

MUDHEN LAKE REHABILITATION DISTRICT Request for Proposal (RFP)

Mudhen Lake Outlet Study

August 14, 2021

SUMMARY

The Mudhen Lake Rehabilitation District is soliciting proposals from interested consultants to provide professional engineering services for completing a study of the feasibility of constructing an outlet structure for Mudhen Lake. It is anticipated that a consultant will be selected from this process, and the selected consultant will provide a feasibility study which provides at least two feasible options for managing water levels in Mudhen Lake.

PROJECT BACKGROUND

Lake levels on Mudhen Lake were controlled by a hydraulic structure located at the outlet of the lake.

In September of 2020, the WDNR researched their files and determined the structure was never authorized per Ch.31 Wisconsin Statutes. They sent a letter to the current owner of the property where the outlet is located and requested him to remove any and all of the stoplog channels and other items that would serve the purpose of impounding or diverting water. The property owner conformed to the request.

The result of this has caused historically low levels of the lake, which is impairing recreational activities, access to the lake and caused stressful impacts to fish and wildlife habitat.

The Mudhen Lake Rehabilitation District board has been requested by the members of the district to explore options to control and manage lake levels. The board has met with WDNR staff and discussed the requirements to explore the possibility of constructing man-made outlet for the lake. The new outlet would need to comply with Chapter 31 of the Wisconsin Statutes and WDNR administrative code NR 333.

PROJECT LOCATION

Mudhen Lake is a 569-acre lake located in Burnett County (Public waters id WBIC -2649500) and in Town of Daniels. The description of where the possible outlet structure is to be located would be as follows. North Fork Wood River at the Outlet of Mudhen Lake (FF# 7.09, KSN 5724), SW ¼ of the NE ¼ of Section 17, Township 38N, Range 17W, Burnett County.

PROJECT GOAL AND OBJECTIVE

The Mudhen Lake Rehabilitation District wishes to understand the possible options for managing lake levels on Mudhen Lake, as well as the costs and permitting process associated with the options in compliance with Chapter 31 of Wisconsin Statutes and DNR 333 Wisconsin Administrative Code. The

goal of the study will be to provide the Mudhen Lake Rehabilitation District with at least two feasible options for lake level management and an overview of the path forward for each option.

PROJECT BUDGET

As a part of this effort, the consultant will develop estimates of cost for the design, permitting, and construction of each outlet structure option. It would be desirable if grant opportunities or other available funding would be identified and expanded on in this effort.

PROJECT SCHEDULE

Project final design, permitting, and construction will be dependent on the alternative selected by the Mudhen Lake Rehabilitation District and by available funding. The intent would be to initiate the project as soon as possible after funding is identified. Please provide a schedule for completing the proposed scope of services.

PROJECT SCOPE

The Mudhen Lake Rehabilitation District expects the selected consultant to complete the following items, at a desktop/feasibility review level.

- Complete a topographic survey of historic structure location and to limits Consultant determines is needed for design.
- Complete an existing conditions hydrology and hydraulics model of Mudhen Lake. This information will be used for preliminary design.
- Provide at least two (2) feasible options for controlling the water levels on Mudhen Lake, identifying the proposed outlet elevation for each option. Evaluate permit requirements for each option.
- Prepare a summary report of findings that includes the following:
 - Discussion of hydraulic modeling results
 - Description of alternatives, including operation and maintenance considerations
 - Discussion of permit requirements
 - Discussion of Land acquisition/right of way/ flooding flowage easement concerns
 - Conceptual level drawings
 - Engineer's estimate of costs, including engineering and construction.
 - Discussion of schedule for completion of selected alternatives
- Present and discuss findings to Mudhen Lake Rehabilitation District

MINIMUM QUALIFICATIONS

To be considered, consultants must document the knowledge, skills and abilities of the firm and team members for similar work.

TIMELINE

Tentative consultant selection timeline is as follows:

- Submittals are due by September 30, 2021
- Selection of consultants by November 15, 2021
- Consultant agreement finalized once board receives confirmation from WI DNR that project can move forward, and funding has been secured.

CONSULTANT SELECTION PROCESS

Submittals shall be reviewed based on the submittal contents described below and evaluated based on the following criteria: consultant qualifications, consultant fees and project approach.

SUBMITTAL CONTENT

Interested consultants shall submit a letter proposal of not more than 7 to 10 pages in length, not including the cover letter. All sections below shall be included. Minimum font size shall be twelve (12) point.

Cover Letter - The letter shall state the firm's interest in being considered for selection, pertinent information for the firm's contact person and the project for which the firm is being considered.

Key Personnel - Provide information indicating anticipated key personnel, relationship to the projects and their positions within the firm.

Project Approach - A description of the anticipated project approach, including technical and management factors that will lead to a quality project.

Project Schedule - Provide a preliminary project schedule that includes projected durations for anticipated project phases, including project milestones and deliverables.

Fee – Provide the cost to prepare the Feasibility Study consistent with the project scope outlined above.

Please reference the new dam construction applications, plans, and H&H analyses:

<https://dnr.wi.gov/topic/dams/documents/NewDamApplicationChecklist.pdf>

<https://dnr.wi.gov/topic/dams/documents/DamPlanReviewChecklist.pdf>

<https://dnr.wi.gov/topic/floodplains/documents/HHStudyChecklist.pdf>

CONTRACT DOCUMENTS

Consultant selected to provide engineering and design services to prepare the Feasibility Study shall be required to enter into a written consultant agreement with the Mudhen Lake Rehabilitation District.

TERMS AND CONDITIONS

The Mudhen Lake Rehabilitation District reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the Mudhen Lake Rehabilitation District at the absolute and sole discretion of the Board.

The Mudhen Lake Rehabilitation District shall not be liable for any costs incurred by any firm responding to this request.

Proposals may be withdrawn by the proposer at any time prior to the proposal submittal deadline. Such request must be in writing. Proposal may not be withdrawn after 180 days following the submittal deadline. All proposals submitted shall be valid for a period of 180 days from the date of the submittal deadline.

SUBMITTAL INSTRUCTIONS AND DEADLINE

Six hard copies of the proposal are due by Thursday, September 30, 2021 by 3 PM. The submittals must be sealed and clearly marked as: "Request for Proposals for the Mudhen Lake Outlet Study". All proposals shall be submitted to:

Town of Daniels

Mike Huber

PO Box 190

Siren, Wisconsin 54872

Alternatively, proposals may be submitted via email by September 30, 2021, and sent to:

Mike Huber, Chairman: townofdaniels@grantsburgtelcom.net

INQUIRIES

Inquiries to clarify the requirements of the RFP shall be directed to Mike Huber Calling 612-226-8379. All inquiries must be made by 5 PM on September 22, 2021.