



CITY OF SPRING PARK
WORK SESSION AGENDA
OCTOBER 16, 2023 – 6:00 PM
SPRING PARK CITY HALL

(Work Session discussion times are approximate)

1. 6:00: Engineering RFP
2. 6:10 2024 Budget
3. 6:20 Miscellaneous
4. 6:30: Adjourn



Request for Proposals

CONTRACTED GENERAL ENGINEERING SERVICES

Issued October 16, 2023

DEADLINE—Noon

Thursday, November 16th, 2023

CONTACT:

MIKE ANDERSON, CITY ADMINISTRATOR

4349 Warren Avenue, Spring Park, MN, 55384

(952) 999-7493

manderson@ci.spring-park.mn.us

www.ci.spring-park.mn.us

Introduction:

The City of Spring Park is soliciting proposals from firms interested in providing a wide variety of general engineering services and related technical services. The firm selected will be designated as the City Engineer. The successful applicant will provide these services to the City from January 2024 to December 31, 2028. Services may include, but not be limited to, those listed in the “Scope of Services” part of this document.

The City of Spring Park shall not be liable for any costs incurred by the firm and/or assigns in responding to this Request for Proposal (RFP), or for any costs associated with discussions required for clarification of items related to this proposal, including any future interviews.

In order to be considered, one (1) digital copy of a proposal must be submitted to manderson@ci.spring-park.mn.us or one (1) hard copy at the City Hall, 4349 Warren Avenue, Spring Park, MN 55384 by Noon on Thursday, November 16, 2023. The City reserves the right to reject any or all proposals submitted. Questions regarding this request can be directed to Mike Anderson, City of Spring Park, 4349 Warren Avenue, Spring Park, MN 55384, 952-999-7493 or manderson@ci.spring-park.mn.us.

To ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with other City staff, Mayor, or Councilmembers regarding their proposals. During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. All materials, including but not limited to paper and digital materials, which are prepared, acquired, created, or utilized to fulfill this Request for Proposal and its objectives shall become the property of the City of Spring Park as allowed by law. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City of Spring Park reserves the right severally or together to reject all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at their discretion and without penalty. For the purposes of this agreement, the consultant shall be deemed to be an independent contractor, and not an employee of the organization. Any and all agents or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed by the City of Spring Park under this agreement, shall not be considered employees of the City of Spring Park and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, employees or other persons shall in no way be the obligation or responsibility of the City of Spring Park. The consultant, its agents, or employees shall not be entitled to any rights, privileges, or benefits of City employees. If, for any reason, in the City’s sole opinion, the firm shall fail to fulfill in a timely and proper manner the obligations under the contract, the City of Spring Park shall reserve the right to terminate the contract by specifying the date of termination in a written notice to the firm at least thirty (30) calendar days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed. It is anticipated the selection of a firm will be completed by January 2024. The City reserves the right to retain more than one consultant for specific duties.

Community Profile

The City of Spring Park, incorporated in 1951, is a Minnesota Statutory City with an Optional Plan A form of government. It has a Mayor elected at large for a two-year term and four council members elected at large for four-year terms. As the policy-making body of the City, the City Council is responsible for the overall operation of the City; however, the City Council does not become involved in the day-to-day administration. The City Administrator is responsible for carrying out the Council's policies and for the administration of all City business. The City encompasses about 225 acres of land and 4.34 square miles of Lake Minnetonka shoreline.

The City has a population of around 1,734 and is located in western Hennepin County. The City has approximately 5 miles of streets; a water distribution system consisting of 1 water tower, 3 wells and approximately 5.3 miles of watermain and sanitary sewer main and 6 lift stations; is home to two city parks throughout the community and surrounds Lake Minnetonka. The city has struggled in recent years with water issues unique to the west metro including PFAS and TCE. Water system planning including treatment, distribution, source, and reuse are high priorities for the City Council and staff. More information about the City of Spring Park can be obtained on our website at www.ci.spring-park.mn.us.

Scope of Services

The City of Spring Park is searching for a firm that will provide professional services for engineering. The general work elements shall include but are not limited to:

A. General and Project Management

- Serves as the City's Engineer.
- Takes direction from the City Council and its City Administrator.
- Assists in planning, coordinating, supervising, and evaluating programs, plans, services, equipment, and infrastructure.
- Develops and recommends policies and procedures for effective operation of the City consistent with City policies and relevant laws, rules, and regulations and ensures council actions are implemented.
- Assists in evaluating public works needs and formulates short- and long-range plans to meet needs in all areas of Public Works improvements, including streets, water, sewer, storm drainage, streetlights, parks, and buildings.
- Assist with the pavement management program including the rating of the condition of streets within the city.
- Provides leadership in the areas of water efficiency, conservation, and irrigation storm water reuse.
- Provides engineering services on projects and oversees project management for the construction of municipal public works projects.

- Reviews land use applications and construction plans for private developments for consistency with City adopted engineering specifications, City policies and relevant, laws, rules and regulations and ensures council actions are implemented.
- Ensures that costs and fees are charged back to development projects; works with the City Administrator to monitor charges and revenues associated with development projects.
- Assists in the planning, layout and design of City parks and trails, pedestrian routes, and other recreational amenities.

B. Construction Services

- Plan and review construction projects and specifications.
- Monitor the construction process for compliance with codes, regulations, standards and with approved plans; assure financial accountability of private projects as they relate to escrows and letters of credit. Provide advice to the City during performance of construction projects and shall give consideration and advice to the City during the performance of services, and monitors project budget.
- Prepare, design and/or review construction plans.
- Review bids and/or prepare bid tabulations.
- Perform construction staking and surveying.

C. Preparation of Engineering Reports and Technical Correspondence

- Determine the need for preliminary studies, reviews all preliminary studies for compliance with ordinances, comprehensive plans, engineering standards and financial guidelines including:
 - Feasibility reports
 - Construction inspection
 - Creates assessment rolls
 - Plat review
 - Utility studies
 - Traffic studies/signalization/signage/forecasting
 - State aid reports
 - Surface water system analysis and design
 - Wetland delineation and mitigation
 - Capital Improvement Program studies

- Prepare comments regarding reports, plans and studies of other agencies
- Presents feasibility studies at public meetings

D. City Meetings (including but not limited to the following)

- Participates in internal and external meetings involving engineering questions and issues. Attends staff developer review meetings as needed.
- Meets with developers and members of the public on proposed development projects to relate the processes and procedures involved with engineering and infrastructure development. Reviews development proposals for conformance with City standards.
- Acts as City liaison and representative with other communities and county, state, and federal agencies in areas of responsibility.
- Attends City Council meetings, Council Work Sessions, and other City meetings, as needed. The Council meets on the first and third Monday of each month at 6:30 p.m.

E. Responds to Constituent Requests and Issues as Directed by Staff

- Performs field inspections
- Addresses constituent concerns personally and in writing
- Be available to the public via phone, email, or scheduled meetings during the general business hours of the City of Spring Park (Mon-Thur, 7:30am-5:00pm, Fri 7:30am-11:30am)
- Makes public presentations
- Provides recommendations to staff and City Council

F. Other Items

- Identify opportunities for non-traditional engineering techniques, such as the use of green projects, and other green designs, including facilities.
- Works with other engineering firms as desired by the City on specific projects.
- Updates maps and utility records in coordination with Public Works and Planning staff.
- Assists in inventory tracking of public infrastructure using GIS and other means.
- Identify and assist with funding solutions for infrastructure projects such as grant and loan programs and direct legislative appropriations.
- Obtain proper approval and documentation from local, state, and federal authorities prior to implementing projects.

- Write grant proposals as directed by City staff and City Council.
- Preparation of transportation, water, sewer, and storm water components of Comprehensive Plan update.

Proposal Requirements

The City of Spring Park expects that, at a minimum, firms must meet the following requirements:

- (1) Be licensed to provide engineering services in the State of Minnesota
- (2) Demonstrate experience with public sector engineering of similar size and scope of the services being requested.
- (3) Assign the City a licensed engineer who has a minimum of five years of experience with municipal engineering projects.
- (4) Be able to provide all the services listed in the scope of services, either within the organization or by using a sub-consultant.

Interested firms are to submit a written proposal to include information directly related to each of the selection criteria outlined in the Selection Process/Criteria section. At a minimum, proposals should include the following information and be limited to no more than 25 pages (not including Disclosures and Assurances);

- (1) Firm name, address, telephone number and contact person. A one-page statement of your interest and qualifications.
- (2) A brief description of the scope of similar client relationships, the name of the person responsible for the management and administration of the contract and the name of the employee designated as City Engineer, if different, including address and telephone number.
- (3) Familiarity with the City of Spring Park.
- (4) A description of the firm, including brief history, the number of employees and their discipline, philosophy regarding client service, location, years in business, etc.
- (5) Resumes of the key personnel who may be assigned to conduct various general engineering service tasks.
- (6) An organizational chart identifying team members and their areas of responsibility.
- (7) Specifically note the services listed in the Scope of Services that will need to be done outside of your organization. List the names of sub-consultants proposed as project team members. Resumes of sub-consultants proposed as project team members.
- (8) A description of the firm's philosophy regarding ethics, specifically addressing conflicts of interests. State any potential conflict(s) of interest (i.e. real estate developers, other units of government, etc.) that your firm may have in providing engineering services as outlined in this proposal.

(9) The firm's current and projected workload and its ability to meet schedules including a 1-business day response time to emails and calls from city staff and ability to complete development plan reviews within two weeks. Describe the current workload of the person who would be designated as the City Engineer and what other communities he/she represents.

(10) Discussion of the firm's specific abilities to provide the required professional services outlined in the Scope of Services.

(11) Describe the firm's approach to communicating and coordinating projects with the city council, city staff, private developers, residents and the media.

(12) Three examples of specific knowledge and expertise including project management skills and methodology used to monitor project budgets.

(13) Provide at least three references from public clients, two of which are from cities of similar size for whom similar services have been performed within the past five years, including references for the designated City Engineer and evidence of experience as a City Engineer for a community with population of approximately 1,800 people. Reference information must include: (a) Name of Owner (b) Project Name (c) Contact Person (d) Address (e) Telephone Number (f) Firm's key personnel assigned to the referenced project.

(14) Fee schedule, per staff position, which should list the current hourly rate and annual projections thereafter for 2024 through 2028. Ancillary expenses, such as overhead (often expressed as a multiple of direct labor costs), mileage, telephone, Xeroxing, markup for subcontracted services, etc. shall also be included in the second envelope.

(15) Other factors that would be helpful in evaluating the consultant

(16) Disclosures and Assurances:

a) Applicant Authority: Assurance that the signatory making representations in the proposal on behalf of the proposer has the authority to do so and to bind the firm to a contract.

b) Carrier and coverage limits for Errors and Omissions Coverage.

c) Conflicts of Interest: Potential conflicts of interest must be disclosed including all private client work.

d) Firm should provide a proposed contract form.

Selection Process/Criteria

Proposals will be reviewed as indicated in the attached timetable. City staff will determine which firms are interviewed by Staff following a review of each proposal submitted.

The selection is subject to the following criteria:

(1) Review of proposal and costs

- 2) Demonstrated experience and qualifications of assigned personnel with municipal engineering generally, and specifically the City of Spring Park or similarly sized and staffed municipality.
- (3) Staff capability to timely execute projects
- (4) Performance on similar projects as noted in the proposal requirements section
- (5) The firm's policies and practices regarding ethics
- (6) Providing adequate liability coverage and other mechanisms to control risk

Submission

Submit one (1) digital copy of your proposal to manderson@ci.spring-park.mn.us or one (1) hard copy at the City Hall, 4349 Warren Avenue, Spring Park, MN 55384 by Noon on Thursday, November 16, 2023.

Schedule of Dates

The following schedule has been established by the City of Spring Park for the selection of an engineering firm to provide City engineering services.

November 16, 2023 – Proposals due to City by Noon;

November 20, 2023 (tentative) – City staff to determine firms to interview;

November 20, 2023 (tentative) – Council work session to review proposals and recommendation by Staff. City Council to direct staff to negotiate contract with selected firm;

December 4, 2023 (tentative) - City Council to approve a contract with selected firm;

January 2024 – Firm start date;



Staff Memo: General Fund: 2024 Preliminary Levy

To: Spring Park – Mayor and Council

From: Mike Anderson, City Administrator

Subject: 2024 Preliminary Levy Proposal

The purpose of this memorandum is to provide you with the calculations and background information regarding the proposed 2024 preliminary levy in preparation for Truth in Taxation in December.

As of 9/18/23, we are currently looking at a 17.74% (or \$244,237.00 dollars) increase over last year (final levy 2023 \$1,377,435 – preliminary levy 2024 \$1,621,762).

This is based on past Council discussions and projected increases for contracts, bond payments, and includes the capital project beautifications for Warren Ave. and City Hall.

The proposed levy increase includes:

- Police Contract: \$15,500, increase of 3%
- Public Works Contract: \$6,000, increase of 3%
- Fire Services: \$5,250, increase of 4%
- General Fund Bond Payment: increase of \$68,000
- City Hall Beautification: \$25,000
- Warren Ave. Mill & Overlay: \$70,000
- COLA for Staff: \$11,600 or 5%

Each 1% equals roughly \$16,000. Staff would like to discuss the proposal with the Council to establish the Preliminary percentage (%) increase for 2024. This will allow us to have the appropriate Resolution ready for final approval at the December 5, 2023, Truth in Taxation meeting.

City of Spring Park

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