

**BROWN'S CREEK WATERSHED DISTRICT
REQUEST FOR QUALIFICATIONS
FOR LEGAL SERVICES ISSUED BY
THE BROWN'S CREEK WATERSHED DISTRICT
FOR CALENDAR YEARS 2019-2020
November 15, 2018**

1. Introduction

The Brown's Creek Watershed District (BCWD) is the governmental unit with primary responsibility for protecting the water resources of the Brown's Creek Watershed. The District was established in 1997 under the Minnesota Watershed District Act.

The District covers approximately 18,000 acres that drain into Brown's Creek, which then enters the St. Croix River. The watershed includes Brown's Creek; a DNR designated trout stream and several small tributaries. The watershed includes twelve major lakes and numerous wetlands. The District includes portions of the Cities of Oak Park Heights, Grant, Hugo, Lake Elmo, and Stillwater along with May and Stillwater Townships.

2. Solicitation

Minnesota Statutes, Section 103B.227, Subdivision 5, require BCWD to solicit proposals every two years to provide consulting services. The current legal services provided to the district include, but are not limited to; 1) assistance with the implementation of the approved 2017-2026 watershed management plan, 2) assistance with a 2017 rule revision process, 3) the implementation of a permitting and plan review program and 4) advising managers of legal options for various projects and studies as requested by the managers.

3. General Instructions

Firms interested in providing services to BCWD shall submit electronic qualifications. The Brown's Creek Watershed District on or before 3:00 P.M., December 28, 2018, will accept qualification statements.

Submittals should be sent to:
Brown's Creek Watershed District
Attention: Karen Kill
Karen.kill@mnwcd.org

Qualification statements received after this time will not be considered. Prospective responders who have any questions regarding this "Request for Qualifications", may contact Karen Kill, (651) 330-8220 x26.

4. Qualification Statement Content

Firms are requested to include in their qualification statement, the following information in the order listed:

- a. A brief summary of the firm's qualifications.
- b. Name and phone number of the person designated to answer questions about the qualification statement.
- c. A specific list of the individuals who would be assigned to work and manage BCWD projects, their proposed responsibilities, background, years of experience, and their previous experience in servicing watersheds.
- d. Hourly fee schedules by labor category and an estimated monthly blended retainer fee based upon 7 hours of typical services per month.
- e. Submittals may not exceed 10 pages in length. Submittals that exceed 10 pages in length may not be considered.

5. Selection Process

Because the BCWD is charged with managing a DNR Designated Trout Stream and many other unique resources, selection will emphasize criteria that indicate a firm's experience and knowledge of integrated resource management approaches to watershed management.

Qualification statements will be evaluated by the Board of Managers and ranked based on the following criteria:

1. Experience with watershed management organization law.
2. Ability to work with the public, regulatory agencies (including DNR) and other stakeholders and the ability to communicate effectively with the BCWD Board of Managers, Watershed District Engineer and SWCD staff.
3. Permitting, plan review and environmental assessment experience.
4. Locally based firm with the ability to respond to emergency situations in the watershed or situations that would require immediate attention.
5. Experience with watershed management organizations within the metropolitan area.
6. The BCWD Board of Managers anticipates making a decision, within 30 days, based upon the submittals. However, at their discretion, they may choose to conduct interviews after reviewing the proposals.