

SAINT PAUL REGIONAL WATER SERVICES
McCARRONS CAMPUS STORMWATER ASSESSMENT AND OPPORTUNITIES STUDY
REQUEST FOR PROPOSALS

Introduction

Saint Paul Regional Water Services (SPRWS) is seeking proposals from qualified firms experienced in stormwater management to conduct an assessment and opportunities study for current and future stormwater best management practices (BMPs) at the McCarrons Treatment Plant campus.

Funding Source

SPRWS has a goal of financing a majority of the project via a Capitol Region Watershed District (CRWD) Planning Grant. CRWD's description of the grant is as follows:

“CRWD's Planning Grants provide financial assistance for feasibility and design of cost-effective and/or innovative clean water projects that protect and improve water quality of waterbodies within CRWD. Typical projects funded through this program include feasibility studies and engineering services to identify, prioritize, and design capital improvement projects that include benefits to natural resources. Planning Grants will typically provide much of the information needed to apply for future construction funds through CRWD's Clean Water Project Grant. Average grant awards are \$10,000-\$20,000 and applications are accepted at any time.”

SPRWS will apply for this grant with the inclusion of the selected firm's proposal. As such, firms should tailor their proposals to the grant's evaluation criteria as deemed applicable. The grant's guidelines and policies are attached to this RFP. There is no grant deadline.

Project Background and Understanding

SPRWS continuously assesses the environmental impacts of its internal operations, including stormwater management. In addition to the storm sewer network, several strategies are currently implemented at the McCarrons Treatment Plant campus, including:

- Small rain garden/drainage basins along Water Works Road
- Swales in the main parking lot south of the administration building
- A large retention pond south of the parking lot that accepts flow from the storm sewer system and parking lot swales
- An infiltration basin/rain garden constructed by the City of Maplewood along the west side of Sylvan St.

A map of the locations of strategies on campus along with the storm sewer system is attached. The effectiveness of the current strategies is unknown and need to be assessed. In addition, there is a need to identify potential stormwater BMP improvements and opportunities for the

area highlighted on the campus map attached. Background information that will be provided to assist with project completion include:

- Historic campus soil borings
- McCarrons Plant Improvement Project Stormwater Design Report
- 2020 campus survey
- 2004 plant expansion civil site drawings
- Retention pond and stormwater improvements along Sylvan St. drawings

Scope of Services

The selected consultant shall complete the following tasks:

Task 1- Current Stormwater Management Research, Background and Discussion Meeting

- Review and summary of provided background information, including request of more information if available
- Further discuss and define project goals (i.e., pollutant removal standards, sustainability, re-use, rate control, climate change/resiliency, vegetation, etc.)
- Coordination of project contacts, reoccurring status meetings, campus visits as needed
 - Status meetings to cover progress of items delineated in Task 2

Task 2- Stormwater Master Plan

- Identify potential BMP locations and BMP types around the campus
- Assess current BMPs via quantification of nutrient removal, stormwater volume retention, or other BMP benchmarks identified by the consultant
- Review feasibility of selected BMP opportunities
- Align planning and implementation projects with the ENVISION framework, or comparable framework identified by the consultant, where applicable to promote sustainable, resilient, and equitable infrastructure
- Develop planning level cost estimates
- Identification of education and outreach concepts
- Develop a funding strategy for the implementation of future stormwater BMP projects
- Summarize and document items above into a Stormwater Master Plan/Report

Proposal Information

This request does not require full proposal packages. Abbreviated proposals such as letter proposals are preferred. Please provide one or two brief examples of similar work performed.

Cost for the proposed services shall be submitted as a lump sum fee. Included in that lump sum shall be reimbursable expenses such as mileage, copies, airfare, lodging, meals, etc. With average CRWD Planning Grant awards ranging from \$10,000-\$20,000, SPRWS is expecting proposals in the \$20,000-\$35,000 range.

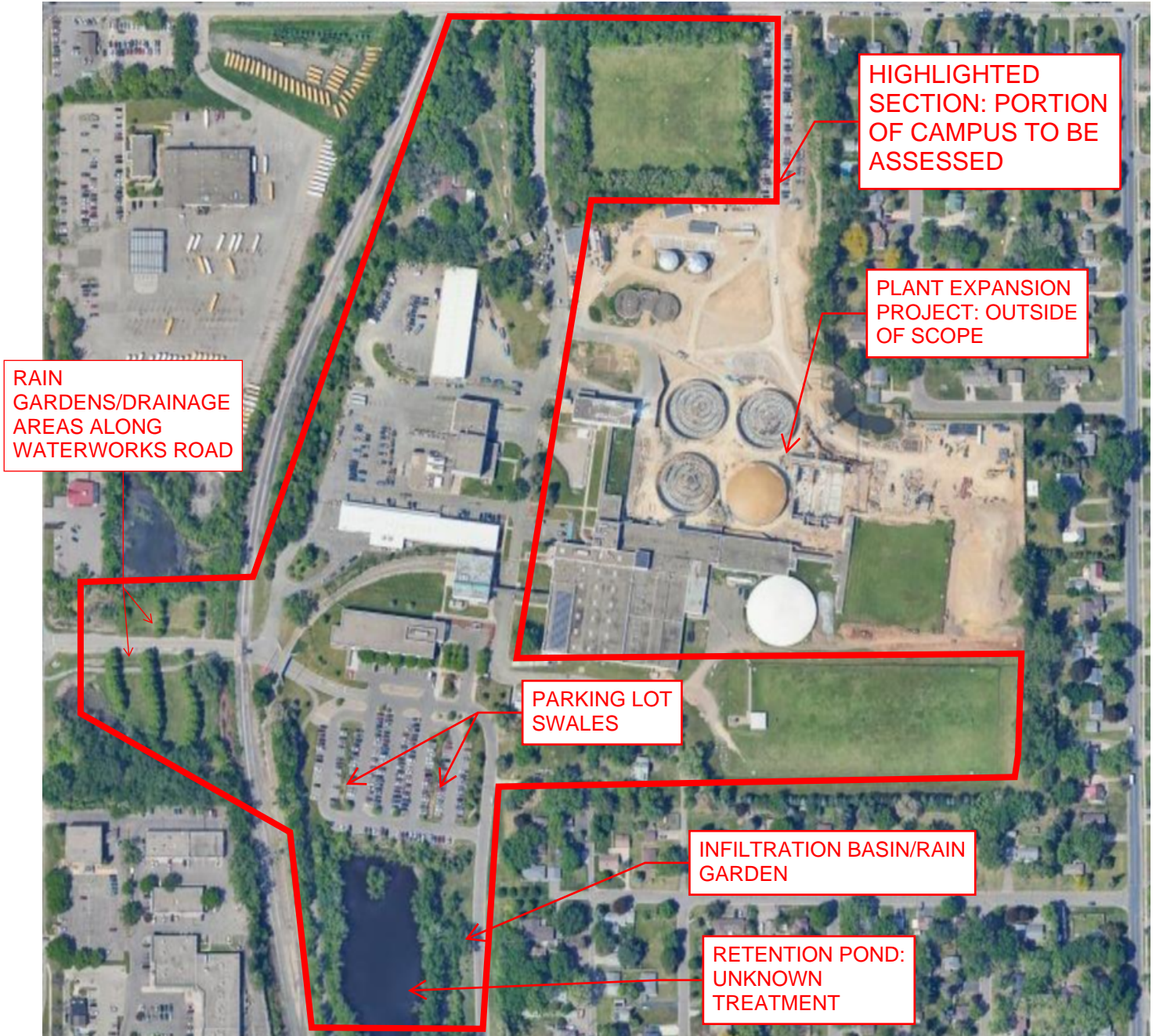
Proposal Selection

Please email proposals to the Project Engineer, Eric Noe, at eric.noe@ci.stpaul.mn.us by December 1st, 2023.

The proposals will be reviewed by SPRWS staff and a timely decision will be made based on project cost, verification of qualifications, and consultant availability.

Once a selection is made, SPRWS will apply for the CRWD Planning Grant. If awarded the grant, SPRWS will finalize the contract through a Professional Services Agreement (PSA). The PSA will be administered through the City's Purchasing Department.

SPRWS McCarrons Plant Campus Map



McCarrons Campus Raw Water

LEGEND		LEGEND	
AC	Denotes air conditioner	MOWELL	Denotes monitoring well
AGP	Denotes above ground pipe	MST	Denotes metal steps
AIS	Denotes advertising and information sign	OD	Denotes overhead door
BE	Denotes building entrance	OHE	Denotes overhead electric line
BH	Denotes beehive catch basin	OHL	Denotes overhead utility lines
BR	Denotes bike rack	OHU	Denotes overhead utility lines
BTC	Denotes top of bituminous curb	(P)	Denotes per plan
BTL	Denotes beehive curb	PEP	Denotes polyethylene pipe
CAT	Denotes catcalls	PKS	Denotes parking sign
CB	Denotes catch basin	PP	Denotes power pole
CBO	Denotes control box	PPLP	Denotes power and light pole
CBX	Denotes communication box	PPT	Denotes power pole with transformer
CIP	Denotes cast iron pipe	PVC	Denotes polyvinylchloride pipe
CLRR	Denotes centerline railroad track	PTBL	Denotes picnic table
CIH	Denotes communication manhole	RC	Denotes ribbon curb
CMP	Denotes corrugated metal pipe	RCP	Denotes reinforced concrete pipe
CNTB	Denotes control box	RD	Denotes roof drain
COL	Denotes building column	RRSW	Denotes railroad switch
CWB	Denotes concrete wall base	SAN	Denotes sanitary manhole
CWPB	Denotes crosswalk push button	SAN S	Denotes sanitary sewer
CWT	Denotes concrete wall top	SB	Denotes soil boring
DG	Denotes drain grate	SMH	Denotes storm manhole
DIP	Denotes ductile iron pipe	ST S	Denotes storm sewer
EB	Denotes electric box	STAT	Denotes statue
EM	Denotes electric meter	STC	Denotes surmountable curb
EMH	Denotes electric manhole	SWB	Denotes stone wall base
EO	Denotes electric outlet	SWT	Denotes stone wall top
FES	Denotes flared end section	TAD	Denotes truncated domes
FF	Denotes finished floor	TBK	Denotes top of bank
FH	Denotes fire hookup	TC	Denotes top of concrete curb
FCL	Denotes fiber optic line	TCS	Denotes traffic control sign
FP	Denotes flag pole	TD	Denotes trench drain
FW	Denotes face of walk	TL	Denotes traffic light
S	Denotes concrete gutter	TRANS	Denotes transformer
GARB	Denotes garbage can	USC	Denotes underground communication line
GAS V	Denotes gas valve	UGE	Denotes underground electric line
GASP	Denotes gas pump	V	Denotes vent
GCR	Denotes gate card reader	VCP	Denotes vitrified clay pipe
GDCR	Denotes garage door card reader	VP	Denotes vent pipe
GEN	Denotes generator	W	Denotes water line
GM	Denotes gas meter	WMH	Denotes water manhole
GP	Denotes guard post	WST	Denotes top of wood steps
GRDL	Denotes ground light	WSTB	Denotes bottom of wood steps
GRL	Denotes guard rail	WV	Denotes water valve
GW	Denotes guy wire		
GYP	Denotes guy pole	ARB	Denotes Arborvitae
HCPB	Denotes handicap door push button	BAS	Denotes Basewood tree
HCR	Denotes disabled ramp	BIR	Denotes Birch tree
HCS	Denotes disabled sign	BOX	Denotes Boxelder tree
HH	Denotes hand hole	CED	Denotes Cedar tree
HHC	Denotes communication hand hole	COT	Denotes Cottonwood tree
HHE	Denotes electric hand hole	CRAB	Denotes Crabapple tree
HYD	Denotes fire hydrant	EVG	Denotes evergreen tree
INV	Denotes structure invert	HACK	Denotes Hackberry tree
IS	Denotes concrete island	LOC	Denotes Locust tree
KWB	Denotes keystone wall base	MPL	Denotes Maple tree
LA	Denotes landscaping	PN	Denotes Pine tree
LD	Denotes loading dock	POP	Denotes Poplar tree
LP	Denotes light pole	SHB	Denotes shrub
MB	Denotes mail box	SPCG	Denotes Colorado Green Spruce tree
MC	Denotes metal cover	SFR	Denotes Spruce tree
MG	Denotes metal grate	TR	Denotes deciduous tree
MH	Denotes manhole	WLNT	Denotes Walnut tree

0 135

HORZ. SCALE: 1" = 135'

Sources: 2019 Sunde Survey of McCarrons Campus. Additional information taken from Bihn's drawing & As-Built as available.
Exported: 06/22/2022

Blue line	Water
Red line	Sanitary
Green line	Storm
Yellow line	Sludge
Purple line	Electric
Orange line	Communications
Light blue line	Empty Conduit
Light green line	Gas





Capitol Region Watershed District

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Planning Grants

1. OVERVIEW

1.1 Program Summary

Capitol Region Watershed District (CRWD) Planning Grants provide financial assistance for feasibility and design of cost-effective and/or innovative projects that protect and improve the water quality of waterbodies within CRWD. Typical projects funded through this program include feasibility studies and engineering services to identify, prioritize, and design clean water projects that include benefits to natural resources. Implementation/construction of projects identified during planning may be eligible for additional grant funding through the [Clean Water Project grant program](#).

1.2 Goals

- Identify innovative, cost-effective solutions for protecting and improving water quality of CRWD lakes, streams, and wetlands and the Mississippi River.
- Develop designs, including preliminary and final plans, for water quality improvement projects.
- Improve our understanding of best practices to protect and improve local water resources.
- Build capacity for partners to accelerate on-the-ground projects that protect and improve water quality.
- Foster stewardship of CRWD water resources from residents, businesses, schools, community groups and others who live, work or serve within CRWD.
- Support projects that further CRWD's equity goal of implementing water quality improvement projects in underserved areas.

2. ELIGIBILITY

2.1 Applicant Eligibility

Eligible applicants include non-profit organizations, schools, businesses, and public agencies located or operating within Capitol Region Watershed District.

2.2 Project Eligibility

Eligible projects may include:

- Feasibility studies that identify, evaluate and prioritize project opportunities that may address stormwater or other water-resource-related issues
- Professional design of cost-effective and/or innovative projects with construction costs anticipated to exceed \$40,000 including: stormwater BMPs, erosion stabilization, shoreline restoration, and habitat improvement

Our Mission is to protect, manage and improve the water resources of Capitol Region Watershed District.

Projects must be located within CRWD and must include identification of public educational opportunities. Projects required to meet regulations are not eligible, but projects may be eligible for partial funding of design costs attributed to water quality benefit above-and-beyond regulatory requirements.

3. GRANT AWARD

3.1 Funding and Application Timeline

Applications for planning grants are accepted year-round. Typical annual funding available is \$50,000 - \$100,000. The average grant award is \$10,000 - \$20,000. There is no set maximum or minimum grant award.

Grant awards less than \$20,000 are reviewed by CRWD staff and approved by the District Administrator. Grant awards equal to or greater than \$20,000 must be approved by CRWD's Board of Managers.

3.2 Match Requirements

Grant awards are subject to match requirements. Matching funds are expenses paid by the grantee that are not reimbursed through this grant. Funds are only considered to be match if they are applied towards otherwise grant eligible project expenses. The percentages listed below are only minimums. Based on CRWD's evaluation of the project, additional match may be required. The minimum match amount required for all projects is defined below:

- Residential, public agencies and non-profits: minimum match requirement of 5%
- Business and other for-profit organizations: minimum match requirement of 25%

3.3 Focus Area Match Requirements

To increase engagement and project implementation in portions of the District, minimum match requirements in Saint Anthony Hill, Trout Brook, and Phalen creek subwatersheds have been adjusted. Check the [Focus Area Map](#) to see if you qualify.

- Residential: no minimum match requirement
- Public agencies and non-profits: minimum match requirement of 5%
- Businesses and other for-profit organizations: minimum match requirement of 10%

4. PROCESS

Throughout the process, grantees will work with CRWD's Planning Grant Program Coordinator (contact information at end of document).

4.1 Application

Applications are open year-round. Planning Grant applications can be obtained by contacting the Planning Grant Program Coordinator. Submit application via email.

4.2 Evaluation/ Approval

Application will be evaluated by staff using the criteria in section 5, below. Grant awards over \$20,000 will require approval by CRWD's Board of Managers.

4.3 Grant Agreement

CRWD will send you a grant agreement with instructions on how to sign electronically. Alternative methods to sign the grant agreement are also available. Any work that occurs before a grant agreement is fully executed is not eligible for grant reimbursement but may be considered as match and should be included in the application. All grant projects must be completed by the date identified in the grant agreement, typically one year after the grant is awarded.

4.4 Planning and Deliverables

During project planning, include CRWD in key planning meetings and provide periodic updates during the design process. Updates shall provide information on project status, draft and final deliverables, project meeting summaries and other relevant work products for the project. When feasibility study or engineering is complete, grantees should obtain written approval from CRWD that the final deliverable meets the intent of the grant program prior to requesting reimbursement.

4.5 Grant Reimbursement

Grant awards are issued as a reimbursement after expenses have been paid, and deliverables have been received and approved by CRWD staff. Reimbursement is issued in the form of a check and will be mailed to the address provided on the application. Grantees are required to provide CRWD with proof of payments and final project report. Reimbursements will be made within 60 days of final CRWD approval.

5. EVALUATION

Planning Grant applications will be evaluated on the following 4 criteria:

1. Potential Water Resource Management effectiveness and efficiency (40 points)

- a. Water quality benefit: The project site has potential for a cost-effective water quality improvement project (25 points)
- b. Other natural resource benefit: The project addresses another environmental issue (habitat, erosion, urban heat island etc.) (10 points)
- c. Watershed Management Plan: The project directly addresses issues and goals identified in CRWD's [Watershed Management Plan](#) (5 points)

2. Education and Demonstration Potential (25 points)

- a. Located in an area highly visible/accessible to the public (15 points)
- b. Located in CRWD's [Focus Area](#) (10 points)

3. Innovation Potential (25 points)

- a. Potential for innovative projects or approach already identified (10 points)
- b. One of the first projects of its kind within CRWD (10 points)
- c. Likelihood of future acceptance and implementation (5 points)

4. Project Readiness (10 points)

- a. Planning project is well-defined and likely to be completed on schedule (5 points)
- b. Planning project likely to result in a future physical project or other action (5 points)

Evaluation Criteria	Possible Points
Potential Water Resource Management Effectiveness	40
Education and Demonstration	25
Innovation Potential	25
Project Readiness	10
TOTAL	100

6. CONFORMANCE TO POLICIES

CRWD reserves the right to withdraw funding for any project not completed in accordance with these guidelines or the terms of the executed Grant Agreement.

7. PUBLIC PROMOTION/ACCESS

Grant recipients shall recognize CRWD as a project partner on any public promotion including but not limited to press releases, pamphlets, websites, and permanent signage.

The Grantee will allow CRWD access to the site for periodic inspections, site visits, and public tours.

8. CONTACT

Chris Kucek

Projects and Grants Specialist

ckucek@capitolregionwd.org

651-644-8888 ext. 112