

**TO: MAYOR AND CITY COUNCIL**

**FROM: NEIL JENSEN, City Administrator**

**SUBJECT: Request for Proposals Professional Engineering Services**

**MEETING DATE: June 2, 2020**

**BACKGROUND:**

At the May 19<sup>th</sup> City Council Meeting a motion was made to seek RFP for Professional Engineering Services. I have attached a Request for Proposals for your review and approval. On the back page is a schedule for the project.

Please consider a committee for selecting finalists. I would suggest 3 council members, one from Public Works Commission, one from Finance Commission and the Mayor. Also, the Street Supervisor and Utility Supervisor and the City Administrator. If there are any other participants that you would suggest please let me know?

I would suggest 3 finalists and have them present to the whole city council in a work session setting.

**STAFF RECOMMENDATION**

If the RFP for Engineering Services and the schedule is ok with the council, I would recommend approval.

**REQUESTED COUNCIL ACTION**

Please make a motion to approve the RFP for Engineering Services and its schedule with the following members serving on the selection committee.

Please add the members that are agreed upon to serve as the selection committee.

REQUEST FOR PROPOSALS FOR  
PROFESSIONAL ENGINEERING SERVICES

PROPOSALS DUE: 2:00 P.M., July 1, 2020

LOCATION: CITY OF CANNON FALLS  
918 River Road  
Cannon Falls, MN 55009

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**REQUEST FOR PROPOSALS  
CANNON FALLS, MINNESOTA**

**I. PURPOSE OF THE REQUEST**

The City of Cannon Falls is requesting proposals from civil engineering firms for City Engineering Services. Detailed information concerning the City's needs is outlined in the following Request for Proposals.

**II. GENERAL INFORMATION**

- The City of Cannon Falls is free-standing city with a population of 4,065 residents located approximately 35 miles south of St. Paul on Highway 52 and approximately 40 miles north of the City of Rochester. The City covers about 4.2 square miles in Goodhue County.
- The City operates under a Charter form of government. The City Council is the legislative and policy making body of the City. The Council is made up of six Council members and the Mayor. The City Administrator is the chief administrative officer of the City. The City Administrator is accountable to the City Council for the implementation of Council direction and the administration of all affairs of the City. The City Council meets the first and third Tuesday of each month. The Park Commission meets on the fourth Wednesday of each month or as needed. The Planning Commission meets on the second Monday of each month or as needed.
- The City is responsible for maintaining approximately 27 miles of roads.
- The City's water distribution system consists of 1 water tower, 2 in ground reservoirs, 5 wells, and approximately 35 miles of water main.
- The City's sewer system has 7 lift stations, and 21 miles of sewer main.
- The City has 7 public works employees, 11 police department employees and 8 administration employees.

### III. INSTRUCTIONS TO PROPOSERS

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

City of Cannon Falls  
Attn: Neil Jensen, City Administrator  
918 River Road  
Cannon Falls, MN  
55009  
507-263-9304

- B. All proposals must be received no later than 2:00 p.m., July 1, 2020. Ten (10) copies of the proposal must be presented and one copy in an electronic format. The copies shall be sealed and clearly identified with "City Engineer RFP" by the submittal deadline.
- C. In order to be considered a valid proposal, each proposal must meet the following requirements:
- a. Written proposals received after 2:00 p.m., July 1, 2020 will not be considered.
  - b. Each proposal must be signed by an officer of your company who can be held accountable for all representations.
- D. The proposal shall be limited to a maximum of 20 pages, printed on one side. Additional material, other than that requested by the City of Cannon Falls, will be disregarded.
- E. The City will review the proposals and schedule interviews for finalists.
- F. Those submitting proposals are prohibited from contacting any representatives of the City Council regarding this proposal.

### IV. PROPOSAL CONTENTS

- A. Title Page

Show the proposal subject, the name of the firm that is submitting the proposal, address, telephone number, name of the contact person, and the date.

- B. Table of Contents

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

**C. Identification and Qualifications of Assigned Personnel**

The ideal firm should have extensive experience in municipal engineering including planning and reviewing of construction projects (public and private), preparation of feasibility reports, construction inspection, preparation of assessment rolls, plat review, LGU implementation, city park development and utility studies. The ideal firm will be a full-service firm.

1. The name of the person who will be responsible for the management and administration of engineering services with the City together with a resume describing that person's experience and qualifications.
2. The names and resumes of the professional staff that will be assigned to providing engineering services to the City.
3. An organizational chart identifying team members and their areas of responsibility.
4. A statement committing the aforementioned staff to this proposal.
5. Background information concerning the firm, including the number of years in business under this name and the number and breakdown of personnel in the proposing office.

**D. Firm's Detailed Approach to the Scope of Services**

1. The proposal shall address in detailed fashion the approach of the firm to the Scope of Work.

**E. Basis for Compensation**

1. Please provide a complete detailed fee schedule and the process of how the firm does billing.
2. The firm should provide a sample bill that illustrates the program and task detail.
3. The firm shall not represent private developers within the City of Cannon Falls.

**F. List of References and Potential Conflicts**

1. A minimum of five references for public clients shall be provided.
2. Potential conflicts of interest must be disclosed.

**G. Disclosures and Assurances (Appendix A)**

1. Applicant Authority - Assurance that the signatory making representations in the proposal on behalf of the firm has the authority to do so.
2. Insurance Coverage - Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.

**V. SCOPE OF WORK**

The City of Cannon Falls is searching for a firm that will provide professional services for engineering. The general work elements are outlined below.

**A. General and Project Management**

- 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.
- Evaluates 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 NPDES 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 Administrator to monitor charges and revenues associated with development projects.
- Assists in the planning, layout and design of city parks.

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.
  - 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
  - State aid reports
  - Surface water system analysis and design
  - Capital Improvement Program studies
  - Prepare comments regarding reports, plans and studies of other agencies
  - Presents feasibility studies at public meetings

D. Participates in city meetings, including

- 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 city representative with other communities and county, state and federal agencies in areas of responsibility as directed by the Administrator and or City Council.
- City Council meetings and work sessions.
- Park and Planning Commission meetings, as needed.
- Other City meetings as needed.



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

- Performs field inspections
- Addresses constituent concerns personally and in writing
- Makes public presentations
- Provides recommendations to staff and City Council

**VI. SELECTION**

A. The City of Cannon Falls reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the City.

B. Selection of the firms to be interviewed shall be based upon, but not limited, to the following criteria:

1. The firm's approach to and understanding of the Scope of Work.
2. The firm's experience with similar contracts and clients.
3. The experience and qualifications of the proposed staff in providing similar services.
4. The firm's demonstrated ability to deliver work on time and within budget.
5. The extent of involvement by key personnel.
6. The extent to which previous clients have found the firm's services acceptable.
7. The firm's most significant qualifications for this project.
8. Previous City experience of the proposing firm, if any.
9. Acceptability of the firm's retainer proposal.

**VII. TERMS AND CONDITIONS**

A. The City of Cannon Falls reserves the right to cancel or amend the request for proposals at anytime. The City of Cannon Falls reserves the right to determine the successful respondent. The City of Cannon Falls reserves the right to reject any or all proposals.

B. The City of Cannon Falls will not be liable for any costs incurred by the firm responding to this request.

- C. The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Cannon Falls.
- D. 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, servants, 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 Cannon Falls under this agreement, shall not be considered employees of the City of Cannon Falls and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the City of Cannon Falls. The consultant, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of organization employees except as otherwise may be stated herein.
- E. No official or employee of the City of Cannon Falls who exercises any responsibilities in the review, approval or carrying out of the proposal shall participate in any decision which affects his or her direct or indirect personal or financial interest.

## **Request for Proposals and Selection Schedule**

City Council Approval of RFP:	June 2, 2020
Advertise and Distribute RFP:	June 3, 2020
RFP Submittal Deadline:	July 9, 2020
Committee Review of Proposals Select Finalist:	July 13 -July 17, 2020
Interviews with City Council:	July 28, 2020 Work Session
Approve City Engineer:	August 4, 2020 City Council Meeting
Start Date:	August 5, 2020