

City of Shafer, MN Request for Proposals for City Engineer Services

INTRODUCTION

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The City of Shafer invites proposals from firms interested in offering a broad range of general engineering services and related technical expertise. The selected firm is expected to be a versatile, full-service entity and will act as the City Engineer. The appointed party will commence offering these services to the City TBD. The services may encompass, but are not restricted to, those outlined in the "Scope of Services" segment of this document.

The City of Shafer 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 17656 303rd St. Shafer, MN 55074 by August 19, 2024. The City reserves the right to reject any or all proposals submitted.

Questions regarding this request should be directed to Valerie Fox, City of Shafer, 17656 303rd St. Shafer, MN 55074 and 651-257-4726 Ext 0 or cityhall@shafermn.com 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 Shafer, 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 Shafer 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.

BACKGROUND

The City of Shafer adheres to a Statutory Plan A form of government and is located 45 miles northeast of the Twin Cities Metro Area. Data from the Minnesota Demographers Office indicates that Shafer's population stands at 1205, encompassing an area measuring 1.27 square miles with 10.94 miles of road infrastructure. The water system encompasses 7.3 miles of infrastructure, a 75,000-gallon water tower, and 3 wells, while the sewer system consists of 6.5 miles of infrastructure, 2 Lift Stations, and 4 wastewater treatment ponds.

Shafer, a city formally incorporated in 1922, is governed by a city council comprising 1 mayor and 4 council members, each serving 4-year terms. This council possesses the ultimate review and approval authority over all contracts, payments, plans, improvements, policies, and other municipal matters. Administrative responsibilities are delegated to the City Clerk, who also manages the city council agenda and offers policy recommendations to the mayor and council. The city's current annual budget is \$550,880.00, which supports 3 full-time employees and 1 part-time employee. Additionally, the city is a member of an insurance pool administered by the League of Minnesota Cities Insurance Trust.

Scope of services

Engineering and Planning firms are to provide services identified in this Request for Proposals as follows:

1. General Services

- Serves as the City's Engineer.
- Assists the City with short- and long-range planning for infrastructure development, zoning, and maintenance, including acquisition, design, scheduling, funding, and grant application materials.
- Provides engineering and planning services on municipal public works projects and private developments, including preliminary engineering/feasibility reports, preparation of plans and specifications, surveying, advertisement for bids, bid opening and tabulation, evaluation of responsible low bidder and awarding of bid, preparation, and signing of contracts, obtaining appropriate bonds, permitting and outside agency approvals, preconstruction conferences, construction inspection, and proper project closeout.
- Assists the City in securing specialized engineering and planning services when the City determines a project or projects require specialized technical expertise and/or experience.
- Provides oversight of municipal construction projects to ensure contractors comply with project schedules, material quality, quality workmanship, budgets, and safety parameters.
- Provide administrative support on municipal construction projects by overseeing change order requests and contractor payment requests, maintaining records and verifying wage reports in compliance with applicable state or federal regulations, and providing proper closeout, including collection of lien waivers.
- Ensures that costs and fees are charged back to specific projects; works with the City Treasurer to monitor charges and revenues associated with various projects and ensures that they are within the original budget estimates.
- Assist with administration of special assessments including the preparation of assessment rolls, evaluation of unique or special conditions, updating of assessment policies, zoning regulations, and related matters.
- Provides detailed technical evaluation and civil engineering expertise and advice regarding federal, state, county, regional, and private projects and programs that impact the City.
- Review land use applications, including plat review and construction plans for private developments, to ensure consistency with city-adopted engineering and zoning specifications, city policies, and other relevant laws, rules, and regulations.
- Makes recommendations and assists in the development and updating of engineering, planning, and zoning policies, standards, and practices related to the construction, operation, maintenance, repair, and replacement of public infrastructure.

- Provides general advice, responds to questions and inquiries, and provides information and other general assistance to the Public Works Director and City Clerk.
- Offers routine advice through telephone, email, Zoom, and in-person consultations with the City Council, Public Works Director, City Clerk, and community members.

2. City Planning and Zoning Services

- Provides city planning services including land use planning, zoning, and subdivision regulation administration and enforcement.
- Assists in obtaining necessary operational permits, including wastewater facility plans and NPDES permit applications.
- Advise of zoning and land use regulations through administrative actions.
- Works with developers and members of the public on proposed development projects in order to ensure compliance with zoning and land use regulations and to foster community involvement.
- Provides information and makes presentations to the City Council, citizens, civic groups, and other organizations as needed.
- Assists in reviewing rate collection methods.
- Assists in planning, layout, and design of city parks, trails, and other recreational amenities.
- Someone will be appointed as the City Planner within the organization.
- Takes direction from the City Council or designated representative.

3. Community Outreach Services

- Conducts community outreach and engagement activities to involve citizens in the planning and development processes.
- Organizes and attends public meetings, workshops, and hearings to gather input from the community and to provide information about development projects, infrastructure plans, and zoning regulations.
- Collaborates with community organizations, neighborhood groups, and stakeholders to address concerns and gather feedback on proposed projects and planning initiatives.
- Coordinates public participation in the planning and decision-making process, ensuring that diverse voices are heard and considered.
- Develop and implement communication strategies to keep the public informed about planning and engineering projects, upcoming meetings, and opportunities for involvement.

By incorporating these additional services, we aim to provide comprehensive support to the City in managing its infrastructure, planning, zoning, and community engagement needs.

REQUIRED PROPOSAL ELEMENTS

Please ensure you take note of the following requirements:

1. The firm must 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 with a minimum of five years' experience with municipal engineering projects.
4. Be able to provide all the services listed in the scope of services within the organization.

Interested firms should submit a written proposal that includes the following information:

1. A written statement of interest and qualifications, including the firm name, address, telephone number, and contact person. It should also have a brief description of the firm, the number of employees, and their disciplines, as well as 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.
2. Resumes of 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. List of additional services your firm offers, including GIS services and a designated City Planner, that could benefit the City.
6. Specifically note the services listed in the Scope of Services that will need to be done outside of your organization.
7. 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, copies, markup for subcontracted services, etc.
8. 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 the 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.
9. Familiarity with the City of Shafer.
10. Describe the firm's approach to communicating and coordinating projects with the city council, city staff, private developers, residents, and the media.
11. A description of the firm's philosophy regarding ethics and 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.
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. Include the name of the owner, project name, contact person, address, telephone number, and firm's key personnel assigned to the referenced project.

The proposal must provide specific and succinct answers to all questions and requests for information. Direct, precise, and complete responses will give the applicant an advantage.

EVALUATION AND SELECTION PROCESS

Proposals will be screened and the top candidates will be selected by the City Council or a subcommittee appointed by the City Council. The qualifications for the top candidates will be verified and references will be checked. In reviewing proposals, the City will carefully weigh:

- Depth and breadth of experience and expertise in general engineering services and related technical expertise, specifically in those areas most often encountered in municipal government operations;
- Capability to perform general engineering services and related technical expertise promptly and in a manner that permits the City Council and Staff to meet established deadlines and to operate in an effective and efficient manner;
- Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems;
- Degree to which firm and individual engineer, planner, and other services stay current through continued professional development and active communication with practitioners in the municipal field;
- Communication skills;
- Cost of services; and
- Other qualifications/criteria, as deemed appropriate by the City Council.

The contract will require that the individual or Engineering firm selected as City Engineer maintain general liability, automobile, workers' compensation, and errors and omissions insurance. The

contract will also contain provisions requiring the selected individual or Engineering firm to indemnify the City and provide that the City Engineer is an independent contractor serving at the will of the City Council. Other required provisions will include the City Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.

SELECTION SCHEDULE

The City of Shafer intends to proceed with the following tentative schedule for the selection.

Proposal Due Date	August 19, 2024
Review of Proposals	August 20 th – August 23 rd
Interviews and Selection	TBD
City Council Awards Contract	TBD