



REQUEST FOR QUALIFICATIONS AND PROPOSALS

FOR PROFESSIONAL ENGINEERING SERVICES

*Proposals are due to the City of Little Canada
Friday, April 5, 2019, by 4:30 pm*

**515 Little Canada Road E
Little Canada, MN 55117**

**CITY OF LITTLE CANADA, MINNESOTA
CITY ENGINEER
REQUEST FOR PROPOSALS (RFP)**

Little Canada is soliciting proposals from professional engineering firms interested in providing consulting engineering and related technical services for the City of Little Canada. The City expects to select an engineering firm to serve the City for a 3-year term with a possible contract extension to five years, commencing upon approval by the City Council. As the City Engineer, the firm will be expected to play a proactive role in assisting City staff and the City Council with making appropriate decisions regarding City infrastructure.

The City of Little Canada seeks to select the best-qualified and most suitable engineering firm through the RFP process. The ideal firm should have extensive experience and expertise in municipal engineering; including public water and sewer systems, stormwater management, public infrastructure design, and engineering, preparation of feasibility reports, preparation of assessment rolls, design review for private construction projects, plat review, and conducting public hearings and informational meetings.

COMMUNITY PROFILE

Little Canada is conveniently located near the St. Paul and Minneapolis Downtowns on I-35E and I-694. Little Canada has maintained the best of what a small-town feel means, while being in the heart of the Metro area. Both new and established neighborhoods and a variety of parks, trails, schools, and provide residents with a high quality of life.

The City Council recently hired a new City Administrator after 28-years of service by the former City Administrator. The current engineering firm (Elfering & Associates) has submitted a letter of resignation after serving the City for over 15-years. This stable environment has resulted in a well-maintained community with strong financials. Some basic information is outlined below:

- According to recent Census estimates, Little Canada's estimated population is 10,477.
- Little Canada is a Minnesota "Plan-A" (Council/Administrator) statutory city with a five-member City Council including the mayor.
- The City Council meets regularly on the 2nd and 4th Wednesday of each month. Special work sessions/meetings are also conducted on an as-needed basis.
- Little Canada maintains approximately 35-miles of city streets, 10-miles of storm sewer, and 103 catch basins. In addition, the City works with Ramsey County and MN/DOT to maintain County and State-owned roads within its jurisdiction.
- The City of Little Canada is a wholesale customer of St. Paul Regional Water Authority and maintains its own 1.5 million gallon water tower. The City also maintains a booster station and three pumps capable of pumping 1,350 gallons per minute to our water tower along with approximately 40 Miles of water main and 2,200 Connections.
- Little Canada also maintains approximately 32 miles of sanitary sewer main with over 2,500 connections and 8 lift stations.

SUBMITTAL REQUIREMENTS

INSTRUCTIONS TO PROPOSERS

- A. All proposals, questions, and correspondence should be directed to:

City of Little Canada
Attn: Chris Heineman, City Administrator
515 Little Canada Road E
Little Canada, MN 55117
651-766-4040
Chris.heineman@littlecanadamn.org

- B. Five (5) paper copies and one (1) digital copy of the proposal must be received no later than 4:30 p.m. on Friday, April 5th, 2019. Printed copies should be sealed and clearly identified with “**City Engineer Proposal**”. Proposals received after the posted deadline will not be considered.
- C. Proposals should be limited to a maximum of 25 pages, printed on one side, including all supporting documentation. Additional material will be disregarded.
- D. Each proposal must be signed by an authorized representative of the company who can be held accountable for all representations.
- E. The proposer shall designate one contact person who will be the only representative of the engineering firm to which the City will respond. All questions pertaining to the RFP are to be e-mailed to chris.heineman@littlecanadamn.org. Questions will be responded to as soon as possible and, if applicable, a response will be sent to all RFP recipients.
- F. In order to ensure a fair review and selection process, firms submitting proposals are prohibited from making contact with City staff or any representative of the City Council, other than as specified herein.

PROPOSAL REQUIREMENTS

Little Canada expects that, at a minimum, firms must meet the following requirements:

- A. Firms must be licensed to provide engineering services in the State of Minnesota.
- B. Demonstrate experience with public sector engineering of similar size and scope of the services being requested.
- C. Assign the City of Little Canada, a licensed engineer who has a minimum of five (5) years of experience with municipal engineering projects.

EVALUATION OF PROPOSALS

In reviewing proposals, a committee of staff and City Council members will evaluate the proposals based on the following key considerations using a 100-point scale:

- A. The firm’s approach to and understanding of the Scope of Services (25 pts.)
- B. The experience, qualifications, and extent of involvement of proposed staff (25 pts.)
- C. The firm’s experience and performance with similar contracts and clients (20 pts.)
- D. The firm’s experience and success leveraging non-city funding and grants (10 pts.)
- E. Cost of services (20 pts.)

REQUIRED CONTENTS FOR PROPOSALS

A. Title Page

1. Show the proposal subject, the name of the proposer's firm, address, telephone number, e-mail address, name of the contact person, and the date.

B. Table of Contents

1. Include a clear identification of the material by section and page number.

C. Proposing Firm Overview

1. Describe firm's background and history, including the number of years in business and the number and breakdown of personnel that will serve the City. Include information about the firm's experience performing similar work.
2. Provide a list of other services offered by your firm that may benefit the City.

D. Identification and Qualification of Assigned Personnel

1. Describe your firm's capacity for providing city engineering services as indicated in this RFP. The ideal firm should have extensive experience in municipal engineering including, but not limited to, the following areas:
 - Preparation of public infrastructure construction plans
 - Preparation of feasibility reports
 - Preparation of assessment rolls
 - Plat and site plan review
 - Water/sewer/stormwater expertise
 - Public utility rate studies
 - GIS/technical mapping services
 - Construction inspection services
 - Surveying services
2. Describe the training and experience (including years) of the person who would be designated as the City Engineer, as well as other principals who will be providing city engineering services. Please provide resumes for all key staff that will be providing City Engineering services.
3. Describe the current workload of the person who would be designated as the City Engineer and what other communities he/she represents. Describe your firm's staff and resource capacity to respond to time-sensitive or short notice requests and complicated issues. Include the proposed hours of availability of engineering and additional support staff from your firm.
4. Describe the approach you would use to communicate and coordinate projects with the City Council, City Administrator, City employees, the public, and the media.

E. Basis for Compensation

1. Provide a proposed hourly rate schedule, including any multipliers or pay factors for overhead for all positions (City Engineer, GIS Technician, CAD Operator, Inspector, etc.), for those services referred to as hourly services. If you are proposing a monthly retainer, indicate what services are to be provided.
2. The proposal shall include a detailed description and explanation of all fees and/or charges that may arise for engineering services.
3. The proposal shall include a sample invoice for a municipal client that illustrates the program and task detail that includes additional fees customarily incurred.

F. List of References, Potential Conflicts, and Claims

1. Provide at least five 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.
2. Describe the procedure employed by your firm for identifying and resolving conflict of interest issues. State any potential conflict(s) of interest (i.e. real estate developers, other units of government, etc.) that your firm may have in providing City Engineer services as outlined in this RFP.
3. Provide a statement of any insurance claims and/or ethics complaints taken against the firm or firm's engineer(s) over the last five years and the status or outcomes of such action. Please indicate whether the action is pending or is currently under review by the State Ethics Board.

G. Detailed Response to the Scope of Services

1. The proposal should address in a detailed fashion the approach of the firm to each of the general work elements outlined in the following Scope of Services.
2. The proposing firm should be able to provide all of the services listed in the Scope of Services, either within the organization or by using a sub-consultant.

SCOPE OF SERVICES

The City of Little Canada is searching for a firm that will provide a wide range of professional services. The general work elements are outlined below:

A. General Engineering Services

1. Assist with coordinating, supervising, and evaluating programs, plans, services, equipment, infrastructure, and assists with finding potential funding solutions.
2. Assist with development and implementation of Capital Improvement Plan (CIP).
3. Assist with the management of City infrastructure issues through proactive planning, monitoring, and operations and maintenance management.
4. Develop and recommend policies and procedures for the effective operation of the City consistent with City policies and relevant regulations.
5. Formulate short and long-range plans for design and constructing public works improvements; including streets, water, sanitary, storm sewer, parks, and buildings.

6. Assist in implementing all water resource functions, including implementation of the Storm Water Management Plan and erosion and sediment control as it relates to the City's MS4 NPDES requirements.
 7. Review 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.
 8. Update City maps and utility records, including maintaining a GIS/database.
 9. Obtain proper approval and documentation from local, state, and federal authorities prior to implementing projects.
 10. Provide engineering services on projects and oversees project management for constructing municipal Public Works projects.
 11. Assist in planning, layout, and design of parks, trails, and other recreational amenities.
 12. Work with the Public Works Director to implement the Pavement Management Program including annual street condition rating inspections.
- B. Design and Bidding Services
1. Prepare plans and specifications for projects with the input of City staff. Present plans and specifications to the City Council for approval.
 2. Consult with state and federal agencies having jurisdictional authority over the project as warranted.
 3. Prepare and distribute Advertisements for Bids to the legal newspaper and the Construction Bulletin for solicitation of bids.
 4. Prepare Contract Documents for bidding purposes.
 5. Review the bids and prepare bid tabulations.
 6. Provide assistance to City staff in preparing a recommendation to the City Council for the award of contracts.
- C. Project Management/Construction Services
1. Plan and review construction projects and specifications.
 2. Convene a preconstruction meeting with staff, contractor, & utility representatives.
 3. Perform construction staking and surveying.
 4. Provide construction observation during construction.
 5. Monitor the construction process for compliance with codes, regulations, standards, and approved plans; assures financial accountability of private projects as they relate to escrows and letters of credit.
 6. Prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of the contractor's progress.
 7. Convene regular construction progress meetings, as required.
 8. Prepare, review, and recommend action for proposed change orders.
 9. Review and recommend final acceptance by the City. Assist the City in ensuring that contractors have been paid and lien waivers have been acquired.
 10. Provide record drawings upon conclusion of projects to the City.

- D. Prepare Engineering Reports and Technical Correspondence
1. Determine the need for preliminary studies, reviews all preliminary studies for compliance with ordinances, comprehensive plans, engineering standards, and financial guidelines including:
 - Prepare feasibility reports and present at public meetings
 - Prepare preliminary (and final) assessment rolls
 - Preparation of water, sanitary, and storm sewer utility rate studies
 - Preparation of surface water system analysis and design
 - Preparation of wetland delineation and mitigation
 - Preparation of traffic studies/signage/forecasting
 - Complete and submit State Aid reports
 2. Prepare comments regarding reports, plans, and studies of other agencies.
 3. Completion of Plat and Site Plan review for applicable engineering standards.
- E. City Meetings (*including, but not limited to the following*)
1. Participate in internal and external meetings involving engineering questions and issues. Staff recommends that a regular schedule be established for these meetings (e.g: 1st & 3rd Tuesday from 8:00 a.m. – 12:00 p.m.).
 2. Meet with developers on proposed development projects in order to relate the processes and procedures related to engineering and infrastructure development.
 3. Attend City Council meetings and work sessions as needed or upon request. The City Council meets at 7:30 pm on the 2nd and 4th Wednesday of each month.
 4. Attend Planning Commission meetings and other City meetings as needed (rarely). The Planning Commission meets at 6:30 pm on the 2nd Thursday of each month.
 5. Upon request, attend occasional meetings with citizens and local businesses.

PROPOSAL EVALUATION AND APPOINTMENT

- A. The City intends to retain the engineering services of the proposer evaluated to be the best qualified to perform the work for the City, with experience, compatibility, cost, and other performance factors considered. Qualifications for the top candidates will be verified and references will be checked.
- B. A sub-committee of City Council members and staff will evaluate the applications based on the 100-point scale listed under the section on evaluation of proposals. The sub-committee will recommend to the Council the finalists who are judged to be the most responsive and responsible proposer for the services requested. Interviews with the City Council will be conducted to finalize the selection, and the City Council will make the final decision and formal approval.
- C. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, attendance at interviews, or final contract negotiations.
- D. The City reserves the right to reject any and all proposals or to request additional information from any and all proposers for purposes of clarification, and to accept or negotiate any modification to any proposal received by the posted deadline.

PROPOSED TIMELINE:

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| A. March 19 th , 2019 | Advertise and Distribute Requests for Proposals |
| B. April 5 th , 2019 | Deadline for Proposal Submission (no later than 4:30 p.m.) |
| C. April 8 – April 12, 2019 | Preliminary Review of Proposals |
| D. April 15 – April 22, 2019 | Interviews of Recommended Finalists by City Council |
| E. April 24 th , 2019 | Selection of Final Candidate by City Council |

TERMS AND CONDITIONS

- A. The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.
- B. The contract for services will require that the individual or engineering firm selected as City Engineer maintain general liability, automobile, worker’s compensation, and errors and omissions insurance.
- C. The contract will also contain provisions requiring the selected individual or firm to indemnify the City and provide that the City Engineer is an independent contractor serving at the will of the City Council, and the City Council has the right to terminate the agreement, at its sole discretion, upon the provision of notice.