

City of Crosslake

Request for Proposal for Engineering Services

SUMMARY

The City of Crosslake requests concise and condensed proposals to provide professional engineering services. Proposals must be received no later than 4:00 PM, December 14, 2020. Proposals received after the above date and time may not be considered. Firms selected as finalists *may be* asked to interview before the City Council. If the Council desires, an interview schedule will be established.

Please submit eight (8) copies of your proposal and one electronic copy to:

CITY OF CROSSLAKE
Attn: Char Nelson, City Clerk
13888 Daggett Bay Road
Crosslake, MN 56442

Notwithstanding any other provisions of the RFP, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers. It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City may also identify more than one service provider in order to ensure backup or obtain specialized expertise, if it determines that it is in the best interests of the public to do so. The City of Crosslake shall not be liable for any losses incurred by any responders throughout this process.

GENERAL INFORMATION

The City of Crosslake is located in Crow Wing County, on the Whitefish Chain of Lakes with over 121 miles of shoreline. The City is situated in the east central portion of Minnesota approximately 80 miles north of St. Cloud, 90 miles southwest of Duluth and 20 miles north of Brainerd. Access is provided via County State Aid Highway 3, 66 and 16. There are approximately 52 miles of paved streets within the City's corporate limits.

The City encompasses approximately 37 square miles of land area, and the 2010 Census data places the population at 2,141. Crosslake is a significant recreation destination which is reflected in a seasonal population approaching 10,000.

Crosslake operates its own waste treatment facility and serves primarily the commercial sector and adjacent residential areas. The balance of the City is served by individual septic systems. Fire protection is provided by a 26-member paid on-call fire and rescue department consisting of a pumper, tanker, combination pumper/tanker as well as other miscellaneous fire fighting and rescue equipment. The City operates its own police department with 6 full-time officers and several part-time officers as well as 6 city-owned fully equipped patrol cars. The City is surrounded by the Whitefish Chain of Lakes and the City has more than 152 acres of municipal parks. Facilities include a picnic shelter; 2 ball fields; 3 tennis courts; a skating rink, a playground, a community center with library, gym, and meeting rooms.

City of Crosslake

Request for Proposal for Engineering Services

SCOPE OF SERVICES

The City of Crosslake wishes to contract with an outside engineering consulting firm or individual to provide engineering services, referenced herein after as "City Engineer". The City Engineer shall perform such duties as may be usual and customary within the profession and as set forth within the City Ordinances and Regulations, or any additional engineering matters as directed by the City.

RESPONSIBILITIES

1. Maintain an accurate understanding of the city's comprehensive plan, zoning ordinances, subdivision regulations and other city codes and policies, with special emphasis on infrastructure conditions and needs;
2. When necessary, meet with City Staff to review project proposals to assure that there is a clear understanding of plan designs and City requirements;
3. Review and, if requested, prepare written reports regarding land use applications and convey comments to the appropriate staff to ensure proper engineering for code compliance and to ensure that timely information is delivered to the Planning Commission and City Council so that they can comply with statutory deadlines;
4. Perform a role as directed by the City Council in the process of preparing or reviewing plans and assessment rolls for projects;
5. Make appropriate presentations before the Planning Commission, Public Works Commission and/or City Council;
6. Attendance at the regular monthly City Council meeting and other meetings as directed;
7. Supports Public Works Commission and staff in planning, budgeting and funding applications; prepares needs assessments and makes cost estimates as directed; assists with technical inspections of infrastructure or provides oversight to third parties performing such activities;
8. Works with outside agencies as necessary to address permits and funding requirements affecting City infrastructure;
9. May participate in right-of-way acquisition for public improvement projects;
10. When directed, prepares detailed plans and estimates for improvement projects (Note that the City Council may decide to utilize other firms for engineering services relating to improvement projects);
11. Represent the City to residents and applicants in a respectful manner and make reasonable efforts to accurately estimate the cost of application related services.

City of Crosslake

Request for Proposal for Engineering Services

CONTENT OF PROPOSAL

Proposals including cover letter and company brochure shall be clear and concise and may not exceed 25 pages and shall contain the following information:

- ❖ Cover letter and introduction (not more than 2 pages) including the name of the firm or individual and the name and telephone numbers of the person(s) authorized to represent the company regarding all matters related to the proposal;
- ❖ A list of current clients with reference contacts of three clients;
- ❖ Resumes of key personnel to be performing the engineering functions for the city, including education and professional certifications;
- ❖ A fee schedule identifying specific hourly rates for key personnel (not a rate range), fee for other services and meeting attendance.

OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of the City of Crosslake and supporting materials will not be returned. The City of Crosslake is not responsible for any costs incurred by the company in the preparation of the proposal or for presentation or related meeting time.

SERVICE AGREEMENT AND INSURANCE

The successful service provider will be asked to enter into a service agreement and to provide a certificate of insurance naming the City as an additional insured showing coverage for liability, workers compensation, and automobile. The service agreement will contain a provision specifying a deadline for submitting invoices. Any invoices submitted for services not billed in accordance with applicable deadlines may, at the sole discretion of the City, be considered invalid and payment may be refused. Any future relationship between the Contractor and the City will be on an "independent contractor" basis and may be terminated by either party, for any reason, following a 30-day notice.

INDEPENDENT CONTRACTOR STATUS

The City Engineer will not be an employee of the city and must meet the IRS requirements for designation as an independent contractor or firm.

City of Crosslake

Request for Proposal for Engineering Services

CONFLICT OF INTEREST

The City of Crosslake requires that service providers disclose conflicts of interest when they may occur. The City, at its discretion, may arrange for alternative third-party support in such cases.

CONTACT INFORMATION

Direct all inquiries regarding the Request for Proposals to City Clerk Char Nelson or City Administrator Mike Lyonais at 218-692-2688.