

REQUEST FOR PROPOSALS

Lac qui Parle Floodway Yellow Medicine County, Minnesota Conceptual Design Engineering Services

Date Released: September 19, 2025

Area II Minnesota River Basin Projects
1424 East College Drive, Suite 300
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(507) 537-6369



Proposals are due prior to 4:00 PM, October 17, 2025

TABLE OF CONTENTS

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Lac qui Parle Floodway Yellow Medicine County, Minnesota Conceptual Design Engineering Services

Introduction	3
Project Description and Background	5
Scope of Work	7
Appendix A – Proposal Requirements	9
Appendix B – Additional Project Information	11
Attachment 1 – Lac qui Parle River Floodway Survey Results	
Attachment 2 – DNR Handout “Lac qui Parle River Floodway near Canby, MN”	
Appendix C – RFP and Project Schedule	12

INTRODUCTION

Area II Minnesota River Basin Projects (Area II) is requesting proposals (RFP) for Conceptual Design Engineering Services.

A Water Quality and Storage Grant has been awarded by the Minnesota Board of Water and Soil Resources (BWSR) to Area II to hire a Consultant to perform engineering services to restore a 4.57-mile section of the Lac qui Parle River, and its high-flow bypass channel known as the Lac qui Parle Floodway.

The proposals submitted in response to this RFP will be used as a basis for selecting the Consultant for this project. The Consultant's proposal will be evaluated based on staff qualifications and cost of services. Cost will not be the primary decision factor; however, services will need to coincide with the grant award and local match.

The Consultant's attention is directed to Appendix A, "Proposal Requirements."

Submit five (5) hard copies and one (1) electronic copy in PDF format of the Consultant's proposal emailed to kerry.netzke@area2.org. Proposals shall be submitted in a sealed package clearly marked "**Lac qui Parle Floodway Engineering Services**" and addressed as follows:

Area II Minnesota River Basin Projects
ATTN: Kerry Netzke
1424 East College Drive, Suite 300
Marshall, MN 56258

Proposals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified Proposal must be received prior to 4:00 PM, October 17, 2025 .

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be considered non-responsive and rejected.

This RFP does not commit Area II (the grantee) to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. Area II reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of Area II to do so. Furthermore, a contract award may not be made based solely on price.

The prospective Consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the Area II Board of Directors.

All products used or developed in the execution of any contract resulting from this RFP will remain in the public domain at the completion of the contract.

The anticipated consultant selection schedule is as follows:

Proposal review and evaluation: October 20 – 24, 2025

Interviews: October 27 – 31, 2025 (if necessary)

Cost Negotiation with first ranked consultant: November 3 – 5, 2025

Contract Award and Notice to Proceed: November 6, 2025

Any questions related to this RFP may be submitted in writing to the attention of Kerry Netzke via email at kerry.netzke@area2.org. Questions shall be submitted before 4:00 PM on October 10, 2025.

PROJECT DESCRIPTION AND BACKGROUND

The existing Lac qui Parle (LQP) Floodway project, located in the Headwaters LQP River subwatershed, is located 5 miles northeast of the City of Canby in Yellow Medicine County in southwestern Minnesota. The LQP River headwaters are located very near the South Dakota/Minnesota border at the outlet of Lake Hendricks. The river drops 642 feet in elevation from its source at Lake Hendricks (1756.3 MSL) to the floodway location (1114.28 MSL), 26 stream miles downstream. Surface water issues within this watershed are a historical priority concern of the Lac qui Parle-Yellow Bank Watershed District (LQP-YB) and Yellow Medicine County leadership. Area II MN River Basin Projects, a joint powers organization comprised of nine county governments established pursuant to MN Statutes 471.59, was formed by these leaders in 1978 to address the floodwater retention needs stemming from the Coteau des Prairies (Buffalo Ridge). The coteau is a glacial escarpment that rises 1,000 feet higher in elevation with steep slopes descending into the Minnesota River Valley. The LQP River has a section where the elevation drops 250 feet in 8 miles.

In August 1976, the MN Department of Natural Resources (DNR) permitted Yellow Medicine County to create a bypass channel for high flows across an oxbow of the LQP River, known as the LQP Floodway. The area of interest encompasses the 1.18-mile floodway constructed through sections 15 and 22 of Osh Kosh Township, T115N, R44W. The LQP River oxbow length is 4.57 miles which lie in sections 14, 15, 22 and 23 of Osh Kosh Township. By 1981, heavy sediment accumulation at the floodway inlet diverted the majority of the flow through the floodway and cut off the river channel flow almost completely. Fish passage through these reaches has been difficult as the historic channel habitat has been degraded with the lack of flow and accumulated sediments up to 2.5 feet deep. The floodway diversion structure and the four (4) road crossing culverts do not allow fish passage to the upper reaches of the LQP River. All four crossings are undersized and perched in elevation which contributes to the sedimentation. DNR estimates 400 stream miles can be reconnected by providing fish passage through this stretch.

In the mid-1990s, sediment was excavated from the upper end of the river channel to restore its function. Recurrent flooding has accumulated sediment again and has caused significant erosion to the floodway channel requiring many locations to be stabilized. This area is critical as it is a known crossover location where floodwaters from the LQP River can cross over the watershed boundary and enter the Yellow Medicine River watershed. This crossover was one of the key factors that led to the creation of the LQP Floodway.

Area II, DNR, LQP-YB Watershed District and Yellow Medicine County have worked collaboratively to develop this proposal which was awarded the grant to design options to restore this section of the river as described in the Scope of Work. This modeling effort will allow for different scenarios to redesign the floodway to alleviate flooding and reconnect 4.57 miles of the Lac qui Parle River that has been cut off due to poor design. Local landowners and public officials wish to restore the floodway's intended function to convey flood flows of a 2-year event (2.65" of rainfall in a 24-hour period) and greater. The MN DNR

has provided considerable outreach with the landowners as well as Yellow Medicine County officials and the LQP-YB Watershed District.

In early 2020, Area II was asked to provide preliminary modeling and design work for the area of interest. Duane Hansel, PE developed a HEC-RAS model from the model obtained from the DNR Floodplain Unit, and the model was extended through the historic river channel. DNR survey and Lidar data were used to develop cross sections for the bypass and historic river channels. Area II and DNR worked cooperatively as an existing HEC-RAS model through the historic channel was discovered (Reach 4). That model assumed 100% flow through the floodway with no flow path in the historic channel. Flood Insurance Study (FIS) data was incorporated and was found to be accurate after a correction factor was applied to convert that data from NGVD29 to NAVD88 datums. A flow path was constructed and culverts inserted. StreamStats generated flows were higher than those in the Reach 4 model or FIS. The revised Reach 4 model was run and discrepancies resolved. This model, along with cross sections and river channel profile, were submitted to DNR for additional modeling work.

DNR created a 2D HEC-RAS model mesh including bathymetry to the terrain. FEMA peak flows, StreamStats, and nearby gage information were used to review the model. The proposed conditions include multiple scenarios including restored historic channel bathymetry, lowered culverts, adjusted diversion weir elevation, and an alternative alignment for the approach to the historic channel. Due to DNR staff turnover and understaffing, this is as far as the conceptual design model has been developed.

This project does not impact a Wellhead Protection Area, Historical Source Water Assessment Area, or groundwater or surface water Drinking Water Supply Management Area, however this is an existing Reinvest in Minnesota (RIM) easement adjacent to the historic channel. DNR Area Hydrologist Ryan Bjerke has had discussions with BWSR staff regarding the RIM easement and necessary requirements to protect the easement. The result of the discussion regarding this project concept was that this work would be permissible with the requirements of vegetation reestablishment in disturbed areas, no permanent stockpiles of fill or other materials, no filling of wetlands, nor other activities that will permanently damage the property or undercut the features protected by the easement.

Stream restoration is not necessarily a cost-effective effort as it encompasses many facets including river flows, physical cleanout of the channel, rehabilitation of aquatic and terrestrial habitats, proper sizing and replacement of the road crossings, and incorporation of water storage within the entire system. Aside from the financial cost, it is easy to see the damage done to this riverine ecosystem and the cost to nature by losing a substantial length of river channel and cutting off fish passage to the upper reaches of the Lac qui Parle River.

SCOPE OF WORK

General:

Area II and the Project Partners (DNR, LQP-YB Watershed District and Yellow Medicine County) wish to contract with a Consultant that will conduct and coordinate specified tasks related to advancing the Lac qui Parle Floodway project to the construction phase. Results of this project will enable Area II and the Project Partners to apply for future grants to construct the scenario that is most beneficial in terms of floodwater storage, restoring stream function, while minimizing long-term operation and maintenance.

Services to be Provided:

The Consultant selected will be required to complete the following tasks:

- **Project Management** – Kerry Netzke, Area II Executive Director, will serve as the contract manager and liaison between the Consultant and the Project Partners. The Consultant shall be responsible for management activities throughout the life of the contract and the scope of activities includes, but is not limited to, coordinating and being responsible for scheduling status meetings, managing the project schedule, and delivering the outcomes by the due date.
- **Project Kick-Off Meeting**
 - Meet with the Project Partners, in person or virtually.
 - Review existing survey information collected by the DNR.
 - Review existing HEC-RAS modeling work by DNR and Area II.
 - Review project goals.
- **Preliminary Engineering Studies**
 - Use existing survey and HEC-RAS modeling data to develop refined HEC-RAS models of the existing conditions of the LQP River and the floodway, and propose scenario conditions. Appendix B contains Lac qui Parle River Floodway Survey Results and DNR Handout entitled “Lac qui Parle River Floodway near Canby, MN” providing additional information on the project.
 - Recommend floodway weir design and elevation(s) to achieve proper bypass operation.
 - Recommend size, slope and pattern of the restored river channel.
 - Recommend the sizes and elevations for the four road crossings.
- **Surveys and Mapping** – Area II and the Project Partners will provide all available data, maps and models to the Consultant. Should additional data collection, mapping and surveying be necessary, the project partners will provide this data to the Consultant unless Consultant chooses to utilize their own data collection services.

- **Environmental Studies and Documentation** – Identify the environmental reviews and permits which will be necessary to proceed to construction.
- **Utility Coordination** – Identify any utilities that may interfere with the project and will require relocation.
- **Cost Estimations** – Provide detailed cost estimates for the various scenarios to restore the river channel which will to provide floodwater storage within the Area of Interest, provide downstream flood reduction, and provide self-maintenance for silt within the river channel and floodway. The estimated cost will be used for a future grant application to apply for construction funding for this project.
- **Coordination with Adjacent Properties** – Identify sediment disposal options consistent with adjacent land uses.
- **Conceptual Design Recommendation Report**
 - Prepare a final Conceptual Design Recommendation Report (CDRR) based on the comments received on the draft report.
 - It is expected that the final CDRR will be developed in collaboration with the Project Partners.
 - The CDRR will be the basis for the design and shall include:
 - Restoration Objectives
 - Survey Results
 - HEC-RAS Model Results
 - CAD Drawings
 - Analysis of drag, dynamic, shear, moment force, and buoyancy forces
 - Analysis of the use of wood, rock riffles, rock weirs and other included restoration practices
 - Assumptions used in Formulation of Recommended Design
 - Environmental Review and Permitting Requirements
 - National Pollution Discharge Elimination System (NPDES) Permit Requirements
 - Construction Season Feasibility
 - Local and Non-governmental Land Use Requirements
 - Engineer's Estimate of Probable Cost

APPENDIX A – PROPOSAL REQUIREMENTS

These guidelines are provided for standardizing the preparation and submission of Proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process, and to help assure consistency in format and content.

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory (or transmittal) letter shall be addressed to:

Kerry Netzke
Area II Minnesota River Basin Projects
1424 East College Drive, Suite 300
Marshall, MN 56258

The letter shall be on Consultant letterhead and include the Consultant's contact name, mailing address, telephone number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included.

2. Executive Summary

3. Consultant Information, Qualifications & Experience

Area II will only consider submittals from Consultants that demonstrate they have successfully completed comparable projects or provided design services for similar projects. Submittals shall include a detailed description of up to three (3) projects within the past ten (10) years which include the following information:

1. Contracting agency and its Project Manager
2. Consultant Project Manager and design team
3. Project Objective, Description and Outcome
4. References for the completed projects

4. Organization and Approach

1. Describe the roles and organization of your proposed team for this project.
2. Describe the roles of key individuals in the design team. Provide resumes and references for all key team members. Resumes shall show relevant experience for the Project's Scope of Work, as well as the length of employment with the proposing Consultant. Key members, especially the Project Manager, shall have significant

demonstrated experience with this type of project, and should be committed to stay with the project for the duration of the project.

5. Scope of Work

1. Include a detailed Scope of Work Statement describing all services to be provided.
2. Describe project deliverables for each phase of work.

6. Project Schedule/Schedule of Work

Provide a detailed schedule for all tasks of the project and the proposing Consultant's services including time for reviews and approvals. The schedule shall meet the Project Schedule shown in Appendix C. Consultant will not be penalized for early completion.

7. Cost Proposal

The Consultant performs the services stated in the contract for an agreed amount as compensation. The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

APPENDIX B – ADDITIONAL PROJECT INFORMATION

- *Lac qui Parle River Floodway Survey Results*
- *DNR Handout* entitled “Lac qui Parle River Floodway near Canby, MN”

Attached PDFs to the email

Task		2025												2026					2027					2028								
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
		Project Timeline																														
PHASE 1: Hire Consultant	Start Date																															
	End Date																															
	Task																															
	9/19/2025	1.1 RFP Release																														
	10/17/2025	1.2 RFPs Due																														
	10/17/2025	1.3 Proposal Review and Evaluation																														
	10/24/2025	1.4 Consultant Interviews (if necessary)																														
	10/27/2025	1.5 Cost Negotiation (if necessary)																														
	11/2/2025	1.6 Contract Award and Notice to Proceed																														
	11/7/2025																															
PHASE 2: Modeling Phase	Start Date																															
	End Date																															
	Task																															
	12/1/2025	2.1 Consultant Acquires Existing Data from DNR Floodplain Unit																														
	3/31/2026	2.2 Kick-Off Meeting, in person or virtual																														
	6/30/2026	2.3 Additional Survey or Information Collection																														
	6/1/2026	2.4 Virtual Meeting to Review Consultant Progress																														
	9/30/2026	2.5 Virtual Meeting to Review Consultant Progress																														
	12/31/2026	2.6 Virtual Meeting to Review Consultant Progress																														
	PHASE 3: Conceptual Design Phase	Start Date																														
End Date																																
Task																																
2/1/2027		3.1 In-Person Meeting to Review Design Scenarios																														
4/30/2027		3.2 Virtual Meeting to Refine Design Scenarios																														
7/31/2027		3.3 Draft Conceptual Design Review																														
10/31/2027		3.4 Final Conceptual Design Recommendation Report Due																														
2/28/2028		3.6 Final Grant Report to BWSR*																														
2/1/2028		3.5 Grant reporting (deadline = February 1 of each year)																														
BWSR Water Quality & Stormwater Grant expires 12/31/2028																																