



REQUEST FOR PROPOSALS

Princeton, Minnesota

INDUSTRIAL PARK EXPANSION AND MODERNIZATION

INTRODUCTION

The intent of this REQUEST FOR PROPOSAL (RFP) is to identify a qualified Engineering firm hereafter referred to as "Engineer", to provide professional services to design the following improvements: 21st avenue connection and modernization of 19th Ave including trails and walk ways, industrial park extension on 1st Street and 21st Ave., sewer and water infrastructure extension improvements and modernization, stormwater management of new site and modernization through existing industrial park. Additional items may be considered or added as progress occurs.

The City of Princeton is in the process of applying for funding to alleviate the cost burden on the city. The project involves the use of various funding sources including the Federal Economic Development Authority (EDA), Minnesota Department of Economic and Employment Development (DEED) with various state and federal program requirements.

All project costs, including (but not necessarily limited to) design, engineering, consultants, testing, materials, construction, construction engineering and contingencies must be included in the proposed budget amount. Please see the attached budget for a breakdown of budgets established for the individual improvements included in this RFP. The design project must be completed by March xxx.

The design of improvements will fit within the guidelines set by federal and state funding requirements and the attached forms SF-424, ED-900C; subsequently aligning with building standards set by the City of Princeton, the FAA, and MN DOT.

All improvement designs and features should take into account and use the topography and view scape of the site in the best way possible to create an

attractive setting that fits into the city's facility environment. The Engineer is encouraged to limit earthmoving from outside the project area and, when possible, make use of existing on-site materials.

The City of Princeton intends to enter into a contract with the Engineer to allow for design and construction engineering services for industrial park improvements and modernization of existing infrastructure. Specific services of the Engineer will include, but not be limited to: site analysis, conceptual design, construction cost estimating, project bidding and design/development. The selected Engineer will be responsible for preparing a detailed scope of services for their professional services as part of their RFP submittal for mutual party review and approval. That scope of services will be incorporated into a contract.

The successful selected Engineer will work with the Public Works Director, Community Development Specialist and other City Staff members to develop and design the improvements to meet the needs and expectations of the City and any possible grant funding guidelines.

SCOPE OF WORK

It is the intent of the City of Princeton that the selected Engineer provides all design and engineering services, as required to construct the proposed project(s).

The City of Princeton reserves the right to hire the awarded Engineer (through this RFP) the contract for the full scope of the project if deemed appropriate and in the best interest of the City, timeline and project.

Project scope of this RFP is to review the concepts provided, to develop those concepts into construction drawings and specifications, to prepare bid documents and advise the City during the bid process, and to oversee the construction after a contract has been awarded to one or more successful bidding construction firm(s).

REQUEST FOR PROPOSAL (RFP) SUBMITTAL REQUIREMENTS

All proposal responses submitted must address each of the following with all information as requested herein and any additional information necessary to summarize the overall benefit of the proposal to the City of Princeton.

Please be advised that the greater the degree of specificity, the more likely it will be for the City to review your responses favorably. Proposal submittal responses should include, but are not limited to, the following information.

1. **Cover Letter** that includes the name, mailing address, telephone, and email address of the Engineer. This letter shall be signed by the person having authority to make the proposal and who will be the person signing the formal contract with the City. Either include within your cover letter (OR) include elsewhere within your RFP submittal a complete description of your

Design/build team. Include the number of years you have been doing business and the prior experience you have had with similar contracts/agreements. Include information related to the prior experience your team has had with Design services.

2. **Organizational Chart** showing all key individuals who will be assigned to this project. Provide either resumes or information of key team members including previous project experience. Include roles and responsibilities for each key team member within this project.
3. **List of Previous Park and/or Other Projects** completed in the last ten years, and provide current contactable references. Include contact names, addresses, emails and telephone numbers.
4. **Design/Engineering Strategy:** Present a strategy to the delivery approach for this project. Please address each of the following considerations:
 - a. A brief outline of the plan to complete identified elements as laid out in the grant application with any suggestions or necessary modifications.
 - b. Provide comments, ideas or thoughts on modifications to the project that the city may wish to consider as the design phase advances.
 - c. Provide any other information (written and/or graphics) necessary to convey the image/intent of both the experience and the features proposed within your conceptual plan.
 - d. Propose cost control mechanisms and your approach that will allow delivery of the project within the specified project budget. The plan should include both design and construction phases of the project.
 - e. Provide a quality control plan for the project working with City staff. Include considerations for both design and construction engineering quality control.
5. **Preliminary Engineering Report (Form ED-900C)** Please complete Section C on the attached form.
6. **Timeline/Schedule** Assume that the project will commence in time to complete the project no later than
7. **Warranty Information & Guarantees**: Specify any, if applicable, on your work performed.
8. **Other Optional Information**: Feel free to note anything else deemed of importance in helping the City in the selection of a Engineer.
9. **Submit two (4) copies of proposal and one (1) digital PDF copy.** Please don't staple or bind as the City will make copies for the selection committee.

CONDITIONS OF PROPOSAL SUBMITTAL

All proposing Engineers should comply and must be able to meet with all conditions, requirements, and specifications outlined within this RFP. Proposals should include

all of the information requested in this RFP and any additional data that the respondent deems pertinent to the understanding and evaluating of their proposal response. Failure to provide requested information or any significant deviation from what is requested within the RFP may constitute cause for rejection of the proposal. The City reserves the right to request any Engineer submitting a proposal to clarify its proposal or to supply additional information necessary to assist in the City's selection. A duly authorized official of the proposing Engineer submitting the proposal must sign the proposal. All aspects of the proposal shall be valid for a period of sixty (60) days following the deadline for the receipt of the proposals.

At the discretion of the City, Engineers submitting proposals may be requested to make presentations as part of the evaluation process. The Engineer respondent should not withhold any information from their written response in anticipation of presenting the information orally, since oral interview presentations may not be solicited. The City will not reimburse the respondents to this RFP for any costs associated with the preparation and submission of said proposals, or in the preparation for and attendance at a presentation.

The City of Princeton reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing Engineer as deemed in the best interest of the City of Princeton. The City of Princeton will not return proposals, or other information supplied to the City, to proposing Engineers. All proposals, and the materials submitted within the proposal, shall become the property of the City of Princeton. The City shall have the right to use all ideas and adaptations of ideas contained in proposals received.

EVALUATION OF PROPOSALS & SELECTION CRITERIA

City of Princeton City Council and staff will evaluate all proposals. Proposals will be evaluated on the basis of the evaluation criteria noted below. The evaluation will include a review of the plans submitted, the proposed not-to-exceed cost for services including a fee schedule for all aspects of the project. The Design-Engineering Engineer selected for the award will be chosen on the basis of the apparent greatest benefit to the City in regard to the park improvements they are proposing.

The Selection Committee will review the responses to the RFP and will rank the proposers based on the criteria set forth in this section. The criteria that will be used to evaluate the qualifications of each RFP received include, but is not limited to, the following, in no particular order of importance:

1. Qualifications and experience as indicated by prior successful completion of similar projects.
2. Qualifications and experience of key individuals assigned to project, as indicated by prior involvement in similar projects.
3. Qualifications and experience.

4. Demonstrated ability to meet time and budget requirements.
5. Warranty provided and quality of warranty.
6. Demonstrated ability and willingness to work with City's Public Works Department to save on project costs and maximize in-kind value for labor, materials and/or equipment secured.
7. Conceptual Plan, with features proposed.
8. Responsiveness to needs of City, both in service cost and in the scope of the services offered.
9. Degree to which the proposal meets or exceeds the terms of the Request for Proposal.

The City of Princeton reserves the right to accept or reject any or all submittals received in response to this solicitation, with or without express reasoning. The City also reserves the right to waive any informalities and/or minor irregularities in submittals received, if deemed to be in the best interests of the City of Princeton. Finally, the City of Princeton reserves the right to communicate with any Engineers in order to clarify any aspect(s) of their RFP submittals.

QUESTIONS & INQUIRIES

All questions and inquiries related to this RFP should be directed to the attention of: Stephanie Hillesheim, Community Development Specialist, at 763-389-2040 or shillesheim@princetonmn.org.

SUBMITTAL DATE & LOCATION

All proposals must be received by the City of Princeton, 705 2nd Street North, Princeton, MN 55371 prior to 8:00 a.m. on -----Proposals should be submitted in a sealed envelope plainly marked "RFP – INDUSTRIAL PARK EXPANSION."

INSURANCE REQUIREMENTS

The Engineer agrees to procure and maintain in force during the term of the contract the following coverage:

1. Worker's Compensation Insurance, as required by the State of Minnesota.
2. Commercial General or Business Liability Insurance (\$1,500,000 minimum) with the City of Princeton listed as additional insured.
3. Proof of automobile liability, general liability, and umbrella liability must be provided.
4. A Certificate of Insurance shall be completed by the Engineer's insurance agent(s) as evidence that policies providing the required coverage, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the City of Princeton prior to the commencement of any services. The completed Certificate of Insurance will be filed with the City of Princeton.

COMPENSATION SCHEDULE

Upon award, the City will tender on a monthly basis up to 85% as billed to the Engineer as a partial payment for the project work. Upon completion and acceptance by the city, the City will tender the balance to the Engineer. The completed project must meet with the final approval of the City prior to final payment.

SPECIAL PROJECT REQUIREMENTS

The selected Engineer will be responsible for completing all phases of the design and construction engineering services of this project as indicated within their RFP proposal documents submitted. In addition, they will be responsible for working cooperatively with all City of Princeton staff.

Following the award of this project and on mutually agreed upon days, the project manager and their team will meet with the Public Works Director for project meetings as needed or called.

Appearance and safety of the finished work are of primary importance in all phases of this project. Any portion of the work may be rejected due to appearance or structural imperfections that create hazards to users.

City of Princeton realizes that it is impossible to predict the exact location of improvements due to natural, manmade features existing prior to the start of construction. Conditions on the ground, materials, and public safety will determine the exact and final routing and feature locations. The proposed path/road/plat locations and features will be shown on a Conceptual Plan, but may move +/-15 feet in any direction. Roads, trails and features will be built in accordance to the standards and specifications described in the Engineer's construction plans. All natural, manmade, and engineered technical features should be presented on these plans.

PROJECTED TIMELINE FOR PROJECT

- Release of Request for Proposals (RFP):
- Engineer Site Inspections with owner (optional):
(Call Bob Gerold 763-234-0212 to schedule)
- RFP Submittal Deadline: 8:00 a.m.
- Evaluation of Proposals:
- Interviews of firms (optional) if needed:
- Council Approval/Award of Project & Engineer:
- Engineer Mobilizes & Design/Const. Begins:
- Anticipated Project Completion Date (or earlier)

Note: All dates are preliminary and are subject to change.

PROPOSAL AND CONTRACT CONDITIONS & PROVISIONS

All proposals must be submitted in accordance with all terms, conditions, specifications, and stipulations contained herein. Engineer respondents shall carefully read and be familiar with all terms, conditions, specifications, and stipulations contained in this RFP, and complete all information requested, as failure to do so may result in the disqualification of the proposal. City of Princeton reserves the right to waive any technical or formal errors or omissions within the RFP, and to reject any and all proposals.

All proposals must be signed by a duly-authorized official of the submitting respondent (Engineer). The completed and signed proposal, together with all required attachments, must be submitted to the City of Princeton, 705 2nd Street N. Princeton MN 55371 on or before 8:00 a.m. on xxxxx.

City of Princeton will enter into a contract with the selected proposer (Engineer), for which they are to perform the project scope of work they have outlined within their RFP submittal. The City reserves the right to negotiate optional items and/or services with the selected proposer (Engineer).

The successful respondent (Engineer) shall be in complete compliance with all the specifications, terms and conditions of this RFP as outlined herein, as the Request for Proposal will be referenced and become part of the final contract between the City of Princeton and the Engineer.

The successful respondent (Engineer) may be required to submit satisfactory evidence that they have a practical knowledge of the particular work, as described, and that they have the necessary financial resources to perform and complete the work outlined in this RFP.

This RFP requires a formal contract to be prepared by the City of Princeton that will be used to finalize an Agreement with the Engineer, and his scope of work for the project, as a result of this RFP.

Commented [RB1]: Who would do this?

The City of Princeton would like to thank all of the Engineering Firms for the time, energy, and effort that everyone put into submitting a Proposal for the project.