

REQUEST FOR PROPOSALS FOR CONSULTING ENGINEERING SERVICES
CITY OF DETROIT LAKES, MINNESOTA
UTILITY, DRAINAGE, AND STREET IMPROVEMENTS – NORTH INDUSTRIAL PARK PHASE II

The City of Detroit Lakes is requesting proposals from interested consulting engineering firms for professional services in relation to the preparation of construction plans and specifications and providing construction inspection and contract administration for underground utility, drainage, and street improvements for Phase II of the City's North Industrial Park. Construction and related consulting services regarding the aforementioned improvements are to be funded in part by the Economic Development Administration.

Prospective responders wishing to receive the full request for proposal may contact:

Larry Remmen
Community Development Director
City of Detroit Lakes
1025 Roosevelt Avenue
PO Box 647
Detroit Lakes, Minnesota 56502-0647
Phone: 218-847-5658
Fax: 218-847-8969
E-mail: lremmen@lakesnet.net
City of Detroit Lakes' Web Site: www.ci.detroit-lakes.mn.us

All proposals shall be received not later than 4:00 PM, Central Time on March 5, 2010. Late proposals will not be considered.

Fax and e-mail responses will not be considered.

Responders shall submit ten (10) copies of their proposal. All proposals shall be sealed in mailing envelopes or packages marked clearly "**Response to RFP for North Industrial Park Phase II**". The package should also contain with the responder's name and address clearly indicated on the outside. Each copy of the proposal shall be signed in ink by an authorized member of the responding organization.

Ten (10) copies of the cost proposal shall be submitted in a separate sealed envelope clearly marked on the outside "**Cost Proposal for North Industrial Park Phase II**" along with the responders name and address.

All costs incurred by responders in responding to this request for proposal shall be borne by the responder.

This request for proposal does not obligate the City of Detroit Lakes to award a contract or complete the project. The City reserves the right to cancel the solicitation if it is considered to be in its best interest.

REQUEST FOR PROPOSALS FOR CONSULTING ENGINEERING SERVICES
City of Detroit Lakes, Minnesota
Utility, Drainage, and Street Improvements–North Industrial Park Phase II

The City of Detroit Lakes is requesting proposals from interested consulting engineering firms for professional services in relation to the preparation of construction plans and specifications and providing construction inspection and contract administration for underground utility, drainage, and street improvements for Phase II of the City's North Industrial Park. Construction and related consulting services regarding the aforementioned improvements are to be funded in part by the Economic Development Administration.

Consulting engineering firms are to provide services identified in this Request for Proposals as follows:

- A. Preparation of construction drawings, specifications and contract documents for construction of watermain, sanitary sewer, drainage and storm sewer, stormwater treatment, mass site grading, and street improvements including:
- Meet and confer with City personnel to discuss project schedule and City standards/specifications prior to commencement of engineering services
 - Coordinate and comply with all regulating governmental units including but not limited City, County, Township, Department of Natural Resources, and Pelican River Watershed District
 - Obtain all necessary permits from the governmental and regulatory agencies including but not limited to the Becker County, Minnesota Department of Health, Minnesota Pollution Control Agency and Pelican River Watershed District
 - Perform topographic and design survey of site as necessary for construction drawing preparation.
 - Prepare all necessary design documents (drawings, specification, and contract documents) for proposed improvements. Improvements should generally conform to the recommendations and layouts outlined in the existing Preliminary Engineering Report.
 - Provide three (3) copies of plans, specification, and construction cost estimates at the time of preliminary and final plan review. Final plans must be submitted to owner within 8 (eight) weeks of the City's authorization to proceed.
 - Complete any and all necessary activities (plan review, contract and funding requirements etc.) to be in compliance with Economic Development Administration rules and regulations. Final construction

drawings, specifications, and contract documents must meet Economic Development Administration requirements.

- Assist owner in the administration of the bidding process and the award of a construction contract to successful bidder

B. Provide construction observation and administration services including:

- Conduct a pre-construction meeting as well as substantial completion and final inspections
- Construction staking and surveying
- Full time construction observation to verify construction is completed in accordance with plans and specifications
- Review and approve shop drawings
- Hold necessary construction meetings (at minimum biweekly)
- Prepare, review, and approve monthly partial pay estimates to contractor
- Prepare monthly reimbursement requests, quarterly progress reports, project closeout and other administrative documentation required by the Economic Development Administration
- Prepare and provide as built drawings and record maps upon completion of construction. Drawings must be prepared in conformance with current City format.
- Conduct warranty inspection eleven (11) months after completion of construction and perform all resulting follow-up activities

Information available from the City of Detroit Lakes includes:

- Names, addresses, phone and fax numbers, and email addresses of personnel to be kept informed during design and construction
- Site visit/examination is encouraged
- A site map, Preliminary Engineering Report, and other project information are available upon request

Prospective responders with questions regarding this request for proposal may contact:

*Larry Remmen
Community Development Director
City of Detroit Lakes
1025 Roosevelt Avenue
P.O. Box 647
Detroit Lakes, Minnesota 56502-0647*

Phone: 218-847-5658

Fax: 218-847-8969

Other personnel are **NOT** authorized to discuss this request for proposal with perspective responders prior to the submission deadline. Contact regarding this request for proposal with any personnel not listed above could result in disqualification.

Proposals shall include the following information:

- Information on the responder's background and experience with similar projects completed by the responder.
- A list of personnel who will be working on the project along with their training and experience with similar projects
- A list and information regarding any sub-consultants to be utilized
- Information on the responder's experience in providing administration services for EDA and other federally funded projects
- Information on at least five (5) projects of similar size and nature, with reference information, completed within the last five (5) years

Proposed fees for engineering services shall include:

Part A: Provide a single lump sum cost for completing each of the following:

- Preliminary design survey and data collection
- Drawing and specification preparation including design review meetings with the City
- Obtaining necessary permits (fees paid by City)
- Bidding administration

Part B: Provide a single estimated hourly cost for each of the following services:

- Construction inspection (Full-time)
- Construction staking
- Construction administration including (but not limited to): Shop drawing review/approval; Pre-construction and construction progress meetings; review/approval of partial pay estimates and change orders to contractor; reimbursement requests, quarterly progress reports, project closeout and other administrative documentation required by the Economic Development Administration
- Preparation of as built drawings and record maps

- Conduct warranty inspection

Part C: Additional Fees

- Provide a classification rate sheet for general work.

All proposals are to be must be sent or delivered to:

*Larry Remmen
Community Development Director
City of Detroit Lakes
1025 Roosevelt Avenue
P.O. Box 647
Detroit Lakes, Minnesota 56502-0647
Phone: 218-847-5658
Fax: 218-847-8969*

All proposals shall be received not later than 4:00 PM, Central Time on Friday, March 5th, 2010. Late proposals will not be considered.

Fax and email responses will not be considered.

Responders shall submit ten (10) copies of their proposal. All proposals shall be sealed in mailing envelopes or packages marked clearly "**Response to RFP for North Industrial Park Phase II**". The package should also contain with the responder's name and address clearly indicated on the outside. Each copy of the proposal shall be signed in ink by an authorized member of the responding organization.

Ten (10) copies of the cost proposal shall be submitted in a separate sealed envelope clearly marked on the outside "**Cost Proposal for North Industrial Park Phase II**" along with the responders name and address.

Proposals submitted will be evaluated on the following criteria:

- Technical qualifications of the engineering firm and any sub consultants
- Technical experience with project of similar size and nature
- Ability to complete the project in a timely fashion by providing information on key staff for various phases of the project (engineering, construction, etc.)
- Experience in providing administration services for federally funded projects

Proposed costs for engineering services

The selection process will entail the following:

- It is expected the City of Detroit Lakes will review all proposals submitted. Selection may be based only on proposal information supplied or the City may elect to conduct interviews of selected responders.
- If interviews are to be conducted, responders under consideration will be notified as to a time, date, and location of the interviews in order for the City to ask specific questions to each candidate and evaluate their responses.
- It is the intention of the City of Detroit Lakes to enter into an agreement with the selected firm for engineering services described in this request for proposals.

All costs incurred by responders in responding to this request for proposal shall be borne by the responder.

This request for proposal does not obligate the City of Detroit Lakes to award a contract or complete the project. The City reserves the right to cancel the solicitation if it is considered to be in its best interest.