



Request for Proposals
**CONTRACTED GENERAL ENGINEERING
SERVICES**

Issued September 20, 2023

DEADLINE—Noon
Wednesday, October 18, 2023

CONTACT: KRISTINA HANDT
CITY ADMINISTRATOR
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(651) 747-3905
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www.lakeelmo.org

Introduction

The City of Lake Elmo 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 from January 2024 to December 31, 2028. Services may include, but not be limited, to those listed in the “Scope of Services” part of this document.

The City of Lake Elmo 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 the City Center, 3880 Laverne Ave N, Lake Elmo, MN 55042 by Noon on Wednesday, October 18, 2023. The City reserves the right to reject any or all proposals submitted.

Questions regarding this request should be directed to Kristina Handt, City of Lake Elmo, 3880 Laverne Ave N, Lake Elmo, MN 55042 and 651-747-3905 or khandt@lakeelmo.org. 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 Lake Elmo 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 Lake Elmo 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 Lake Elmo under this agreement, shall not be considered employees of the City of Lake Elmo 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 Lake Elmo. 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 Lake Elmo 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 January 2024. The City reserves the right to retain more than one consultant for specific duties.

Community Profile

The City of Lake Elmo, incorporated in 1926, is a Minnesota Statutory City with an Optional Plan A form of government. It has a mayor elected at large for a four-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; however, the City Council does not become involved in the day-to-day administration. The City Administrator is responsible for carrying out the Council's policies and for the administration of all City business.

The City encompasses about 25 square miles. The City has a population of around 13,500 and is located in central Washington County. The City has approximately 97 miles of streets; a water distribution system consisting of 3 water towers, 3 wells (with the need for 2 more in the next few years) and approximately 82 miles of watermain; a sewer system consisting of 36 miles of sanitary sewer main and 8 lift stations; is home to Lake Elmo Regional Park in the center of the city along with over a dozen city parks throughout the community and has four recreational lakes. The city has both urban and rural areas. The significant population centers are located along I-94, the Old Village area and Tri Lakes area in the northwest corner of the city.

The city has struggled in recent years with water issues unique to the east metro including PFAS, TCE and the impacts of the Ramsey County District Court's 2017 decision regarding water levels on White Bear Lake. Water system planning including, treatment, distribution, source, and reuse are high priorities for the City Council and staff.

More information about the City of Lake Elmo can be obtained on our website at www.lakeelmo.org

Scope of Services

The City of Lake Elmo 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.
- 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, 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 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.

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. Attends staff developer review meetings-typically the first and third Tuesdays at 1:00 p.m.
- 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 first and third Tuesdays of each month at 7:00 p.m.

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 Lake Elmo (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.
- 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 Lake Elmo 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 and be limited to no more than 25 pages (not including Disclosures and Assurances or exercise example described in the next section):

- (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 Lake Elmo.
- (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) 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.
- (8) 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.
- (9) 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.
- (10) Discussion of the firm's specific abilities to provide the required professional services outlined in the Scope of Services.
- (11) Describe the firm's approach to communicate and coordinate projects with the city council, city staff, private developers, residents and the media.
- (12) Three examples of specific knowledge and expertise including project management skills and methodology used to monitor project budgets.
- (13) 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, including references for the designated City Engineer and evidence of experience as a City Engineer for a community with population of approximately

15,000 people. 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
- (14) 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. shall also be included in the second envelope.
- (15) Other factors that would be helpful in evaluating the consultant
- (16) 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.
- a) Firm should provide a proposed contract form

Selection Process/Criteria

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

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

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 Lake Elmo 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.

The selection is subject to the following criteria:

- (1) Review of proposal and costs for hypothetical project.
- (2) Demonstrated experience and qualifications of assigned personnel with municipal engineering generally, and specifically the City of Lake Elmo or similarly sized and staffed municipality.
- (3) Staff capability to timely execute projects
- (4) Performance on similar projects as noted in the proposal requirements section
- (5) The firm's policies and practices regarding ethics
- (6) Providing adequate liability coverage and other mechanisms to control risk.

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 October 18, 2023 to:

Kristina Handt, City Administrator
3880 Laverne Ave N
Lake Elmo, MN 55042

Schedule of Dates

The following schedule has been established by the City of Lake Elmo for the selection of an engineering firm to provide City engineering services.

Date

September 20, 2023

October 4, 2023

October 18, 2023

Description

Advertise and Mail requests for proposals

Conduct Q & A session at 11am for representatives from interested firms (City Center Community Room)

Proposals are due to City

November 14, 2023 (tentative)

Council work session or special meeting(s) to interview firms and direct staff to negotiate contract with selected firm

December 5, 2023 or
January 2, 2024 (tentative)

City Council to approve a contract with selected firm