REQUEST FOR QUALIFICATIONS
STORM SEWER DISTRICT 124 POLARIS PARK WATERSHED
CITY PROJECT 4707

Background Information

The City of Minot is requesting qualification submittals for preliminary, design and construction engineering services for Storm Sewer District 124 – Polaris Park Watershed.

Provide the City of Minot with preliminary, design, and construction engineering services for Storm Sewer District 124 – Polaris Park Watershed. The project will consist of storm water drainage and conveyance improvements for the Polaris Park watershed as identified in the City's Storm Water Management Plan. The approximate project limits include work on US Highway 83 near 27th Avenue NW, in the airport property, and along the drainage ditch east of the airport and south of 30th Avenue NE.

Severe erosion is also occurring along the 30th Avenue NE ditch and a long term solution needs to be design and constructed. This work is in addition to the scope identified in the City's storm water management plan.

Potential improvements are also contemplated for the Stonebridge Farms outfall and ditch along 30th Avenue NE. The system may not be performing as intended.

Consultant must also provide project management and construction engineering services. The project is estimated to be bid in 2023 with the possibility of shifting the project to 2024.

The project will be funded with a combination of special assessments and storm sewer development funding.

Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by the City. Consultant must also comply with Title VI requirements.

General Scope of Work

The general scope of work is as follows:

1. Preliminary Design Engineering
    a. Obtain as-built information from City records.
    b. Review the City's Storm Water Management Plan for Polaris Park watershed.
    c. Review potential to phase watershed improvements over time.
    d. Perform preliminary surveys of above ground and below ground infrastructure.
    e. Perform geotechnical exploration of the design area to determine utility constructability.
    f. Determine drainage boundary limits and construction boundary limits.
    g. Perform property appraisals for land needed for temporary construction easements and any permanent easements.
    h. Obtain temporary and permanent easements needed to construct the project.
    i. Review existing hydraulic model for the watershed. Make refinements if needed.
    j. Obtain all necessary permits for construction, if any. It is anticipated that permits will be needed from USACE, NDDOT, and potentially DWR.

k. Coordinate scope of work with Minot International Airport staff and consulting engineer. Obtain any necessary approvals, permits, and incorporate safety plan into the design.
l. Aid city staff in developing the engineer's report and assessment rolls to create the assessment district.
m. Conduct public meeting and prepare materials to display to the public.
n. Produce rain on grid inundation mapping in video format for display at public input meetings.
o. Provide City with final electronic model of the system.

2. Design Engineering
   a. Design storm sewer improvements per City Storm Water Design Standards Manual.
   b. Design open channels with necessary channel armoring and erosion control.
   c. Determine water and sewer utility impacts and design solutions.
   d. Design plans and specifications to meet requirements of Minot International Airport and FAA when working on airport property.
   e. Design improvements in NDDOT right of way to meet any NDDOT requirements.

3. Construction Engineering, Surveying, and As-builts
   a. Engineer shall provide a resident project representative (RPR) when construction is taking place. RPR shall document all construction activities, witness all testing, document quantities and prepare pay estimates, process change orders, participate in meetings, and other typical duties.
   b. Engineer shall provide project surveying needs which include preliminary, construction, and as-built surveying.
   c. Engineer shall perform or sub-consult material testing in compliance with City of Minot specifications.
   d. Engineer shall submit survey quality as-builts consistent with the City of Minot record plan policy. All as-builts must be CAD drafted and submitted electronically in dwg, pdf, and one 11x17 paper copy.
   e. All as-built utility information must also be submitted in GIS format to be incorporated into the City's GIS. As-builts must be submitted within three months of substantial completion.
   f. Consultant will deliver to the City a full working storm sewer model in as-built conditions.

4. Project Management
   a. Engineer shall designate a project manager for management duties throughout the contract period. Manager shall oversee the design, plan production QA/QC, bidding and award, shop drawing approval, construction administration, and project closeout.

5. Project Submittals
   a. Engineer shall submit preliminary engineering report that details hydraulic model, drainage boundary, alternative analysis, property impacts, potential construction phasing, and estimated construction costs.
   b. Engineer shall submit 50% plans for review and comment.
   c. Engineer will address the comments from the 50% review and produce 90% plan, specification, and estimate sets for review by the City.
   d. Engineer will produce final bid documents for advertising.
   e. Engineer will produce final records and documents for this project and submit any requested information to the applicable funding agencies.

Department Contacts

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

Lance Meyer, PE
Minot City Engineer
PO BOX 5006
Minot, ND 58702-5006
Phone: 701-857-4100
email: lance.meyer@minotnd.org

Submission of Qualifications and Ranking

All submittals must be sent to and received by:

Lance Meyer, PE
Minot City Engineer
1025 31st St SE
Minot, ND 58701

Responses to the request for qualifications must be submitted to the City Engineer's office by 4:00 pm, February 10, 2023. The firm must submit 5 bound copies and one digital copy. The SOQ must be labeled "Qualifications Submittal for Storm Sewer District 124 – Polaris Park Watershed, Project 4707"

Responders to the request for qualifications must provide the following:

Statements of Qualifications are to be a maximum of 20 sheets double sided of 8 ½" x 11" paper. Resumes may be included in an appendix which is in addition to the 20 sheet maximum. Statement of Qualifications shall include at a minimum the following information which will be scored as follows:

1. Relevant experience with design of municipal infrastructure, storm sewers, storm water hydraulic modeling, street design, and easement acquisition. (20 pts)

2. Relevant experience providing construction engineering services for municipal infrastructure and City projects including project management, construction inspection, surveying, and as-built plan production. (20 pts)

3. Resumes of key personnel and any sub-consultant (if any) who will be assigned to the project. List personnel experience with designing City municipal projects, modeling storm water systems, designing storm sewer systems. (15 pts)

4. List and describe in detail a minimum of 3 relevant and comparable infrastructure projects. (20 pts)

5. Firm's current and projected workload during the project timeline and percentage of time available for staff assigned to this project. (10 pts)

6. Background of firm or firms (if submitting as a team). (5 pts)

7. Location of firm's office and how expenses would be charged. (5 pts)

8. List of 4 references with one being a financial reference. (5 pts)

Each firm will be evaluated on the basis of values assigned to the above factors. One or more firms may be selected for the interview portion of the selection process as determined by appropriate City officials. Interviews will be conducted with the top-ranked firms.

The firm ranked highest through the selection process will be notified by phone and in writing. All firms, other than the highest ranked, will be advised in writing.

Council Selection and Contracting

The firm selected by the committee will be recommended to the City Council for award. The City Engineer will negotiate a scope and fee with the selected firm. The scope and fee must conform to the City of Minot's Engineering Compensation Policy.

If the fee cannot be agreed upon, the City reserves the right to terminate negotiations, and then negotiate with the second and third ranked firms in order, if necessary, until a satisfactory contract has been negotiated.

All costs associated with preparation and submittal of qualifications shall be borne by the submitting firm. The Minot City Council reserves the right to reject any and all proposals.

CITY OF MINOT
ENGINEERING COMPENSATION POLICY

I. PURPOSE

This policy provides a basic compensation policy for engineering services based on a sliding scale percentage of construction costs. The policy is a general guideline for engineering contracts and is intended to fit most circumstances. When needed to fit applicable funding agency requirements or special circumstances (complex projects, multiple prime contracts, startup/testing of equipment, public information coordination), staff can modify the policy to adhere to those requirements or circumstances.

II. GENERAL

In general, each engineering contract will have three parts: preliminary engineering, design engineering, and construction engineering.

Each contract will be set up on an hourly fee not to exceed the contract amount unless authorized by contract amendment approved by the City Council. Reimbursable expenses will be included in the contract amount.

Sub-consultants must be billed through the consultant and included in the monthly invoice. Reimbursable expenses for sub-consultant fees shall not include a markup, however, administering sub-consultants may be included in the hourly fees of the consultant.

III. PRELIMINARY ENGINEERING

Preliminary engineering may include applicable tasks such as preliminary surveys, obtaining records, geotechnical exploration, hydrologic/hydraulic analysis, modeling, environmental engineering and environmental reports, permitting, right of way and easement acquisitions, public information coordination/public involvement, and other necessary engineering efforts or studies needed to initiate the design engineering phase.

Consultant and staff will negotiate the scope and fee of this phase. This phase shall be based on an hourly not to exceed the negotiated fee and reimbursable expenses for this phase.

IV. DESIGN ENGINEERING

Design engineering will include all necessary design work for plan and specification production for the project. It will include all necessary sub-consultant fees for any work performed by others in association with the contract. Design engineering will also include advertising, bidding, bid review, and construction contract award.

Fees for this phase of the work shall be included in the total contract amount based on the City's sliding scale percentage of construction cost and shall be billed hourly not to exceed the contract amount unless authorized by contract amendment.

V. CONSTRUCTION ENGINEERING

Construction Engineering will include survey, full time construction observation (RPR) (unless authorized for periodic inspection), project management, bi-weekly project status reports, RFI, change orders, reporting, pay estimates, preconstruction and other project meetings, punch list creation, Operation and Maintenance manuals review, equipment testing and startup, construction materials testing review and coordination, and record plan preparation according to the City's record plan policy.

Fees for this phase of the work shall be included in the total contract amount based on the City's sliding scale percentage of construction cost and shall be billed hourly not to exceed the contract amount unless authorized by contract amendment.

VI. MATERIALS TESTING QC/QA

Construction materials testing and other field geotechnical testing required for the project will be included in the scope for the consultant however, the cost for these services shall not be included in the sliding scale percentage and are in addition to the contract amount. If the consultant sub-consults this work, the fees for this work will be billed monthly without a markup, and included in the consultant monthly billing to the City. As an additional option, the material testing can be included as a bid item in the construction contract as long as the minimum required testing is specified for the contractor to bid.

VII. CITY OF MINOT PERCENTAGE OF CONSTRUCTION COST GUIDELINES FOR ENGINEERING FEES

Construction Cost Estimate Range	Maximum Fee* as a Percentage of Construction Cost
Less than $100,000	Negotiated
$100,000 to $200,000	15.00%
$200,000 to $300,000	14.80%
$300,000 to $400,000	14.60%
$400,000 to $500,000	14.40%
$500,000 to $600,000	14.20%
$600,000 to $700,000	14.00%
$700,000 to $800,000	13.75%
$800,000 to $900,000	13.50%
$900,000 to $1,000,000	13.25%
$1,000,000 to $2,000,000	13.00%
$2,000,000 to $3,000,000	12.50%
$3,000,000 to $4,000,000	12.00%
$4,000,000 to $5,000,000	11.75%
Greater than $5,000,000	11.00.%

*For design and construction engineering