

**MEMORANDUM**  
**Comfort Lake-Forest Lake Watershed District**

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**To:** Board of Managers **Date:** January 2, 2020  
**From:** Mike Kinney  
**Subject:** Workload Analysis – Firm Presentations and Board Discussion

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**Background/Discussion**

On December 12, the Board held a workshop to discuss the Workload Analysis proposals, selecting Wenck and Houston engineering firms to invite for interviews in January. The managers top 5 priority questions were compiled by staff and provided to each firm ahead of time. Both Wenck and Houston were also notified that the Board would like cost estimates made available by January 9<sup>th</sup>. The interview schedule is as follows:

- 01/06/20: 6:30 PM; Interview with Wenck (Location: CLFLWD Office).
- 01/07/20: 6:30 PM; Interview with Houston (Location: CLFLWD Office).

**Attached** Workload Analysis Interview Questions



December 27, 2019

### Workload Analysis Interview Questions

1. Has your firm executed other workload analysis projects? If so, please provide a summary of one or two such projects, which are similar to the project CLFLWD is proposing, providing a summary of the scope, process, timeline, results and costs.
2. Three-part question: (1) What can we learn by benchmarking older watershed districts (i.e. those that have a longer history than CLFLWD) on how their work output profiles and space needs changed as they grew in their communities over time? (2) Does your firm have models for watershed district evolution over time as projects, programs, staffing, public need, etc. mature? (3) What experience and/or advice do you have in considering tradeoffs between work done in-house vs. sub-contracted as it affects ROI and facility sizing and configuration?
3. Concerning CLFLWD's plans to upgrade to a new office space within the upcoming years: gaining the input and support of local government units such as the county, municipality, etc. is critical for any facility upgrade. Two-part question: (1) Explain your experience with involving stakeholders such as these, as well as the general public, in a project like this, including examples of support and/or marketing and informational material produced. (2) Explain what role you see for public involvement in CLFLWD's project specifically.
4. Two-part question: (1) What experience do you have in considering build vs. lease of watershed district facilities? (2) What experience do you have with considering multiple facility functions, e.g. district offices, education, demonstration, and partner foundation opportunities such as the Jeffers Foundation with which CLFLWD is currently negotiating?
5. Efficiency in both time and money is a crucial element of CLFLWD's watershed management strategy. Two-part question: (1) Understanding our primary objectives as outlined in the RFP, what are your initial professional recommendations for an efficient (in time and cost) process to accomplish our goal for this project? (2) CLFLWD's current funding strategy involves holding levy increases to a minimum and supplementing the operating budget with 0% interest loans. What experience do you have in evaluating whether this strategy will provide the funding to support the 10 year plan as well as provide the financial flexibility to fund a new office space if required?

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