

Request for Proposals
City of Northfield, MN
Stormwater Pond Assessment
December 6th, 2016

I. Introduction

The City of Northfield is requesting professional consulting services to complete a stormwater pond assessment. The City of Northfield has 48 owned/operated stormwater management ponds or wetlands. Capacity overtime has been reduced due to deposited sediment. The purpose of this assessment is to obtain current sediment levels, provide a cost estimate for sediment removal, and assess the Total Suspended Solid (TSS) and Total Phosphorus (TP) removal effectiveness for City of Northfield Stormwater Ponds.

II. Project Scope

Phase 1: The primary purpose of phase one is to determine a percentage of accumulated sediment in City of Northfield Stormwater Ponds. The consultant shall preform a bathymetric survey and compare this information to pond as-builts and grading plans. If as-builts are not available, LiDAR data shall be used for comparison.

After this step has been completed the stormwater ponds shall be evaluated to determine the estimated life expectancy based on historical and anticipated future loadings. This should provide the City with an idea of the time table at which the ponds are due for large scale pond cleanouts.

Deliverables for this phase include a GIS mapping of bathymetry of existing condition and original constructed. Table of originally constructed storage volume, current storage volume available, and percent accumulation.

Phase 2: The consultant along with City staff shall identify 10 stormwater ponds that have the highest percentage of sediment accumulation and are nearing the end of their life. Once identified, the sediment in these 10 ponds shall be sampled and tested.

Sediment tested from each pond shall be classified by their respective disposal category; SRV-I Residential Land, SRV-II Industrial Land, SRV-III Landfill disposal. The consultant shall follow the guidelines set forth in the *Minnesota Stormwater Manual* for number of sediment cores per stormwater pond. If the consultant cannot perform the sediment analysis, a sub-contractor shall be selected by the consultant to complete this portion of work.

Based on the sediment disposal classification, a project cost estimate shall be provided for sediment removal in the 10 stormwater ponds identified. The project cost estimate shall be based on sediment removal, hauling, disposal, site restoration, engineering, and any other costs associated with the maintenance project.

Phase 3: Assess the Total Suspended Solids (TSS) and Total Phosphorus (TP) treatment effectiveness for each of the 10 selected stormwater ponds. Each pond shall be looked at within their sub-watershed and compared to the sizing design guidelines in the MN Stormwater Manual.

III. Project Schedule

1. City Council Request for Proposal Authorization - December 6, 2016
2. Proposals Due - January 6, 2017
3. Proposal Award - January 17, 2017
4. Phase 1 Completion – June 1, 2017
5. Phase 2 Completion – June 30, 2017
6. Phase 3 Completion and final report– July 28, 2017

IV. Project Meetings

1. Kickoff meeting prior to starting the project
2. Meeting prior to the start of Phase 2
3. Meeting to review and comment on Final Report
4. Presentation to City Council on Report Findings

V. Project Contacts

Prospective responders who may have questions regarding this Request for Proposals may contact:

David Bennett, P.E.
Public Works Director /City Engineer
801 Washington St.
Northfield, MN 55057
507-645-3006
david.bennett@ci.northfield.mn.us

VI. Submission of Proposals

All proposals can be emailed or mailed to me.:

David Bennett, P.E.
Public Works Director/City Engineer
801 Washington Street
Northfield, MN 55057
David.bennett@ci.northfield.mn.us

Proposals shall be submitted no later than 2 PM, CST, on January 6, 2017

- **One (1) digital copy shall be submitted**

VII. Proposal Contents

The following must be considered minimal contents of the proposal:

1. A restatement of the goals and objectives and the project tasks to demonstrate the responder's view and understanding of the project(s).
2. A detailed work plan identifying the work tasks to be accomplished within each phase, and the budget hours to be expended on each task and subtask. A cost breakdown to complete each phase of the project should be included in the proposal.
3. A proposed schedule of the project.

VIII. Evaluation

All proposals received by the deadline will be evaluated by representatives of the City. Factors upon which proposals will be judged include, but are not limited to, the following:

1. An understanding of the project.
2. The firm's background in completing similar projects.
3. The qualifications of staff proposed to be involved with the project.
4. The ability to perform the work in the proposed schedule.
5. Proposed cost of engineering services.

IX. Selection

Selection of a consultant for this project will be based on the criteria noted above. Staff will review the proposals and identify the best qualified Consultant to perform the work. Staff will bring forward a recommendation to City Council for entering into a contract to perform the work.

X. Contract

Included is Attachment 1, which is the City of Northfield's Standard Professional Services Contract. Respondents are to thoroughly familiarize themselves with the provisions contained therein, including the insurance requirements, and will be required to execute this contract prior to presentation of same to the Northfield City Council.

