



Title: Authorization to Release the Request for Proposals for Engineering and Design Services for Minnehaha Creek Preserve Boardwalk Reconstruction

Resolution number: 22-005

Prepared by: Name: Tiffany Schaufler
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Reviewed by: Name/Title: Janna Jonely, Project & Land Management Technician; Chuck Holtman, Legal Counsel

Recommended action: Board authorization to release a request for proposals (RFP) for engineering and design services for reconstruction of the Minnehaha Creek Preserve Boardwalk

Schedule: January 28, 2022: Release request for proposals
February 24, 2022: Proposals due
March 24, 2022: Award engineering and design contract

Budget considerations: Fund name and code: Project Maintenance and Land Management 2-2003-4550 Fund budget: \$100,000 - \$125,000
Expenditures to date: \$0
Requested amount of funding: \$0

Past Board action: Res #: 17-028 Approval of Minnehaha Preserve Operations and Maintenance Plan
Res #: 20-089 Authorize Seasonal Closure of the Minnehaha Preserve Boardwalk
Res #: 21-022 Adoption of a Revised Interim Maintenance Protocol for the Minnehaha Preserve Boardwalk
Res #: 21-079 Authorize Seasonal Closure of the Minnehaha Preserve Boardwalk

Summary:

During 2014-2015, the Minnehaha Creek Watershed District (MCWD or District) constructed 3,300 feet of boardwalk as part of the Minnehaha Preserve (Reach 20 Stream Restoration) capital project. The Minnehaha Preserve boardwalk system provides an outdoor education space with interpretive and educational signage, connects trail users to public transit, and provides recreational opportunities for the surrounding neighborhood and beyond.

The wood materials of the boardwalk structure are experiencing accelerated deterioration rendering the facility unsafe. Therefore, MCWD is seeking a qualified consultant to provide engineering and design services to prepare a design and re-specification of the boardwalk and oversee reconstruction of the boardwalk structure through use of the existing helical piers, which will maintain the current alignment of the boardwalk system.

At the January 27, 2022, Board of Managers (Board) meeting, staff will seek Board authorization to release a request for proposals (RFP) for engineering and design services for the Minnehaha Preserve boardwalk reconstruction. During the meeting staff will provide a high-level summary of the RFP, including its scope, schedule, and budget.

Background:

In 2013, in partnership with the City of St. Louis Park, MCWD began construction of the Minnehaha Preserve capital project. This project re-meandered and restored 3,300 feet of Minnehaha Creek to its historic alignment, while also creating access to 29 acres of green space with the construction of approximately 3,300 feet of boardwalk and 5,200 feet of paved trail between Meadowbrook Avenue and Louisiana Avenue in St. Louis Park. In April of 2017, the Minnehaha Preserve Operations and Maintenance Plan (Plan) was approved by the MCWD Board of Managers (Board) to fulfill conditions of the Second Cooperative Agreement between MCWD and the City of St. Louis Park. The Plan outlines specific roles and responsibilities for the periodic and long-term maintenance of project elements associated with the project. Maintenance of the boardwalk is solely the responsibility of the District, as owner, and provides District discretion in elements such as seasonal maintenance and public access.

After the boardwalk began to show signs of deterioration the Board of Managers adopted an interim maintenance protocol (Res # 19-094) to increase the frequency of staff inspections and replacement of damaged decking sections to maintain user safety. The rate of observed decay continued to accelerate and bulk replacements were conducted. During the early summer of 2020, in response to the continuing premature deterioration of decking and handrails, staff adjusted the maintenance protocol to provide for patch repairs instead of replacement to maintain a safe and usable facility while exploring a long-term resolution of the boardwalk materials issue. At the June 11, 2020, Board meeting, the Board adopted this revised interim maintenance protocol in order to efficiently, practically and economically conduct decking replacements (Res # 20-048).

On November 19, 2020, the Board of Managers authorized seasonal closure of the boardwalk system (Res # 20-089). This closure was approved to protect against safety risk posed by ice and snow accumulating on top of safety markings, and patched boardwalk decking creating an uneven surface not visible to potential users.

On March 25, 2021, after snow and ice conditions were no longer present on the boardwalk, the Board of Managers adopted a revised interim maintenance protocol (Res # 21-022) to limit public safety risk and efficiently use public funds, while preserving public use of the boardwalk. To assist staff with implementation of the maintenance protocol, a contract with Stantec was executed for inspection and maintenance services. The implementation of the most recent maintenance protocol allowed the boardwalk to remain open until this winter.

On September 30, 2021, in accordance with Board direction, the District served a lawsuit on the project designer, H.R. Green, and the general contractor, Blackstone Contractors, alleging design and construction errors and seeking relief including payment of costs for replacement work. That litigation is in its early discovery stage.

At the November 18, 2021, Board of Manager's meeting, staff recommended that the system again be seasonally closed during the winter months for safety reasons. The combination of ice and snow poses a risk, which is determined a higher priority than limited public access during winter months. Therefore, the Board of Managers adopted the seasonal closure of the Minnehaha Preserve Boardwalk system for the winter of 2021-22 (Res # 21-079) to limit safety and liability concerns while the District is proceeding toward installation of replacement decking materials.

Also at the November 18, 2021, meeting, the Board of Managers discussed the importance of maintaining a safe and open boardwalk facility for public usership. Due to continuing deterioration of the boardwalk's wood materials, the Board of Managers directed staff to develop a request for proposals (RFP) for professional services to reconstruct the boardwalk, on the original footprint as determined by the existing helical piers, with a limited redesign and engineering process. The redesign would incorporate specification and materials appropriate to ensure a sound and lasting facility.

Engineering and Design Services RFP:

The draft request for proposals for engineering and design services is focused on the removal of all wood materials of the existing boardwalk structure, design and re-specification, and construction oversight of a new boardwalk that will utilize the existing helical piers. The goals for the overall project include a comprehensive review of the original structure to understand the user experience created by the existing alignment, an analysis of the load bearing capacity of the structure defined by the existing helical piers, limited consideration of adjustments to interpretive areas, and selection of materials and treatment appropriate for the wetland environment in which the boardwalk is constructed.

The RFP is organized into four discrete sections:

1. **Background and Project Overview:** general project information, including an overview of the desired engineering and re-specification of materials and a summary of work completed through the original capital project's design development and resultant popular user experience.
2. **Scope of Services:** a preliminary overview of required tasks, including project design, permitting support, bid document creation, bid support, and construction management.
3. **Instructions to Proposers:** overview of submittal requirements, timeline, and selection criteria.
4. **Disclosures:** recitation of MCWD's reserved rights with respect to the solicitation.

The RFP will be open for approximately four weeks with an anticipated release date of January 28, 2022, and a submittal deadline of February 24, 2022. The proposals will be evaluated by MCWD staff. Staff anticipates seeking Board approval of the consultant selection and design contract at the March 24, 2022, MCWD Board meeting.

Supporting document:

DRAFT Request for Proposals for Engineering and Design Services for the Minnehaha Creek Preserve Boardwalk Reconstruction



RESOLUTION

Resolution number: 22-005

Title: Authorization to release the Request for Proposals for Engineering and Design Services for Minnehaha Creek Preserve Boardwalk Reconstruction

- WHEREAS the Minnehaha Creek Watershed District (MCWD) engages in regional capital improvement projects as described in its Water Resources Management Plan and in 2015 completed construction of the Minnehaha Preserve project ("Project") on the Minnehaha Greenway in St. Louis Park; and
- WHEREAS these facilities require routine inspection and regular maintenance to continue functioning as designed and to limit loss of public use and prevent safety hazard in areas with public access; and
- WHEREAS MCWD entered into a cooperative agreement with the City of St. Louis Park to maintain the Project, and the cooperative agreement, as well as the 2017 Operations and Maintenance Plan, assign specific maintenance responsibility and frequency of inspection and maintenance to each entity; and
- WHEREAS the MCWD Project Maintenance and Land Management (PMLM) Program annually budgets for, inspects, and maintains District projects, infrastructure, and lands; and
- WHEREAS through the PMLM Manual, regular maintenance is guided by inspection of specific project elements and annualized cost associated with this maintenance is budgeted through the annual PMLM budget process; and
- WHEREAS through PMLM staff inspections, it was observed that the decking of the boardwalk was deteriorating at a higher rate than expected, warranting bulk replacement and increased inspection frequency; and
- WHEREAS the Board of Managers adopted interim maintenance protocols in 2019, 2020, and 2021 to inspect, mark, repair and sign the boardwalk to maintain public use while addressing safety risks that might be posed by deteriorating decking and railing; and
- WHEREAS the interim maintenance protocol recognizes the MCWD's effort to determine and implement a long-term resolution of the Minnehaha Preserve boardwalk materials deterioration concern, by considering the nature and extent of the materials failure, public use of the boardwalk, public safety risk and cost, and the options to manage the issue until resolved; and
- WHEREAS the Board of Managers authorized seasonal closure of the Minnehaha Preserve boardwalk system during the winters of 2020-2021 and 2021-2022, in consideration of the MCWD's long term maintenance plan, its interim maintenance protocol and the considerations reflected in that protocol, based on limited winter use and the importance of protecting public safety during winter months; and
- WHEREAS the MCWD, on the basis of its examination of construction procedures and documentation, and analysis by retained experts in facility design and wood materials, concluded that the accelerated deterioration of boardwalk materials is due to improper materials specification and incorrect installation, and requires replacement; and

WHEREAS the Board of Managers desires a safe and open facility for public usership, and in recognition of the continuing deterioration of the boardwalk's wood materials, has asked staff to initiate a replacement process by developing a request for proposals (RFP) for professional services to engineer and design the replacement of the Minnehaha Preserve boardwalk's above ground structure including wood supports, decking and railing elements; and

WHEREAS the Board of Managers has determined to replace the boardwalk's wood materials, while utilizing the existing helical piers, which will maintain the current alignment of the boardwalk system while also preserving the user experience through a limited redesign and engineering process, with a materials specification appropriate for the facility environment.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers authorizes the administrator to release the request for proposals for engineering and design services for the Minnehaha Creek Preserve Boardwalk reconstruction, with any further limited changes, in his discretion and on the advice of MCWD legal counsel.

Resolution Number 22-005 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: 1/27/2022

Date: January 27, 2022

Secretary

REQUEST FOR PROPOSALS

Engineering and Design Services for

MINNEHAHA CREEK PRESERVE BOARDWALK

3961 Meadowbrook Rd, 7200 & 7250 Excelsior Blvd., 3958 Louisiana Ave. S.,

St. Louis Park, MN 55426

Property and Easements of the Minnehaha Creek Watershed District

PART 1: BACKGROUND AND PROJECT OVERVIEW

General Background

The Minnehaha Creek Watershed District (MCWD) is seeking a qualified consultant to provide engineering, design services, and construction oversight for the Minnehaha Creek Preserve Boardwalk Project (Project). The Project involves design and re-specification of a boardwalk structure which will utilize the existing helical piers which will maintain the current footprint. The wood materials of the current boardwalk structure are experiencing premature deterioration, rendering the facility unsafe. The Project design will also include cost analysis, plan development, construction specification development, permitting support, bid period support, and construction oversight for the reconstruction of the boardwalk structure.

MCWD will host a required informational meeting on this RFP on Thursday, February 17, 2022, at 1:00 PM. The mandatory portion of the meeting will be held virtually, followed by an optional onsite meeting at Minnehaha Preserve Boardwalk, weather depending. If you plan to attend, RSVP to MCWD Project and Land Manager, Tiffany Schaufler at tschaufler@minnehahacreek.org.

This Project is focused on three elements:

1. Design and re-specification of wood materials for reconstruction of the boardwalk, that will utilize the existing helical piers (thus retaining the original footprint and layout)
2. Development of a removal plan for all the wood materials of the existing boardwalk structure
3. Construction oversight of the boardwalk removal and reconstruction

Please note that the boardwalk's alignment and elevations are integral to the overall user experience and MCWD is not seeking to alter these fundamental elements of the structure.

Work to Date

The Minnehaha Creek Preserve capital project began construction in 2013 and was a two-phase project providing a range of water quality, water quantity, ecological habitat, and community benefits. The first phase of the project included remeandering a previously straightened stretch of Minnehaha Creek; restoring 3,300 feet of streambank in addition to wetland restoration, and the construction of a

stormwater pond. The second phase of the project featured the construction of approximately 3,300 feet of boardwalk and 5,200 feet of paved trail, which provides access to 29 acres of green space that was previously inaccessible. The full project was completed in 2015.

The boardwalk facility has been a vital part of the success of the larger Minnehaha Creek Preserve capital project, as it provides an outdoor education space with interpretive and educational signage, connects trail users to public transit, and provides recreational opportunities for the surrounding neighborhood and beyond.

The 2012 design goals for the boardwalk were focused on enhancing the user experience by taking a curvilinear approach to the boardwalk alignment so that it closely follows the meander of Minnehaha Creek. Overlooks and seating areas were created to bring visitors closer to the water and offer spaces for recreation and reflection.

When the boardwalk wood materials began to show signs of deterioration, it prompted an investigation into the observed decay. In 2019, the MCWD Board of Managers adopted an interim maintenance protocol (Attachment X) to increase the frequency of MCWD staff inspections, and replacement of damaged wood decking sections to maintain user safety. At this time, a MCWD-led investigation determined a materials issue with the wood materials. Given this determination, and while MCWD began to explore a long-term solution for replacement, the maintenance protocol was adjusted to provide for patch repairs instead of replacement, in order to maintain a safe and usable facility (Attachment X). During the winter of 2020-2021, and again in the winter of 2021-2022, the boardwalk was closed due to the enhanced safety risk posed by ice and snow accumulating on top of patched boardwalk decking and safety markings which creates an uneven surface, making them indiscernible to potential users (Attachments X & X).

Through the MCWD-led investigation, it has been determined that the premature deterioration of the boardwalk's wood materials is due to improper design specification and materials installation during construction. MCWD is not seeking to replace the project in its entirety as the existing helical piers will be utilized. The boardwalk is a popular experience and should be reconstructed as originally intended with proper specifications and materials.

MCWD and the City of St. Louis Park (City) own adjacent parcels of the Minnehaha Creek Preserve and have defined ownership and responsibilities of all project elements associated with the greater Minnehaha Creek Preserve capital project. Ownership and maintenance of the boardwalk structure is solely the responsibility of MCWD, although underlying lands are owned by both entities. MCWD has conservation and maintenance easements over City property; however, reconstruction of the boardwalk may be subject to additional City approvals and permits.

Project Goals and Contract Requirements

The goals for this Project include:

- Review of the original boardwalk design and construction to understand the existing alignment and valuable user experience created by the facility; coordinate with MCWD staff to understand technical information gathered to date.
- Verification of the boardwalk structure's load bearing capacity and understanding of the structural limitations established by the existing helical piers.

- Selection of materials and treatment that reflect a complete understanding of the wetland microcosm in which the boardwalk is constructed; site hydrology including flood elevations, contact with fresh water, wetland storage capacity, vegetation type and density, atmospheric conditions, and other characteristics necessary to make an informed recommendation.

The Project is a re-specification of the existing boardwalk surface structure material because the current wood material is experiencing premature deterioration. Proper and informed specification of wood materials, preservation standard, installation methods, and maintenance requirements are a critical component of the Project's design work.

The selected consultant will be required to enter into agreement terms as substantially set forth in the contract template, Attachment A of this document. The proposal should indicate any terms of this agreement form that the proposer finds unacceptable, and the proposed substitution. The MCWD will consider this in evaluating proposals. The submittal requirements and timeline can be found on pages 9 and 10 of this RFP.

Project Description

The project will be focused on the design and re-specification of the boardwalk facility which spans approximately 3,300 feet of the Minnehaha Creek Preserve, utilizing the original helical piers installed.

Additional details on project requirements are included below:

Design of Boardwalk Facility

Design and re-specification of the boardwalk structure will utilize the original helical piers, which will allow the public to safely traverse and recreate along the remeandered and restored creek and wetland complex of the Minnehaha Creek Preserve. Redesign and construction of the boardwalk must consider:

- Boardwalk redesign and construction will utilize the existing helical piers installed as part of the original construction for the project.
- Redesign will contemplate maintaining a valuable user experience, protecting sensitive resources, and limiting site disturbance in a wetland environment. MCWD has made significant investments in ecological restoration since the Project's initial construction.
- The reconstruction of the boardwalk will occur on property owned by both the City and MCWD. The MCWD holds conservation and maintenance easements over City parcels. The boardwalk structure is built almost entirely in a wetland environment and within the floodplain of Minnehaha Creek.
- The northern segment of the Boardwalk, east of the education pavilion, ranges between elevations of approximately 893 feet and 889.5 feet. Elevations below the 100-year flood elevation were originally intended to withstand periodic inundation associated with Minnehaha Creek flooding. Redesign will maintain the specified elevations and will account for exposure scenarios the facility may experience over its lifetime, such as wet-dry cycles and prolonged contact with freshwater.

- Most of the western and southern segments of the Boardwalk are at an approximate elevation of 892 feet, except for the cattail marsh lookout (890.5 feet). Redesign will consider that segments above the 100-year flood elevation were not designed to experience prolonged contact with freshwater. However, the overall wetland environment (microcosm), flood elevation of the creek, storage capacity of the surrounding wetland complex, vegetation type and density, atmospheric conditions, etc., will be considered when proposing design, materials and treatment specifications, and construction.
- The consultant is expected to review design choices with MCWD staff so that the MCWD may make informed decisions in weighing durability, cost, maintenance requirements and other relevant considerations.
- Consultant will develop a maintenance plan, including schedules for maintenance tasks appropriate for a boardwalk facility constructed within a natural wetland area.
- The interpretive areas (overlooks, seating, etc.) will be reviewed and evaluated for opportunities to adjust and/or improve design based on consultant experience, while considering user experience and material limitations due to structural loading.

Removal Plans

As part of the construction activities, the consultant will develop plans and specifications for removal and disposal of the existing wood components of the boardwalk structure while preserving the existing helical piers for re-use.

- Removals means and methods should be proposed by the consultant based on their understanding of the boardwalk structure and loading capacity to preserve their integrity, and of the chemical characteristics (preservative content) of the material. Removal and reuse of hardware and any non-wood site materials (steel railings, metal, screws, washers, etc.) can be contemplated as part of the redesign and removal process.

Other Design Considerations

- The Project site is not staffed. Design should consider public safety, designing to allow for effective winter closure, and preventing unauthorized bicycle, scooter, and any other motorized vehicle use.
- Currently there are seven entry points for the boardwalk. Closure methods for all seven locations should be proposed as part of design. Boardwalk design will involve connections to different infrastructure at each point, including bituminous trail and bridge connections.
- One trail connection (1 of 7) and two small 24-foot-long sections of boardwalk were installed to the south of the primary boardwalk facility (at 7250 & 7252 Excelsior Blvd.). This trail connection and two additional boardwalk segments, provide access to the Minnehaha Creek Preserve as a trail and parking lot off Excelsior Blvd. The connection and two additional boardwalk segments will also require removal, design, and reconstruction as part of this Project.

- While this scope is a seemingly straightforward design and re-specification, MCWD is asking proposers to use their unique design experience to evaluate the original design, and inject creativity where possible, while respecting the constraints of the layout and structural load that have been determined by the helical pier locations.

Available Information

To provide proposers with a complete understanding of the scope of design and re-specification, MCWD has gathered the original project documents, including past construction documents, relevant plans, surveys, certifications, and memos, which are available for review and download at the following Dropbox link: XXXX.

The information noted below in “Attachments” serves as an example of relevant and available information. All other information gathered to date will be transmitted to the consultant upon contract award. The consultant’s proposal should assume all information gathered is complete and accurate.

Attachments

The following attachments can be viewed and downloaded at this Dropbox link: XXXX

- A: Contract Template
- B: Construction Documents
- C: Construction documents for the trail connection to Excelsior / Japs Olson
- D: Minnehaha Creek Surveys
- E: Structural Load Bearing Memo
- F: Interim Maintenance Protocols
- G: Seasonal Closure of the Boardwalk
- H: Atlas Reach 20 Helical Pier Submittal
- I: XXXX

MCWD Project Lead

Tiffany Schaufler, MCWD Project & Land Manager
tschaufler@minnehahacreek.org / 952.641.4513

PART 2: SCOPE OF SERVICES

On the basis of current prices and conditions, the MCWD estimates the capital construction cost of this project, including project design, removals, construction, construction oversight, and contingency, to be in the range of \$2.3 to \$2.8 million. The cost for design and construction oversight of this Project is estimated to be approximately \$100,000-\$125,000. The consultant will work closely with MCWD to complete tasks 1-3, below, with construction oversight being a primary responsibility of the consultant, with secondary support from the MCWD Project Manager. Task 4 is not a requirement of the proposal but will be considered as an add-on given the creativity and feasibility of any recommendations in the context of budget limitations.

MCWD staff will play a prominent role throughout the duration of the project. The scope of services for this work may include, but will not be limited to the tasks described as follows:

1. Project Design, Team Coordination, and Permitting
2. Bid Document Development and Bid Support
3. Construction Oversight of Boardwalk Removal and Reconstruction
4. Optional Task - Interpretive Area and Elements

Due to the COVID-19 pandemic, design meetings will likely be held virtually with in-person, on-site meetings held only as necessary.

Task 1: Project Design, Team Coordination, and Permitting

The consultant will lead the design phase through preliminary design including information evaluation and coordination with MCWD project staff, development of 75/100% design plans, and MCWD Board meeting support. The consultant will also support the permitting process, create bid documents that incorporate EJDC documents, provide bid period support, and construction oversight. The scope of services for the work may include, but will not be limited to, the tasks described as follows:

Pre-design: To gain a thorough understanding of the technical information available, attend one-kick off meeting and one site visit with MCWD project staff, to review the original design and construction documents, which will be used to guide the design and re-specification effort. The scope of the design and development of specifications will incorporate the existing helical pier alignment and structural load. Consultant should propose how they intend to coordinate with owner leading up to development of 75% design, including anticipated check-ins and meetings to ensure plans and specifications are progressing on schedule and in consultation with MCWD staff.

Permitting: Provide materials for all required permits, including permits required by the City of St. Louis Park, MCWD, and any other public agencies. MCWD will lead in the preparation and submission of the permits, with the consultant supporting through the preparation of required exhibits and calculations. The consultant is responsible for ensuring boardwalk design, removal, disposal, and construction complies with all applicable rules and regulations, including ADA accessibility. The consultant should assume needing to support documentation for approximately four permits, including City of St. Louis Park requirements for erosion control, demolition, and building permits, and a MCWD permit for wetland protection.

75% Design Phase: Complete design development plans including drawings, sections and dimensions, draft technical specifications, an opinion of probable costs, lead work sessions as needed, make revisions and necessary figures as identified by the consultant and client. The consultant is expected to apply a value engineering approach to work within the established project budget. The consultant will attend one MCWD Board meeting at the 75% design phase, target meeting date of May 26, 2022.

100% Design Plans: Prepare 100% plans and technical specifications, including site layout, boardwalk sections and detail, maintenance plan, restoration, and all other necessary details to construct the project. The final design will include engineering estimates to accompany the final project design. The consultant will complete 100% plans for MCWD staff presentation to the MCWD Board no later than June 30, 2022. MCWD Board approval of 100% plans will then allow the consultant to prepare the final design and specifications package for MCWD to bid the project in early August.

Removal, Disposal, and Reuse: Develop design documents for proper removal and disposal of the existing boardwalk surface structure. Existing signage, steel railings, and education pavilion elements installed within the educational pavilion will be salvaged and reinstalled as part of the design for this Project. The existing helical piers will remain and will be used as part of the design for this Project.

Consultant is invited to consider opportunities for removal and reuse/salvage of existing site materials, hard metals, poles, railings, screws, accessories, etc., so long as consultant finds the integrity of the design to be maintained.

Design documents will incorporate all provisions for respective bidders including any necessary permitting for removal and disposal and will be developed as part of 75/100% plans. Finalized specifications will be incorporated as part of the overall bid package.

Task 2: Bid Document Development and Bid Support

Bid support: The consultant will further develop specification and bid documents for construction contracting. The specifications will be developed for use with MCWD's standard front-end documentation (EJCDC). MCWD is responsible for editing portions of the Division 0/Division 1 contracting documents. The 75% submittal will include the full specification table of contents and a portion of the sections to cover the major design/material elements of construction. A draft construction bid item list will be developed. Specifications will be developed using Microsoft Word and submitted as a PDF document for review.

In addition to developing the bid packet, the consultant will provide support during project bidding. The consultant will coordinate bid publication, participate in a pre-bid meeting, respond to requests for information from prospective contractors, lead bid opening and tabulate bids, and make an award recommendation.

Task 3: Construction Oversight of Boardwalk Removal and Reconstruction

Construction oversight: The consultant will provide the lead on construction oversight and management services with support from MCWD staff, including construction administration and observation services. Required tasks will include leading the preconstruction meeting, completing site staking, reviewing pay applications, reviewing submittals, observing on-site construction of major project elements, including original boardwalk wood materials removal and new construction, responding to requests for

information, compiling punch lists, project closeout, and any other construction administration, oversight, and management activities deemed necessary to complete the project as designed.

The consultant should assume that MCWD will provide some routine on-site observation and will have ultimate approval authority, consistent with the roles of engineer and owner under EJCDC General Conditions. In preparing the response to the construction oversight task, the consultant should clearly state all assumptions, including estimated hours for construction oversight tasks. The consultant should identify specific stages or construction activities during which the consultant's observation is most important, including plans to confirm materials meet specifications from initial submittals through verification of materials delivered and installed, and collection and transmittal of all corresponding documentation to Project owner.

Optional Task 4: Interpretive Areas and Elements

Task 4 is not a focus of the Project, however, MCWD may choose to include this optional task as part of the Project's scope. As noted in Part 3: Instruction to Proposers, please submit a separate fee structure associate with this optional task. The following may be considered as part of the consultant proposal.

Interpretive Areas: Assess the original design and construction and propose adjustments to the interpretive areas, such as gathering and seating areas, overlooks, etc., that would be feasible to construct within the boundaries posed by the existing alignment, existing helical piers, and structural load, while maintaining the overall user experience.

Interpretive Elements: Evaluate interpretive elements such as education and wayfinding signage and propose recommendations for updating, revising, or developing additional materials and/or signage.

PART 3: INSTRUCTION TO PROPOSERS

Submittal Requirements

Responses to the RFP in digital format should be submitted to Tiffany Schaufler, via email at tschaufler@minnehahacreek.org, **no later than 4:00 pm on Thursday, February 24, 2022**. No page limit is required; however, respondents will be evaluated on clarity and concision. Each proposal should include the following items:

1. Cover Letter – Provide a primary point of contact through the transmission of a cover letter.
2. Project understanding – Describe the firm’s understanding of the scope of work, the approach to be taken, and the firm’s vision for the project. Identify any additional information MCWD will need to supply or obtain to enhance the firm’s understanding of the project and allow the firm to successfully complete the work. Identify any issues anticipated in performing the work.
3. Approach and methodology – Provide a detailed description of the firm’s approach to the scope of work, including how the firm will coordinate with MCWD staff. Include a description of all anticipated tasks, and any supplemental tasks not described in the RFP. The proposal should include a spreadsheet showing tasks, project team members, and associated hours and should be broken out by task number (1-4). The proposal should also include a schedule and cost proposal. Include major assumptions impacting cost and time allocation for each task.
4. Qualifications and experience – Provide an overview of the firm’s and project team members’ qualifications and experience. Include descriptions of projects undertaken by the firm and team members similar in nature to that being proposed. Speak to the team’s ability to deliver the project on time and on budget, and with the proper specifications.
5. References – Provide three recent references for the proposed principal team members, including names, addresses, email addresses, and phone numbers.
6. MCWD Resources – Generate a list of resources, expectations, or requirements which the consultant expects from MCWD in order to complete the project as proposed.
7. Subcontracting – If the consultant intends to use any subcontracting, submit that firm’s information and an overview of those team members.

Timeline

A review committee comprising MCWD’s Project & Land Manager, Tiffany Schaufler and other select MCWD staff, will evaluate proposals and recommend a consultant to the MCWD Board of Managers. The Board of Managers will make a final selection.

The anticipated timeline for the proposal review process, which is subject to change, is as follows:

- Submit RFP Questions: February 10, 2022, by 4:00 pm. (Submitted questions will be addressed at the required informational meeting, and responses will be emailed to all firms who have indicated an intent to submit a proposal).
- RFP required informational meeting February 17, 2022, at 1:00 pm. The mandatory part of the meeting will be held virtually, followed by an optional onsite meeting at the Minnehaha Preserve. Park and meet at Creekside Park, 7341 Oxford St., St. Louis Park.
- Deadline for receipt of proposals: February 24, 2022, at 4:00 pm
- Virtual interviews: Weeks of February 28, 2022, and March 7, 2022

- Award recommendation: March 24, 2022, MCWD Board Meeting
- Scope adjustments: March 25 - April 7, 2022
- 75% Consultant Presentation: May 26, 2022, MCWD Board Meeting
- 100% Design Presentation: June 30, 2022, MCWD Board Meeting
- Projected Request for Bids Release: August 1, 2022.

Selection Criteria

Proposals will be evaluated on the following elements:

Methodology

1. Project understanding: The consultant understands the scope, goals, and requirements of the project, and must be willing to work closely with MCWD staff.
2. Completeness and specificity: The proposal concisely and comprehensively explains what the consultant will do to meet all facets of the project, including a project schedule and budget.
3. Identification of needs: The proposal outlines what resources will be required to complete the tasks, including MCWD staff time, additional information, etc.

Experience

1. Expertise and experience with design of comparable projects, including those that integrate components of sensitive trail design, thoughtful site interpretation, and development of creative interpretive elements.
2. Project team has a proven track record for completing projects on time and within budget.
3. Project team has demonstrated ability to bring project from design through construction.

Cost

1. Fee structure: The proposal must clearly outline the fees and costs to complete all aspects of this project. Include hourly rates for each project team member along with hours for each task. The final fee structure and contract price are subject to negotiation.

Contact

Any questions, RSVPs to the informational meeting, and response submittals should be directed to Tiffany Schaufler, tschaufler@minnehahacreek.org or 952.641.4513.

PART 4: DISCLOSURES

Non-Binding

MCWD reserves the right to accept or reject any or all responses, in part or in whole, and to waive any minor informalities, as deemed in MCWD's best interests. In determining the most advantageous proposal, MCWD reserves the right to consider matters such as, but not limited to, consistency with the MCWD's watershed management plan goals and the quality and completeness of the consultant's completed projects similar to the proposed project.

This RFP does not obligate the respondent to enter into a contract with MCWD, nor does it obligate MCWD to enter into a relationship with any entity that responds, or limit MCWD's right to enter into a contract with any entity that does not respond, to this RFP. MCWD also reserves the right, in its sole discretion, to cancel this RFP at any time for any reason.

Each respondent is solely responsible for all costs that it incurs to respond to this RFP and, if selected, to engage in the process including, but not limited to, costs associated with preparing a response or participating in any interviews, presentations, or negotiations related to this RFP.

Right to Modify, Suspend, and Waive

MCWD reserves the right to:

- Modify and/or suspend any or all elements of this RFP;
- Request additional information or clarification from any or all respondents;
- Allow one or more respondents to correct errors or omissions or otherwise alter or supplement a proposal;
- Waive any unintentional defects as to form or content of the RFP or any response submitted.

Any substantial change in a requirement of the RFP will be disseminated in writing to all parties that have given written notice to MCWD of an interest in preparing a response.

Disclosure and Disclaimer

This RFP is for informational purposes only. Any action taken by MCWD in response to proposals made pursuant to this RFP, or in making any selection or failing or refusing to make any selection, is without liability or obligation on the part of MCWD or any of its officers, employees, or advisors. This RFP is being provided by MCWD without any warranty or representation, expressed or implied, as to its content, accuracy, or completeness. Any reliance on the information contained in this RFP, or on any communications with MCWD officials, employees, or advisors, is at the consultant's own risk. Prospective consultants must rely exclusively on their own investigations, interpretations, and analyses in connection with this matter. This RFP is made subject to correction of errors, omissions, or withdrawal without notice.

MCWD will handle proposals and related submittals in accordance with the Minnesota Data Practices Act, Minnesota Statutes §13.591, subdivision 3(b).