



Request for Proposals

CONTRACTED GENERAL
ENGINEERING SERVICES

Issued November 3, 2023

DEADLINE—Noon
Wednesday, November 29, 2023

CONTACT: DAN UNDEM
CITY ADMINISTRATOR
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Lindstrom, MN 55045
(651) 257-0625
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Introduction

The City of Lindstrom 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. The successful applicant will provide these services to the City beginning in January 2024. Services may include, but not be limited, to those listed in the "Scope of Services" part of this document.

The City of Lindstrom 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 at City Hall 13292 Sylvan Ave. Lindstrom, MN 55045 by Noon on Wednesday November 29, 2023. The City reserves the right to reject any or all proposals submitted.

Questions regarding this request should be directed to Dan Udem, City of Lindstrom, 13292 Sylvan Avenue Lindstrom, MN 55045 and 651-257-0625 or dundem@cityoflindstrom.us In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with other City staff, Mayor 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 Lindstrom, 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 Lindstrom reserves the right 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.

Community Profile

The City of Lindstrom, incorporated in 1894, has a mayor elected at large for a two-year term and four council members also elected at large for four-year terms. As the policy-making body of the City, the City Council is responsible for the overall operation of the City. The City Administrator is responsible for carrying out the Council's policies and for the administration of all City business.

The City encompasses about 5 square miles. The City has a population of around 5,000 and is located 35 miles northeast of Minneapolis- St. Paul. U.S. Highway 8 serves as the main entrance road for the community. The City has approximately 28 miles of streets; a water distribution system consisting of 1 water tower, 2 wells and approximately 35 miles of watermain; a sewer system consisting of 26 miles of sanitary sewer main and 18 lift stations; is home to Allmansratt Wilderness Park along with over a dozen city parks throughout the community and has four recreational lakes. The city has both urban and rural areas. More information about the City of Lindstrom can be obtained on our website at www.cityoflindstrom.us

Scope of Services

The City of Lindstrom 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 water, streetlights, parks, and facilities.
- Assist with the Pavement Management Program including the rating of the condition of streets within the city.
- Assists in the implementation of all water resource functions.
- Assists in Capital Improvement Planning
- Provides leadership in the areas of water efficiency, conservation and irrigation storm water reuse.
- 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, pedestrian routes, and other recreational amenities.
- Maintains and updates the City's GIS/technical mapping system.
- Maintains the City's Public Works Work Order system using ArcGIS WorkForce App.

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, design 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
- State aid reports
- 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.
 - Participates in weekly staff meetings – Wednesdays at 10:00 a.m.
 - Participates in bi-weekly planning meetings - Mondays at 11:00 a.m.
- Meets with developers and members of the public on proposed development projects 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 third Thursday of the month at 7:00 p.m. (subject to change for 2024) with work sessions scheduled as needed.

E. Responds 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 scheduled meetings during the general business hours of the City of Lindstrom (Mon-Th, 7:00am-4:30pm and Fri 8:00am-12:00pm)
- Makes public presentations
- Provides recommendations to staff and City Council

F. Other Items

- Work with other engineering firms as desired by the City on specific projects.
- Manage and update GIS system 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.
- Identify and assist with funding solutions for infrastructure projects such as grant and loan programs and direct legislative appropriations.
- Obtain proper approval and documentation from local, state and federal authorities prior to implementing projects.
- Write grant proposals as directed by City staff and City Council.
- Preparation of transportation, water, sewer and storm water components of Comprehensive Plan update.

Proposal Requirements

The City of Lindstrom 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.
- 4) Be able to provide all of the services listed in the scope of services, either within the organization or by using a sub-consultant.

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, proposals should include the following information:

- 1) A written statement of your interest and qualifications including:
 - a. Firm name, address, telephone number and contact person.
 - b. A description of the firm, including brief history, the number of employees and their discipline, philosophy regarding client service, location, years in business, etc.
 - c. A brief description of the scope of similar client relationships,
 - d. 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.
- 2) Resumes of the key personnel who may be assigned to conduct various general engineering service tasks.
- 3) An organizational chart identifying team members and their areas of responsibility.
- 4) Discussion of the firm's specific abilities to provide the required professional services outlined in the Scope of Services.
- 5) Specifically note the services listed in the Scope of Services that will need to be done outside of your organization. List the names of sub-consultants proposed as project team members. Resumes of sub-consultants proposed as project team members.
- 6) Fee schedule, per staff position, which should list the current hourly rate and annual projections thereafter for 2024 through 2028. Ancillary expenses, such as overhead (often expressed as a multiple of direct labor costs), mileage, telephone, Xeroxing, markup for subcontracted services, etc.
- 7) The firm's current and projected workload and its ability to meet schedules including a 2-business day response time to emails and calls from city staff and ability to complete development plan reviews within two weeks. Describe the current workload of the person who would be designated as the City Engineer and what other communities he/she represents.
- 8) Familiarity with the City of Lindstrom.
- 9) Describe the firm's approach to communicate and coordinate projects with the city council, city staff, private developers, residents and the media.
- 10) A description of the firm's philosophy regarding ethics, specifically addressing conflicts of interests. State any potential conflict(s) of interest (i.e. real estate developers, other units of government, etc.) that your firm may have in providing engineering services as outlined in this proposal.
- 11) Three examples of specific knowledge and expertise including project management skills and methodology used to monitor project budgets.

- 12) Provide at least three references from public clients, two of which are from cities of similar size for whom similar services have been performed within the past five years.
- 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) Completed Exercise (see below)

Exercise

As an exercise to assist in the selection criteria, we would like to receive a standard and concise proposal with an estimated number of hours/rates/personnel for each of the following three phases for the hypothetical project described below:

- 1) a feasibility study
- 2) plans and specifications
- 3) field review/inspection on the following hypothetical project.

Proposal Background

The City Council orders a feasibility study for a street project that includes bituminous removal and replacement, replacing bituminous curb with concrete curbing, and localized water main work to repair gate valves and hydrants. The project will be partially assessed to abutting property owners, so the feasibility study must include all necessary documentation for 429 purposes. This includes an assessment roll and estimated assessments for each property. The total project cost for the improvements, including construction and overhead costs, is \$1,000,000.

The consultant presents the project at a Public Hearing. The project is ordered by the City Council, directs plans and specifications to be prepared and bids to be solicited.

The consultant prepares the plans and specifications for City staff review and addresses our comments. Plans are approved by the City Council and bids are solicited.

Bids are received and an excellent contractor experienced in working in Lindstrom is the low bid. There are limited subcontractors and they are also excellent and experienced in working in the City. The project schedule is determined to be eight (8) weeks from start to finish. All work occurs during normal weekday hours. Inspection is generally full time, recognizing that there are days/times when it is not required. Inspection to be provided by a regular full time employee with at least four (4) years of related field experience. The project progresses well and there are no changed conditions or change orders. Partial and final pay estimates are prepared by the consultant, signed by the contractor and presented to the City for processing.

The project concludes and is on budget. Final paperwork is collected by the consultant and provided to the City along with the final pay estimate. A record drawing plan set is provided in both paper and electronic form for the project.

Selection Process/Criteria

Proposals will be reviewed as indicated in the included timetable. City staff will determine which firms are interviewed by the City Council following a review of the proposals submitted.

Schedule of Dates

Date	Description
November 3, 2023	Advertise requests for proposals
November 14, 2023	Conduct Q & A session at 11:00 a.m. for representatives from interested firms (Lindstrom City Hall)
November 29, 2023	Proposals are due to City
December 13, 2023 (tentative)	Council work session to conduct oral interviews with selected firms and direct staff to negotiate contract with selected firm*
January 2024	City Council to approve contract with selected firm

**The oral interview process will consist of each firm responding to five questions that have been provided to each firm in advance of the interview. The period to respond to these five questions will be limited to 20 minutes. Following the 20-minute response to the five questions, follow-up questions, as necessary, will be asked by the City.*

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 November 29, 2023 to:

Dan Udem
City Administrator
City of Lindstrom
13292 Sylvan Ave
Lindstrom, MN 55045