



# CITY OF BLACKDUCK, MINNESOTA

## CITY ENGINEERING FIRM

### REQUEST FOR PROPOSALS (RFP)

Return Engineering Panel Rating Sheets to Christina Regas by Noon on Wednesday, April 5<sup>th</sup>, 2023

The City of Blackduck is requesting proposals from professional engineering firms to provide consulting services as a City Engineer. The City expects to select an Engineer who will serve the City for an indefinite period of time, commencing upon approval by the City Council. Detailed information concerning the City's needs is outlined below. The City of Blackduck will select an Engineer that best meets the needs of the City.

#### City Overview

The City of Blackduck is located in Beltrami County. Approximately twenty-five miles from Bemidji.

- ❖ The City's current population is 854 (2020 census) and has 310 utility services.
- ❖ The City of Blackduck has a council of four council members and one mayor. The City Administrator is accountable to the city council for implementing council direction.
- ❖ The City Council meets the 1<sup>st</sup> Monday after the 3<sup>rd</sup> of each month, with work sessions conducted on the 3<sup>rd</sup> Monday.
- ❖ The City staff consists of the City Administrator, Deputy Clerk, Public Works Director, Director of Liquor Operations; Police Department of two full-time officers; Volunteer Fire Department; and Golf Director with several part-time and seasonal employees.
- ❖ Blackduck maintains numerous City streets. In addition, the City works with Beltrami County and state departments to maintain county and state-owned roads in its jurisdiction.
- ❖ The City operates a public campground with swim beach; a public park with restroom facilities; a 2.0-mile biking/walking trail; a public library that is part of the Kitchigami Regional Library System; a 9-hole golf course and club house; an On & off Sale Liquor store; City Hall.
- ❖ Future and Current Projects the City of Blackduck is/has worked on include (not complete):
  1. New Public Works / Public Safety Facility (Police Department) 2022 – present;
  2. Expansion and extensive remodel to City Liquor Store (On and Off Sale) 2021;
  3. Brownfield Redevelopment Project removing 3 hazardous commercial building from downtown 2021 to present;
  4. Local Option Sales Tax for improvements to Campground, Walking Trail, Golf Course irrigation, and Library facility (2020 – present);
  5. Construction of new public swim beach at public campground 2020 – 2022;
  6. Annexation of publicly owned property into city limits 2022-present;
  7. Relocation / Renovation of Library facility 2021-present;
  8. Several street and infrastructure improvement projects identified to gain funding for;

### **Evaluation of Proposals**

The City Council will evaluate the proposals based on the following key considerations:

- 1) General engineering experience/technical skills.
- 2) Availability.
- 3) Technology resources.
- 4) Funding/grant writing experience.
- 5) Cost of services.
- 6) Professional references.

The City may select firms for oral presentations. Each firm selected will provide a summary of their qualifications and their approach to the position of City Engineer, and answer questions posed by the interview panel.

### **Submission of Proposals**

- 1) All proposals should be sent, and all questions or correspondence should be directed to:  
City of Blackduck  
Attn: Christina Regas  
8 Summit Ave. E.  
PO Box 380  
Blackduck, MN 56630  
Email: [christina.regas@blackduckmn.com](mailto:christina.regas@blackduckmn.com)  
Phone: 218-835-4803
- 2) Six copies of the proposal must be received no later than 12:00 p.m. on Wednesday, April 5<sup>th</sup>, 2023. The copies should be sealed and clearly identified with “City Engineer Proposal.” Proposals received after the deadline will not be considered.
- 3) Each proposal must be signed by an authorized representative of the company who can be held accountable for all representations.
- 4) The proposal should be limited to a maximum of twenty-five pages, including all supporting documentation. Additional material, other than that requested by the City, will be disregarded.
- 5) The City will review the proposals and may schedule interviews.
- 6) Questions concerning this RFP should be directed to Christina Regas, City Administrator at 218-835-4803 or email: [christina.regas@blackduckmn.com](mailto:christina.regas@blackduckmn.com).

### **Proposal Contents**

- 1) 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.
- 2) Proposing Firm Overview  
Background information concerning the firm, including the number of years in business under this name and the number and breakdown of personnel in the proposing office(s). Also include information about the firm’s experience in performing similar work.

3) Identification and Qualification of Assigned Personnel

The ideal firm should have experience in municipal engineering including:

- planning and reviewing of construction projects (public and private)
- preparation of feasibility reports
- construction inspection
- preparation of assessment rolls
- plat and site plan review
- LGU implementation and services (WCA)
- capital improvement planning
- funding and grant writing assistance
- city park development
- water/sewer/storm water expertise
- utility studies
- GIS/technical mapping services
- Surveying services.

The ideal firm will be a full-service firm.

Designate the person who would be assigned as the Blackduck City Engineer. This is the person who will be responsible for the management and administration of engineering services with the City. Include a resume describing that person's experience and qualifications.

Provide the names and resumes of other professional staff that will be assigned to providing professional services to the City.

Submit an organizational chart identifying team members and their areas of responsibility.

4) Proposer's Detailed Approach to the Scope of Services

The proposal shall address in detailed fashion the approach of the firm for providing services to the City.

5) Basis for Compensation

The proposal shall include a fee schedule showing hourly rates for the individuals serving the City and other professionals who may provide services to the City, along with an outline of any additional fees customarily incurred.

6) List of References and Potential Conflicts

A minimum of five references from public clients for the designated Engineer and firm shall be provided, preferably for comparable city engineering services performed within the past five years.

Potential conflicts of interest must be disclosed including whether your firm works for developers, other government agencies, or others in the public/private sector that may impact business in the City of Blackduck.

7) Insurance Coverage

Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.

8) Funding for Municipal Projects

Describe your firm's experience with the application for and in receiving funding for municipal projects. Identify the individuals employed by your firm who provide services for funding assistance or if you use sub consultants. Include their resumes.

**Scope of Work**

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

1) General Engineering Services

- ✓ Assists in planning, coordinating, supervising, and evaluating programs, plans, services, equipment, infrastructure, assist with funding solutions.
- ✓ Assists in development and implementation of CIPs (capital improvement plans).
- ✓ Manage infrastructure issues for the City through proactive planning, monitoring, and operations and maintenance management.
- ✓ Develops and recommends policies and procedures for effective operation of the City consistent with City policies and relevant regulations.
- ✓ Formulates short and long-range plans for design and constructing Public Works improvements, including streets, water, sanitary, storm sewer, parks, and buildings.
- ✓ Assists in implementing all water resource functions.
- ✓ 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 if requested.
- ✓ Partners with City to update City maps and utility records, including maintaining a GIS/database.
- ✓ Obtain proper approval and documentation from local, state, and federal authorities prior to implementing projects.
- ✓ Provides engineering services on projects and oversees project management for constructing municipal Public Works projects.
- ✓ Assists in planning, layout, and design of parks, trails, and other recreational amenities.

2) Design and Bidding Services

- ✓ Prepare plans and specification for projects with the input of City staff. Present plans and specifications to the City Council for approval.
- ✓ Consults with state and federal agencies having jurisdictional authority over the project as warranted.
- ✓ Prepare and send Advertisements for Bids to the legal newspaper and the Construction Bulletin for solicitation of bids.
- ✓ Prepare Contract Documents for bidding purposes.
- ✓ Review the bids and prepare bid tabulations.
- ✓ Provide assistance to City staff in preparing a recommendation to the City Council for the award of contracts.

3) Project Management/Construction Services

- ✓ Convene a preconstruction conference with staff, contractor, utility company representatives, etc.
- ✓ Perform construction staking and surveying.
- ✓ Provide construction observation during construction.
- ✓ Prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of the contractor's progress.
- ✓ Convene regular construction progress meetings, as required.
- ✓ Prepare, review, and recommend action for proposed change orders.
- ✓ Review and recommend final acceptance by the City. Assist the City in ensuring that contractors have been paid and lien waivers have been acquired.
- ✓ Provide record drawings upon conclusion of projects to the City.

4) Prepare 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
  - Prepare preliminary (and final) assessment rolls
  - Plat review
  - Utility studies
  - Surface water system analysis and design
  - Capital Improvement Program studies
  - Prepare comments regarding reports, plans, and studies of other agencies
  - Presents feasibility studies at public meetings.
- ✓ The engineer shall establish and maintain a library of the following records:
  - Permits and applications
  - Contract Documents
  - Addenda
  - Copies of referenced standard specification
  - Project schedules
  - Shop drawings and submittals
  - Applicable correspondence
  - Records of pertinent telephone conversations
  - File memoranda, directives, and change orders
  - Requests and recommendations for payment
  - Project budget and cost information
  - Diaries and logs
  - Records of noncompliance
  - Field test results
  - Materials testing reports
  - Record Drawings
  - Project photographs
  - Project studies and reports
  - Project progress and meeting minutes
  - Other information as necessary or required

- 5) At the direction of the City Council or City Clerk, participates in meetings, including:
- ✓ Internal and external meetings with City staff or other engineering firms involving engineering questions and issues.
  - ✓ 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.
  - ✓ Attend City Council meetings and work sessions, Planning Commission meetings, and other City meetings as needed.
  - ✓ Facilitating/overseeing public hearings.
  - ✓ Meeting with citizens one on one.

### **Terms and Conditions**

The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.

The City will not be liable for any costs by the firm responding to this request.

The firm shall not assign nor transfer any interest in this proposal without the prior written consent of the City of Blackduck.

For the purposes of this agreement, the engineering consultant shall be deemed to be an independent contractor, and not an employee of the City. Any and all agents, servants, 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 Blackduck under this agreement, shall not be considered employees of the City and any and all actions which arise as a consequence of any actor omission on the part of the firm, its agents, servants, employees, or other persons shall in no way be the obligation or responsibility of the City. The consultant, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of the City of Blackduck employees except as otherwise may be stated herein.