



**Request for Proposal,  
General Consulting and Engineering Services  
Fargo Public Works**

Date Issued: July 22, 2019

Issued By:

City of Fargo Public Works Department  
402 23<sup>rd</sup> Street N.  
Fargo, ND 58102  
(701) 241-1453 (Phone)  
(701) 241-8100 (Fax)



City of Fargo Public Works is issuing a Request for Proposal (RFP) for  
“General Consulting and Engineering Services – Fargo Public Works”.

Qualified firms interested in responding to the RFP are required to do so by:

11:00 a.m. on Monday, August 5, 2019.

Proposals received after the above cited date and time will be considered late and will not be  
accepted.

All proposals must be submitted to:

City of Fargo Auditors Office  
225 4<sup>th</sup> Street N.  
Fargo, ND 58102

Office hours are 7:45 am to 4:30 pm, Monday through Friday, excluding holidays.

Please make sure the envelope or package is marked:

**“General Consulting and Engineering Services – Fargo Public Works”**

Any questions regarding this RFP, please contact Ben Dow at (701) 241-1453.  
Thank you for your interest.

The City of Fargo, North Dakota, is seeking proposals from qualified firms to provide general consulting and engineering services related to the City of Fargo Public Works Facilities and Operations:

Qualified firms interested in responding to the RFP are required to do so by 11:00 a.m. on Monday, August 5, 2019. Proposals should be submitted to the City of Fargo Auditors Office 225 4<sup>th</sup> Street N., Fargo, ND 58102.

Copies of the RFP are available at the Public Works Facility, 402 23rd Street N., Fargo, North Dakota 58102 or online at [FargoND.gov/BidPostings](http://FargoND.gov/BidPostings).

**1. ANTICIPATED CALENDAR OF EVENTS**

RFP's Available	07/22/19
Proposals Due	08/05/19
Interviews (if deemed necessary)	08/05/19 - 08/06/19
Selection of Firm	08/07/19
Finalize Three-Year Contract	08/08/19
Commission Approval of Contract	08/12/19

**2. CONSULTANT'S RESPONSE**

All proposals shall be signed by an authorized agent of the firm. Proposals shall be marked **“General Consulting and Engineering Services – Fargo Public Works”**. One original and two (2) copies shall be submitted by 11:00 AM, Monday, August 5, 2019, to the City of Fargo Auditors Office 225 4<sup>th</sup> Street N., Fargo, ND 58102.

For further information in advance of responding to this RFP, please contact Ben Dow, Director of Public Works, at (701) 241-1453.

If additional information or clarification is needed by the City of Fargo, firms will be contacted by the City. The City of Fargo intends to select a firm with whom to negotiate a contract by Wednesday, August 07, 2019.

**3. PROPOSAL FORMULATION**

The proposal shall address the General Scope of Services as referenced in Section 7 of this RFP. The following information should be included with the proposal:

A. General Firm Information

- 1) Name and address of firm,
- 2) Type of firm (corporation, partnership, sole proprietorship, etc.),
- 3) Number of years firm has been in business under its present business name,
- 4) As applicable, other names, including parent company name(s), by which your organization has been known and the length of time known by each name,
- 5) Provide firm's standard hourly fee schedule,
- 6) Provide a sample invoice detailing hours worked and services provided, along with a statement as to the frequency of invoicing.

B. Experience of Firm

- 1) Provide number of years firm has been involved with providing municipal wastewater collection, storm sewer collection, water distribution, fleet management and facility design and construction management consulting services,
- 2) Provide a list of three municipal studies or projects completed in the past five years similar in nature to those listed in Section 7,
- 3) Provide two municipal references who are capable of describing your work on past plans, studies or projects.

C. Qualifications of Key Personnel

- 1) Provide the name, title, resume and contact information of principal(s) assigned to the agreement,
- 2) Provide a description of skills, experience, credentials, and unique qualifications of key personnel,
- 3) Provide an organizational chart showing the relationship between firm personnel and the City.

4. **PROPOSAL EVALUATION**

Selection of a firm will be on the basis of proposal reviews and responses provided by the references. The evaluation will be conducted based on the following:

<b><u>Criteria:</u></b>	<b><u>Weight</u></b>
a. Completeness and organization of proposals	10
b. Qualifications of assigned personnel	25
c. Prior pertinent staff experience	25
d. Available resources	25
e. Hourly fee schedule	15

The City reserves the right to make the selection for interviews (if deemed necessary) on the basis of the written proposals. Final selection of the successful firm(s) will be based on a majority vote of the Selection Committee. The Selection Committee is comprised of the following members:

**Public Works Director of Operations**  
**Public Works Services Manager**  
**Public Works Fleet Manager**  
**City Forester**

5. **CONTRACT DEVELOPMENT**

This is an "open end" engineering services agreement in which specific delivery orders will be negotiated and issued as project requirements are identified. The following approval requirements shall be incorporated into the agreements:

Fees up to \$50,000	Director of Operations
Fees over \$50,000	Director of Operations, and City Commission

If a proposal is accepted, the City intends to enter a contractual agreement by Monday, August 12, 2019. Contract preparation will follow selection of the apparent successful proposal(s).

Thereafter, negotiations for each specific project shall be conducted on the engineering effort including hourly rates for each discipline required, overhead, profit and other cost elements that are particular to the specific project.

## **6. GENERAL DESCRIPTION OF PUBLIC WORKS OPERATIONS**

The Public Works Department strives diligently to preserve and enhance the social and environmental quality of life in the City of Fargo. Through effective, efficient, and quality service the department not only maintains but focuses on improving public infrastructure that will assist in safeguarding the health, safety and welfare of all citizens.

- A. The Street Division provides a wide range of services essential to the public which can vary from street and utility repair to fighting major floods and snow storms. Overall the department's primary responsibilities can be categorized into the following activities:
  - 1) Street & Bridge Maintenance: (501 Lane Miles of Public Roadway),
  - 2) Gravity Sanitary Sewer System Maintenance & Televising (432.61 Miles of Sanitary Sewer),
  - 3) Storm Sewer System Maintenance & Televising (498.85 Miles of Storm Sewer and 78 Storm Sewer Lift Stations),
  - 4) Right-of-Way Grooming (872.3 Acres Mowed).
  
- B. The Water Distribution Division provides a variety of services essential to the public which can vary from fire hydrant repair to repair of broken water mains and even assisting with flood/snow events. Overall the department's primary responsibilities can be categorized into the following activities:
  - 1) Mile of Water Main Maintained (460 miles of Water Main),
  - 2) Fire Hydrant Maintenance Program (Maintain approximately 5,600 Hydrants),
  - 3) Water Main Valve Maintenance (5,700 Water Main Gate Valves),
  
- C. Central Garage Division provides fleet service management to all of the City of Fargo departments. This is achieved by operating a maintenance facility and parts storeroom at both the Public Works building and the Metro Transit Garage. Overall the department's primary responsibilities can be categorized into the following activities:
  - 1) Vehicle and Equipment Procurement,
  - 2) Vehicle and Equipment Preventative Maintenance Program,
  - 3) Vehicle and Equipment Repair (923 different vehicles and equipment maintained).
  
- D. Forestry Division works aggressively to promote and maintain a safe, healthy, and continuously progressive urban forest for the benefit of all residents. Services and programs include:
  - 1) Street tree pruning and maintenance to help maintain and ensure quality, healthy trees,
  - 2) Planting, both in-house local street replacements and new contract installations along major arterials,
  - 3) Enforce Land Development Code street tree requirements,

- 4) Removals and aggressive (ash) diversification efforts,
- 5) Current street tree population – 57,509.

7. **GENERAL SCOPE OF SERVICES**

This is an "open end" engineering services agreement in which specific delivery orders will be negotiated and issued as project requirements are identified. The consultant will furnish professional engineering services for miscellaneous Public Works operations, facility and fleet analysis/design, and development activities for the City of Fargo. Specific delivery orders may include preparation of written reports, making presentations to City officials, providing input and testimony at public hearings, project design and administration, and developing opinions of probable costs for various operation alternatives.

Examples of potential work to be completed under this General Engineering Services Agreements is noted below:

- 1) Public Works Master Planning,
- 2) Facility Design and Construction Management,
- 3) Fleet Management Modeling and Replacement Planning,
- 4) Flood Protection Contingency Planning,
  - a. stormwater collection system
  - b. wastewater collection system
  - c. water distribution system
- 5) Flood Resource (Levee/Lift Station) Plan Development
- 6) Computer Maintenance Management System (CMMS) Technical Support
- 7) Public Works Operation Growth Modeling,
- 8) Waste Water EPA Plan Development.