



**REQUEST FOR PROPOSALS FOR
CONSTRUCTION ADMINISTRATION
WASTEWATER TREATMENT PLANT
RENOVATIONS**

FOR

THE CITY OF LITTLE FALLS, MN

May 2019

Submission Deadline: May 15, 2019 – 5:00 PM

REQUEST FOR PROPOSALS FOR CONSTRUCTION ADMINISTRATION SERVICES

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In 2016, the City of Little Falls conducted a feasibility study on the renovation of our Wastewater Treatment facility. The study was to determine the most efficient alternative to meet the Minnesota Pollution Control Agency's new phosphorus limit strategy as a part of the National Pollutant Discharge Elimination System (NPDES) Permit. The best alternative was to renovate and construct a new oxidation ditch and aerobic digestors, while removing obsolete features on the existing facility; and to reutilize and update as many of the existing structures as possible. This project is anticipated to take 18 to 24 months to complete. Rice Lake Construction Group, Deerwood, has been awarded the construction project.

COMMUNITY/POSITION HISTORY

Little Falls is a historic, welcoming, full service city of approximately 8,500 people located on the Mississippi River within 40 miles of St. Cloud and Brainerd. Little Falls is a Charter City under Minnesota State Law. The City Council, which governs the city, is made up of a Mayor elected at large and seven Council Members elected by three wards, and one at-large serving four-year terms; each has one vote on the City Council and elected from the Council Members is a Council President to preside over the meetings. The City Administrator reports to the City Council and is responsible for managing the operations of the city. City Council meetings are the 1st and 3rd Mondays of each month, except during federal holidays, they will move to the following Tuesday.

The city employs approximately 47 full time/part time benefited employees and approximately 50 part time/seasonal non-benefited employees. Police protection is provided by 12 licensed peace officers and fire protection is provided by 1 full-time fire chief and 33 paid on-call firefighters. Unionized employees are represented by four (4) separate bargaining units. The City also has a prosecution services agreement with the Morrison County Attorney's Office. The City also uses legal services with other firms in relation to personnel matters, bond counsel, development agreements and cable television franchise.

The total 2019 budget for the City is \$12,276,590 with the General fund budget at \$6,116,800.

The City has 7 boards/commissions/committee including a Joint Powers Airport Commission, Economic Development Authority, Housing and Redevelopment Authority, Heritage Preservation Commission, Planning Commission, Park, Recreation and Tree Board, Library Board.

SECTION ONE: SCOPE OF CONSTRUCTION ADMINISTRATION SERVICES

Scope: The Basic Services to be provided by Consultant as set forth herein.

Construction Phase Services include but are not limited to the following:

- Preparing for, attending, and presiding over construction meetings including preconstruction conference and monthly progress meetings.
- Construction observation by Project Manager, Project Engineer, or Resident Project Representative.
- Review of required submittals including schedules, shop drawings, test results, and other documentation the Contract is required to submit.

- Responding to Contractor's questions during construction.
- Preparing and issuing field orders and change orders.
- Review contractor's applications for payment and make recommendations to Owner.
- Assisting the Owner with paperwork to meet funding agency requirements.
- Any other services related to the renovation project not currently listed in this scope.

Items Not Included in This Scope of Services

- Wage Compliance Monitoring and Payroll Report Reviews. These tasks are required by the funding agency for this project.
- Construction Material Testing. This will be performed by an independent testing laboratory contracted directly by the City.

Schedule: This agreement will apply to work from the time it is approved by the City Council, May 20th until the project is final and all agencies requirements have been met.

SECTION TWO: INSTRUCTIONS TO PROPOSERS

1. Proposals should be submitted to Jon Radermacher, City Administrator, City of Little Falls, 100 7th Ave NE Little Falls, MN 56345. Proposals must be received no later than 5:00 p.m. on Wednesday, May 15, 2019.
2. One (1) electronic copy (pdf) of entire proposal and two (2) paper copies of each proposal should be submitted.
3. All proposals submitted must provide complete information as indicated in this request. Any other information that the respondent wishes to include for evaluation and consideration by the City as part of the proposal may also be included.
4. Questions regarding this request should be directed to City Administrator Jon Radermacher, City of Little Falls, 100 7th Ave NE Little Falls, MN 56345, 320-616-5500, or jonr@cityoflittlefalls.com. In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with City staff or City Council regarding their proposals.

SECTION THREE: REQUIRED CONTENTS FOR PROPOSALS

1. **Title Page** - Show the RFP subject: Construction Administration Services, the name of the respondent's firm, address, telephone number, e-mail, name of contact person, and the date.
2. **General Information**
 - Provide a brief background history of the firm. An organizational chart or description of office organization would be helpful.
 - Designate the primary contact and identify those who would be working in more specialized areas.
 - Describe how the firm would structure the working relationship between the Project Manager and the City Council, City Administrator and other staff members.
3. **Knowledge and Experience** - Provide information demonstrating the knowledge and experience of the firm related to the following, this will account for up to 50% of the points considered:
 - a. Experience with Wastewater Treatment Facility renovations, to earn full credit for the points, firms must have experience in the following:
 - a. One WWTP project of at least \$20 million in scope.
 - b. A WWTP renovation project that stages construction as to keep the existing WWTP on-line throughout the total project.
 - c. A Public Facilities Authority financed project that included grants from either Point

Source Implementation, Wastewater Infrastructure, Green Projects Reserve, etc.

- b. Experience with Phosphorus reduction implementation.
 - c. Experience working with Rice Lake Construction Group
 - d. Experience working in the City of Little Falls and our WWTP.
4. **References & Resumes** - Provide a reference list of three (3) recent (within five years) municipal wastewater projects. Please provide contact information including, address, phone number and e-mail address. Include resumes for all staff that would be dedicated to the on-site work for the project. These items will account for 30% of the points considered.
 5. **Fees** - Identify your fees for the project: this must include an estimate of the total scope of work, the expected ratio of Construction Administration costs to total project costs, and anticipated total hours for services related to the project. This item will account for 10% of the points considered.
 6. **Experience in Construction Administration of a Design from another firm** – Describe any experience performing Construction Administration of a design that was completed by another firm. Include details about the process that was taken to understand the design and work to successfully bring the project on time and within budget. This item will account for 10% of the points considered, and full points will be awarded to existing firm that provided the design.

CONFLICT OF INTEREST STATEMENT

Indicate whether your firm has any conflict of interests with current employees or elected officials of the City of Little Falls.

AFFIRMATIVE ACTION

The City of Little Falls requires affirmative action and therefore, the firm selected shall not discriminate under the contract against any person in accordance with federal, state and local regulations. *The City of Little Falls does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual preference, disability or any other basis protected by law in the admission or access to, or treatment or employment in, its programs, activities or services.*

SECTION FOUR: SELECTION PROCESS/PROPOSAL EVALUATION AND CONTRACT AWARD

The City intends to award a contract to the respondent evaluated to be best qualified to perform the work in Section One for the City, based on the extent and quality of the firm's knowledge and experience with Wastewater Treatment Plant renovations, PFA projects, Phosphorus reduction, references, resumes, fees and experience in working off of 3rd party designs. Other performance factors may also be considered.

The City of Little Falls 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.

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

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and a consultant be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another consultant or reject all of the statements of proposal. Upon completion of negotiations agreeable to the City and the consultant, a contract shall be executed.

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.

Timeline

Action	Date
City Council Approval of RFP	May 6, 2019
Advertisement of RFP begins	May 7, 2019
Deadline for RFP	May 15, 2019 – 5:00 p.m.
Consideration of approval of selected firm and award of contract by the City Council	May 20, 2019
New contract begins	To Be Determined

SECTION FIVE: CONTRACT ETHICS

1. No elected official or employee of the City who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any City employee or council member, or for any City employee or council member to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.
3. The firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.
4. The firm shall not accept any client or project that places it in a conflict of interest with its representation of the City of Little Falls. If such a conflict of interest is subsequently discovered, the City shall be promptly notified.