

REQUESTS FOR PROPOSALS FOR ENGINEERING SERVICES

In accordance with State and Federal funding requirements, the City of Halstad, MN is soliciting statements of qualifications to retain an engineering firm to facilitate connection to a regional water system. The City will utilize the selected firm for a period of three years for associated work with: a regional water system connection, meter replacement, water storage evaluation, and associated appurtenances. The City has the right to extend this selection period by increments of one year, if so desired. The agreement and payment terms will be negotiated with the selected offeror.

Firms submitting must have worked with **multiple cities and/ or water districts within the region facilitating regional water connections**. The ideal firm should provide in-house instrumentation and control services, GIS, and financial services.

Proposal Content:

Respondents are prohibited from contacting any representative of the City of Halstad regarding this RFQ. Any questions must be asked in writing and will be shared with other respondents. All proposals must be delivered to Alli Tice at 405 2nd Avenue West, Halstad, MN 56548, by no later than 8 a.m. on Friday December 20th. Proposals should be sealed and clearly identified with "Statement of Qualifications for Engineering Services". Proposals may not exceed 5 one-side pages, including cover letter and attachments. Additional material, other than that requested by the City, will be disregarded.

Responses should include:

1. A brief understanding of and approach to the project.
2. Firm Background, including the firm's legal name, mailing address, telephone number, name of primary contact person, location of firm headquarters, and services provided.
3. The experience and qualifications of the staff to be assigned to the City.
4. A description of the firm's prior experience, including any work for the City or similar infrastructure projects, location, project costs, and name of a local official knowledgeable regarding the firm's performance. Include at least three references.

Respondents will be evaluated according to the following factors:

- Understanding and Approach (35%)
- Related experience on similar projects (30%)
- Ability of professional personnel (20%)
- Location of Engineer (10%)
- Recent and current work for the City of Halstad (5%)

The selection of finalists will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the City, all factors considered. Unsuccessful offerors will be notified as soon as possible.

Proposal Policies:

This solicitation is being offered in accordance with Federal and State statutes governing procurement of professional services. Accordingly, the City reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed. **The City also retains the right to reject all responses deemed unqualified, unsatisfactory, or inappropriate, and/or re-solicit for proposals if deemed to be in its best interest.**

All costs related to the preparation of the proposal, interview, or any other related activity are the sole responsibility of the firm. No reimbursement will be made by the City for costs incurred prior to a formal notice to proceed under a contract.