

REQUEST FOR QUALIFICATIONS (RFQ)
FOR
ENGINEERING AND FUNDING SERVICES
FOR NEW CITY WELL #3

City of Harris
Shannon Geier, City Clerk
clerk@harrismn.com
43970 Ginger Ave
Harris, MN 55032

**REQUEST FOR QUALIFICATIONS (RFQ)
ENGINEERING AND FUNDING SERVICES FOR
NEW CITY WELL #3
CITY OF HARRIS, MINNESOTA**

NOTICE TO PROPOSERS

The City of Harris, Minnesota, is seeking statements of qualification detailing the funding and engineering qualifications of interested firms for the City's proposed new Well #3 project. The Based on review of RFQs, the City intends to hire a firm for design, bidding and construction phase services, as well as funding related services.

SECTION I – PROJECT INTRODUCTION AND OVERVIEW

A. Purpose of Request for Qualifications (RFQ):

The City intends to seek Minnesota Department of Employment and Economic Development (DEED) Small Cities Development Program (SCDP) funding. As required by DEED, the City is currently seeking proposals from qualified engineering consulting firms for professional services required for this project. The services would include the work described hereafter.

B. Project Overview:

The City no longer has a backup well and will be out of water should something happen to their sole municipal well, Well #2.

Based upon the existing City wells and other wells in the area, the anticipated well yield could produce sustainable flow rates of approximately 325 gallons per minute (gpm). Additional well capacity greater than 325 gpm is desirable, and well design shall include an approach to maximize well capacity.

Based upon the existing City wells and other wells in the area, the water quality constituent concentrations (excluding Radium 226 and 228) are typically within the limits of acceptable Minnesota Drinking Water Standards. Minimizing raw water radium is desirable and the well design shall include an approach to optimize raw water quality.

Proposed Well #3 is anticipated to be located as shown below. The intent is to install a submersible well pump and pitless unit at Well #3, as well connecting electric, controls, and watermain. The new well is planned to be pumped to the existing water treatment plant for radium removal and chemical addition.

The City intends to place Well #3 into service no later than June of 2025. The design shall include an approach to fast-track the project when appropriate.



SECTION II – QUALIFICATION REQUIREMENTS

A. RFQ Specific Dates:

The following table identifies the project specific estimated dates/time frame for receipt, evaluation, and award of the work specified in this RFQ.

Description	Date
Release of RFQ to Firms	January 17, 2022
Qualifications Due Date	February 3, 2022
Firm Recommendations to City Council	February 14, 2022
Contract Approval and Approximate Start Date	February 15, 2022

B. Selection Criteria:

The Criteria for firm selection will be based on, but not limited to, the following:

1. Firm’s qualifications and experience with locating and design of municipal production wells of the size and configuration specified herein.
2. Experience and qualifications of personnel assigned to perform the work.
3. Familiarity with the City of Harris.
4. Technical approach and understanding for the preparation of permits, plans and specifications for construction of a new municipal well and connecting watermain in accordance to State of Minnesota Requirements as well as City Standard Specifications.

5. Experience with Minnesota Department of Employment and Economic Development (DEED) Small Cities Development Program (SCDP) funding.

C. Qualifications Proposal

Qualifications proposal shall focus on responding to the requirements set forth herein. In addition, proposers need to demonstrate their capabilities, background, expertise, etc. in order for the City to effectively evaluate submitted qualifications and award to the company that provides the best value to the City based on the selection criteria in Section II.B. The Proposal should include, at a minimum, the following information:

1. A cover letter summarizing the key qualifications of the firm.
2. Firm's background: a brief summary of the firm's origin, background, size, an organizational chart, the overall capabilities of the organization, appropriate licenses and certifications, and proximity of company's resources to the City's offices and facilities.
3. An understanding of the project need, objectives and challenges.
4. A detailed description of the project approach and services to be provided.
5. A detailed work schedule for all phases and demonstration of staff availability to complete the work.
6. Past projects that demonstrate successful municipal well projects completed in the last 5 years. Include the project manager, client contact and year of construction for each project.
7. Past projects that demonstrate familiarity with the City of Harris.
8. Past projects that demonstrate successful administration of Minnesota Department of Employment and Economic Development (DEED) Small Cities Development Program (SCDP) funding.
9. Resumes of the key people who will be working on this project, including specifics of experience on similar projects.
 - The individual who will have overall responsibility for the project shall be a Registered Civil Engineer in the State of Minnesota.
10. The proposal shall have a page limit of 20 pages including appendices, resumes and cover.

D. Qualifications Proposal Submittal Deadline

1. One (1) electronic copy of the proposal shall be submitted to the City by emailing the City Clerk at clerk@harrismn.com.
2. **Proposals are due no later 4:00pm on February 3, 2022**

E. Additional Information:

- a. The Proposer shall have and maintain throughout the contract period, insurance as required by the City.
- b. The City reserves the right to withdraw this RFQ at any time and makes no representations to this RFQ. The City reserves the right to postpone consideration of the proposals and to

reject any and all proposals without indicating any reasons therefore.

- c. The City of Harris reserves the right to withhold award of contract for a period of ninety (90) days following RFQ opening. All proposals received are considered firm for that 90-day period.
- d. Any questions as to the meaning of the scope of work and/or technical specifications or other pre-proposal documents must be submitted in writing and shall be directed to Shannon Geier, City Clerk, at (651) 674-7546, who will provide instructions for submitting requests. All addendaso issued shall become part of the contract documents. Under no circumstances may the Proposer contact any other department or individuals for clarification or interpretation of any requirements herein.
- e. Any changes to this RFQ will be issued as a separate addendum document. It is the Proposer's sole responsibility to ensure that their proposal, inclusive of any or all addenda, is received by the City by the stated time and place. Any proposal received after the scheduled closing time for receipt of proposals will not be considered and will remain unopened.
- f. The cost for developing the proposal is the sole responsibility of the Proposer. All proposals submitted become the property of the City. If any pages are deemed as classified or proprietary those pages should be individually marked confidential or proprietary.
- g. At the time of the opening of proposals each Proposer shall be presumed to have read and be thoroughly familiar with the RFQ and proposal requirements (including all Addenda).