

**Request for Proposals**  
City of Northfield, MN  
2020 Stormwater Pond Dredging Project  
March 19, 2020

**Introduction**

The City of Northfield is requesting professional consulting services related to the 2020 Stormwater Pond Dredging Project. The City of Northfield is seeking a proposal for Project Development, Project Design, and Project Construction Phase Services. This project is scheduled for construction in the fall/winter of 2020/2021.

The 2017 report “Stormwater Pond Assessment Study” recommended the dredging of eight Stormwater Ponds. The City of Northfield authorized completion of the improvements to three of the eight stormwater ponds for the 2020/2021 calendar year. These stormwater ponds include Golf Course Pond #2 (PND-0077), Parmeadow Park Pond #1 (PND-0042), and Parmeadow Pond #3 (PND-0044). These improvements require completing design plans and specifications, obtaining permits, bidding the project, and managing the construction of the project.

**Goals And Objectives**

The project shall complement City plans such as the Surface Water Management Plan and the 2017 Stormwater Pond Assessment.

The project improvements shall provide the City of Northfield with the Stormwater Ponds being restored to a condition with an expected service life of 25-30 years for these improvements. The City understands that this may vary due to different sediment loading.

**Task A: Data Gathering**

- Hold a project kick-off meeting to determine specific project details This meeting will include discussing various project logistics such as the schedule for construction of the project, the schedule for completing the plans and specifications, options for dewatering the pond, and the responsibilities of the Consultant and City staff.
- Perform on-site inspection of the stormwater ponds. Inspection should call out bank erosion, repairs of inlets/outlets needed, and inspection of the rock spillways. Any inspection findings that require maintenance shall be included in the construction plans.
- Pond bank erosion has already been identified on Parmeadow Pond #1 and construction plans have been drafted to fix this issue. Plans will be attached in the appendix and should be incorporated into the design.
- Perform additional survey of the identified pond's inlets and outlets.  
When the consultant conducts this survey, should they find that structure modifications are advisable to help the basins operate more efficiently, consultant shall make recommendations based on their findings. This surveying work should supplement the baseline surveying Bolton and Menk performed for the 2017 Assessment.

- Consultant shall conduct pond sediment testing and analysis consistent with the standards set in the Minnesota Pollution Control Agency's publication, "Managing Stormwater Sediment Best Management Practice Guidance" to verify disposal levels.
- Recent updates to the Spring Creek Watershed Model with Atlats-14 data has identified no freeboard between the high water level of Parmeadow Pond #1 and the low opening of 1300 Parmeadow Drive. Consultant to complete survey of the property and recommend options, if any, to mitigate property.

### **Task B: Prepare Construction Plans and Specifications**

- Prepare draft construction design plans and specifications for the improvements to Parmeadow Pond #1, Parmeadow Pond #3, and Golf Course Pond #2.  
The draft plans will include a plan view of current and proposed pond contours and key elevations, supporting cross sections, any required storm sewer modifications, locations of existing storm sewer, and all details required for construction.
- Prepare specifications for the improvements to Parmeadow Pond #1, Parmeadow Pond #3, and Golf Course Pond #2.
- Prepare engineers estimate for project construction. The engineers estimate shall be based off sediment accumulation levels identified in the 2017 Pond Assessment Report and sediment disposal levels identified by the sediment testing conducted in Task A. Any other needs identified by the site visits or specified in Task A shall be included in the estimate. Since the sediment accumulation levels were surveyed and calculated in the 2017 calendar year, the consultant shall use the percent accumulation per year number identified in the 2017 report to calculate additional sediment accumulations between 2017 and 2020 and add that to the total for removal.
- Submit 50% draft plans, specifications, and engineers estimate to City. Organize a meeting to review submittal.
- Submit 95% draft plans, specifications, and engineers estimate to City. Organize a meeting to review submittal.
- Submittal review meetings shall be a conference call or meeting at City offices with City staff. All submittals shall be provided electronically.
- Revise the plans, specifications, and engineers estimate. Consultant shall revise the contract documents per City review. The revised contract documents become the final set to go out for bid.

### **Task C: Permitting**

- MPCA Permitting: Determine and obtain necessary MPCA permits for construction. It is not expected that an MPCA permit for dredging will be required for this project. The Consultant shall verify project size and confirm that the scope of the dredging project falls under the MPCA's Construction Stormwater Permit's exemption list.
- WCA and U.S. Army Corps of Engineers (USACE) Permitting: Convene Technical Evaluation Panel (TEP) if deemed necessary. The TEP plays a central role in the WCA and USACE permitting process. Therefore, it is essential that the TEP be convened as soon as possible to review the permitting issues. At the first/initial TEP meeting, the consultant should provide an overview of the proposed pond improvement projects, and ask the TEP to determine if permitting is required for identified ponds. The TEP would discuss site-specific conditions and technical approaches and how they relate to wetland

regulatory requirements. The TEP includes members from local regulatory agencies and it will make a recommendation to the Local Governmental Unit decision maker about the project plans and specifications and if permitting is required.

- The Consultant shall confirm if any MN DNR Permits are required for this project. If applicable, the Consultant should plan to add any additional requirements from the DNR into the Plans and Specs during the design phase.
- The City will be responsible for the cost of any permit fee associated with the dredging project.

#### **Task D: Public Engagement**

- The Consultant will be responsible for leading a public engagement process. The public engagement process will include one neighborhood meeting accompanied by the City of Northfield Staff. The public engagement meeting shall be held around the time of the 50% Plan submittal.
- The Consultant shall also present at a regularly scheduled City Council meeting when approving plans and specifications and authorization for bids.

#### **Task E: Bidding**

- Prepare advertisement or invitation for bid.
- Prepare contract documents.
- Respond to pre-bid inquiries. The City will lead the bidding process; however, the Consultant will be available to assist in answering questions from bidders regarding the plans/specifications prior to the bid opening.
- Issue addendum. If the City determines that it is necessary to issue an addendum, the Consultant will prepare the addendum and the City will send the addendum to the list of plan holders.
- Bid opening and tabulation.
- Award contract.

#### **Task F: Construction Services**

- Survey. This work includes surveying the completed project to verify that the contractor performed the dredging and storm sewer modification work as called for in the contract documents. The survey work will also aid in determining pay quantities for the project. Rather than providing construction staking, the consultant shall provide the selected contractor with AutoCAD or Civil 3D versions of the design files, along with benchmark information. This will allow the contractor to perform their own surveying. Our scope and cost estimate assumes a single “verification” survey. If the survey shows that the contractor did not perform the work as called for in the plans, subsequent survey(s) may be needed.
- The consultant shall add 24 hours of staking as a base to the proposal.
- Construction administration. This task includes, but is not limited to: attending preconstruction meetings, attending on-site meetings throughout the project, preparing and issuing change orders, approving contractor payment, coordinating with local residents, and approving shop drawings or materials. This will primarily be performed by the City, but the Consultant shall be available to assist the City as needed.

- Construction observation. The consultant shall plan to handle the majority of construction observation with the city assisting as needed. Consultant shall plan for 20 hours a week for 16 weeks as a base. Consultant should also plan for project engineer to be available or on site 8 hours per week for 16 weeks as a base.
- Create punch list.
- Issue letter of final acceptance.
- Obtain as-built information for and create record drawings. The verification survey will become the basis for the record drawings. Consultant will create record drawings showing post-construction conditions, including pond contours and storm sewer modifications.

### **Project Schedule**

- City Council Request for Proposal Authorization – April 7, 2020
- Proposals Due – May 8, 2020
- Proposal Award – May 19, 2020
- 50% Design Plans & Cost Estimate Due – June 26, 2020
- 100% Design Plans & Cost Estimate Due – July 24, 2020
- Approve Plans and Specifications and Authorize for Bid – August 4, 2020
- Bid Opening – September 3, 2020
- Construction – Fall/Winter 2020/2021

### **Proposal Contents**

The following must be considered minimal contents of the proposal.

- A restatement of the goals and objectives and the project tasks to demonstrate the responder's view and understanding of the project(s).
- An outline of the responder's background and experience with particular emphasis on federal, county and local government work.
- Identify personnel that will work on the project and detail their training and work experience. Include professional biographies and resumes for all primary staff involved in the project. As the stated qualifications of the personnel to be assigned to the project will have bearing on the City's award of contract, no change in personnel assigned to the project will be permitted without approval of the city.
- 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.
- A proposed schedule of the project.
- A listing of the names, addresses and telephone numbers of at least three (3) references for whom the respondent has completed wells of at least similar size and scope

### **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:

- An understanding of the project, context of Northfield and the area of this improvement and impact on the community
- The firm's background in completing similar projects.
- The qualifications of staff proposed to be involved with the project.
- The ability to perform the work in the proposed schedule.
- References.
- Results of Consultant's respective interviews.
- Proposed cost of engineering services.

### **Selection**

Selection of a consultant for this project will be based on the criteria noted above. Upon initial ranking of the respondents proposals, the Engineering Department staff will report to the City Council the results of that initial evaluation, and inform the City Council of the ranking of the firms. The Northfield City Council is expected at that point to confirm the ranking of the Consultants, and to authorize staff to negotiate a contract with the highest ranked firm. City will enter into negotiations with the selected consultant to finalize the work plan, including firmly establishing budget hours. Should the City and the selected consultant fail to satisfactorily reach agreement as to the work plan including budget, the City may enter into negotiations with the respondent judged second in the evaluation process.

### **Contract**

Included is Attachment 2, 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.

### **Department Contacts**

Prospective responders who may have questions regarding this Request for Proposals may call, email, or write:

Dave Bennett, P.E.  
Public Works Director /City Engineer  
801 Washington St.  
Northfield, MN 55057  
507-645-3006  
[david.bennett@ci.northfield.mn.us](mailto:david.bennett@ci.northfield.mn.us)

or

Sean Simonson  
Engineering Manager  
801 Washington Street  
Northfield, MN 55057  
507-645-3049  
[sean.simonson@ci.northfield.mn.us](mailto:sean.simonson@ci.northfield.mn.us)

### **Submission of Proposals**

All proposals must be sent to and received by:

Sean Simonson  
Engineering Manager  
801 Washington Street  
Northfield, MN 55057

**Proposals shall be submitted no later than 2 PM, CST, on 05/08/2020**

Late proposals will not be accepted. Submit one (1) hard copy and one (1) digital copy of each proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed by an authorized member of the firm(s). Terms of the project as stated must be valid for the length of the project