



**Request for Qualifications**

**For**

**Professional Engineering, Land Surveying,  
Environmental, and Property Acquisition Services**

**Submittals Due:**

**January 13, 2023  
11:30 AM**

**Office of the City Engineer  
4th Floor City Hall  
500 Center Ave  
PO Box 779  
Moorhead, MN 56561  
(218)299-5390**

**CITY OF MOORHEAD**  
**REQUEST FOR QUALIFICATIONS**  
**PROFESSIONAL ENGINEERING, LAND SURVEYING, ENVIRONMENTAL, AND**  
**PROPERTY ACQUISITION SERVICES**

The City of Moorhead Engineering Department is requesting qualification statements from qualified professional engineering, land surveying, environmental, and property acquisition firms to provide service to the City for the years 2023-2027 for projects including, but not limited to, the following scopes of work:

Engineering Services Work Categories:

1. Civil Engineering – New Development
2. Civil Engineering – Rehabilitation & Reconstruction
3. Civil Engineering – Federal and State funded projects
4. Civil Engineering – Trunk stormwater facilities
5. Civil Engineering – Trunk sanitary sewer facilities
6. Civil Engineering – Flood mitigation
7. Civil Engineering – Bridges
8. Traffic Operations and Transportation Engineering
9. Geotechnical Engineering (excludes soil boring reports and materials testing services)
10. Materials Testing
11. Land Use Planning (**NEW SCOPE OF WORK**)

Land Surveying Work Category:

1. Land Surveying

Environmental Services Work Categories:

1. Environmental Services (**NEW SCOPE OF WORK**)
2. Structural and Property Assessments (**NEW SCOPE OF WORK**)
3. Alternative Urban Areawide Review Analysis, Reports and Updates (**NEW SCOPE OF WORK**)

Property Acquisition Services Work Category:

1. Property Acquisition Services (**CLARIFIED SCOPE OF WORK**)

A complete Request for Qualifications (RFQ) package is available to download at [City of Moorhead : RFPs & Bids](#). Statements of Qualifications (SOQ) submittals must be delivered in PDF format to the Assistant City Engineer at: [tom.trowbridge@moorheadmn.gov](mailto:tom.trowbridge@moorheadmn.gov).

All SOQs must be received by 11:30 AM, January 13, 2023, at which time the submittals will be opened and reviewed. Late submittals will be rejected for the current solicitation.

The City reserves the right to reject any or all submittals or accept what is, in its judgment, the submittal(s) which is/are in the City's best interest. The City further reserves the right, in the best interests of the City, to waive any technical defects or irregularities in any/all submittals.

Discussions may be conducted with respondents whose submittals may be selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements.

The criteria set forth herein may be considered in judging which submittal is in the best interest of the City. Consultants will be selected by an evaluation committee and selection will be based on the qualifications of the respondents. A 20-minute presentation and a 10-minute interview in a question and answer format may be required at the discretion of the selection committee.

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## I. Overview

The City of Moorhead Engineering Department seeks the services of qualified professional engineering, land surveying, environmental, and property acquisition firms to assist the Engineering Department with various projects for a time period of five years, including but not limited to:

### Engineering Services Work Categories:

1. Civil Engineering –New Development
2. Civil Engineering –Rehabilitation & Reconstruction
3. Civil Engineering – Federal and State funded projects
4. Civil Engineering –Trunkstormwater facilities
5. Civil Engineering – Trunk sanitary sewer facilities
6. Civil Engineering – Flood mitigation
7. Civil Engineering – Bridges
8. Traffic Operations and Transportation Engineering
9. Geotechnical Engineering (excludes soil boring reports and materials testing services)
10. Materials Testing
11. Land Use Planning (**NEW SCOPE OF WORK**)

### Land Surveying Work Category:

1. Land Surveying

### Environmental Services Work Categories:

1. Environmental Services (**NEW SCOPE OF WORK**)
2. Structural and Property Assessments (**NEW SCOPE OF WORK**)
3. Alternative Urban Areawide Review Analysis, Reports and Updates (**NEW SCOPE OF WORK**)

### Property Acquisition Services Work Category

1. Property Acquisition Services (**CLARIFIED SCOPE OF WORK**)

All respondents shall identify the specific work categories addressed in their SOQ to be considered for selection and shall address all the criteria listed within this RFQ so that the selection committee can judge all submittals on comparable data.

The City intends to review the submittals, select qualified consultants for each category, and enter into Master Services Agreements (MSAs) with the selected consultant(s) that will be effective through the year 2027. The City intends to utilize the same MSA for all consultants.

## II. General Scope of Work

Each year, the City of Moorhead Engineering Department designs, bids, and manages the construction of multiple capital improvement projects. On occasion, City staff requires support from consultants with specialized technical expertise or to manage workload in excess of staff capacity. The City intends to enter into MSAs with multiple consultants to allow time sensitive and specialized projects to proceed expeditiously. The following are descriptions of the types of project tasks and sub-tasks the City may utilize consultants to provide assistance.

### Engineering Services Work Categories:

1. Civil Engineering – New Development: typically this work includes primarily local (non-trunk) street and utility (sewer & water) infrastructure for distinct subdivisions that may be completed in phases or combined with some

other improvements. The distinct tasks may include the following:

- a. Preliminary Design, including local master planning and feasibility studies
  - b. Final Design, including utility design coordination, permits, addenda and solicitation of bids
  - c. Construction Engineering, including surveying, staking, inspection and project administration, record drawings and warranty inspections
2. Civil Engineering – Rehabilitation & Reconstruction: typically this work includes repairs or replacement of existing primarily local (not collector or arterial) streets, but may include utility repairs (sewer & water). The distinct tasks may include all of the tasks identified under #1 above, and typically requires additional public involvement and design considerations necessary to maintain utility and transportation services to existing properties.
3. Civil Engineering – Federal and State funded projects: typically, this work consists of both new construction and rehabilitation or reconstruction of collector and arterial streets (including street lighting), flood mitigation projects or trunk utility and treatment projects and will require significant coordination with other outside agencies. The distinct tasks may include all of the tasks identified under #1 above, and may also include the tasks listed below:
  - a. Funding applications
  - b. Preparation of project environmental documentation (Project Memorandum, EAW or EIS)
  - c. Design in accordance with Federal and/or State requirements
  - d. Submittals for Agency design reviews and compliance with agency requirements for bid lettings
  - e. Review wage reports, compliance with the Schedule of Materials Control, submittal of Agency documentation
4. Civil Engineering – Trunk stormwater facilities: typically this work consists of both new construction and reconstruction of trunk stormwater facilities, including storm sewers, box culverts, drainage ditches, pumping stations, forcemains and treatment facilities. Specific tasks include all of the tasks identified under #1 above, and may also include the tasks listed below.
  - a. Depending on the project scope and funding source, this task may include the additional tasks listed under #3 above.
  - b. Stormwater master planning and modeling of drainage collection and treatment systems
  - c. Structural design of box culverts
  - d. Design of pumping stations, including structural design, and controls and pumps
5. Civil Engineering – Trunk sanitary sewer facilities: typically this work consists of both new construction and reconstruction of trunk sanitary sewer collection system facilities, including sanitary sewers, pumping stations and force mains. Specific tasks include all of the tasks identified under #1 above, and may also include the tasks listed below.
  - a. Depending on the project scope and funding source, this task may include the additional tasks listed under #3 above.
  - b. Sanitary sewer collection system master planning
  - c. Design of pumping stations, including structural design, and controls and pumps
6. Civil Engineering – Flood mitigation infrastructure: typically, this work consists of projects designed to minimize risk due to flooding, such as levees, flood walls, gate structures, removable closures and pumping stations. Specific tasks include all of the tasks identified under #1 above, and may also include the tasks listed below.
  - a. Depending on the project scope and funding source, this task may include the additional tasks listed under #3 above.
  - b. Design and inspection of projects to comply with floodplain development and FEMA accreditation standards

- c. Preparation and submittal of documentation to certify that flood mitigation infrastructure comply with FEMA accreditation standards
  - d. Inspection of accredited flood mitigation infrastructure
7. Civil Engineering – Bridges: typically, this work consists of projects for both new bridges and bridge repairs, and in-service inspection of bridges (not including box culverts). Specific tasks may include all of the tasks identified under #1 and #3 above, and may also include the tasks listed below.
- a. Perform and document the required bridge safety inspections in accordance with State and Federal requirements.
8. Traffic Operations and Transportation Engineering – typically, this work consists of the evaluation and design of geometric and intersection control improvements and operational improvements to provide for the safe and efficient flow of traffic. Specific tasks may include all of the tasks identified under #1 and #3 above, and may also include the tasks listed below.
- a. Traffic modeling, corridor plans and traffic impact studies
  - b. Intersection control evaluation and design (traffic signals, roundabouts, etc.)
  - c. Traffic data collection
  - d. Signal timing, including railroad pre-emption and advanced pre-emption
9. Geotechnical Engineering (excludes soil boring reports and materials testing services) – typically, this work consists of the geotechnical evaluation necessary to determine appropriate safety factors and construction methods to minimize the risk of damage to public and private infrastructure. Specific tasks may include the tasks listed below.
- a. Slope stability analysis
  - b. Long-term soil consolidation analysis
  - c. Foundation design
  - d. Vibration monitoring
10. Materials Testing – typically, this work consists of testing of materials in the field to determine their suitability for use in the construction of infrastructure projects. Specific tasks may include the tasks listed below.
- a. Soil borings and reports, including classification of soils and their properties
  - b. Pavement corings
  - c. Materials sampling and testing at the plant and in the field (includes standard proctor; moisture-density; concrete slump, air, beam and cylinders; bituminous extraction; etc.)
11. Land Use Planning (**NEW SCOPE OF WORK**) – typically, this work covers development of growth, infrastructure, land use and other planning documents along with a variety of analytic and research topics resulting in documented strategies for land use that have been guided by community plans.

Land Surveying Work Category:

1. Land Surveying – typically this work category requires the services of a Registered Land Surveyor (licensed by the Board of AELSLAGID) and includes, but is not limited to, the following:
- a. Topographic Surveys – typically, this work includes making Gopher One calls and surveying existing public and private infrastructure and land features as necessary to complete the design of public infrastructure projects.
  - b. ALTA Surveys – a detailed survey performed by a Registered Land Surveyor in accordance with the American Land Title Association standards.
  - c. Legal Descriptions
  - d. Land subdivision, including plats, certificates of survey, & parcel splits
  - e. Locating and setting property pins

Environmental Services Work Categories:

1. Environmental Services (**NEW SCOPE OF WORK**) – typically this work includes, but is not limited to, the following:
  - a. Environmental site assessments and reporting – typically this work includes preparation of pertinent reports for specific parcels and/or projects (e.g. Phase 1 report, Phase 2 report, Response Action Plan, Construction Contingency Plan, etc) to document the risk of encountering hazardous materials and make recommendations to mitigate and/or eliminate those risks, and to properly dispose of any contaminated materials in accordance with State and Federal requirements.
  - b. Hazardous material testing, abatement, and reporting – typically this work includes activities necessary to assess, abate, and report hazardous material on specific parcels (e.g. to facilitate building demolition).
  - c. Environmental remediation funding and reimbursement services – typically this work includes assistance with applications, documentation, and reporting for various Federal and State programs that provide financial assistance for hazardous material clean up.
  - d. Noise monitoring and analysis
  - e. Construction vibration monitoring and analysis
2. Structural and Property Assessments (**NEW SCOPE OF WORK**) – typically this work includes inspections, testing, analysis, financial, building and comprehensive assessments
3. Alternative Urban Areawide Review Analysis, Reports and Updates (**NEW SCOPE OF WORK**) – typically this work includes a variety of analysis, stakeholder input and reporting required to develop, amend and update an Alternative Urban Areawide Review as described within Minnesota Rules

Property Acquisition Services Work Category:

1. Property Acquisition Services (**CLARIFIED SCOPE OF WORK**) – typically, this work consists of assisting the City with acquisition of various types of property interest including temporary and permanent easements, right-of-way and/or fee title of properties. Specific tasks may include all of the tasks identified in #3 in the Engineering Services category above, as well as tasks in the Land Surveying category, and also includes, but is not be limited to, the tasks listed below.
  - a. Title Reports
  - b. Appraisal Reports
  - c. Acquisition Services
  - d. Relocation Services

The exact scope of work for any task order issued under the MSA will be determined on a case-by-case, as-needed basis. Individual tasks will be identified with a defined scope. The City reserves the right to solicit proposals from a single qualified consultant for any specific project or scope of services (i.e. task order), but may also solicit proposals from multiple qualified consultants for the same project or scope of services. If proposals are solicited from multiple qualified consultants for the same project or scope of services, the City will inform the solicited consultants. In this case, the selection of a consultant will be based on qualifications. Although solicitations may include a cost component, selection will not be solely based on cost (i.e. the City will not solicit “bids” and selection will not be based on “low bid”). If an acceptable agreement cannot be reached with a selected consultant, the City will select another prequalified firm. Execution of a MSA pursuant to this RFQ does not guarantee any particular volume, level, or amount of work either in terms of the number of projects or dollar value of work, nor shall any respondent who is granted a MSA pursuant to this RFQ have an exclusive or sole right to perform any work as described in this RFQ. The City reserves the right to award work in any fashion determined to be in the City’s best interest at its sole discretion. Interviews are not anticipated, but may be conducted at the discretion of the City, if deemed necessary.

The City reserves the right to limit the number of consultants to be awarded an MSA in each category.



### III. Evaluation

The following criteria will be evaluated and weighted as follows:

- A. **50 points** - Specialized experience or technical expertise of the company and its personnel in each category included in the SOQ.
- B. **10 points** - Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm.
- C. **40 points** - Past record of performance on contracts, including quality of work, timeliness, and cost control. The City recognizes that some consultants possess the expertise to perform the work, but have not previously been qualified by the City and have no past record with the City in certain categories. In this case, the firm will be allowed two extra pages per scope of work category where they have not previously been qualified or have not previously worked with the City to convey the ability to meet these criteria. The information in these additional pages may consist of resumes, testimonials, project descriptions or such other information that the Consultant determines best demonstrates their qualifications.

The City reserves the right in any or all submittals to reject, to waive any technical defects or irregularities, or to accept what is, in its judgment, the submittal(s) which is/are in the City's best interest.

Discussions may be conducted with responsive firms whose submittals may be selected for award for the purpose of classification to assure full understanding of, and responsiveness to, the solicitation requirements.

The City of Moorhead is an Equal Opportunity Employer.

#### Selection Committee

The SOQs will be reviewed by a Selection Committee. The Selection Committee may include any combination of the following representatives:

Tom Trowbridge, Assistant City Engineer  
Jon Atkins, Traffic Engineer  
Jim Schulz, Senior Engineer  
Kristie Leshovsky, Planning & Zoning

### IV. Submission Requirements

Respondents are to submit one electronic (PDF format) copy of the SOQ. Proposals shall provide all information listed below. Late submittals will not be accepted. Failure to provide the requested information may result in disqualification.

All submittals shall conform to the following requirements:

- A total of 7 pages to address items 1 through 8 below. If a cover letter is attached, anything beyond one page will count towards the 7 page limit.
- For information supporting item 9, each company will be allowed 3 pages per work category and up to 3 additional pages consisting of one-page resumes of staff that may work within that category.
- Firms with no past record with the City will be allowed an additional 2 pages per work category to demonstrate the ability to perform the work. These additional pages are strictly limited to firms with no previous experience with the City.
- Title, divider, or other similar pages that do not include substantive content and are intended solely for

document clarity are not included in the maximum page counts.

- All pages must be legible when printed on letter-size paper.

Required information:

1. Company name, point of contact, mailing address, telephone number, and email address.
2. List of professional services for which the company would like to be considered corresponding to the categories listed in the General Scope of Work.
3. A description and history of the company, including year established, type of ownership and parent company, if any.
4. General statement of company's experience and qualifications.
5. Resume of primary point of contact to be assigned to City of Moorhead projects with special emphasis on recent experience relative to the type of professional services for which the company would like to be considered.
6. Description of the company's capabilities and other resources that are available and accessible.
7. Approach to project and budget management as well as client and public relations.
8. Schedule of 2023 hourly rates.
9. List at least five (5) projects completed (preferably projects that have been in design or construction in the last three (3) years) that demonstrate the company's experience within the specific work category for which the company would like to be considered. Include experience with delivering services to government agencies. Provide name and contact information for the owner, name and contact information for the client (if different than the owner), description of project, role the company had with the project, and total cost of the project.

## V. Questions and Answers

All questions related to this RFQ must be submitted in writing by email to Tom Trowbridge, Assistant City Engineer at [tom.trowbridge@ci.moorhead.mn.us](mailto:tom.trowbridge@ci.moorhead.mn.us)

The City will not respond to questions received after Noon (12:00 p.m.) on January 6, 2023. At the City's discretion, responses to questions may be posted as an addendum to this RFQ.

## VI. Project Timetable

The City reserves the right to modify the timeline if necessary.

RFQ Available for Viewing	December 9, 2022
Last Date to Submit Questions	January 6, 2023
Submittals Due	January 13, 2023 by 11:30 AM
Notice of Intent to Award	January 27, 2023
Master Services Agreement Due	February 3, 2023
Agreements to City Council for Approval	February 13, 2023

Discussions may be conducted with responsive firms whose submittals may be selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements.

The City reserves the right, in the City's best interest, to solicit, formally or informally, and/or accept SOQs at any time subsequent to this solicitation during the anticipated term of the MSA.