

**REQUEST FOR QUALIFICATION (RFQ)**  
**ENGINEERING SERVICES**

**SAINT PAUL REGIONAL WATER**  
**1900 RICE STREET**  
**SAINT PAUL, MN 55113**

**JANUARY 2, 2024**

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## **1. SUMMARY AND BACKGROUND**

This request for REQUEST FOR QUALIFICATIONS (RFQu) has been prepared by Saint Paul Regional Water Services (SPRWS) to retain the services of professional consulting firms to provide engineering and technical/specialty services for the agency. SPRWS desires to establish various categories of services to which professional consulting firms will be assigned. As described in this document, firms will self-determine which Technical/Specialty Services they feel fall within their competencies and to apply for consideration in as many Technical/Specialty Service disciplines as they desire. SPRWS intends to retain up to three (3) firms for General Engineering Services and may choose to retain one or multiple firms for each of the Technical/Specialty Services described on pages 3-5. It should be noted that firms are eligible to be retained in as many of the areas as they are qualified for.

The engineering services desired include all the planning, engineering, and support activities necessary to implement various public improvements. The services may include, but are not limited to:

- Comprehensive system/facility plans and studies
- Preliminary engineering feasibility reports
- Applications for various funding programs
- Environmental worksheets
- Design, construction and legal boundary surveys
- Detailed design and plan preparation
- Technical specifications
- Estimates and construction contract documents
- Competitive bid solicitation and evaluation
- Construction engineering, inspection and observation services
- Contract management
- Record plan drawings and final contract close-out reports
- Miscellaneous specialty/technical services identified herein

Selection and future work assignments will take into consideration the workload, expertise and past performance of proposing consulting firms or any of its representatives.

## **2. PROPOSAL GUIDELINES**

Proposals must adhere to the following format:

All Proposals shall be electronic Portable Document Format (PDF) documents in a version that allows selecting and searching of text. The Proposal Body shall have pages numbered numerically and formatted to be 8.5" x 11" sheets, except if desired, the use of up to two (2) 11x17 sheets may be incorporated towards the page count. Proposal shall have 1-inch margins using "Times New Roman" font, displayed in 12-point type size, excluding graphs, imagery, and captions.

The Proposal Body shall be limited to twelve (12) pages and contain the following information with consistent headers (and in the same general order). Additional information such as staff

resumes, technical references, company literature, past project information sheets, etc. may be included but should be provided as a supplement attachment to the Proposal, not as part of the Proposal Body. Additional information shall be limited to five (5) pages with a maximum page size of 11x17.

### **3. PROJECT PURPOSE AND DESCRIPTION**

There is a need for flexibility in providing engineering services support to SPRWS staff due to complexity of engineering projects, the need for subject expertise, the difficulty in identifying fully defined scope, and the availability of current engineering staff. The purpose of this project is to retain a number of engineering firms in various disciplines to provide support to SPRWS staff as the needs become apparent.

### **4. PROJECT SCOPE**

SPRWS is seeking to establish contracts with engineering firms in the following areas:

- General Engineering Services
- Electrical/Communications Technical Specialty
- Land Surveying
- Structural
- Utility System Services and Planning
- Geotechnical/Testing

SPRWS intends to select one or multiple firms in each separate area. (Note: SPRWS reserves the right to decline all proposals/qualifications and select no vendor for any separate area as well.) SPRWS will seek to enter into a master contract arrangement with each selected firm. The master contract will define key contractual terms (such as hourly billing rates) without establishing any concrete scope of work. As SPRWS identifies organizational needs during the course of normal business, they will utilize the established master contracts to quickly and efficiently outsource engineering work to selected vendors.

The list under each discipline is not an exhaustive list. It is intended to represent possible tasks related to each discipline. Firms do not need to provide all the services listed in each discipline in order to propose on that discipline. The proportion of the listed services that a firm is able to provide and has provided in the past will be considered when assigning scores to each proposal.

#### **General Engineering**

##### **Summary of Services**

- Provide technical engineering expertise in the preparation and development of site specific and/or comprehensive system plans; prepare special studies, review of private development plans, feasibility reports and detailed plans and specifications for specific improvement projects; provide the necessary professional and technical workforce to supervise and manage improvement contracts and provide technical assistance to the SPRWS's professional staff as required.

## Planning

- Prepare, review, update and revise comprehensive water main and water quality plans.
- Preparing and implementing water quality monitoring and hydrologic/hydraulic analysis.
- Preparing and implementing erosion control, storm water pollution prevention plans, and various Best Management Practices/ Low Impact Development techniques.
- Complete wetland delineation and mitigation analysis.
- Prepare feasibility studies, plans, and project implementation regarding HVAC and other campus mechanical needs.
- Prepare capital project feasibility studies.
- Advise staff and Board of estimated costs, alternative financing methods and recommended schedules of needed capital improvements to implement provisions of the strategic plans.

## Construction

- Prepare preliminary engineering and feasibility reports for proposed projects.
- Perform topographic surveying for design purposes.
- Prepare detailed plans, specifications and technical drawings necessary for the construction of public improvements. (Autodesk Civil 3D format only.)
- Provide professional public communications expertise (i.e. virtual presentations, website, hotlines, etc).
- Determine and provide legal descriptions and assist in the acquisition of necessary easements.
- Conduct pre-construction meetings and coordinate with other utility companies, contractors, governmental agencies, etc., to ensure the proper scheduling, permit applications and general supervision of public and private improvement contracts.
- Perform construction staking and location surveying.
- Perform inspection and construction observation services to ensure compliance with agency standards and approved plans and specifications.
- Document the type and location of public improvement installations and prepare accurate record plans reflecting all changes or modification.
- Prepare contract Close-Out Reports and perform the testing and inspections necessary to recommend acceptance to staff and the Board.
- Provide overall contract/project management acting on behalf of and as an agent for the SPRWS.

## Miscellaneous

- Provide necessary information as requested by staff in preparation of annual reports, budgets, bond obligation finance statements, etc.
- Grant funding and applications
- Perform other related duties as requested in writing by the Board or authorized staff.

## Electrical/Communications

- Define and prioritize preventative maintenance needs. Assist with establishing and maintaining a successful preventative maintenance program for electrical infrastructure. (Note: all assistance is programmatic; SPRWS staff or separate contractors will perform the PM labor.) Help to “right size” preventative maintenance program, balancing maintenance costs with the costs of deferred/neglected maintenance.
- Assist with maintaining up-to-date and accurate one line drawings of SPRWS infrastructure
- Assist with procurement when new electrical upgrades are required (i.e. develop scope of work, owner preferences/standards, etc.)
- To the extent possible, perform design work and develop bidding documents for new electrical projects
- Develop commissioning plans for new electrical installations and ensure that commissioning is satisfactorily completed. Review electrical installations to ensure that constructed product meets the project’s goals.
- Review electrical plans developed by other firms, identify potential issues/concerns, coordinate SPRWS’s review plans by processing information and identifying items relevant to SPRWS’s interests.
- Respond as needed to emergency calls (outside of normal working hours) to address electrical emergencies in SPRWS’s system.
- Work with SPRWS staff to regularly review electrical infrastructure to identify which electrical components have the highest likelihood of failure and the highest consequence of failure. Identify potential projects that result from these reviews; assist SPRWS in prioritizing projects.
- (Preferred) Have familiarity with SCADA programming and integration (specifically Ignition software) and best practices or be prepared to subcontract with an integration professional on behalf of SPRWS to program SCADA interfaces, debug communications problems, improve P&ID loops, etc.
- Coordinate with integration professionals (from SPRWS or separate contractor) as needed to ensure that electrical infrastructure and hardware supports SCADA needs.
- Assist SPRWS in developing clear electrical standards for infrastructure. Assist SPRWS in developing clear lists of SPRWS’s preferred equipment/manufacturers/etc. Ensure that these preferences are based on sound logic and not just limited perspective.
- Advise SPRWS on appropriate staffing levels for electrical maintenance. Review productivity of SPRWS’s electrical staff and norms at other similar facilities to determine whether staffing changes are advisable.
- Educating SPRWS staff with no electrical background to establish a basic understanding of how various pieces of electrical equipment work together to meet operational goals/needs
- Energy management
- Electrical use and cost analysis

- System rehab (MCCs, wiring, etc.)
- System and campus electrical infrastructure
- Fiber
- Cellular
- Radio
- Telemetry
- Alarms

### **Land Surveying**

- Subdivisions/plats
- Certificates of Survey
- Easement descriptions
- Lot corner (re)placement

### **Structural**

- Reservoirs, elevated storage, and holding tanks
- Buildings
- Retaining walls
- Bridges
- Communication Towers
- Inspections of facilities for structural stability. Particularly, experience with non-invasive inspections that do not limit operations. Many of SPRWS's structures prevent significant inspection challenges (i.e. buried infrastructure, infrastructure that is full of water at all times, tanks that sit high off ground level); experience with non-conventional structural inspections of these types will be particularly valuable.

### **Utility System Services and Planning**

- Water Treatment Plant Facilities Design/Inspection/Preventative Maintenance
- Capital planning and project prioritization for drinking water utilities
- Water Treatment/Distribution System Operational Studies
- Water Storage Facility Design/Inspection/Preventative Maintenance
- Pumping/Lift Station Design, Rehabilitation, inspection, preventative maintenance
- Rate Cost of Service Studies, Rate analysis and design
- Water Storage Tank/Tower inspections, preventative maintenance, and design
- Cathodic protection analysis and reporting
- Water Distribution System Hydraulic Modeling
- Drinking water treatment optimization using water quality monitoring (at the plant and throughout the distribution system)
- Chemical feed system design and operation (storage, pumping, safety, optimization, maintenance, etc.)
- Operator training and support (drinking water treatment and pumping operations)
- Regulatory compliance (MDH, MPCA, DNR, etc.)

### **Geotechnical**

- Slope stability

- Materials testing
- Geotechnical reporting
- Geotechnical engineering

## 5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

### Project Timeline:

**RFQ available: January 2, 2024**

**Questions must be submitted no later than 4:00 PM CST of January 19, 2024.**

**Addenda will be release on: Friday, January 26, 2024**

**Qualifications must be submitted no later than 4:00 PM CST of February 2, 2024**

Questions or Qualifications must be submitted on Supplier Portal via [www.stpaulbids.com](http://www.stpaulbids.com)

Each elected firm will enter into a master agreement with the City for the engineering services provided. It is anticipated that these contracts extend for three (3) years from contract execution date with the ability to renew the contract up to two (2) times in one (1) year increments.

## 6. BUDGET

DO NOT INCLUDE ANY FEE OR FEE SCHEDULE IN YOUR PROPSOAL

- Fee schedule will be requested after firm selections have been made.

## 7. RESPONDER QUALIFICATIONS

If a Respondent wishes to apply for consideration in more than one discipline/area **the respondent should submit separate qualifications statements for each discipline/area.** For example, if a firm wishes to apply for consideration in both the Structural and the Land Survey categories, the firm must submit two separate statements of qualifications with each SOQ being specific to only one discipline. Joint venture or firm partnerships are allowed, but the proposal should clearly identify who the lead firm will be on the contract.

Include an explanation of the RFQ, the name of the firm, local address, telephone, Web site address, name of the contact person, and the date.

### Table of Contents

- Include a clear identification of the material by section and page number.

### Consultant Profile

- Include the areas of expertise proposed to be provided directly by the firm.
- Include qualifications of the firm as it relates to services to be provided.
- Identify any innovative ideas, unique value propositions, etc. that you believe make your firm uniquely suited to provide the best service to SPRWS



- Identify what resources the key personnel (identified by resumes below) will have access to. Examples include: as-needed access to a deep bench of experts within the firm, access to unique software/tools that can support the scope of work, existing relationships with subcontractors that can be leveraged for support. Essentially, explain how the personnel identified in the SOQ will be provided with the resources and relationships necessary to succeed.

Resumes

- Include the qualifications and resumes of the professional staff that will be routinely assigned to various projects.
- Include the name(s), experience, and qualifications of person(s) that will be routinely responsible for the management and administration of a contract with SPRWS.
- Identify the short and long-term availability of the aforementioned staff.

References

- Please include a list of clients where related services were provided by staff (identified in Resumes above) and the name and telephone number of a person who may be contacted at that municipality.
- Include a list of current clients identifying projects in progress, the specific activities being performed, and the name of a reference person who may be contacted.

**8. PROPOSAL/QUALIFICATION EVALUATION CRITERIA**

The City of Saint Paul will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

Quality of the Qualifications proposal <i>Does the proposal/Qualification meet the proposal guidelines outlined in the RFQu.</i>	10
Project approach and plan for performing services <i>Does the proposer clearly understand the project scope, client needs, and identify a plan for performing the services listed in the RFQu.</i>	30
Experience and qualifications of key personnel <i>Does the proposer identify key staff that have the necessary experience and capacity in that discipline to perform the services listed in the RFQu.</i>	30
Firm experience	30

<i>Does the firm proposing have the necessary experience and capacity in that discipline to perform the services listed in the RFQu.</i>	
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A staff committee will review the proposals against the criteria in this RFQu and score proposals. The City reserves the right to request additional information from Proposers during any phase of the proposal evaluation process.

During the evaluation process, the City reserves the right to set up interviews with the proposers. If the City elects to have interviews, the City may select up to five (5) firms for each discipline to participate in an interview. The City requires that the project manager and any other key individual(s), as identified in the SOQ, for the project participate in any interview process. Proposers will be expected to pay for any costs they incur for the interview process along with any costs associated with preparing and transmitting proposals.

The City reserves the right to ask for additional information or clarification of the submission from any or all proposers.

The final contract award will be conditioned upon the successful proposer's complying with all terms and conditions, mutual agreement about the final work plan, and completion of a contract agreeable to all parties.

**9. PUBLIC INFORMATION**

Data submitted by a business to the City in response to a Request for Qualifications are private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder's response to a Request for Proposals are private or nonpublic data until completion of the evaluation process. "Completion of the evaluation process" means that the City has completed negotiating the contract with the selected vendor. After the City has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. Proposals submitted in response to an RFQu become the property of the City and will not be returned.

If all responses to a Request for Qualifications are rejected prior to the completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a re-issuance of the Request for Qualifications results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remains public. If a re-issuance of an RFQu does not occur within one year of the proposal opening date, the remaining data become public.

**10. QUALIFICATION REJECTION**

This Request for Qualifications (RFQu) does not obligate the City of Saint Paul to award a contract or complete the proposed project and each reserves the right to cancel this RFQu if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFQu format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFQu. City of Saint Paul reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Saint Paul Regional Water Services reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFQu;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFQu;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in SPRWS's sole discretion. SPRWS also reserves the right to change the evaluation criteria or any other provision in this RFQu by posting notice of the change(s) on the [www.stpaulbids.com](http://www.stpaulbids.com). Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.