

**REQUEST FOR PROPOSAL (RFP)
TO PROVIDE PROFESSIONAL GENERAL ENGINEERING SERVICES
FOR 2023 AND 2024**

I. General: The Vadnais Lake Area Water Management Organization (VLAWMO) seeks proposals from qualified engineering firms to provide professional general engineering services on an “as needed” basis. The VLAWMO Board has renewed funding allocation for general engineering services. VLAWMO will select a firm to provide the services requested using its policy based on those outlined in the League of Minnesota Cities guidance, the experience and technical capacity of the Firm, and the scope of services listed below

New for 2023 and 2024 VLAWMO will be establishing an engineering “pool” list which will be a formal list of firms that were not selected as the VLAWMO general engineer that the VLAWMO may draw on for special project and services. This new engineering pool list essentially are pre-qualifying firms that may perform work for the VLAWMO for any specialty or technical work area (as listed below) at the discretion of the administrator.

II. Scope of Services: VLAWMO seeks professional engineering services to assist with particular projects or watershed studies and planning efforts as needed. Services will be within the scope of professional engineering, modeling, analysis and surveying. Primary services may be focused on (but is not limited to) the following:

- A. Stormwater management
- B. Public drainage management
- C. Feasibility studies
- D. Design assistance
- E. Project management
- F. Engineering help with grant applications
- G. The Engineer will become familiar with VLAWMO stormwater policy.
- H. Meeting attendance or presentations as needed with Board, Technical Commission or stakeholders
- I. Stormwater management review and comment of development applications, as requested.

For further reference, please see [VLAWMO's Comprehensive Watershed Management Plan at vlawmo.org](http://www.vlawmo.org), with the WMO's Plan Implementation table on page 57.

III. Term of Contract: VLAWMO shall enter into a two-year term contract with the selected general engineering firm for services on an as-needed basis. The contract may be renewed, at the discretion of VLAWMO. The general engineering services contract is attached to this RFP as exhibit 1 and is referenced within the contract. The draft contract as attached is provided for reference with an expectation that the terms in the contract are acceptable. The contract may be renewed, at the discretion of VLAWMO.

IV. Evaluation of Proposals: Selection criteria shall include the information relevant to the scope of services in part II, experience and technical capacity of the firm, references, and VLAWMO experience with the engineering firm. VLAWMO encourages firms that it has or has not worked with to consider bidding. Any firm that is not selected to provide general engineering services may be placed in the VLAWMO engineering pool.

V. Contents of Proposals: cover letter, project experiences, qualifications of the Project Manager, other clients, 2023 and 2024 billing rates for participating staff as well as any related time and mileage charges for attending meetings or other similar functions on behalf of the Organization, and references. Please keep proposals to 10 pages or less. Each firm submitting a proposal in response to this Request for Proposal (RFP) must submit electronically via PDF format to the VLAWMO contact: Phil Belfiori, Administrator, phil.belfiori@vlawmo.org.

VI. Rejection of Proposals: VLAWMO reserves the right to reject any or all proposals received.

VII. Deadline: All proposals must be received electronically in PDF format by 3:00 PM on Friday September 30, 2022 submitted to phil.belfiori@vlawmo.org. Questions should be addressed to Phil Belfiori by email and phone.

Phil Belfiori, VLAWMO Administrator
phil.belfiori@vlawmo.org
651-204-6073

Attachment :

- [general engineering services contract](#)