



September 29, 2022

Terry Jeffery
District Administrator
Riley Purgatory Bluff Creek Watershed District
18681 Lake Drive East
Chanhassen, MN 55317

Subject: Pilot Sub-watershed Resiliency Plan

Dear Terry Jeffery :

In response to your request, SRF Consulting Group, Inc. (SRF) is pleased to submit this scope of services to develop a Pilot Sub-watershed Resiliency Plan. The Riley Purgatory Bluff Creek Watershed District (RPBCWD) has identified the need to coalesce numerous reports, studies, and plans into an actionable sub-watershed plan that takes a watershed and ecological systems approach to effectively address future climate impacts, flooding concerns, improve water quality and overall watershed health and to provide the framework for a resilient approach to watershed management. This collaborative planning effort will focus on the development of a pilot plan for one sub-watershed. This scope of work includes an outline for future phases including implementation of the Pilot Sub-watershed Resiliency Plan and the development of additional sub-watershed resiliency action plans in the Riley Purgatory Bluff Creek Watershed District that will prioritize nature-based solutions to address the aforementioned concerns. We have assumed the project timeline is approximately 9 months, October 2022 through July 2023.

The SRF team is led by Kevin Bigalke, who will serve as project manager. Kevin brings 25+ years of experience working with communities and stakeholders on stormwater management regulations and watershed planning and approaches, project development, and watershed and natural resource management. He is joined by Erin Hunker, Leah Gifford, and Colin Smith – Water Resources; and Sean Jergens – Landscape Architecture. The SRF team brings extensive experience in stakeholder engagement, watershed management, ecological habitat and restoration, designing innovative water quality projects, and storm water management system design.

Project Understanding

The Riley Purgatory Bluff Creek Watershed District seeks to develop a pilot sub-watershed resiliency action plan that takes an ecological systems approach to identify and address potential flood-prone areas, improves water quality, habitat, and ecological function in a selected sub-watershed of the Riley Purgatory Bluff Creek watersheds. This scope is for Phase 1 of a multi-phased approach. Phase 1 will result in a pilot sub-watershed resiliency action plan that can be implemented in partnership with municipalities and key stakeholders in the selected sub-watershed. This scope also identifies additional phases that will implement this initial sub-watershed plan (Phase 2) and will ultimately lead to resiliency action plans in each sub-watershed (Phase 3) of RPBCWD.

The planning process requires collaboration among the project partners and a multi-disciplinary team of experts in stakeholder engagement and facilitation, watershed management planning, stormwater management design, ecological and natural resource management, landscape architecture and cost estimating.

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Project Scope of Services –

Task 1 –Project Kickoff and Review of Existing Plans, Studies, and Reports –

SRF staff will facilitate a project kickoff meeting with the RPBCWD Board and staff to review the scope of work, timeline, and review the plans, studies, and reports available from the RPBCWD. We will begin by defining the plan and determining plan goals and objectives.

Following the kickoff meeting, SRF staff will review existing plans, studies, and reports to identify common themes related to the needs, opportunities, goals, and objectives of the project.

Upon completion of the data review, SRF will facilitate a meeting with RPBCWD to continue defining the plan, develop a project understanding, and provide a summary of the data reviewed. Additionally, we will work with the RPBCWD Board and staff to identify the project stakeholders, potential sub-watersheds, and other partners.

SRF Deliverables:

- Summary of the data/plan review
- Development of a framework of available information
- Evaluation of watershed management needs and opportunities

Meeting 1- Project Kickoff Meeting (RPBCWD Board and key staff)

- Define Plan, Overall Project goals and objectives
- Review existing plans and studies
- Discuss anticipated methods and approach
- Define participation expectations and commitment

Meeting 2- Planning Meeting #2 (RPBCWD Board and key staff)

- Review/confirm plan process/project understanding
- Review Data Summary
- Identify potential sub-watersheds
- Identify sub-watershed stakeholders

Task Cost - \$11,248

Task 2 – Stakeholder Engagement

Task 2 will initiate a stakeholder engagement process to establish the foundation for the sub-watershed resiliency action planning effort and will utilize the information collected in Task 1 to create a summary of the understanding of the goals, needs, and opportunities that will be agreed upon by the stakeholders. This task will also identify potential sub-watersheds to focus the development of the Phase 1 Pilot Sub-watershed Resiliency Plan. The SRF team will facilitate a planning and stakeholder engagement process with the RPBCWD Board and key staff, watershed local government partners, and other key stakeholders. This task will include three meetings:

Stakeholder Meeting 1– Government Partner Stakeholders Meeting –

- Project Introduction and overview of goals, objectives, outcomes
- SRF will present the findings of the data/plan review to the RPBCWD Board, staff and stakeholder group.
- Focus will be on opportunities to develop a systems approach in the selected sub-watershed
- Discuss resources to inform the project
- Define participation expectations and commitment

Stakeholder Meeting 2– Community/Business Stakeholder Meeting –

- Project introduction and overview
- Discuss concerns, needs, opportunities
- Define participation expectations and commitment

Watershed District Meeting #3 -Stakeholder Review

- Review/summary of government partner and business/community stakeholder meetings
- Identify & select pilot sub-watershed
- Establish a Sub-watershed Advisory Group (SWAG.)

Task Cost - \$9,222

Task 3 –Sub-watershed Advisory Group Engagement & Planning Process

SRF will facilitate 2 meeting with the RPBCWD and the Sub-watershed Advisory Group to review data specific to the selected sub-watershed and identify sub-watershed issues, needs, and opportunities.

Sub-watershed Advisory Group Meeting 1–

- Review sub-watershed specific data, reports, & plans
- Identify and discuss sub-watershed issues, needs, and opportunities

Watershed District Meeting 4

- Review Sub-watershed Advisory Group meeting
- Review project scope and plan goals/objectives

Task Cost - \$7,472

Task 4 – Plan Development

Following the Sub-watershed Advisory Group and RPBCWD meetings, SRF will begin to develop a preliminary sub-watershed resiliency pilot plan based on the information collected in Task 1 - Task 3. The preliminary plan will incorporate the goals, objectives, needs, and opportunities and will identify techniques and approaches to implement in the sub-watershed to work toward resilient watershed management. Once a draft plan is developed, SRF will host a meeting with the RPBCWD Board and staff and a meeting with the Sub-watershed Advisory Group to review the draft plan. Following these meetings, SRF will further develop and refine the draft plan.

Watershed District Meeting 4

- Review draft Pilot Sub-watershed Resiliency Plan
- Provide input and feedback on the Plan.

Sub-watershed Advisory Group Meeting 2

- Review draft Pilot Sub-watershed Resiliency Plan
- Provide input and feedback on the Plan.

Task Cost - \$19,250

Task 5 – Final Draft and Presentation of Pilot Sub-watershed Resiliency Action Plan

SRF will produce a final draft of the Pilot Sub-watershed Resiliency Plan and present it to the RPBWD Board and staff and the Sub-watershed Advisory Group at a joint meeting.

Task Cost - \$7,352

Task 6 – Project Reporting and Management

This task includes overall project management, meeting organization, project coordination meetings with RPBCWD staff throughout Phase 1, and project budget management.

- Bi-weekly Coordination Meetings with District Administrator
- Monthly invoice and billing review

Task Cost - \$4,968

Future Phases Not Included in this Scope of Work:

Phase 2 - Implementation

This phase will begin implementation of the recommendations in the Pilot Sub-watershed Resiliency Plan. This may include pursuit of grant funds to assist with implementation and joint or collaborative project amongst sub-watershed partners.

Phase 3 – Development of Additional Sub-watershed Resiliency Plans

SRF will further define the approach and process to expand the sub-watershed resiliency pilot plan to other sub-watersheds in the RPBCWD with the goal of developing sub-watershed resiliency plans across the whole Watershed District.

Fee Schedule (See Attached Scope spreadsheet)

Schedule

We will complete this work within a mutually agreed-upon time schedule.

Basis of Payment/Budget

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses such as printing, supplies, reproduction, etc., will be billed at cost and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 35 days.

Based on our understanding of the project and our scope of services, we estimate the cost of our services to be \$59, 512, which includes both time and expenses.

Changes in Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. D. Bigalke".

Kevin D. Bigalke – Senior Project Manager
SRF Consulting Group

cc: Erin Hunker – SRF Consulting Group