

REQUEST FOR PROPOSALS (RFP)

ENGINEERING SERVICES

Introduction The City of Barnesville is seeking proposals for the purpose of selecting a Consulting Engineering Firm for on-going general city civil engineering needs and specific projects. While the City of Barnesville has several utilities, such as electric, cable TV, telephone and broadband, we are not seeking engineering services for those utilities as a part of this RFP. The focus of this RFP is typical municipal civil engineering services for the City and the Economic Development Authority.

Scope of Services The Consultant/Firm shall possess knowledge & experience in the following areas:

- Preparing/review preliminary and final plans
- Preparing/review infrastructure feasibility studies and plans/specifications
- Updating City maps and utility records
- Supervising/overseeing city improvement projects
- Designing, bidding and overseeing street and utility reconstruction projects
- Minnesota Statutes/experience working with Statute 429 for special assessing property/preparing an assessment roll and working with deferments
- Working with State & Federal agencies on funding assistance for various projects/grants & loans
- Compliance with all federal, state & local laws and ordinances regarding engineering activities
- Water/Sewer rate studies
- Providing long and short term planning for infrastructure improvements
- Providing surveying needs
- Working with a municipal's water supply, storage, treatment & distribution system; wastewater collection & treatment system and storm sewer collection/detention system
- Street design/construction and establishing a maintenance program
- Dealing with the public and attending city council meetings when requested
- Assist city staff in general day-to-day problem solving

Content of Proposal

- Firm's name, address, phone, contact person, date
- Consultant's/Firm's profile/history/experience, including municipal experience of assigned staff
- List of municipalities that Consultant/Firm has experience working with and for how long
- References from municipalities Consultant has worked with
- Fee schedule and method for determining when to charge for services

Proposal Evaluation and Interviewing Process The Personnel and Finance Committee of the City Council will review all proposals and select the Engineering Firms for interviews based on a demonstrated proved track record on the items listed above. Those selected for interviews shall then be scheduled to meet with the City Council at a special meeting tentatively scheduled for the week of November 26th, with final action on selection likely to take place at the regular meeting on December 10, 2018.

Additional Instructions Proposals must be in writing and must be received by 2:00 P.M. on November 13, 2018. All proposals, questions and correspondence should be directed to: Mike Rietz, City Administrator, 102 Front St. N., P.O. Box 550, Barnesville, Minnesota 56514. Phone - (218) 354-2292. E-mail - mrietz@bvillemn.net. Please provide eight (8) copies of your proposal when submitting. In order to ensure a fair review and selection process, firms submitting proposals are prohibited from contacting any other city staff or council member regarding these proposals.

Thank you for having an interest in providing engineering services to the City of Barnesville