

Attachment One
MWMO / St Paul Professional Services Agreement
MWMO Agreement # 306-12-01

Project Title:

Central Corridor Stormwater and Green Infrastructure Planning Project

Project Background and Goals

The US Department of Housing and Urban Development (HUD) has selected the Minneapolis-Saint Paul Area to receive a \$5 million “Sustainable Communities Regional Planning Grant.” The application for this grant was submitted by the Metropolitan Council, Hennepin County, Ramsey County, the Counties Transit Improvement Board, the City of Minneapolis, the City of Saint Paul, the Minnesota Housing Finance Agency, and the McKnight Foundation. Within the grant award, the City of Saint Paul is a recipient of a \$370,000 sub-award to implement the Central Corridor Stormwater and Green Infrastructure Planning Project.

The purpose of the Central Corridor Stormwater and Green Infrastructure Planning Project is to create a framework for the development of shared, stacked-function green infrastructure for stormwater management. This comprehensive plan will help the City to streamline stormwater management implementation during redevelopment scenarios.

The study will provide technical analyses as well as address regulatory and institutional frameworks. The goal is to develop a Central Corridor-wide Stormwater and Green Infrastructure Plan that will inform and assist cities and watershed organizations to identify and select stormwater best management practices for use in this multi-modal corridor, especially in transit station areas, that facilitate transit-oriented development objectives. The plan should specifically address opportunities within a densely developed urban area yet still serve as a model for other future regional corridor projects. In addition, to satisfy a new Saint Paul ordinance, public art will be evaluated and integrated into the project deliverables, leveraging the Central Corridor Public Art Plan.

The project objectives are to:

1. Complete technical studies and characterize green infrastructure development landscape.
2. Site and complete advance design of redevelopment area green infrastructure facilities.
3. Establish policy and institutional framework for financing and operation of green infrastructure stormwater facilities.
4. Create “site development guide” or similar materials to promote cooperative, green infrastructure-based approach to stormwater management for Central Corridor redevelopment and develop recommendations for replication of model in other corridors.

For service and budgetary reasons, final deliverable is required no later than September, 2013 with final close-out billing submitted by November 2013.

Total Funding

\$105,500.00

Scope of Services

The City of Saint Paul (“Contractor”), in consultation with a multi-agency review committee which included the MWMO, selected a team led by SRF Consulting Group, Inc. (“Consultant”) for professional services to develop a Central Corridor Stormwater and Green Infrastructure Plan (“Plan”) as described in Consultant’s proposal and letter dated October 19, 2011. Said proposal responds to and incorporates specific activities as identified in Contractor’s RFP-A-29552-1 and Addendum 1; review and comment on a draft of RFP-A-29552-1 was provided by MWMO and others. The specific tasks, deliverables, and time lines for the Consultant services to Contractor are as defined under Professional Service Agreement 29552 between Contractor and Consultant.

The scope of services herein allows the MWMO to financially assist the City of Saint Paul in developing the Plan with its Consultant. The MWMO will provide a \$105,500 cost share of the total task budget as finalized in Professional Service Agreement 29552. The cost share will be allocated among only select tasks in order to best facilitate the cost share arrangement.

Project Management Schedule and Reviews - The Consultant will provide draft deliverables for review and comment by a project Stakeholder Advisory Committee (SAC) as indicated by the schedule within Consultant’s proposal and specific milestones within Professional Service Agreement 29552. MWMO will be a member of the SAC. Additionally, Consultant will provide value-added services to the City beyond those indicated in Consultant’s proposal and letter dated October 19, 2011. The services include a regular series of meetings with a “Project Management Team” which will consist of MWMO and others. Proposed meeting junctions are indicated by the schedule within Consultant’s proposal.

Budget

The budget total of **\$105,500.00** may not be exceeded.

Deliverable Line Items	Due Dates	Total Budget	Cost Share Budget
1. Task A: Technical Evaluation		\$104,233	\$41,800
▪ Technical memorandum / report	January 2013		
2. Task B: High Priority Sites: Advance Design		\$131,949	--
3. Task C: Policy Considerations		\$77,518	\$31,100
▪ White paper: existing framework	May 2012		
▪ White paper: policy consideration	April 2013		
4. Task D: Financing and Management Considerations		\$29,806	\$11,900
▪ White paper	May 2012		
5. Task E: Site Development Guide		\$51,728	\$20,700
▪ Final report	July 2013		
6. Task F: Public Art (included with above tasks)		--	--
7. Task G: Project Management		\$36,490	--
8. Task H: Project Management Team Meetings		\$27,764	--
9. Task I: Business Owners/Developers Roundtable		\$9,712	--
Project Totals:		\$469,200	\$105,500

Billing rates shown in budget are approved by the MWMO for the term of this agreement.

Consultant will provide backup documentation of any computations performed for this project, including model input; data compiled for this project; spreadsheets used (assuming most are not proprietary) including those developed as part of this project; and word documents.

Spatial background data for these computations (GIS data, etc.) will be provided by Contractor to Consultant under license agreement. At project conclusion, Contractor and MWMO may execute license agreement for said background data and any new layers mutually deemed relevant to MWMO for planning purposes.

Reimbursement Requirements

Saint Paul will sign and send the MWMO Reimbursement Form as a cover for invoices submitted. All receipts and invoices must be submitted with the form. Reimbursement requests may be submitted monthly. Monthly reimbursement requests will be paid when they exceed \$250.00. Consultant and third party staff time invoices must be submitted showing a monthly log of (employee / budget task (deliverable) / date / rate). Reimbursements submitted will use tasking nomenclature found in budget.

Payment Schedule

Reimbursement will not be made until receipts and invoices are received for reimbursable expenses. MWMO funding will be dispersed upon receiving requests for reimbursement of expenses incurred and paid by the Contractor. An amount equal to 10% of the maximum amount specified in Article II of the Professional Services Agreement will be withheld until receipt and approval of the final deliverables.