

**Bassett Creek Water Management Commission  
Engineering Review Subcommittee  
Meeting Minutes**

September 8, 2004  
Golden Valley City Hall

Commissioners Present: Mary Gwin-Lenth  
Pauline Langsdorf  
Linda Loomis  
Karla Peterson, Chair

TAC Members Present: Lee Gustafson  
Tom Mathisen  
Jeff Oliver  
Ron Quanbeck

Also Present: Bryan Ripp, Applied Ecological Services/HDR Eng.

After review of submitted proposals and discussion by committee members, it was decided that the Administrative Options Subcommittee needs to complete its analysis of administrative needs before the Engineering Review Subcommittee can develop criteria for future engineering contract Requests for Proposals (RFPs).

The Administrative Options Subcommittee may also want to include some technical expertise as part of administrative responsibilities to help reduce engineering costs and possible redundancy of responsibilities.

It was suggested that future engineering contract RFPs include language used in existing RFPs used by other organizations, along with a request for specific information including: technical expertise, cost of services, consulting staff capabilities, specialty work, past work with similar organizations and projects, effective working relationship with watershed commissions, member cities staff and state regulatory staff, and past work references.

In addition to publishing the RFP in the State Register, it should be sent to all qualified consulting firms. It is important that applicants be provided with enough information in the RFP to provide a written proposal with adequate detail. It was also recommended that the selection process include a pre-proposal meeting and a formal interview process with interested applicants.

Several TAC members suggested that individual member cities may be interested in taking on some of the engineering work included in the RFP, depending on available staff time and capabilities. As a result, member cities may be able to save on engineering costs for individual projects. It is recommended that the commission discuss how to allocate future engineering work and the associated costs for those cities that are interested in taking on the additional work.

Engineering contracts with separate consulting firms could also be established on a project-by-project basis (TMDL studies, planning, design, plan review) to help create a competitive bidding process, while still maintaining a consistent working relationship with one consulting firm, which allows for continuity. For example, one consulting firm could be used for design work, with another firm working on plan review.

In the interim, the subcommittee felt it was important to respond to the consulting firms that had submitted letters of intent (see attached draft letter).

In summary, the Engineering Review Subcommittee requests that the Commission to take action on the following:

- Send a response letter to consulting firms that had provided letters of interest.
- Request that the Administrative Options Subcommittee differentiate administrative work from engineering responsibilities in their final report.
- Request that the TAC develop an engineering contract RFP using the responsibilities outlined in the Administrative Options Subcommittee final report.
- Determine how to allocate future engineering work and costs among member cities that are interested in taking on additional engineering work.

**Draft Response Letter**

September \_\_, 2004

Barr Engineering;  
Contract Consultants;  
Foth and Van Dyke;  
and HDR Engineering

The Bassett Creek Water Management Commission received your letter of interest, and the Commission appreciates the time and effort that went into the submittal.

The Commission is currently completing a thorough analysis of its engineering and administrative responsibilities. Once completed, the Commission plans to provide this information in a more detailed Request for Proposal (RFP), thereby providing interested consulting firms enough information for a more tailored proposal.

Thank you again for your interest, and you can expect to receive a more detailed RFP within the next two years.

Sincerely,

Mr. John O'Toole, Chairman  
Bassett Creek Water Management Commission

