



CITY OF JORDAN, MINNESOTA

REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING AND PLANNING SERVICES

SECTION I. REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of Jordan is requesting proposals from municipal engineering firms for engineering and planning consulting services.

SECTION II. GENERAL INFORMATION

A. The City of Jordan is a managed growth community of 6,500 people located 35 minutes south of Minneapolis on highway 169. Jordan currently encompasses an area of 3.29 square miles. Jordan operates as a Statutory Plan A City. The City is governed by a seven-member City Council which includes six members elected at large, and a Mayor elected at large. The City Council meets the first and third Monday of each month. The EDA meets on the second Wednesday of the month. The Planning Commission meets on the 2nd Tuesday of each month. The Parks Commission meets on every fourth Monday of every other month. The City has a full time Director of Public Works. The City also has a Planning, Zoning and Building Department staffed by two full time planners and managed by the City Administrator.

B. The City has a strong tax base, driven by a mix of commercial industrial and residential growth. The City is about 53% developed, and projects an ultimate population of around 12,200. Currently 2,500 households with 4,700 projected by 2040. Jordan has a thriving historic downtown, a highway commercial district and industrial parks and future growth areas. The City has about 490 acres of potentially developable land within its current city limits including vacant and redevelopment sites.

C. Jordan's mission statement is: "The foundation of Jordan is built on a small town historic presence that supports quality services, collaboration, leadership and a well-planned future."

D. Jordan's Value Statements encompasses our 8 core values:

1. **EXCELLENCE AND QUALITY IN THE DELIVERY OF SERVICES** - We believe that service to the public is our reason for being and strive to deliver quality services in a highly professional, cost-effective, and efficient manner.

2. **FISCAL RESPONSIBILITY** - We believe that fiscal responsibility and the prudent stewardship of public funds is essential for citizen confidence in government.
3. **ETHICS AND INTEGRITY** - We believe that ethics and integrity are the foundation blocks of public trust and confidence and that all meaningful relationships are built on these values.
4. **VISIONARY LEADERSHIP AND PLANNING** - We believe that the very essence of leadership is to be visionary and to plan for the future.
5. **PROACTIVE AND PROGRESSIVE** - We believe that in order to ‘make things happen’ for the city we must be both proactive and progressive in the setting of goals and implementation of our plans.
6. **PROFESSIONALISM** - We believe that continuous improvement is the mark of professionalism and are committed to applying this principle to the services we offer and the development of our employees.
7. **COOPERATION AND TEAMWORK** - We believe that the public is best served when departments and employees work cooperatively as a team rather than at cross purposes.
8. **POSITIVE RELATIONS WITH THE COMMUNITY** - We believe that positive relations with the community and public we serve leads to positive, involved, and active citizens.

E. The City is responsible for maintaining approximately 36 miles of public roads, of which approximately 6.5 miles are designated as MSA roads. With a small number of exceptions, all City roads are paved. Jordan has roughly 10 gravel alleys to maintain as well.

F. The City has its own waste water treatment facility. The City has 4 lift stations. Our water system has an iron and manganese filter system with 4 wells and 3 booster stations. We have an upper and lower water system in Jordan. We currently have 3 water towers that hold a total of 1.3million gallons at one time. The City had roughly 20 miles of sewer and water main pipes in the ground serving both residential and commercial/industrial users.

SECTION III. GENERAL INSTRUCTIONS AND TIMETABLE

A. All proposals should be sent and all questions and correspondence should be directed to the City of Jordan, Tom Nikunen, City Administrator (952-952-2535) at 210 1st Street East, Jordan, MN 55352.

B. All proposals must be received at the City Hall no later than 5:00 p.m., Friday, June 4, 2021. The copies shall be sealed and clearly identified with "Engineering Services RFP" by the submittal deadline.

C. Proposals must be signed by an authorized representative of the company.

D. Proposals should be limited to a maximum of 30 pages, including all supporting documentation.

E. **In order to ensure a fair review and selection process, engineering firms submitting proposals are specifically requested not to make other contacts with the City staff or Councilmembers regarding their proposals.**

F. The City staff plan to review and analyze all proposals in June 2021, and schedule interviews with one or more firms in late July, 2021. The City plans to make a final selection by August 16, 2021.

G. The effective date of engineering services commencement will be negotiated to assure a smooth transition in engineering services, but the transition is expected to occur expeditiously.

H. The term of the contract shall be indefinite, subject to ongoing review and evaluation by the City.

SECTION IV. REQUIRED CONTENTS FOR PROPOSALS:

A. Title Page. Show the proposal subject, the name of the proposer's firm, address, telephone number, e-mail address, name of the contact person, and the date.

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

C. Proposing Firm Overview

1. Describe your firm's background and history, including the number of years in business and the number and breakdown of personnel that will serve the city. Include information about the firm's experience performing similar work.

2. Provide a list of other services offered by your firm that may benefit the City.

D. Identification and Qualification of Assigned Personnel.

1. Describe your firm's capacity for providing city engineering and planning services as indicated in this RFQ. The ideal firm should have extensive experience in municipal engineering and planning including, but not limited to, the following areas:

- a. Preparation of public infrastructure construction plans
- b. Preparation of feasibility reports
- c. Preparation of assessment rolls
- d. Plat and site plan review
- e. Water/sewer/storm water expertise
- f. GIS/technical mapping services
- g. Construction inspection services
- h. Surveying services
- i. Comprehensive Plan Development and related Planning Services

2. Describe the training and experience (including years) of the persons who will be providing city engineering services. Please provide resumes for all key staff that will be providing city engineering services.

3. Describe your firm's staff and resource capacity to respond to time-sensitive or short notice requests and complicated issues. Include the proposed hours of availability of engineering and additional support staff from your firm.

4. Describe the training and experience (including years) of the persons who will be providing city planning services. Please provide resumes for all key staff that will be providing city planning services.

5. Describe your firm's staff and resource capacity to respond to time-sensitive or short notice requests and complicated issues. Include the proposed hours of availability of planning and additional support staff from your firm.

6. Describe your firm's commitment, and the commitment of the key individuals in this proposal, to personal and professional development, and the benefit of that commitment to the City.

7. Describe the approach you would use to communicate and coordinate projects with the city council, city clerk, city employees, the public, and the media.

E. Basis for Compensation

1. Provide a proposed hourly rate schedule, including any multipliers or pay factors for overhead for all positions (Principal Engineer, Landscape Architect, Senior Planner, Surveyor, GIS Technician, CAD Operator, Construction Inspector, Planner, natural resources technician, etc.), for those services referred to as hourly services.
2. Include a list of any additional overhead fees including mileage, printed copies of documents, or any other overhead fees.
3. If you are proposing a monthly retainer, indicate what services are to be provided within the scope of the retainer.

F. List of References, Potential Conflicts, and Claims

1. Provide at least five 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 greater than population 5,000
2. Describe the procedure employed by your firm for identifying and resolving conflict of interest issues. 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 and planning services as outlined in this RFQ.
3. Provide a statement of any insurance claims and/or ethics complaints taken against the firm or firm's engineer(s) over the last five years and the status or outcomes of such action. Please indicate whether the action is pending or is currently under review by the State Ethics Board

G. Detailed Response to the Scope of Services

1. The proposal should address in a detailed fashion the approach of the firm to each of the general work elements outlined in the following Scope of Services.
2. The proposing firm should be able to provide all of the services listed in the Scope of Services, either with the organization or by using a sub-consultant.

SECTION V. SCOPE OF WORK

The City of Jordan is searching for a firm that will provide a wide range of professional services. The general work elements are outlined below:

A. General Engineering Services. Under the direction of the City Engineer:

1. Provide Specialty Engineering support such as Water Resources Engineering, Environmental Engineering, Traffic Engineering, Survey and GIS support.
2. In addition to the specific services listed above, there are a host of other services that are needed occasionally. Please note any other service that your firm is capable of providing in-house, such as environmental services, land surveying, structural engineering, tower/coating inspections, land use planning, GIS, floodplain modeling and certified levee design, construction services, communications, state agency coordination, traffic engineering, water resource management, etc.
3. Assist with coordinating, supervising, and evaluating programs, plans, services, equipment, and infrastructure.
4. Assist with finding potential funding solutions, including grants, special assessments, and direct legislative appropriation.
5. Assist with Formulate short and long-range plans for design and constructing public works improvements; including streets, water, sanitary sewer, stormsewer, parks, and buildings.
6. Assist with development and implementation of a Capital Improvement Plan (CIP).
7. Assist with the management of City infrastructure issues through proactive planning, monitoring, operations and maintenance management.
8. Assist in implementing all water resource functions, including implementation of the Storm

Water Management Plan and erosion and sediment control.

9. Assist with the review 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 ensure that city council directives are implemented.

10. Update City maps and utility records, including maintaining a GIS/database.

11. Obtain proper approval and documentation from local, state, and federal authorities prior to implementing projects.

12. Provide engineering services on projects and provide project management for constructing municipal public works projects.

13. Assist in planning, layout, and design of parks, trails, pedestrian routes, and other recreational amenities.

14. Assist with the Pavement Management Program including the rating of the condition of streets within the city.

B. Bidding and Design Services. Under the direction of the City Engineer:

1. Prepare plans and specifications for projects.

2. Consult with state and federal agencies having jurisdictional authority over the project as warranted.

3. Prepare and distribute advertisements for bids.

4. Prepare contract documents for bidding purposes.

5. Revise the bids and prepare bid tabulations.

6. Provide a recommendation to the city for the award of contracts.

C. Project Management / Construction Services. Under the direction of the City Engineer:

1. Prepare construction project plans and specifications.

2. Convene a preconstruction meeting with staff, contractor and utility representatives.

3. Perform construction staking and surveying.

4. Monitor the construction process for compliance with codes, regulations, standards, and approved plans; assure financial accountability of private projects as they relate to escrows and letters of credit.

5. Prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of the contractor's progress.

6. Convene regular construction progress meetings, as necessary.

7. Prepare, review and recommend action for proposed change orders.

8. Review and recommend final acceptance by the City. Assist the City in ensuring that contractors have been paid and lien waivers have been acquired.

9. Provide record drawings and update the GIS and asset management systems, upon conclusion of projects to the City.

D. Prepare Engineering Reports and Technical Correspondence. Under the direction of the City Engineer:

1. Assist preliminary studies, review all preliminary studies for compliance with ordinances, comprehensive plans, engineering standards, and financial guidelines including:

a. Prepare feasibility reports and present at public meetings

b. Prepare preliminary and final assessment rolls

c. Prepare water, sanitary and storm sewer utility rate studies

d. Prepare surface water system analysis and design

e. Prepare wetland delineation and mitigation

f. Prepare traffic studies / signage / forecasting

g. Complete and submit state aid reports as necessary

2. Prepare comments regarding reports, plans, and studies of other agencies.

3. Complete plat and site plan review for applicable engineering standards.

E. Planning Services. While the City maintains a fully staffed Planning and Zoning Department, the city will require periodic support on special planning projects as well as specialty consultation support. Under the direction of the City Administrator:

1. Review plat submissions and development proposals.
2. Assist in the development of urban design / community engagement, community plans, transportation plans, pedestrian plans and other related plans, including the City's Comprehensive Plan.
3. Assist with community outreach / engagement related to city projects.

F. City Meetings (Including but not limited to the following)

1. Participate in routine internal meetings involving engineering coordination, questions and issues.
2. Meet with developers on proposed development projects regarding engineering and infrastructure development as requested.
3. Attend city council meetings, planning commission meetings and work sessions as needed or upon request.
4. As needed, attend occasional meetings with citizens and local businesses.

SECTION VI. PROPOSAL EVALUATION & AWARD:

A. The City intends to award a contract to the respondent best qualified to perform the work for the City, cost and other factors considered. The City of Jordan reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves the right to select the proposal which furthers the best interest of the City.

B. The approval of the firm selected and the contract award will be made by the City Council.

C. A contract will be developed based on the information in the Request for Proposal.

D. Once a contract is awarded, the term of contract duration shall be subject to ongoing review and evaluation by the City Council and City Administrator.

E. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, attendance at interviews, or final contract negotiations.

F. The City reserves the right to request additional information from any and all proposers for purposes of clarification, and to accept or negotiate any modification to any proposal received by the posted deadline.

SECTION VII. OTHER TERMS AND CONDITIONS:

G. The contract for services will require that the engineering firm selected maintain general liability, automobile, worker's compensation, and errors and omissions insurance. The contract will also contain provisions requiring the selected firm to indemnify the City and firm serves at the will of the City Council and the City Council has the right to terminate the agreement, at its sole discretion, upon the provision of notice.

H. The City will be awarding a 4-year contract, with two 4-year renewal options for these services.

SECTION VIII. REQUEST FOR PROPOSALS AND SELECTION SCHEDULE

Advertise and Distribute RFP:	May 4, 2021
Proposal Submittal Deadline:	June 4, 2021
Review of Proposals:	June, 2021
Potential Interviews:	July, 2021
Award:	August, 2021
Start Date:	January 1 st , 2022