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January 30, 2024

RE: St Paul Regional Water Services  
Proposal for Wellhead Protection  
Implementation Services

Tim Bagstad  
Principal Engineer/Wellhead Protection Manager  
Saint Paul Regional Water Services  
1900 Rice Street  
St. Paul, Minnesota 55113

Dear Mr. Bagstad:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal to assist St Paul Regional Water Services (SPRWS) in implementing their Wellhead Protection Management Strategies (WHPP) (SEH, 2020). This proposal is being provided to SPRWS in conjunction with the submittal for a Minnesota Department of Health (MDH) Source Water Protection Plan Implementation Grant to cover fees associated with WHPP management strategy implementation.

### SCOPE OF SERVICES

SEH will work with SPRWS staff to complete the following work items to fulfill Wellhead Protection Implementation and grant requirements:

#### 1. MDH Grant Item 1 (*Wellhead Management Strategy Measure # 2, #3, #4, #7, #12, #13*)

SPRWS will provide WHP education materials via an ArcGIS Story Map hosted on their ArcGIS Online (AGOL) accounts to educate, promote, and provide best management strategies for wellhead protection principals and potential contaminant sources.

Implementation of the ArcGIS story map would cover the following WHP measures.

- WHP Measure #2: SPRWS will provide WHP educational materials. Materials will address general WHP principles and practice and provide best management practices for tanks, private wells and other potential contaminant sources.
  - *SEH will work with SPRWS staff on Story Map Content, providing technical information and visual materials, and reviewing draft materials.*
- WHP Measure #3: Public education on the goals and policies established in this Plan will be developed. Topics for development of new or updated educational media may include water resource management, water conservation, groundwater protection, shoreland landscaping for stormwater runoff treatment and lawn chemical and phosphorus fertilizer usage.
  - *SEH will work with SPRWS to summarize and create text for implementation. Numerous resources have been developed by agencies such as the Minnesota Rural Water Association (MRWA) that could be utilized by SPRWS. SEH will assist SPRWS on navigating these resources on their desired educational goals.*

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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- WHP Measure #4: Utilize existing SPRWS Enterprise or ArcGIS Online systems to create a ESRI based Story Map detailing WHP principals and relevant management strategies. Once Implemented, on a yearly basis, check that all links and maps are working as intended.
  - *SEH will work with SPRWS staff in the development of an ArcGIS Pro project with multiple maps containing feature layers, symbology, and “pop-ups” in order for SPRWS GIS Data Analysts to publish these maps into their AGOL interface. These published maps could then be utilized within the ArcGIS Story Map.*
  - *SEH will work with SPRWS staff on Story Map WHP content including text, sections, and/or layout to properly meet WHP implementation.*
- WHP Measure #7: SPRWS will provide educational material about private wells by providing a link, reference, or digital copy of the MDH publication, “Well Owner’s Handbook”.
  - *SEH will work with SPRWS staff to summarize and provide text for wells as a potential contaminant source as well as a summary of best management practices developed by various agencies.*
  - *SEH will work with SPRWS staff regarding the MDH definition of an unused, abandoned well and its potential contaminant status and the next steps a private well owner can take on cost sharing for properly sealing such a well.*
- WHP Measure #12: SPRWS will provide educational material or best management practices provided by the Minnesota Pollution Control Agency’s (MPCA) on above ground storage tanks.
  - *SEH will work with SPRWS on identifying and defining potential contaminant sources such as above ground storage tanks and a summary on applicable best management practices provided by agencies such as the MPCA and MRWA.*
- WHP Measure # 13: SPRWS will provide education material about basic underground storage tanks requirements by providing the MPCA Fact Sheets, “Underground Storage Tanks: Are you doing the Big Five?” and “What Tank Owners Need to Know About the Underground Storage Tank Rules”.
  - *SEH will work with SPRWS on identifying and defining potential contaminant sources such as underground storage tanks and a summary on applicable best management practices provided by agencies such as the MPCA and MRWA.*

## **2. MDH Grant Item 2 (Wellhead Management Strategy Measure # 18)**

SPRWS with assistance from SEH will request information from MPCA Superfund Site SR0001581. SEH will work with SPRWS to review the information from the superfund site by writing up a summary of information and opening dialogue with state or federal project managers to discuss information if necessary. Work will cover WHP Measure #11.

- a. WHP Measure #11: Request information from the MPCA on the Superfund Site SR0001581. Work with the MPCA and MDH to determine if this site could adversely impact source water within the ERA.
  - *SEH will work with SPRWS staff to obtain MPCA files through their information request process for all files associated with SR0001581.*
  - *SEH will work with SPRWS staff to summarize events, evaluate work completed, and determine potential next steps. SEH will compare sample locations, depths, parameters and concentrations to assess conditions or any possible data gaps.*
  - *SEH will work with SPRWS staff to establish dialogue with the MDH or MPCA depending on the findings of the work completed since the site status is currently unknown. It is common for Superfund sites to have pending additional investigations, pending closure notices, and/or established institutional controls placed on the site. SEH will work with SPRWS staff to understand site status and insure protection of their water supply.*

## PROJECT SCHEDULE

The MDH Source Water Protection Plan Implementation Grant deadline of submittal is March 31<sup>st</sup>, 2024. SEH intends to assist or send in the grant application on behalf of SPRWS. Typically, we have found that the MDH Source Water Protection Plan Implementation Grants can be awarded one to three months after the submittal date and are active for a one-year time period.

Assuming an MDH grant is approved three months after submittal and a one year activity period on the grant, we propose the following schedule:

Task	Completion Date
MDH Grant funding approved (await MDH grant agreement)	April - June, 2024
Notice to Proceed (after MDH grant agreement is signed by SPRWS)	June, 2024
MDH Grant Item 1 – SEH develops ArcGIS Pro Maps and Educational framework	June – August, 2024
MDH Grant Item 1 – SPRWS deploys draft ArcGIS Story map using framework	August - September 2024
MDH Grant Item 1 – Review, edits, and implement Story map for Public	September - October 2024
MDH Grant Item 2 – Request MPCA Files (up to 1-month request period)	June- August 2024
MDH Grant Item 2 – Review and summarize MPCA File information for SPRWS	August, 2024
MDH Grant Item 2 – Meetings/next steps on MPCA File information	August - October, 2024
All invoices and required documentation submitted to MDH	March 2025

## CONSULTANT STAFF

The key SEH staff assigned to your project completed your WHPP in 2022. As Project Manager, Melanie Niday, PG, is a Senior Hydrogeologist with more than 30 years of experience in hydrogeologic evaluations, municipal water resource development, wellhead protection plans, and aquifer studies. Mark Sherrill is a highly skilled hydrogeologist with expertise in Geographic Information Systems (GIS) and the development of education materials and Story Maps. Copies of resumes for both Melanie and Mark can be provided upon request.

## COMPENSATION

SEH will work with SPRWS staff on the implementation of the identified management strategies we propose an hourly, not-to-exceed budget of **\$10,000**. We understand this total cannot increase without further authorization from you. As part of this proposal, SEH has included work items that could assist SPRWS in completing several identified WHPP management strategies. A summary of scope items and projects costs are provided below:

Task	Estimated Hours	Estimated Labor Cost	Estimated Expenses	Total
<b>1.0 Implement Wellhead Protection Measure 2 – Create ArcGIS Story Map (WHPP Measure 2)</b>				
1.1 Develop SPRWS WHP Educational Material	16	\$2,200	\$100	\$2,300
1.2 Develop Story Map	20	\$2,600	\$0	\$2,600
1.3 Create Education Materials for Water Conservation	4	\$500	\$0	\$500
1.4 Create Education Materials for Wells	4	\$500	\$0	\$500
1.5 Create Education Materials for Above Ground Storage Tanks	4	\$500	\$0	\$500
1.6 Create Education Materials for Underground Storage Tanks	4	\$500	\$0	\$500
<b>2.0 Incorporate PCSI WHP Plan Measures into Story Map (Multiple WHP Plan Measures)</b>				
2.1 Request MPCA Files for SR0001581	2	\$300	\$100	\$400
2.2 File Review of SR0001581	10	\$1,500	\$0	\$1,500
2.3 Regulatory Assistance related to SR0001581	8	\$1,200	\$0	\$1,200
<b>Total Estimated Costs</b>	<b>72</b>	<b>\$9,800</b>	<b>\$200</b>	<b>\$10,000</b>

Please note that if the MDH Source Water Protection Implementation grant is approved, SPRWS, the authorized grantee, will be required to submit documentation to MDH on costs incurred, including SEH Invoices, to receive reimbursement for completed work.

### GENERAL SERVICES AGREEMENT

This Letter Proposal and our executed Professional Services Agreement between the St. Paul Regional Water Services and SEH shall form the full agreement for this proposed project. This agreement may only be modified in writing and if signed by both parties.

### CLOSURE

We want to thank you for the opportunity to provide SPRWS with this proposal. As always, it is very important to us that our services continue to meet and surpass your needs and expectations. After you have had an opportunity to review this proposal, we would like to hear any comments, concerns, or questions you may have, so please call me at 651.490.2020. If this proposal is acceptable, please initiate your Professional Services Agreement (contracting) process that will allow us to proceed with the project.

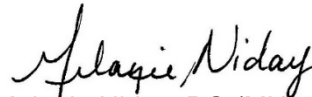
We appreciate the continued opportunity to assist SPRWS with these important efforts. Please contact Chris (612.254.0963 or [clarson@sehinc.com](mailto:clarson@sehinc.com)) or Melanie (320.229.4346 or [mniday@sehinc.com](mailto:mniday@sehinc.com)) if you have any questions or would like to discuss the proposal further.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Chris Larson, PE (MN)  
Client Services Manager



Melanie Niday, PG (MN)  
Project Manager