

**PUBLIC NOTICE  
OF  
RILEY-PURGATORY-BLUFF CREEK WATERSHED  
DISTRICT  
REQUEST FOR QUALIFICATIONS:  
  
CONSULTING DISTRICT ENGINEERING SERVICES**

Pursuant to *Minnesota Statutes Section 103B.227, Subd. 5*, the RPBCWD Board is requesting any firm interested in providing consulting engineering services to the RPBCWD submit a Statement of Qualifications (SOQ). The RPBCWD is seeking SOQ from firms interested in serving as the RPBCWD's consulting district engineer.

Submitted SOQs must have two sections as follows.

**Statement of Qualifications**

Section 1) General Firm information and qualifications.

The first section should provide general information about the firm and include a letter of interest, a list of related work/projects/clients, a list of key personnel and their qualifications, and a current fee schedule. In this section of the SOQ other services or specialties should also be included. Section 1 may not exceed 15 pages.

Section 2) Service Area Qualifications.

Provide a summary of your qualifications and unique expertise in each of the following areas. Section 2 may not exceed 20 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
- 4) Urban Stormwater BMP Design and Construction Management
- 5) Water Resource Permitting
- 6) Land Surveying
- 7) Geographic Information Systems
- 8) Graphic Design
- 9) Technology/Website Enhancement

## **Review Process**

The District will review all submittals and determine which firms are qualified in all of the eight areas listed above and as District Engineer.

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- The District Engineer will be selected based on experience in 1) innovative and integrative watershed/natural resource planning and engineering within the metropolitan area, 2) design and construction management and inspection, 3) municipal/governmental permitting and land use regulation as it applies to watershed programs and projects, 4) hydrologic, hydraulic, and pollutant modeling, 5) Federal, state, and regional programs related to watershed and natural resource management, 6) limnology and hydrology, 7) groundwater and hydro-geology, 8) wetland science and 9) working and communicating with public, regulatory agencies, and other stakeholders. The District Engineer should have the ability to respond to emergency situations in the watershed or situations that would require immediate attention. The selected firm will serve as District Engineer from the date of appointment through 12/31/2025. For full position description, please check our website at [www.rpbcwd.org](http://www.rpbcwd.org) or contact Terry Jeffery at the below contact information.

The Board of Managers will review proposals, reserves the right to reject any and all proposals, and otherwise take such action it deems in the best interest of the Riley-Purgatory-Bluff Creek Watershed District.

## **Point of Contact**

Questions regarding this request for qualifications must be directed to Terry Jeffery at 952-607-6512, ext 1 or [tjeffery@rpbcwd.org](mailto:tjeffery@rpbcwd.org).

## **Submittal**

Electronical submittal of your Statement of Qualifications must be submitted no later than 5:00pm on Friday, March 24, 2023 to:

Terry Jeffery, [tjeffery@rpbcwd.org](mailto:tjeffery@rpbcwd.org) with a cc to Amy Bakkum, [abakkum@rpbcwd.org](mailto:abakkum@rpbcwd.org)

For further information about the Riley-Purgatory-Bluff Creek Watershed District, contact Amy Bakkum at [abakkum@rpbcwd.org](mailto:abakkum@rpbcwd.org). Thank you for providing a statement of qualifications for this work.

# **RPBCWD DISTRICT ENGINEER**

## Overview:

Riley-Purgatory-Bluff Creek Watershed District (RPBCWD) Engineer 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, Board, 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.

## Scope of Services

### *General Engineering Services on Retainer*

The RPBCWD Engineer shall assist in an ongoing process of setting and implementing the water management policies and practices which will guide the District mission and goals:

- Identifying the technical consequences of choices;
- Discuss alternative solutions and present emerging practices;
- Educate the Board and staff about the technical and regulatory issues involved; and
- Inform the District Administrator, Board, 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, and capital programs 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.

Retainage shall also provide for:

1. The preparation for and attendance at any Board or Committee meeting of the RPBCWD, 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. The retention of copies of plans, studies, data and other documents and the retrieval of said documents that are considered “active” or that have been archived for 5 years or less.
4. Other activities as negotiated under contract.
5. Maintain a duplicate set of all studies, plans, designs, and other documents relating to issues of concern to the District.

Understanding of State, Regional, and Local Government as well as Watershed Management

1. The District Engineer will maintain a current understanding of issues relative to District policies, projects, and programs.
2. The District Engineer will demonstrate a current expertise of watershed and natural resource management
3. The District Engineer shall be aware of state and regional plans and priorities related to watershed and natural resource management and be able to communicate how these implicate district plans and priorities.
4. 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 Engineer 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 RPBCWD 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.

#### District Policy Relating to Member Communities and Other Governmental Jurisdictions

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.