City Council Item

September 22, 2025

Item	Resolution 2025-XX: Authorize Design and Construction Administration Services Contract for the 2025 Stormwater Pond Maintenance and the Red Cedar Point Drainage Improvement Projects	
File No.	ENG Project No. 25-14	**Item No:** D.14
Agenda Section	**CONSENT AGENDA**	
Prepared By	Joe Seidl, Water Resources Engineer	
Reviewed By	Charlie Howley	

SUGGESTED ACTION

"The Chanhassen City Council adopts a resolution authorizing a contract with WSB and Associates, Inc. for performing the design and construction administration services for the 2025 Stormwater Pond Maintenance and Red Cedar Point Drainage Improvement Projects."

Motion Type	Simple Majority Vote of members present
Strategic Priority	Asset Management

SUMMARY

This project is for annual stormwater infrastructure maintenance work. The project consists of nine distinct areas around the city prioritized by city staff using the asset management software Cartegraph. This project also includes two sites located in the Red Cedar Point area where drainage improvements are needed.

BACKGROUND

In 2020, city staff prepared a stormwater pond maintenance inventory, analysis, and prioritization plan.

The city, via the MS4 permit, is obligated to maintain its stormwater management infrastructure. These annual projects, along with annual inspections, are the implementation activities of the permit

obligations.

The Red Cedar Point drainage improvements are outlined in the City's Capital Improvement Plan and were programmed for 2021, but were not implemented due to competing priorities. Staff is combining this work with the annual Stormwater Pond Improvement project to save on budget and staff time.

DISCUSSION

The first step of the overall project process is to engage a design consultant as city staff does not have available capacity to perform all of the duties required to deliver the project. Staff developed a Request for Proposals (RFP) and sent it out to four (4) qualified consulting firms. City staff evaluated proposals that were received based on the requirements of the RFP which were based on the following criteria:

- Completeness of Proposal (20%)
- Experience of Firm and Personnel (15%)
- Resources to Complete the Project (15%)
- Fee (50%).

The results of the evaluation and the associated fees are shown on the proposal evaluation form attached to this report.

BUDGET

This project budget is from CIP Project SWMP-032. The highest scoring proposal indicated a fee of $117,093 (including expenses).

Total Project Budget = $525,000.

Budget	$525,000
Engineering Costs	$117,093
Remaining Budget for Construction	$407,907

The design and construction administration fee is inline with the project budget. The CIP sheet is attached to this report.

RECOMMENDATION

Staff recommends authorizing a contract with WSB and Associates, Inc for the design and construction administration services for the 2025 Stormwater Pond Maintenance and the Red Cedar Point Drainage Improvement Projects. The contract is based on the City's standard professional services agreement.

ATTACHMENTS

Annual Stormwater Pond Project FY 2025 Budget
RFP Exhibits
25-014_PROFESSIONAL_SERVICES_AGREEMENT
WSB_2025 Stormwater Pond Maintenance Design and Construction Administration Services_Chanhassen
24-15_Pond Improvement Project Proposal Evaluation_Final
2025 Stormwater Pond and Red Cedar Point Drainage Improvement Project _RFP_WSB