>	<b>\$130,385.00</b>

*\*Grant balance remaining is the difference between the Awarded Amount and the Spent Amount. Other values compare budgeted and spent amounts.*

### Budget Details

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
Administration	Administration /Coordination	Current State Grant	2023 - WBIF - Lower Mississippi River WMO	\$8,000.00			N
LMRWMO Priority Watershed Project Identification and Watershed Model	Planning and Assessment	Current State Grant	2023 - WBIF - Lower Mississippi River WMO	\$100,385.00			N

Activity Name	Activity Category	Source Type	Source Description	Budgeted	Spent	Last Transaction Date	Matching Fund
LMRWMO Priority Watershed Project Identification and Watershed Model	Planning and Assessment	Local Fund	Local Matching Funds	\$12,000.00			Y
Project Development	Project Development	Current State Grant	2023 - WBIF - Lower Mississippi River WMO	\$10,000.00			N

### Activity Details Summary

Activity Details	Total Action Count	Total Activity Mapped	Proposed Size / Unit	Actual Size / Unit
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### Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
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### Grant Activity

Grant Activity - Administration	
Description	LMRWMO contracted staff will manage the grant and provide overall administration of grant funds and local match requirements. This includes coordination with projects partners to ensure compliance with grant requirements. The LMRWMO will maintain financial and project records as appropriate and will follow website grant reporting requirements. This task also includes all grant reporting efforts, including communication with BWSR staff as necessary in administration of the grant, and development of project reporting. Program and project files will include appropriate documents as referenced in the BWSR Grants Administration Manual. Financial records will include all revenue and expenses associated with this grant, reporting of contracted labor via invoices, as well as other expenditures on projects.
Category	ADMINISTRATION/COORDINATION
Has Rates and Hours?	Yes

## Grant Activity - LMRWMO Priority Watershed Project Identification and Watershed Model

### Description

Combine existing GIS data to develop a water quality, hydrologic, and hydraulic model of priority watersheds. The modeling extent includes the watersheds of priority level 1A lakes (Thompson Lake, Rogers Lake, Seidls Lake). The modeling will identify pollutant loading hotspots, areas with insufficient or no treatment, and identify and prioritize regional treatment opportunities. Created from this information is a priority project list and feasibility analysis for each priority level 1A lake watershed, prioritizing projects that include water quality, volume reduction, and that also address flood risk.

Water quality, hydrologic, hydraulic modeling will be used to design water quality improvement projects, evaluate flood mitigation opportunities, and identify areas where changing climate and regional development or redevelopment trends may exacerbate flooding, erosion, and pollutant loading.

Activities may include watershed modeling, preliminary desktop mapping, cost benefit analysis, pollutant calculations, priority practice ranking, and a final report.

Work to be performed by a qualified consultant, likely a licensed engineer through a water resources engineering consulting firm.

Overall Measurable Outcome: The LMRWMO will have a water quality improvement and volume reduction project priority list of 10+ projects for the priority level 1A watersheds. The LMRMWO will have models to help identify, prioritize, design, and implement water quality improvement projects.

Year 1 Milestones: Accomplish activities outlined in project development phase.

Year 2 milestones: Have consultant under contract, site investigation and analysis underway and draft report in process.

Year 3 Milestones: Complete final feasibility study for distribution to project stakeholders.

### Category

PLANNING AND ASSESSMENT

### Has Rates and Hours?

No



## Grant Activity - Project Development

<b>Description</b>	<p>LMRWMO contracted staff will provide the following services in development of the water quality, hydrologic, and hydraulic model of priority watersheds:</p> <p>Coordination between project stakeholders to finalize the terms of implementation of this project and creation of a detailed scope of work for procurement of a feasibility study consultant, organizing stakeholder meetings to inform and coordinate with affected parties and the Cities involved, communication with project partners and stakeholders before, during, and after feasibility study is undertaken, providing direction to feasibility study consultant on study details. Approximate workload distribution within this activity: 40% stakeholder coordination, 60% consultant coordination.</p> <p>Year 1 Milestones: Hold two technical advisory stakeholder meeting to discuss project objectives. Discuss project objectives with LMRWMO Board.</p> <p>Year 2 milestones: Coordinate consultant selection and have consultant under contract, complete bulk of study by consultant.</p> <p>Year 3 Milestones: Complete oversight of final report submittal by consultant.</p>
<b>Category</b>	PROJECT DEVELOPMENT
<b>Has Rates and Hours?</b>	Yes

## Grant Attachments

Document Name	Document Type	Description
<b>2023 WBIF-LMRWMO Revised Application</b>	Grant	2023 - WBIF - Lower Mississippi River WMO
<b>2023 Watershed Based Implementation Funding</b>	Grant Agreement	2023 Watershed Based Implementation Funding - Lower Mississippi River WMO
<b>Application</b>	Workflow Generated	Workflow Generated - Application - 01/25/2023
<b>Work Plan</b>	Workflow Generated	Workflow Generated - Work Plan - 02/02/2023