



**Request for Proposals to Create 13 Preliminary
Engineering Reports and 5 Final Engineering
Reports for Water Storage Projects in the Upper
Cannon River Watershed**

Request Issued: Monday, February 2nd 2026

Request Deadline: Friday, February 27th 2026

Direct all questions to:

Holly Bushman , Water Resources Manager

holly.bushman@lesueurcounty.gov

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**CREATE 13 PRELIMINARY ENGINEERING REPORTS & 5 FINAL ENGINEERING REPORTS
FOR WATER STORAGE PROJECTS IN THE UPPER CANNON RIVER WATERSHED**

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Section 1: General Information

Le Sueur County, in collaboration with Waseca and Rice Counties (Tri-County Partnership), are requesting \$613,000 from the U.S. Economic Development Administration (EDA) to launch the Upper Cannon Watershed Flood Mitigation Initiative. This initiative aims to address the causes of chronic flooding in the Upper Cannon Watershed and reduce the economic burden from these events. The goal is to complete the technical work necessary to construct 1,000 acre-feet of water storage across the three counties within the watershed.

Point of Contact

Address all correspondence regarding this RFP to:
 Le Sueur County Environmental Services
 Holly Bushman-Water Resources Manager
 88 S. Park Avenue
 Le Center, MN 56057
holly.bushman@lesueurcounty.gov

All firms who receive or download the RFP are requested to register their name and email address by sending an email to holly.bushman@lesueurcounty.gov. Any revisions or corrections to the RFP after the initial posting will be communicated to those registered RFP holders. Failure to register your contact information may result in disqualification of the RFP process. Proposals failing to include all requested information detailed within the RFP, and subsequent updates or modification, will not be considered.

Proposals will be accepted until 4:00pm (CDT) on Friday, February 27th 2026.
Any submittals after this time will not be considered.

Acceptance of Proposal Contents

All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13 - Minnesota Government Data Practices Act.

Section 2: Background

Le Sueur County, Rice County, and Waseca County (Tri-County Partnership) are located in southcentral Minnesota and are located within the Cannon River Watershed. The Tri-County Partnership are members of the Cannon River Watershed Joint Powers Organization (CRWJPO). This organization was created in 2020 to implement the Cannon River Comprehensive Watershed Management Plan. Within the Cannon River Comprehensive Watershed Management Plan, there are priorities, goals, and activities that are directly correlated to a reduction in peak flows and volumes to prevent flooding in communities and water quality benefits that reduce pollutant loading.

Partners within the Cannon River Watershed have taken on a very active role in flood mitigation efforts by implementing numerous best management practices, initiating a water storage/flood reduction education and outreach campaign, and completing a Flood Risk Reduction Study for the Upper Cannon River Watershed. The Flood Risk Reduction Study for the Upper Cannon River Watershed is set to be completed by mid-2026. This study will produce a hydraulic model that will target sub-watersheds where water storage will have the greatest impact to reduce peak flows, volumes, and flooding events. This model includes data from the June 2024 record rainfall event, for which Major Disaster DR-4797-MN was declared on June 28, 2024. Additionally, the study will identify best management practices that can be implemented over the next 10 years to provide water storage benefits.

Waterville, Minnesota (population 1,750) was one of the communities hit hardest by the June 2024 record flood. More than 7,000 tons of debris were removed after the waters receded, 130 homes were affected, and over \$2 million in infrastructure damage was incurred. Waterville and other small communities within the watershed will benefit significantly if the Initiative is funded and 1,000 acre-feet of shovel-ready water storage projects are identified. Floodwaters could be reduced by approximately one foot -- a substantial change in a landscape with minimal elevation variation.

The Tri-County Partnership requested \$613,000 from the U.S. Economic Development Administration (EDA) to launch the Upper Cannon Watershed Flood Mitigation Initiative. The Partnership is actively seeking funds at this time for the project; an application for the EDA funds has been submitted but not awarded. **If awarded EDA funds, \$450,000 will be made available for the services mentioned in this request for proposals**. The EDA grant application is included as an Appendix.

Section 3: Preliminary Schedule, Scope of Services, Deliverable, and Project Support

Preliminary Project Schedule

The County reserves the right to modify the timeline if necessary.

Final RFP Posted	February 02, 2026
RFP Questions Due	February 13, 2026
RFP Questions Responded By	February 20, 2026
Proposals Due before 4:00pm (CDT)	February 27, 2026
Tri County Executive Committee Review Proposals	March 02-March 13, 2026
Interview Selection Notice	March 13, 2026
Interviews	March 23, 2026

CREATE 13 PRELIMINARY ENGINEERING REPORTS & 5 FINAL ENGINEERING REPORTS FOR WATER STORAGE PROJECTS IN THE UPPER CANNON RIVER WATERSHED

Consultant Selection/Award Notice
Contract to Le Sueur County Board for Approval

March 30, 2026
April 7, 2026

Scope of Services

This project will create 13 Preliminary Engineering Reports and 5 Final Engineering Reports for water storage projects that will achieve the goal of 1,000 acre-feet of water storage in the Upper Cannon River Watershed.

Preliminary Engineering Reports (PERs)

The PERs will provide technical and engineering information that is needed in order to support future efforts in applying for multiple funding opportunities for implementation of water storage projects. The scope of services outlined below summarizes the approach in developing a PERs for grant that are needed for grant applications. All the drawings, cost estimates, and budgets should be consistent and standardized.

1. Project Description

The consultant will provide a detailed narrative and technical description of the all project components, including whether the work involves new construction, renovation, or replacement. Each component must include details about dimensions, quantities, and capacities. Additionally, the project description must include language in how it relates to the Cannon River Watershed Comprehensive Watershed Management Plan and Upper Cannon River Watershed Flood Risk Reduction Study.

2. Site Layout, Feasibility, and Construction Approach

A general 11 x 17 CAD layout will be developed in order to illustrate existing site conditions and preliminary concept design for proposed improvements. Concept design will include a drainage plan, grading plan, and typical cross sections. This will also include dimensioning and quantifying project components for cost estimation and feasibility review.

The Report will include preliminary hydrologic and hydraulic modeling to assess capacity, storage volume, and local drainage benefits and impacts of the water storage project. Analysis will include understanding of impacts to the site as well as the Upper Cannon River Watershed to gauge progress towards annual runoff and peak flow goals.

3. Cost-Estimating and Budget Development

A detailed Engineer's Opinion of Probable Construction Cost based on concept plans. This must include quantities, unit prices, and total costs for each project component, and rationale for contingency estimates.

A comprehensive project budget will also be developed. This must include line items for administrative/legal expenses, land and right-of-way acquisition, architectural/engineering services, site work, demolition, construction, equipment, contingencies, and property acquisition.

4. Permitting Schedule

- a. Will identify all local, state, and federal permits that are anticipated to be needed for each project. This will also include anticipated timelines for each permit acquisition that is needed. If the project involves any jurisdictional approvals, the coordination efforts and associated timeframes should be outlined.

- b. A project schedule must be developed and included estimated durations for:
 - Design
 - Permit acquisition
 - Easement/right of way acquisition
 - Bidding and contract award
 - Construction

Final Engineering Reports (FERs)

The FERs will provide technical and engineering information that is needed in order to support future efforts in applying for multiple funding opportunities in order to implement shovel ready water storage projects. The scope of services outlined below summarizes the approach in developing a FERs for grant that are needed for grant applications. All the drawings, cost estimates, and budgets should be consistent and standardized.

5. Project Description

The consultant will provide a detailed narrative and technical description of the all project components, including whether the work involves new construction, renovation, or replacement. Each component must include details about dimensions, quantities, and capacities. Additionally, the project description must include language in how it relates to the Cannon River Watershed Comprehensive Watershed Management Plan and Upper Cannon River Watershed Flood Risk Reduction Study.

6. Site Layout, Feasibility, and Construction Approach

A general 11 x 17 CAD layout will be developed in order to illustrate existing site conditions and concept design for proposed improvements. Concept design will include a drainage plan, grading plan, and typical cross sections. This will also include dimensioning and quantifying project components for cost estimation.

The Report will include hydrologic and hydraulic modeling to assess capacity, storage volume, and local drainage benefits and impacts of the water storage project. Analysis will include understanding of impacts to the site as well as the Upper Cannon River Watershed to gauge process towards annual runoff and peak flow goals.

7. Cost-Estimating and Budget Development

A detailed Engineer's Cost of Construction based on final concept plans. This must include quantities, unit prices, and total costs for each project component, and rationale for contingency estimates.

A comprehensive project budget will also be developed. This must include line items for administrative/legal expenses, land and right-of-way acquisition, architectural/engineering services, site work, demolition, construction, equipment, contingencies, and property acquisition.

8. Permitting Schedule

- a. Will identify all local, state, and federal permits that are needed for each project. This will also include timelines for each permit acquisition that is needed. If the project involves any jurisdictional approvals, the coordination efforts and associated timeframes should be outlined.

- b. A project schedule must be developed and included estimated durations for:
- Design
 - Permit acquisition
 - Easement/right of way acquisition
 - Bidding and contract award
 - Construction

Project Management

The consultant will take the lead in managing their time, staff, resources, budget, and any related activities to ensure the project objectives are met. The consultant's project manager and County Staff/Tri-County Executive Committee are expected to be in regular communication; others will participate as requested/required. The consulting team will provide meeting documentation and track/report on progress as well as issues and challenges that require attention.

Public Process

The participatory process is intended to seek out and involve residents, landowners, and other stakeholders with this project. The overall goal of the participatory process is to increase the ownership of the final product. Local partners will take the lead in the public process to collect information that is needed and will be included within the final report/assessment.

Plans, Studies, and Assessments

The consultant shall analyze the Cannon River Comprehensive Watershed Management Plans and reference any plan implementation activities, priority areas, and goals that will be achieved by completing the Preliminary and Final Engineering Reports.

Additionally, below is a list of plans and studies that have been completed by the County. These shall be incorporated into the following scope of services.

- Upper Cannon River Watershed Flood Risk Reduction Study (Anticipated Completion Date 2026)
- Cannon River Watershed Comprehensive Watershed Management Plan (2020)
- Cannon River Watershed Joint Powers Organization Education and Outreach Plan (2022)
- Cannon River Watershed Restoration and Protection Strategy Report (2016)
- Cannon River Watershed Total Maximum Daily Load Report (2017)
- Lake Volney Subwatershed Assessment Report (2025)
- Lake Francis Subwatershed Assessment Report (Anticipated Completion Date 2026)
- Lake Tetonka and Upper Sakatah Lakes Subwatershed Assessment Report (Anticipated Completion Date 2026)
- German/Jefferson Chain of Lake Subwatershed Assessment Report (Anticipated Completion Date 2027)

Anticipated Project Deliverables

It is anticipated that the project will result in the following primary deliverables, although the consultant and/or the County may identify additional intermediate deliverables when the final scope of work is negotiated. Within their proposal, consultants are encouraged to include any additional or alternative deliverables that they feel would be necessary, based on their professional expertise and knowledge.

- Identify high priority areas for potential water storage. Note: The contractor is NOT expected to conduct public and landowner outreach, as those efforts will be managed by County staff.
- Work with County staff on identifying and screening potential sites to conduct engineering.

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- Provide engineering services to create preliminary designs, cost estimates, permitting needs, and timelines to generate up to 13 Preliminary Engineering Reports (PERs) and up to 5 Final Engineering Reports (FERs) with the goal of developing “shovel-ready sites” and achieving 1,000-acre feet of water storage in watersheds above the City of Waterville;
- Assist the County in identifying other funding sources for construction.
- Provide progress reports.

Deliverables prepared by the consultant must be provided electronically in editable formats using common software, and any maps must be in both shapefiles and PFDs.

Project Resources and Support

County and Soil and Water Conservation District staff will lend assistance in completing data analysis, data gathering, or other necessary tasks, where needed, to facilitate accurate and timely completion of the project.

The role of County and SWCD staff will include but is not limited to:

1. Compile any background data, technical information, and landowner engagement information needed to include within each Preliminary and Final Engineering Report.
2. Provide access to all GIS, LiDAR, and other electronic data as needed. All GIS data will be distributed to the selected vendor in ESRI file geodatabase format in the Le Sueur County Coordinate System.
3. Assist with all public meetings, landowner meetings, and any additional community engagement activities.
4. Review draft documents.
5. Primary point of contacts for public communications about the project.

Section 4: Proposal Submittal

Proposal Submission

Proposals should be submitted electronically to the email address below or ONE hard copy of the proposal should be labeled “Proposal to Create 13 Preliminary Engineering Reports & 5 Final Engineering Reports for Water Storage Projects in the Upper Cannon River Watershed”, and mailed or delivered to the following address:

Le Sueur County Environmental Services
Attention: Holly Bushman-Water Resources Manger
88 S. Park Avenue
Le Center, MN 56057

And emailed to: holly.bushman@lesueurcounty.gov

All proposals must be received by **February 27, 2026 , at 4:00pm (CDT)**.

Proposals received after that time will not be accepted.

Proposal Content

Below are the minimum requirements for the proposal. Consultants are encouraged to add context and sections as needed to fully explain your proposal.

1. Cover Letter
Concisely explain the firm’s interest in the project and key credentials. Include contact information for the firm and project manager, who is expected to be the principal contact and authorized to make presentations on behalf of the firm. Include your firm’s understanding of the work to be performed and why your firm believes it to be the best qualified to perform the services requested. Include similar information for sub-consultants, if any, for the proposed project.
2. Project Understanding
Include a summary of your understanding of this project.
3. Approach/Work Program
Provide a conceptual work program and specific approaches, methods, and assumptions for the project that you believe are appropriate based on your understanding of the County’s needs, as well as the outcomes, deliverable, and the scope of work elements outlined within this RFP. Submittal of a draft project schedule is required as part of the conceptual work program.
4. Project Team
Describe your core team - the people who will actually be working on this project. Include their proposed roles and responsibilities and organizational structure. Provide summary information about their expertise and contributions to this project within the proposal body.
5. Schedule
Provide a proposed project schedule from initiation to project completion. The preliminary project schedule of 24 months was set by staff; however, the consultant should determine, based on the scope of services. Extension of project cannot extend past the Grant Agreement Expiration Date unless otherwise approved by the Economic Development Administration.

6. Total Consultant Cost

List the complete cost for the proposal.

Breakdown of the costs shall be as follows:

1. Proposed cost for each scope of work listed in Section 3.
2. Hourly rates for all consultant employees who are expected to work on this project.
 - a. The rates shall be agreed upon costs for any additional services requested by the County, above and beyond what is detailed in the RFP.
3. Reimbursable costs including details of service or items and the applicable charge per unit.

It is the responsibility of the proposing firm to accurately predict the amount of time and resources that they will need to spend on the project and their associated total cost. Again, please see the scope of services including the recent planning documents that have been completed that are to be incorporated into the plan.

Appendices

Below are the minimum requirements for the Appendices.

1. Experience / Work Samples

Provide 1-2 project examples including descriptions, visuals, and deliverables that highlight and showcase previous work that is similar or related in nature to what this RFP is asking. Additionally, please include key contacts, (i.e., name, email, phone numbers, etc.) for the client each project was done for.

2. References

List all the projects your firm has worked on, in a similar capacity, for the past three years. List names of organizations along with appropriate and applicable contact information (i.e., name, email, phone numbers, etc.) for each reference listed that can be contacted regarding the services you have provided them.

Section 5: Proposal Evaluation and Selection

Proposal Review

Proposals will first be reviewed by Le Sueur, Rice, and Waseca County and SWCD staff for completeness. Only proposals that have been properly completed and meet the minimum content requirements will be considered in the evaluation.

The Tri-County Partnership Executive Committee will review each completed proposal to identify the consultant that most closely meets the Tri-Counties needs. Although cost will be considered in the award process, cost will not be the sole determining factor. Emphasis will be placed on the demonstrated quality of the services to be offered, demonstrated relevant experience and the availability of the consultant in a timely manner to complete the services. After reviewing the proposals, a recommendation will be made to the Le Sueur County Board of Commissioners for a contract award.

Selection Criteria

Proposals will be evaluated based on the following review and selection criteria.

- Project Work Approach, Deliverable, and Organization
 - Firm grasp of the project scope and objectives
 - Quality and organization or response to proposed work program and proposed deliverables
 - Quality of creative approach to both the deliverables and to public engagement
 - Completeness of proposed deliverables
- Communications
 - Organization and completeness of the response
 - Writing skills, as shown through the submission and any other submitted work examples
- Related Experience, References, and Work Examples
 - Demonstration of leadership skills necessary to navigate the social and political issues that invariably come with a project of this nature.
 - Description and demonstrated ability (proven track record), of the firm as a whole and individual team members, in successfully completing similar projects, and producing quality deliverables, on time and within a budget.
 - Experience and a demonstrated ability of consultant in the community / public planning process
 - Ability of the consultant to conduct productive meetings and demonstrated experience in doing so.
 - Ability of the consultant to work with staff, stakeholders, and elected officials and demonstrated direct experience in doing so.
 - Ability to utilize and run multiple models and tools for targeting designing and engineering projects.
 - Direct and demonstrated experience of consultant assigned to the project in working with a diverse group of stakeholders in water quality initiatives.
 - Quality of submitted work examples.
 - Current workload and availability of consultant team members for virtual and in-person meetings.
- Schedule
 - Proposed consultant project schedule and the staffing plan that will facilitate completion of the Plan in a timely manner.

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- Number of visits / planned meetings.
- Cost
 - Demonstration of successful budgeting performance and previous experience in meeting project budgets.
 - Description of the approach to budgeting.
 - Presentation of the consultant's best offer; "not to exceed" cost.

Additional Information Requests

Le Sueur County reserves the right to request additional information or clarification from the Proposers during any phase of the proposal evaluation process. During the evaluation and selection process, Le Sueur County has the right to request the presence of Proposer's representatives and answer specific questions. Notification of any such requirements will be given as necessary.

Disqualification

Any one or more of the following may be considered as sufficient for the disqualification of a Proposer and the rejection of the proposal or proposals:

1. Incomplete Proposal Submittal
2. Conflict of interest with the Tri-County Partnership or its agents
3. Lack of qualifications or experience
4. Unsatisfactory performance record; judged from a standpoint of references
5. Any other reason to be determined in good faith to be in the best interests of the Tri-County Partnership
6. Failure to comply with any qualification requirements of Le Sueur County

Contract Award

Issuance of this RFP and receipt of proposals does not commit the County to selecting a consultant or otherwise awarding a contract, nor does it obligate the County to pay for any costs incurred in preparing and submitting proposals in anticipation of a contract. The County reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected consultant, should negotiations with the selected consultant be terminated, to negotiate with more than one consultant simultaneously, or to cancel all or part of this RFP.

Section 6: Terms and Conditions

County Rights

The County may investigate the qualifications of any consultant under consideration, require confirmation of information furnished by the consultant, and require additional evidence of qualifications requested in this RFP. The County reserves the right to:

1. Reject any or all proposals if such action is in the public interest
2. Cancel the entire RFP
3. Issue a subsequent RFP
4. Remedy technical errors in the RFP process
5. Establish a short list of proposers eligible for interview after evaluation of written proposals
6. Extend the deadline or accept late proposals under extenuating circumstances at its discretion
Reject any or all proposals if such action is in the public interest
7. Negotiate with any, all, or none of the proposers

Pre-contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the proposer in: 1) preparing its proposal in response to this RFP; 2) submitting that proposal to Le Sueur County; 3) negotiating with Le Sueur County on any matter related to this RFP; 4) any other expenses incurred by the proposer prior to the date of execution of the proposed agreement. Le Sueur County shall not, in any event, be liable for any pre-contractual expenses incurred by the proposer in the preparation of their proposals.

Contract and Insurance Requirements

The selected consultant will be required to enter into a contract with Le Sueur County defining the parties' roles and duties. Le Sueur County will use its standard contract terms and conditions, which will be available on request. The consultant will be required to maintain, at a minimum, the following insurance coverages, with Le Sueur County listed as an additional insured:

1. Commercial General Liability Coverage in the amount of \$1,500,000 for each occurrence and \$3,000,000 annual aggregate.
2. Workers' Compensation insurance as required by Minnesota law and Employer's Liability Coverage.

Independent Contractor Status

The selected consultant will be an independent contractor, and nothing contained in any contract awarded shall be construed to create the relationship of employer and employee between Le Sueur County and the selected consultant.

Public Information

Data submitted to Le Sueur County in response to an RFP are private or nonpublic data until the responses are opened. Once the responses are opened, the name of the responder becomes public. All other data in the responder's response to the RFP are private or nonpublic data until completion of the evaluation process. "Completion of the qualification process" means that Le Sueur County has entered into a contract with the selected consultant. After Le Sueur County has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified

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in Minn. Stat. §13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. Proposals submitted in response to an RFP become the property of Le Sueur County and will not be returned.

**REQUESTS FOR PROPOSALS MUST BE RECEIVED PRIOR TO 4:00pm (CDT) Friday,
February 27th 2026.**

LATE SUBMITTALS WILL NOT BE CONSIDERED.

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Appendix A. FY'25 EDA Disaster Supplemental Grant Tri-County Application

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