MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers                                      Date: October 15, 2019
From: Mike Kinney
Subject: Workload Analysis & Visioning

Background/Discussion
This item was discussed at the September 26th regular meeting. After the meeting, Managers Spence and Anderson provided feedback on the proposed process timeline. The timeline has been updated and is included below for Board consideration. The updated RFP is enclosed. Managers are encouraged to provide feedback or questions on either item to staff prior to the October 24th board meeting.

The proposed process for selecting and working with a firm is as follows:
- 10/24/19: Board reviews and directs staff to release RFP. Managers check personal schedules and concur with or revise proposed schedule in this memo.
- 10/25/19: Staff releases RFP, publishing on District website and sending to potential firms (including firm from which we’ve already received a preliminary proposal).
- 11/08/19: 4:00 PM; Deadline for firms to ask questions about the RFP.
- 11/14/19: Staff publishes answers to questions received.
- 11/20/19: 4:00 PM; Deadline for firms to submit proposals.
- 11/21/19: Proposals and questions are released and handed out to the managers at the regular board meeting on this same day.
- 12/12/19: Board workshop to discuss proposals and select up to three firms to invite for interviews with the Board. Discuss interview questions based on proposals received.
- 12/13/19: Staff notifies firms of 12/12 workshop outcomes.
- 12/13/19: Staff compiles interview final interview questions discussed by Board at 12/12 workshop. Managers will be encouraged to provide feedback/additional questions at the 12/19/19 meeting.
- 12/19/19: Board finalizes interview questions to select firms.
- 01/09/20: Board interviews and selects firm at special meeting.
- 01/10/20: Inform firms of decision. Prepare contract and associated documents for Board approval at 01/23/20 regular meeting.
- 01/23/20: Board awards contract at regular board meeting.
- 01/24/20: Staff begins contracting and working with firm on project. It is expected that project will take approximately 3 months, possibly longer depending on outcome of discussions and managers’ schedules.

Recommended Action
Staff recommends the board concur with the proposed timeline and direct staff to release the RFP.

Attached: Workload Analysis & Visioning RFP
COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT
REQUEST FOR PROPOSALS
WORKLOAD ANALYSIS SERVICES

Comfort Lake-Forest Lake Watershed District (CLFLWD) is requesting interested and qualified firms to submit interest proposals for conducting a detailed workload analysis of the District for years 2021-2031.

Background
CLFLWD is a special purpose unit of local government in charge of managing water resources within its designated drainage boundaries. Watershed districts work to protect and improve water quality in lakes, rivers, wetlands, and streams within their jurisdiction, and to protect residents and property against flooding. CLFLWD is governed by a five-member Board of Managers that guides CLFLWD in the implementation of its Watershed Plan adopted in 2011. The work of CLFLWD is currently carried out by seven staff members.

CLFLWD covers 49 square miles and includes portions of the cities of Forest Lake, Wyoming, Scandia, Chisago City, and townships of Chisago Lakes and Franconia. It is located partially within northern Washington County and southern Chisago County. CLFLWD drains to the Sunrise River, which ultimately drains to the St. Croix River. Major CLFLWD lakes include Forest Lake, Bone Lake, Comfort Lake, Little Comfort Lake, Shields Lake, Moody Lake, Birch Lake, School Lake, Heims Lake and Lake Keewahtin.

Additional information about CLFLWD is available at www.clflwd.org.

The Project
CLFLWD is aiming to address a recommendation from a past Board of Water and Soil Resources (BWSR) Performance Review and Assistant Program (PRAP) assessment in conjunction with its upcoming 10-year Watershed Management Plan major update. “To ensure that District resources are sufficient for meeting planned goals and objectives, conduct a detailed workload analysis of planned activities for next three years,” (BWSR PRAP). Though this recommendation referred to the next three years following the 2015 assessment, the District proposes to dovetail a detailed workload analysis into its 10-year (2022-2031) Watershed Management Plan update as well.

Review Process
CLFLWD will review all submittals and determine which firm(s) are qualified. Up to three firms deemed most qualified may be invited for an interview. Interviews are planned for January 9, 2020. The final selection will be based on qualifications, approach and the interview. The CLFLWD Board of Managers is expected to approve the firm selection on January 23, 2020. Once a firm is selected, a scope of work, budget and schedule will be negotiated and incorporated into an agreement to be approved by the Board of Managers.

Questions and Point of Contact
Questions regarding this RFP must be submitted by November 8, 2019 to Mike Kinney at Michael.Kinney@clflwd.org. Responses will be provided to all firms receiving this RFP by November 14, 2019.

Submittal
Five paper copies and one electronic (PDF) copy of your proposal must be submitted by November 20, 2019 to Mike Kinney, District Administrator, Comfort Lake-Forest Lake Watershed District, 44 Lake Street South, Suite A, Forest Lake, MN 55025, Michael.Kinney@clflwd.org.