

**MINUTES OF THE
LAKE WASHINGTON SANITARY DISTRICT
TRI-LAKES SANITARY SEWER SLYSTEM
PRE-SUBMITTAL MEETING
November 15, 2010**

The Board of Managers of the Lake Washington Sanitary District held the meeting at the Mankato Regional Airport Conference Room, at 3030 Airport Road, Mankato MN 56001

A. Introductions

- Mr. Mark Knoff representing the District.
- Sanitary District Board of Managers were introduced.
- The engineering firms of SEH, Bolton & Menk, I & S Engineering, Foth, Donohue & Associates, and HDR.
- Pettipiece and Associates.

B. RFQ Process

a. SOQ

- Statement of Qualifications must be received by 4:00 p.m. on December 3, 2010 at the Office of the Secretary.

b. Board evaluation weighed criteria

- The selection will be made on a point system weighing the team experience & qualifications (30 point). Projected Understanding and Approach (15 points). Approach to Project Management (20 points). And other factors (5 points).

c. Selections for interview

- The District Board of Managers will select three firms for interview.

d. Interview

- The firms to be interviewed will be notified by December 20, 2010.

e. Fee negotiations

- Fees for the project will be negotiated during and after the interviews.

C. RFQ deadlines

- a. SOQ December 3, 2010.
- b. Interview notification December 20, 2010.
- c. Interviews January 5, 2011.

D. Project Overview

- Discussed the project to be designed and built for the Tri-Lakes area.

E. Board Comments

- Board members discussed the important factors in the selections process.

F. Questions

- The Board fielded questions from the engineering firms.
- The Board discussed the selections process.

Respectfully Submitted

/s/ James Deike
James Deike, Secretary