



Request for Proposals
CONTRACTED GENERAL ENGINEERING
SERVICES

Issued January 8, 2018

DEADLINE—Noon
Wednesday, February 14, 2018

CONTACT: Tim Peterson
City Administrator
P.O. Box 870
Moose Lake, MN 55767
(218) 485-4010
tpeterson@ci.mooselake.mn.us
<http://ci.mooselake.mn.us/>

Introduction

The City of Moose Lake is soliciting proposals from firms interested in providing a wide variety of general engineering services and related technical services. The firm selected will be designated as the City Engineer. Services may include, but not be limited, to those listed in the “scope of services” part of this document.

The City of Moose Lake shall not be liable for any costs incurred by the firm and/or assigns in responding to this Request for Proposal (RFP), or for any costs associated with discussions required for clarification of items related to this proposal, including any future interviews.

To be considered, one (1) paper copy and one (1) digital copy of a proposal must be received by Noon on Wednesday, February 14, 2018. The City reserves the right to reject any or all proposals submitted.

Questions regarding this request should be directed to Tim Peterson, City Administrator, P.O. Box 870, Moose Lake, MN 55767 or 218-485-4010 or tpeterson@ci.mooselake.mn.us. In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with the City staff or Councilmembers regarding their proposals.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

All materials, including but not limited to paper and digital materials, that are prepared, acquired, created, or utilized to fulfill this Request for Proposal and its objectives shall become the property of the City of Moose Lake where allowed by law. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City of Moose Lake reserves the right severally or together to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at their discretion and without penalty.

For the purposes of this agreement, the consultant shall be deemed to be an independent contractor, and not an employee of the organization. Any and all agents or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed by the City of Moose Lake under this agreement, shall not be considered employees of the City of Moose Lake and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, employees or other persons shall in no way be the obligation or responsibility of the City of Moose Lake. The consultant, its agents, or employees shall not be entitled to any rights, privileges or benefits of City employees.

If, for any reason, in the City’s sole opinion, the firm shall fail to fulfill in a timely and proper manner the obligations under the contract, the City of Moose Lake shall reserve the right to terminate the contract by specifying the date of termination in a written notice to the firm at least thirty (30) calendar days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

It is anticipated the selection of a firm will be completed by March 2018. The City reserves the right to retain more than one consultant for specific duties.

Scope of Services

The City of Moose Lake is searching for a firm that will provide professional services for engineering. The general work elements shall include, but are not limited to:

A. General and Project Management

- Serves as the City's Engineer.
- Takes direction from the City Council and its designated representative.
- Assists in planning, coordinating, supervising and evaluating programs, plans, services, equipment and infrastructure.
- Develops and recommends policies and procedures for effective operation of the City consistent with City policies and relevant laws, rules and regulations and ensures council actions are implemented.
- Assists in evaluating public works needs and formulates short and long-range plans to meet needs in all areas of Public Works improvements, including streets, water, sewer, storm drainage, street lights, parks, and buildings.
- Assists in the implementation of all water resource functions, including implementation of the Wetland Conservation Act and Storm Water Management Plan as well as tree preservation, screening, and erosion and sediment control as it relates to the MS4 NPDES requirements and Met Council requirements.
- Provides engineering services on projects and oversees project management for the construction of municipal public works projects.
- Reviews land use applications and construction plans for private developments for consistency with City adopted engineering specifications, City policies and relevant, laws, rules and regulations and ensures council actions are implemented.
- Ensures that costs and fees are charged back to development projects; works with the City Finance Director to monitor charges and revenues associated with development projects.
- Assists in the planning, layout and design of City parks and trails.

B. Construction Services

- Plan and review construction projects and specifications.
- Monitor the construction process for compliance with codes, regulations, standards and with approved plans; assures financial accountability of private projects as they relate to escrows and letters of credit. Provide advice to the City during performance of construction projects, and shall give consideration and advice to the City during the performance of services, and monitors project budget.
- Prepare and/or review construction plans.
- Review bids and/or prepare bid tabulations.
- Perform construction staking and surveying.

C. Preparation of Engineering Reports and Technical Correspondence

- Determine the need for preliminary studies, reviews all preliminary studies for compliance with ordinances, comprehensive plans, engineering standards and financial guidelines including:
 - Feasibility reports
 - Construction inspection
 - Creates assessment rolls
 - Plat review
 - Utility studies
 - Traffic studies/signalization/signage/forecasting
 - Surface water system analysis and design
 - Wetland delineation and mitigation
 - Capital Improvement Program studies
 - Prepare comments regarding reports, plans and studies of other agencies
 - Presents feasibility studies at public meetings

D. City Meetings (including but not limited to the following)

- Participates in internal and external meetings involving engineering questions and issues.
- Meets with developers and members of the public on proposed development projects in order to relate the processes and procedures involved with engineering and infrastructure development. Reviews development proposals for conformance with City standards.
- Acts as City liaison and representative with other communities and county, state and federal agencies in areas of responsibility.
- Attends City Council meetings, Council Work Sessions, and other City meetings, as needed. The Council meets on the second Wednesday of each month at 6:30 p.m.

E. Response to Constituent Requests and Issues as Directed by Staff

- Performs field inspections
- Addresses constituent concerns personally and in writing
- Be available to the public via phone, email or walk-ins during the general business hours of the City of Moose Lake (Mon-Fri, 8am-4:30pm)
- Makes public presentations
- Provides recommendations to staff and City Council

F. Other Items

- Identify opportunities for non-traditional engineering techniques, such as the use of green projects, and other green design, including facilities.
- Work with other engineering firms as desired by the City on specific projects.
- Update maps and utility records in coordination with Public Works and Planning staff.
- Assist in inventory tracking of public infrastructure through the use of GIS and other means.
- Assist with funding solutions for infrastructure projects such as grant and loan programs.
- Obtain proper approval and documentation from local, state and federal authorities prior to implementing projects.
- Identify grant opportunities and write grant proposals as directed by City staff and City Council.
- Preparation of water, sewer and stormwater components of Comprehensive Plan update.

Proposal Requirements

The City of Moose Lake expects that, at a minimum, firms must meet the following requirements:

- (1) Be licensed to provide engineering services in the State of Minnesota
- (2) Demonstrate experience with public sector engineering of similar size and scope of the services being requested.
- (3) Assign the City a licensed engineer who has a minimum of five years of experience with municipal engineering projects.

Interested firms are to submit a written proposal to include information directly related to each of the selection criteria outlined in the Selection Process/Criteria section. At a minimum, proposal should include the following information and be limited to no more than 25 pages (not including Disclosures and Assurances):

- (1) Firm name, address, telephone number and contact person. A one-page statement of your interest and qualifications.
- (2) A brief description of the scope of similar client relationships, the name of the person responsible for the management and administration of the contract and the name of the employee designated as City Engineer, if different, including address and telephone number.
- (3) Familiarity with the City of Moose Lake.
- (4) A description of the firm, including brief history, the number of employees and their discipline, philosophy regarding client service, location, years in business, etc.
- (5) Resumes of the key personnel who may be assigned to conduct various general engineering service tasks.
- (6) An organizational chart identifying team members and their areas of responsibility.
- (7) Resumes of sub-consultants proposed as project team members.
- (8) A description of the firm's philosophy regarding ethics, specifically addressing conflicts of interests.
- (9) The firm's current and projected workload and its ability to meet schedules.
- (10) Discussion of the firm's specific abilities to provide the required professional services outlined in the Scope of Services.
- (11) Three examples of specific knowledge and expertise including project management skills and methodology used to monitor project budgets.
- (12) Three references of other communities for which the firm has provided similar professional services. Reference information must include:
 - (a) Name of Owner
 - (b) Project Name
 - (c) Contact Person
 - (d) Address
 - (e) Telephone Number
 - (f) Firm's key personnel assigned to the referenced project
- (13) Fee schedule, per staff position, which should list the current hourly rate and annual projections thereafter. Ancillary expenses, such as overhead (often expressed as a multiple of direct labor costs), mileage, telephone, copying, markup for subcontracted services, etc.

- (14) Other factors that would be helpful in evaluating the consultant
- (15) Disclosures and Assurances:
 - a) Applicant Authority: Assurance that the signatory making representations in the proposal on behalf of the proposer has the authority to do so and to bind the firm to a contract.
 - b) Carrier and coverage limits for Errors and Omissions Coverage.
 - c) Conflicts of Interest: Potential conflicts of interest must be disclosed including all private client work.
 - d) Firm should provide a proposed contract form

Submission

Submit one (1) paper copy and one (1) digital copy of the proposal indicated in the cover letter, to be entitled "RFP for General Engineering Services" on or before Noon on February 14, 2018 to:

Tim Peterson, City Administrator
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P.O. Box 870
Moose Lake, MN 55767

The City will not accept proposals by telephone or facsimile. Neither will the City accept submissions after February 14, 2018, even if such contains a postmark dated prior to February 14, 2018.