



Nine Mile Creek Discovery Point
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MEMO

TO: Nine Mile Creek Watershed District Board of Managers

FROM: Randy Anhorn

DATE: August 12, 2019

RE: Scope of Work to Manage the Cornelia Lake In-Lake Alum Treatment Project

Background

The proposed scope of work from Barr is for the design, coordination, and contractor oversight for the Lake Cornelia in-lake alum treatment project.

Action

Approve the scope of work from Barr with the amount not to exceed \$20,000.

Memorandum

To: Randy Anhorn, Nine Mile Creek Watershed District
From: Janna Kieffer
Subject: Scope of Work- Lake Cornelia Alum Treatment Design, Coordination, and Contractor Oversight
Date: August 8, 2019
c: Keith Pilgrim, Barr Engineering Co.

The Nine Mile Creek Watershed District (NMCWD) recently completed a Use Attainability Analysis (UAA) for Lake Cornelia (updated from 2010) and Lake Edina (first version) to assess the water quality and prescribe management activities to improve lake water quality. One of the recommendations of the study is to conduct an alum treatment of Lake Cornelia (North and South Basins) to bind (or immobilize) the phosphorus in lake bottom sediments and prevent release of the phosphorus into the water column. This management activity will improve summer water quality conditions in Lake Cornelia (North and South) and Lake Edina.

A scope of work is provided below to provide technical services for preparing the contract documents and request for quotes, solicitation and evaluation of quotes, permitting, contractor oversight, and onsite monitoring.

Scope of Work

1. Develop Contract Documents/Request for Qualification

This task will entail the development of a request for quotations (RFQ) to conduct the alum treatment in Lake Cornelia. It is expected that the documents will be similar to the RFQ document developed for the Normandale Lake alum treatment and will include:

- Project design/scope of work
- Required contractor qualifications
- Work schedule
- Price quote request
- Technical specifications
- Figures
- Draft agreement between the contractor and Nine Mile Creek Watershed District

Barr will work with NMCWD staff and legal counsel in development of the RFQ and draft agreement between the contractor and NMCWD.

2. Solicit and evaluate bids

Barr will distribute the RFQ to a select list of bidders as part of the quote solicitation process and evaluate each quote with respect to price and qualifications as identified in the contract documents. The recommended contractor will be identified and presented to the NMCWD for approval.

3. Permitting (MPCA) and coordination with City of Edina

During the contractor solicitation process, Barr will draft and submit a letter of notification to the MPCA regarding the planned alum treatment of Lake Cornelia. The City of Edina Parks and Recreation director will be contacted to identify the necessary agreements or requirements for contractor access and staging at South Cornelia at the intersection of Wooddale Avenue and Laguna Drive and at North Cornelia in Rosland Park.

4. Contractor management and on-site monitoring

Barr will coordinate with and serve as the primary contact with the contractor. Barr will facilitate communication between the contractor and the City of Edina, including scheduling a kick-off meeting with the City of Edina and NMCWD staff upon contractor selection, and providing the City with necessary information regarding the treatment. Barr will provide on-site oversight and assistance during staging of the alum treatment and will be on-site during the treatment taking pH measurements throughout the treatment and monitoring the progress of the contractor.

Schedule

A feasibility analysis was presented to the NMCWD board at the July monthly meeting. The tentative schedule for preparation for and completion of the alum treatment is as follows:

- Wednesday, August 21st, 2019 -- Public hearing regarding the Lake Cornelia alum treatment and monthly board meeting to approve/order project
- Thursday, August 29th, 2019 -- Barr to send RFQ to select list of contractors
- Tuesday, September 17th, 2019 -- Receive contractor quotes
- Wednesday, September 18th, 2019 – Board to review quotes and staff recommendation and award contract at monthly board meeting
- October to early-November, 2019 – Contractor to conduct alum treatment on North and South Cornelia

Estimated Cost and Schedule

The following table summarizes the estimated costs associated with each task described in the scope of work.

| Task | Description of Task | Amount |
|----------------------|---|---------------|
| 1 | Develop Contract Documents/Request for Qualification | \$7,000 |
| 2 | Solicit and evaluate bids | \$3,000 |
| 3 | Permitting (MPCA) and coordination with City of Edina | \$3,000 |
| 4 | Contractor management and on-site monitoring | \$7,000 |
| Total Estimated Cost | | \$20,000 |

Barr will proceed with the work outlined above immediately following approval of this scope of work.