

November 2016



The Board of Managers of the Valley Branch Watershed District is conducting a regular review of consulting services. To assist in this review, the Board requests information from your firm on possible consulting engineering services that you might provide. Specifically, the Board requests that you submit the following information:

1. Name and location of the firm and location of headquarters, if different.
2. Number of years in operation at this location.
3. A brief (less than two pages) description of the firm and the type of work it does. The Valley Branch Watershed District is especially interested in expertise in the areas of:
  - Stormwater management
  - Review of developments for environmental impacts
  - Water quality studies
  - Lake protection and restoration
  - Wetland protection
  - Design and construction of hydraulic structures
4. Total number of staff at this location, and the number of professional staff at this location engaged in water resources engineering and planning, wetland management and limnology.
5. Short (less than two pages) resumes of four persons who would, if requested, be available to supply water resources consulting services in the next two years. The resumes should list the qualifications of these persons to serve the Valley Branch Watershed District, including the following:
  - Education
  - Years of experience in water resources management
  - Examples of projects within the last two years; include the name, address, and phone number of the clients for these projects
  - Hourly billing rate for 2017/2018

The Valley Branch Watershed District has its regular meetings the second and fourth Thursdays of each month, and your presence would be necessary at these meetings unless advised otherwise by the Board of Managers.



DAVID BUCHECK • LINCOLN FETCHER • JILL LUCAS • EDWARD MARCHAN • ANTHONY HAIDER

VALLEY BRANCH WATERSHED DISTRICT • P.O. BOX 838 • LAKE ELMO, MINNESOTA 55042-0538

[www.vbwd.org](http://www.vbwd.org)

In the interest of reducing our work and your expense, you are requested **not** to furnish information other than the items described above. You are also requested to direct any questions or comments on this request only to myself. I may be reached at (651) 770-1730. The requested information should be submitted on or before 4:00 p.m. January 12, 2017 in a sealed envelope and identified on the outside as a proposal for Engineering services. Send or deliver the envelope to:


Mr. David Bucheck, President  
Valley Branch Watershed District  
2301 Legion Avenue  
Lake Elmo, MN 55042

The Board intends to review this information at their January 12, 2017 meeting. Should your presence at the meeting be required, you will be notified and an interview will be arranged for a later meeting.

You are cautioned that this is a routine review of consulting services, and the Board may retain its existing consultants, hire new consultants, or defer any decision.

Thank you for assisting us in this effort.

Sincerely,



David Bucheck, President  
Valley Branch Watershed District  
Board of Mangers

