

Request for Proposals



**City of Minneapolis
Department of Public Works**

**2017 to 2020
Public Works Consulting Pool**

RFP 2016-69 Issue Date: June 1, 2016

Proposals Due by: Friday, July 8, 2016 at 4:00pm

June 1st, 2016

To whom it may concern:

Attached is a Request for Proposal to re-establish the Public Works Consulting for three years, from February, 2017 to February, 2020. Please consider submitting a proposal for providing future services if your firm meets the qualifications and is available. Please review the RFP for details.

Proposals are due by July, 8th, 2016. A pre-proposal conference will be held at 1:00 pm on Tuesday, June 14th, 2016 at the Currie Maintenance Facility, 1200 Currie Ave N, Minneapolis, Minnesota 55403
Thank you for your consideration.

Sincerely,



Don Elwood, PE, Director
Transportation Engineering & Design Div.
Minneapolis Public Works Dept.

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REQUEST FOR PROPOSALS
FOR
2017 to 2020 Public Works Consulting Pool

I. INVITATION: It is the intention of the City to solicit proposals to re-establish The Public Works Consulting Pool for another 3-year term.

In the past, the City established a “Consulting Pool” consisting of a variety of technical/engineering consulting firms and consortiums that the Public Works Department could engage to assist in delivering various projects. The current Consulting Pool expires in February 2017, and the City is interested in continuing with a new Consulting Pool for another 3-year term (from February 15, 2017 to February 14, 2020). All contracts will end on February 14, 2020.

To re-establish such a Consulting Pool, the City is issuing this Request for Proposals (hereinafter referred to as the RFP) seeking proposals from qualified consulting firms and consortiums experienced in providing such future services. The new Consulting Pool will consist of a number of Consulting Firms/Consortiums for each of the twenty (20) *Areas of Expertise*.

If a subcontract is needed, all selected firms will be encouraged to entertain sub contracts with local, MnUCP-certified businesses as stated in the Attachment A, RFP Terms & Conditions. All sub-contractors need to be approved by the City; particularly the Minneapolis Department of Civil Rights, for the potential of establishing SUBP goals, prior to approval of the Scope of Services (this may delay approval of the Scope of Services)

The 2017 to 2020 Consulting Pool will have two Tiers, relating to total contract amount, maximum scope of services amount and minimum Professional Liability Insurance.

- Tier I contracts will have a maximum three (3) year contract amount, not to exceed \$3,000,000 with individual project Scope of Services limited to a maximum of \$500,000, with a Professional Liability Insurance requirement of a minimum of \$5,000,000.
- Tier II contracts are smaller, have a total three (3) year maximum contract, not to exceed \$1,500,000 with individual project Scope of Services limited to a maximum of \$300,000. A Tier II contract will also have a reduced Professional Liability Insurance requirement of a minimum of \$2,000,000.

Tier II contracts are **only** available for the following *Areas of Expertise*:

- Traffic Operations
- Transportation Planning Studies & Transit Related Projects
- Parking Operations Management
- Bike & Pedestrian Projects
- Street Design
- Survey
- Analytical Laboratory Testing
- Drilling Services
- Construction Inspection
- Right-of-Way, acquisition related and Special Assessments
- Solid Waste Studies

- Zero Waste Studies

II. PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held at **1:00pm (Minneapolis Time) Tuesday, June 14th 2016** at the Public Works Currie Maintenance Facility, 1200 Currie Ave N, Minneapolis, Minnesota (see Figure 1, Location Map). Parking is available in the lot across from Lee's Liquor on Glenwood Ave., however ONLY on the Northwest section of the lot. Otherwise there are meters located around the facility. Enter on the South side of the building and proceed to conference room 135. All potential Consultants are encouraged to attend this conference. Please bring a copy of this RFP to the pre-proposal conference.

III. PROPOSAL DUE DATE and LOCATION: The Consultant shall submit by email, their proposal **AND** shall submit one (1) paper copy of their proposal, Consultant Fee Schedule and Proposed Contact Language Changes all in one envelope to the City of Minneapolis Procurement Office.

E-mail address: RFP.responses@minneapolismn.gov

Mailing address labeled to:

City of Minneapolis - Procurement
Request for Proposals for:
2017 to 2020 Public Works Consulting Pool
330 2nd Avenue South, Suite 552
Minneapolis, MN 55401

Both email and paper proposals and proposed contract language changes described below in Section VII, as well as the Fee Schedule described below in Section IV, shall be received, by Minneapolis Procurement, on or before **4:00 P.M. (Minneapolis Time), July 8, 2016.**

NOTE: Late Proposals may not be accepted.

IV. PROPOSAL FORMAT: The proposal should set forth full and accurate information as required by this RFP. **Please note the evaluation criteria described herein and ensure they are addressed completely in your submittal.** Proposals shall be limited to a maximum number of pages as outlined below plus a cost information page(s). All submittals shall be printed on one side of 8.5 X 11 white paper, with font size eleven (11) or larger. Submittals should be stapled (no bound books, covers, or binders). Proposals may be submitted in either "Portrait" or "Landscape" format.

To allow for easier comparison of proposals during evaluation, it is requested that the following specific format for proposals and submittals be adhered to:

Page 1 of the Consultant's Proposal

Exhibit 1 is page 1 of your proposal. Fill in the blanks and place a check mark adjacent to the *Areas of Expertise(s)* your firm desires to do consulting work, under the Tier I or Tier II columns. To have a Tier II contract, check marks can only be placed under the Tier II column. Likewise for a Tier I contract. **Please Check only the Area(s) of Expertise your firm desires to do consulting work.** For specifics of each *Areas of Expertise*, see Attachment B, SCOPE OF SERVICES, AREA OF EXPERTISE.

Page 2 of the Consultant's Proposal

Firm Experience: Describe your firm's background and experience demonstrating the ability to provide required services. This section shall include response to the following:

- A. Provide a general overview of the individual's or firm's history and engineering experience (i.e. when established, location of main and branch offices, etc.).
- B. Provide address to company website (if one exists).
- C. Management & Administrative-ownership and structure of the company.
- D. Technical Abilities-Experience of staff and availability of needed equipment.
- E. Include a statement indicating the individual's or firm's ability to respond on short notice and within tight timelines.
- F. Describe how service will be provided, including location of office that proposed staff will be housed.

References: Provide a list of five (5) references preferably other municipalities similar in size as Minneapolis.

Pages 3 and 4 of the Consultant's Proposal:

Firm Personnel: The qualifications, resumes, and a listing of recent assignments of the key personnel, including field inspection personnel, that will be assigned on an ongoing basis to the City projects. Note: To be selected for the Consulting Pool, a consulting firm needs to be able to accomplish projects with a majority of key personnel, employed by your firm, for each of the *Areas of Expertise* your firm desires to do consulting work.

Resource Information: The firm's resources such as number of employees, retainage of recognized experts or specialty certified key project personnel, equipment and ability to respond on short notice.

Page(s) 5 (plus) of the Consultant's Proposal:

Firm Project Experience Matrix form and Free-form pages: Consultants will need to submit at least one "Firm Project Experience Matrix" page **for each *Area of Expertise*** your firm desires to do consulting work. See Exhibit 2 for the "Firm Project Experience Matrix" form. Use this form to identify "Project Activities, Completion Date, Key Personnel (staff who worked on this project activity and are proposed to work on City projects), Key Personnel Roles and Responsibilities, and Client Information"; as it relates to that *Area of Expertise*. Also, identify key government agencies worked with and outcomes. Maximum number of "Firm Project Experience Matrix" pages is listed in Exhibit 1 for each *Area of Expertise*.

Also the consultant may submit "Free-form" pages which can be used to add any additional pertinent information, relating to each particular *Area of Expertise* your firm desires to do consulting work. Further, the "Free-form" pages may be used for additional/continuations of **Pages 2-5 of the Consultant's Proposal**, as stated above (to include the "Firm Project Experience Matrix" page). The maximum "Free-form" pages allowed for each *Area of Expertise* is also listed in Exhibit 1.

At the top of each "Free-form" page is the following:

- 1) Name of the firm,

- 2) Free-form and the title of the *Area of Expertise* for which the page applies, one *Area of Expertise* per page,
- 3) Free-form page number, such as 1 of 1 or 1 of 2 and 2 of 2. **Renumber pages for each *Area of Expertise*.**

Example:

Ace Consultants, Free-form - Bridges, continuation of Firm Project Experience Matrix page 1 of 2

*Please bear in mind that each *Area of Expertise* will have its own Review Team. Any "Firm Project Experience Matrix" page or "Free-form" page that has listed two or more *Areas of Expertise* may **NOT** be distributed to the second listed *Area of Expertise* Review Team, since we require each "Firm Project Experience Matrix" page or "Free-form" page to list only **a single** *Area of Expertise*.*

*Note: The "Firm Project Experience Matrix" form can be modified, but the basic columns, rows and information requested should be consistent. Again, the key personnel identified should be the personnel the consultant firm will assign on an ongoing basis to the City projects for the *Areas of Expertise* identified.*

Fee Schedule: Please submit the specific applicable billing rates for all classifications of employees, equipment rates, etc., by calendar year, for the duration of the Consultant Pool (February 2017 to February 2020). This should include standard and discounted rates which may be applicable to the City. Place the Fee Schedule in an envelope labeled "2017 – 2020 Consultant Pool Fee Schedule for (*the name of your firm*)" then enclose this Fee Schedule envelope in the mailing envelope described in Section III.

- V. EVALUATION OF PROPOSALS – SELECTION OF CONSULTANT:** Proposals will be reviewed by a Selection Committee made up of representatives of the City of Minneapolis, Department of Public Works and other City staff assistance as may be required. Please note that each *Area of Expertise* will be reviewed by a different team of reviewers and most reviewers will serve on one team only.

The committee will review proposals using the following criteria as guides to determine which, if any, proposals are the most advantageous to the City's needs:

- A. **RFP Understanding/Approach:** Understanding, clarity, innovativeness, conciseness, organization, and overall responsiveness to the RFP.
- B. **Consultant Experience:** The qualifications and expertise of the Consultant and key project personnel in performing the services required for proposed projects as demonstrated by the quality of the Consultant firm's previous and current projects. Emphasis will be given to experience in the State of Minnesota and the Minneapolis-St. Paul Metropolitan Area. Strong emphasis will be given to firms that can/have demonstrated that they can deliver projects as promised.
- C. **Firm Personnel:** The assignment of qualified and experienced staff responsible for projects that have proven ability to work together as a team on similar projects. Minnesota registration is required. Local presence (in Metro Area) of the key personnel will be highly considered in the evaluation process.

- D. **Firm Resources:** The firm’s resources such as number of employees, retainage of recognized experts or specialty certified key project personnel, equipment and ability to respond on short notice shall be judged.
- E. **Firm History Working with Key Government Agencies:** Familiarity and ability to work with the City, Hennepin County, Minnesota Department of Transportation, Department of Natural Resources, Minnesota Department of Health, Minnesota Pollution Control Agency, Metropolitan Council, Federal Highway Administration and other applicable governmental and regulatory agencies.
- F. **Firm References:** The professional and ethical reputation of the firm and staff, as determined by inquiries with previous clients, and with other references not limited to those specified in the proposal. The firm’s quality of planning, design, and construction engineering services, past performance in meeting schedules and deadlines, and preparing accurate cost estimates including projects satisfactorily completed for the City.
- G. **Cost to Value:** Selection will be based solely on Proposers qualifications unless the fee structure becomes a significant determinant separating firms who are otherwise equally qualified.

The City reserves the right to interview any or all proposers at the City’s discretion. Upon completion of the proposal reviews and interviews (if needed) the Selection Committee will select proposals/consulting firms that are the most advantageous to the City’s needs for the "2017 to 2020 Consulting Pool".

VI. SCHEDULE: The following is a listing of key Proposal and RFP milestones:

RFP Release	June 1 st , 2016
Pre-Proposal Conference	June 14 th , 2016
Questions on RFP Due by	June 22 nd , 2016
Responses to Questions posted by	June 29 th , 2016
Proposals due by	4:00 PM on July 8 th , 2016
Estimated Consultant selection	October 2016
Meet with selected Consultants to discuss contract language	Mid October 2016
Contracts submitted to Consultants for signature	November 2016
Services start date	February 15 th , 2017
Services end date	February 14 th , 2020

VII. CONTRACT: The contracting parties will be the City of Minneapolis and the Consultants selected to provide the future services as described herein. The selected proposal, along with the RFP and any counter proposal will be incorporated into a formal agreement after negotiations. It is the intent of the City to award a single contract, to each Consultant, for a term of three (3) years. As noted in Attachment A, in the first paragraph of the General Conditions for 2017-2020 Public Works Consulting Pool Master Contract, any proposed language changes to Attachment A must be included with the Proposal. Place the proposed

contract language changes in an envelope labeled “2017 – 2020 Consultant Pool Proposed Contact Language Changes for (*the name of your firm*)” then enclose this Proposed Contract Language Changes envelope in the mailing envelope described in Section III.

VIII. DEPARTMENT CONTACT/REQUESTS FOR CLARIFICATION: The Consultant’s primary interface with the City will be with the RFP Contact Manager who will act as the City’s designated representative for this RFP process. Prospective responders shall direct inquiries/questions ***only by email or in writing*** to:

RFP Contact Manager: R J (Bob) Carlson,
Transportation Engineering & Design Div.
Minneapolis Public Works Dept.
309 2nd Ave. S.
Room 300
Minneapolis, MN 55401

Bob.Carlson@minneapolismn.gov

All questions are due no later than **4:00 pm (Minneapolis Time), June 22nd, 2016**. Responses to the Questions will be posted by **June 29th, 2016** on City’s RFP website at:
<http://www.minneapolismn.gov/finance/procurement/rfp>

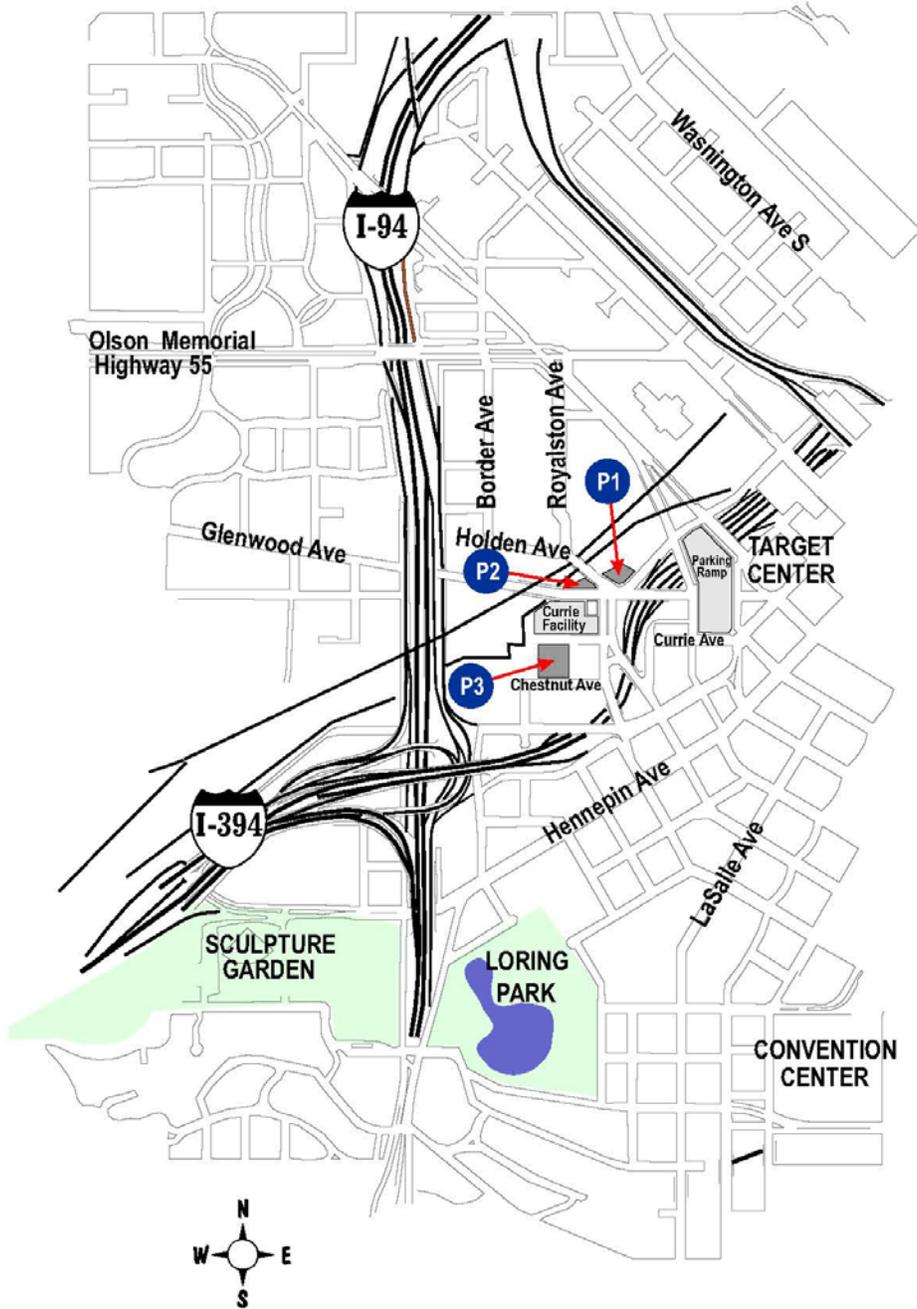
The RFP Contact Manager is the only individual who can be contacted regarding the RFP before proposals are submitted. The RFP Contact Manager cannot vary the terms of the RFP.

IX. REJECTION OF PROPOSALS: The City reserves the right to reject any Consultant on the basis of the proposals submitted. The City reserves the right to reject all proposals or any Consultant on the basis of the proposal submitted.

X. ADDENDUM TO THE RFP: If any addendum is issued for this RFP, it will be posted on the City of Minneapolis web site at:
<http://www.minneapolismn.gov/finance/procurement/rfp>
The City reserves the right to cancel or amend the RFP at any time.

Pre-Proposal Conference Location Map

- P1** Enter off of Royalston
- P2** Enter off of Glenwood
- P3** Enter off of Chestnut



The locations marked P1 and P2 are the primary parking locations for those using the Currie Conference Center. P3 is reserved for employees and can only be used as an overflow parking or during evenings and weekends only.

EXHIBIT 1: Consultants Proposal Page 1

Firm Name:			Contact Person:		
Contact Address:			Phone:		
City:	State:	Zip:	Email:		

Place a '1' in the box for each Area of Expertise under the Tier you are applying for. Note: you may only apply for one Tier.

Area of Expertise	Tier I	Tier II	Firm Project Experience Matrix Form Pages (Maximum)	Free-form Pages (Maximum)
Traffic Operations			4	2
Transportation Planning & Studies & Transit Related Projects			4	2
Parking Operations Management			4	2
Storm Water management			6	4
Sanitary Sewers and Infrastructure Management			6	4
Tunnels			6	4
Potable Water			5	6
Bridges			4	2
Bicycle and Pedestrian Projects			4	2
Street Design			4	2
Survey			4	2
Environmental Services			4	2
Analytical Laboratory Testing			4	2
Geotechnical Investigations and Consulting Services			4	2
Drilling Services			4	2
Materials Testing			4	2
Construction Inspection			4	2
Right of Way Acquisition Related & Special Assessment Services			4	2
Solid Waste Studies			7	3
Zero Waste Studies			7	3

EXHIBIT 2: Firm Project Experience Matrix

Firm Name:

Area of Expertise:

Client:

Note: The information on this page will be used to determine your qualifications for one of the Twenty (20) areas of expertise, therefore list appropriate specific activities you feel are needed to justify your qualifications. Only one Area of Expertise per page is allowed

Project Activities <i>(Activities listed in specific Area of Expertise)</i>	Completion Date	Key Personnel <i>(staff who worked on this Project Activity and will be assigned to work on City Projects)</i>	Key Personnel Roles & Responsibilities

ATTACHMENT A

City of Minneapolis - General Conditions for 2017 to 2020 Public Works Consulting Pool Master Agreement, a contract over \$50,000

(Revised: May 2016)

The General Conditions are terms and conditions that the City expects all of its Consultants to meet. By contracting, the Consultant agrees to be bound by these requirements unless otherwise noted in the Proposal. The Consultant may suggest alternative language to be incorporated in the Contract in no more than three sections of these General Conditions at the time the parties negotiate the Contract, but only if the Consultant's alternative language was submitted as part of the Proposal.

1. City's Rights

The City reserves the right to cancel the Contract without penalty, if circumstances arise which prevent the City from commencing the project or any phase of the project and at any time if it is determined that the City was fraudulently induced to enter into the contract.

2. Equal Opportunity and Non-Discrimination Laws

The Consultant agrees to comply with applicable provisions of applicable federal, state and city regulations, statutes and ordinances pertaining to the civil rights and non-discrimination in the application for and employment of applicants, employees, sub-contractors and suppliers of the Consultant. Among the federal, state and city statutes and ordinances to which the consultant shall be subject under the terms of this Contract include, without limitation, Minnesota Statutes, section 181.59 and Chapter 363A, Minneapolis Code of Ordinances Chapter 139, 42 U.S.C Section 2000e, et. seq. (Title VII of the Civil Rights Act of 1964), 29 U.S.C Sections 621-624 (the Age Discrimination in Employment Act), 42 U.S.C Sections 12101-12213 (the Americans with Disability Act or ADA), 29 U.S.C Section 206(d) (the Equal Pay Act), 8 U.S.C Section 1324 (the Immigration Reform and Control Act of 1986) and all regulations and policies promulgated to enforce these laws. The Consultant shall have submitted and had an "affirmative action plan" approved by the City prior to entering into the Contract.

3. Insurance

Insurance secured by the Consultant shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Consultant. Any policy deductibles or retention shall be the responsibility of the Consultant. The City does not represent that the insurance requirements are sufficient to protect the Consultant's interest

or provide adequate coverage. Evidence of coverage is to be provided on a current ACORD Form, Insurance Declaration. A thirty (30) day written notice by the insurer or carrier is required if the policy is canceled or not renewed. The Consultant shall provide to the City a thirty (30) day notice if any policy or coverage is materially changed. The Consultant shall require any of its sub-contractors, if sub-contracting is allowable under this Contract, to comply with these provisions.

The Consultant and its sub-contractors shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$300,000 each occurrence fire damage and \$5,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured.
- c) **Commercial Automobile Liability** insurance covering all owned, non-owned and hired automobiles with limits of at least \$2,000,000 per accident.
- d) **Professional Liability** Insurance or Errors & Omissions insurance providing coverage for 1) the claims that arise from the errors or omissions of the Consultant or its sub-contractors and 2) the negligence or failure to render a professional service by the Consultant or its sub-contractors. For Tier I contracts the insurance policy should provide coverage in the amount of \$5,000,000 each claim and \$5,000,000 annual aggregate. For Tier II contracts the insurance policy should provide coverage in the amount of \$2,000,000 each claim and \$2,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the services or work.
- e) **Network Security and Privacy Liability** insurance for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Electronic Media Liability. Insurance will cover claims that arise from the disclosure of private information from files but not limited to: 1) the errors or omissions of the Consultant, its employees or Sub-contractors and 2) penetration of the Consultant's electronic data network, "firewall" or other security devices by hackers or others. The insurance policy should provide minimum coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must provide an extended reporting period and have a retroactive date that on or before the date of this Contract or the date Consultant commences work, whichever is earlier.

4. Indemnification

The Consultant will defend, indemnify and hold harmless the City and its officers and employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses, including court costs and reasonable attorney's fees regardless of the Consultant's insurance coverage, to the extent caused by the negligent acts or omissions in the performance of work or delivery of services by the Consultant, its employees, agents, by any sub-contractor or sub-consultant, and by any employees of the subcontractors and sub-consultant of the Consultant, provided by or through this Contract or by reason of the failure of the Consultant to perform, in any respect, any of its obligations under this

Contract.

The City will defend, indemnify and hold harmless the Consultant and its employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses including court costs and reasonable attorney's fees arising directly from the negligent acts and omissions of the City by reason of the failure of the City to perform its obligations under this Contract. The City's indemnification of the Consultant will include claims, damages and liabilities that arise from the City's use of unfinished documents and the modification and reuse of documents produced under the terms of this Contract without the Consultant's written authorization. The provisions of the Minnesota Statutes, Chapter 466 shall apply to any tort claims brought against the City as a result of this Contract.

Except as provided in the Data Practices section below, neither party will be responsible for or be required to defend any consequential, indirect or punitive damage claims brought against the other party.

*Notwithstanding the Consultant's defense and indemnification obligations above, to the extent that the Consultant is providing "design professional services" as that phrase is defined in Minnesota Statutes, Section 604.21, then the Consultant shall not defend, indemnify nor hold the City harmless from or against liability for loss or damage resulting from the negligence or fault of anyone other than the Consultant and its employees, agents and sub-consultants.

5. Subcontracting

The Consultant shall not subcontract any work or services under this Contract without the City's prior written authorization to sub-contract any work or services to be provided to the City pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Consultant shall pay all sub-contractors for sub-contractor's undisputed, completed work, within ten (10) days after the Consultant has received payment from the City.

6. Assignment or Transfer of Interest

Neither the City nor the Consultant shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the other party.

7. General Compliance

The Consultant agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under this Contract.

8. Performance Monitoring

The City will monitor the performance of the Consultant against goals and performance standards required herein. The City will provide written notice to the Consultant if the City determines that the Consultant's performance is substandard. Substandard performance will be determined by the City using professional industry measurement standards. If action to correct such substandard performance is

not taken by the Consultant within a reasonable period of time to cure such substandard performance after being notified by the City, Contract termination procedures will be initiated. All work submitted by Consultant shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Consultant and shall inform the Consultant of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

9. Prior Uncured Defaults

Pursuant to Section 18.115 of the City's Code of Ordinances, the City may not contract with persons or entities that have defaulted under a previous contract or agreement with the City and have failed to cure the default.

10. Independent Consultant

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Consultant shall at all times remain an independent Consultant with respect to the work and/or services to be performed under this Contract. Any and all employees of Consultant or other persons engaged in the performance of any work or services required by Consultant under this Contract shall be considered employees or sub-contractors of the Consultant only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of Consultant.

11. Accounting Standards

The Consultant agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

12. Retention of Records

The Consultant shall retain all records pertinent to expenditures incurred under this Contract for a period of six years commencing after the later of contract close-out or resolution of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

13. Audit Requirements for Cloud-Based Storage of City Data

If the Consultant's services include the storage of City data using a cloud based solution, then the Consultant agrees to secure the data as though it were "private data" as defined in Minnesota Statutes, Chapter 13. The Consultant shall provide the City with the annual copy of the Federal Standards for the Statement on Standards for Attestation Engagements (SSAE) No. 16 or the International Standard on Assurance Engagements (ISAE) No. 3402. The Consultant agrees to provide a

.pdf copy to the City's Contract Manager, upon the Consultant's receipt of the audit results.

14. Data Practices

The Consultant agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The Consultant and any of the Consultant's sub-consultants or sub-contractors retained to provide Services under this Contract shall comply with the Act and be subject to penalties for non-compliance as though they were a "governmental entity." The Consultant must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Consultant concerning data requests. The Consultant agrees to hold the City, its officers, and employees harmless from any claims resulting from the Consultant's unlawful disclosure or use of data protected under state and federal laws.

15. Inspection of Records

Pursuant to Minnesota Statutes Section 16C.05, all Consultant books, records, documents, and accounting procedures and practices of the Consultant with respect to any matters covered by this Contract shall be made available to the City and the State of Minnesota Office of State Auditor or their designees upon written notice, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

16. Living Wage Ordinance

The Consultant may be required to comply with the "[Minneapolis Living Wage and Responsible Public Spending Ordinance](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf)" (http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf), Chapter 38 of the City's Code of Ordinances (the "Ordinance"). Unless otherwise exempt from the Ordinance as provided in Section 38.40 (c), any City contract for services valued at \$100,000 or more or any City financial assistance or subsidy valued at \$100,000 or more will be subject to the Ordinance's requirement that the Consultant and its sub-contractors pay their employees a "living wage" as defined and provided for in the Ordinance.

17. Applicable Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Consultant.

18. Conflict and Priority

If this Contract was awarded by RFP and in the event that a conflict is found between provisions in this Contract, the Consultant's Proposal or the City's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals (only for Contracts awarded using RFP).

19. Travel

If travel by the Consultant is allowable and approved for this Contract, then Consultant travel expenses shall be reimbursed in accordance with the City of Minneapolis [Consultant Travel Reimbursement Conditions](#).

(<http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/wcms1p-096175.pdf>).

20. Billboard Advertising

City Code of Ordinance 544.120 prohibits the use of City and City-derived funds to pay for billboard advertising as a part of a City project or undertaking.

21. Conflict of Interest/Code of Ethics

Pursuant to Section 15.250 of the City's Code of Ordinances, both the City and the Consultant are required to comply with the City's Code of Ethics. Chapter 15 of the Code of Ordinances requires City officials and the Consultant to avoid any situation that may give rise to a "conflict of interest." A "conflict of interest" will arise if Consultant represents any other party or other client whose interests are adverse to the interests of the City.

As it applies to the Consultant, the City's Code of Ethics will also apply to the Consultant in its role as an "interested person" since Consultant has a direct financial interest in this Contract. The City's Code of Ethics prevents "interested persons" from giving certain gifts to employees and elected officials.

22. Termination, Default and Remedies

The City may cancel this Contract for any reason without cause upon thirty (30) days' written notice. Both the City and the Consultant may terminate this Contract upon sixty (60) days' notice if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days' written notice or such other reasonable time period to cure the default has been provided. If termination shall be without cause, the City shall pay the Consultant all compensation earned to the date of termination. If the termination shall be for breach of this Contract by the Consultant, the City shall pay the Consultant all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Consultant under this Contract shall, at the option of the City, become the property of the City, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Consultant. The City may, in such event, withhold payments due to the Consultant for the purpose of set-off until such time as the exact amount of damages due the City is determined. The rights or remedies provided for herein shall not

limit the City, in case of any default by the Consultant, from asserting any other right or remedy allowed by law, equity, or by statute. The Consultant has not waived any rights or defenses in seeking any amounts withheld by the City or any damages due the Consultant.

23. Ownership of Materials

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City upon the City's payment for and final approval of the final report or upon payment and request by the City at any time before then. The City at its own risk may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Consultant, subject to the City's indemnification obligation provided in the Contract.

24. Intellectual Property

All Work produced by the Consultant under this Contract is classified as "work for hire" and upon payment by the City to the Consultant will be the exclusive property of the City and will be surrendered to the City immediately upon completion, expiration, or cancellation of this Contract. "Work" covered includes all reports, notes, studies, photographs, designs, drawings, specifications, materials, tapes or other media and any databases established to store or retain the Work. The Consultant may retain a copy of the Work for its files in order to engage in future consultations with the City and to satisfy professional records retention standards. The Consultant represents and warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the term of this Contract. This Contract does not affect the ownership of each party's pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party's pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

25. Equal Benefits Ordinance

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each Consultant and sub-contractor with 21 or more employees that enters into a "contract", as defined by the ordinance that exceeds \$100,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a "contract", as defined by the ordinance, initially does not exceed \$100,000, but is later modified so the Contract does exceed \$100,000, the ordinance will then apply to the Contract. A complete text of the ordinance is available at:

http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_261

[694.pdf](#) . It is the Consultant's and sub-contractor's responsibility to review and understand the requirements and applicability of this ordinance.

26. City Ownership and Use of Data

The City has adopted an Open Data Policy ("Policy"). The City owns all Data Sets as part of its compliance with this Policy. Data Sets means statistical or factual information: (a) contained in structural data sets; and (b) regularly created or maintained by or on behalf of the City or a City department which supports or contributes to the delivery of services, programs, and functions. The City shall not only retain ownership of all City Data Sets, but also all information or data created through the City's use of the software and /or software applications licensed by the Consultant (or any subcontractor of sub-consultant of the Consultant) to the City.

The City shall also retain the right to publish all Data Sets and their contents independently of this Contract with the Consultant and any of Consultant's subcontractors or sub-consultants involved in providing the Services, using whatever means the City deems appropriate.

The City shall have the right to access all data, regardless of which party created the content whether or not it was placed in or is contained in a Data Set and for whatever purpose it was created. The Consultant shall provide bulk extracts that meet the public release criteria for use in and within an open data solution. The Consultant shall permit and allow free access to City information and Data Sets by using a method that is automatic and repeatable. The Data Sets shall permit classification at the field level in order to exclude certain data.

27. Small & Underutilized Business Program (SUBP) Requirements

The City of Minneapolis policy is to provide equal opportunities to all businesses, with an effort to redress discrimination in the City's marketplace and in public contracting against Minority-Owned Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs). The SUBP requirements detailed in the Minneapolis Code of Ordinances Chapter 423.50 applies to any professional or technical Service contract in excess of \$100,000. SUBP goals are set on contracts based on project scope, subcontracting opportunities and availability of qualified MBEs/WBEs.

There are no SUBP goals on this contract. However, if there are subcontracting opportunities later identified, Consultant shall inform the Contract Manager to obtain authorization as stated under the section titled "Subcontracting" of the Terms and Conditions. Consultant shall take action to afford MBEs and WBEs full and fair opportunities to compete on this contract and resulting subcontracts. To locate certified MBEs and WBEs under the Minnesota Uniform Certification Program (MnUCP), please visit <http://mnu cp.metc.state.mn.us/> or contact contractcompliance@minneapolismn.gov.

28. Miscellaneous Provisions

1. **Successors and Assigns** – This Contract shall be binding upon and inure to the benefit of the successors and assigns of the City and of the Consultant.
2. **Severability** – If any provision of this Contract is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision, and this Contract shall be construed and enforced as if such invalid or unenforceable provision had not been included.
3. **Amendments** – This Contract may only be modified or changed by written amendment signed by authorized representatives of the City and the Consultant.
4. **Waiver** – Failure to enforce any provision of this Contract does not affect the rights of the parties to enforce such provision in another circumstance. Neither does it affect the rights of the parties to enforce any other provision of this Contract at any time.
5. **Entirety of Contract** – This Contract and the Attachments/Exhibits thereto, constitute the entire and exclusive Contract of the parties.

ATTACHMENT B

SCOPE OF SERVICES

It is the intent of this document to outline a general description of the 2017 to 2020 Consulting Pool and the extent of services required. The contents of this document are considered representative of the Consulting Pool as a whole, but are by no means conclusive.

**SCOPE OF SERVICES
FOR
2017 to 2020 PUBLIC WORKS CONSULTING POOL**

1. GENERAL INFORMATION/BACKGROUND

As the need arises, Public Works would select from among the established Consulting Pool to provide consultant services. It's the City's intention to distribute the work among the selected firms.

Consultant firms that wish to join in a consortium must designate one firm as principal or primary firm, and the consortium will be evaluated according to the same requirements as a single firm.

The City reserves the right to negotiate pertinent contract terms simultaneously with any number of firms or individuals as the City deems to be in its best interests. In responding to this RFP, it is understood by all proposers that the City reserves the right to select any or all proposers, which the City deems to be in its best interest.

This RFP is a general request for information as opposed to a specific request for a specific assignment.

All successful proposers who are accepted for the Consulting Pool will be required to have on file, with the Minneapolis Department of Civil Rights, an approved affirmative action plan prior to the City signing the Consulting Pool Master Agreement.

A master services agreement will be executed with each selected firm and will be in effect for a period of three (3) years assuming provision of satisfactory services. Each master services agreement will be limited to a maximum of \$3,000,000 for a Tier I contract and a maximum of \$1,500,000 for a Tier II contract, unless appropriately justified and approved by the City Council. The contents of the proposal and any clarifications to the contents submitted by the successful proposer may become part of the contractual obligation and be incorporated by reference into the ensuing Agreement.

During the duration of the Consultant Pool, each Consulting firm/Consortium may receive a Scope of Service or multiple Scopes of Services. Each Scope for Services will be limited to a maximum of \$500,000 for a Tier I contract or a maximum of \$300,000 for a Tier II contract.

The master services agreement shall not be construed as a guarantee of any number of work/projects under the Scope of Services or of any total dollar amount of compensation. The assignment and number of work/projects will be made by specific work orders to the Consultant solely at the discretion of Public Works.

All assignments from the Consulting Pool will be at the sole discretion of the City Engineer or his/her designee and may include, but are not limited to, work related to specific project types, processes related to using specific funding sources and specific types of services.

Once the Consulting Pool has been established, the City may request firms to provide "Price Proposals" to match the scope of the particular assignment/project. Such proposals will be

consistent with the hourly rates, equipment rates etc., all established by the Master Agreement. Such request for "Price Proposals" should not be in any way construed as a call for bids. Any response to that request shall constitute an offer to negotiate and is NOT A BID.

Consulting Pool firms must update their firm contact information whenever there is a change to ensure that the appropriate person can be contacted by the City.

For certain projects, the City may select a combination of firms and/or use consulting firms in concert with Public Works staff to provide the services necessary for the project.

The selected Consulting firms/Consortiums will be required to use Micro-Station V8i edition for all drawings submitted to the City and Microsoft products for documents and spreadsheets.

If a subcontract is needed, all selected firms will be encouraged to entertain sub contracts with local, MnUCP-certified businesses as stated in the Attachment A, RFP Terms & Conditions. All sub-contractors need to be approved by the City; particularly the Minneapolis Department of Civil Rights, for the potential of establishing SUBP goals, prior to approval of the Scope of Services (this may delay approval of the Scope of Services)

The appropriate insurance coverage and certificates will need to be submitted during processing and prior to approval of the master services contract.

2. SCOPE OF SERVICES, AREA OF EXPERTISE

There are Twenty (20) *Areas of Expertise* as follows:

1) Traffic Operations

Please see Table 1 following this section for specific activities.

2) Transportation Planning & Studies Transit Related Projects

Please see Table 1 following this section for specific activities.

3) Parking Operations Management

a) Parking Revenue Control/Operations.

- Evaluate existing parking revenue controls/operations.
 - Policies and procedures.
 - Best practices.
 - Cash handling.
 - Centralization of process.
- Evaluate new parking revenue control equipment.
- Write operational RFP.
- Provide audit services/review.
- Write parking revenue control specifications.
- Write RFP's for supplying parking revenue control systems.
- Payment Card Industry (PCI) compliance.

b) Parking Security Systems.

- Review existing security equipment/process.
 - Camera Door access systems.
 - Centralized audio/video Monitoring and Control.
 - Centralized software.
- Planning, design, specifications and procurement.

c) Parking Ramp Structural.

- Provide structural inspection reports for parking ramps.
- Provide technical specifications for repair of modifications projects.
 - Parking Ramps.
 - Expansion Joints
 - Post tension and precast
 - Skyways
 - Parking Lots.

4) Storm Water Management

Please see Table 2 following this section for specific activities.

5) Sanitary Sewers and Infrastructure Management

Please see Table 2 following this section for specific activities.

6) Tunnels

Please see Table 2 following this section for specific activities.

7) Potable Water

- Asset management for water treatment and distribution systems.
- Water Treatment Plant rehabilitation.
- Water treatment chemical storage and feed systems.
- Water treatment residuals management systems.
- Water treatment process evaluation and optimization.
- Treatment technologies for Taste and Odor.
- Membrane filtration.
- Hydraulic analysis and flow evaluation (distribution, in-plant, pumping, and reservoirs).
- Underground Pipeline Condition Assessment.
- Buried pipelines and surface restoration.
- Pipeline River Crossings.
- Ground water modeling in Minneapolis area.
- Water wells, well houses, pit-less adapters and metering vaults.
- Medium and high voltage plant distribution, transformers and switchgear.

- Engine generators.
- Energy use audit and analysis.
- Process control and integration (SCADA and security).
- Programmable Logic Controller (PLC) programming.
- SCADA Systems programming & development using Cimplicity.
- Information technology maintenance and support.

8) Bridges

- Topographic & Land Survey
- Preliminary Design.
- Bridge Approach Roadway Design, Plans, Specifications & Estimates (PS&E)
- Bridge Design, Plans, Specifications and Estimates (PS&E)
- Compliance with State & Federal Grant Requirements
- National Environment Policy Act Documentation & Approval
- Historic Bridge Projects Experience
- Context Sensitive Design
- Bridge Construction Inspection & Contract Administration
- Bridge Safety Inspection
- Bridge Load Rating
- Bridge Condition Studies

9) Bicycle and Pedestrian Projects

Please see Table 1 following this section for specific activities.

10) Street Design

- Preliminary Design and Community Engagement.
- Roadway Design, Plans, Specifications & Estimates.
- Landscape and Streetscape Design, Plans, Specifications & Estimates.
- Provide Schedule and Budget updates monthly.
- Work with Minneapolis Policy and Guidance Documents
- Stakeholder Coordination (Ex. Property owner meetings, areaway review, etc.)
- Utility Coordination (public and private)
- Compliance with State & Federal Grant Requirements

11) Surveying

- Preliminary Survey
- Construction Survey
- Record Drawing Survey for New Construction
- Registered Land Surveys

(NOTE: All Surveying done for the City shall be done using standard Minneapolis feature codes.)

12) Environmental Services

- Environmental sampling, testing and characterization of stockpiled, in-situ soil or water.
- Environmental investigations on construction materials:
 - Environmental investigations.
 - Asbestos inspection and sampling.
 - Waste Management (fluid disposal, contractor management, disposal management, etc.).
- Environmental investigations and oversight on projects:
 - Phase I Environmental Site Assessments.
 - Phase II Environmental Site Assessments.
 - Building Hazardous Materials Surveys.
 - Response Action Plans.
 - Demolition Contingency Plans.
 - Construction Contingency Plans
 - Corrective Action Design plans
 - Site Safety Plans
 - Environmental Soil Borings (NOTE: If your Firm does not own drilling equipment a Company from the consulting pool shall also be contracted to provide drilling services with no additional overhead).
 - Analytical Testing and interpretation to include but are not limited to: DRO, GRO, VOCs, SVOCs, BTEX, PCBs, PAHs, RCRA Metals and TCLP. (NOTE: If your Company does not have an in-house laboratory to conduct analytical testing, a Company from the consulting pool shall also be contracted to do this work with no additional overhead.)

Please see Table 3 for additional specific activities

13) Analytical Laboratory Testing

- Analytical Testing and interpretation to include, but are not limited to: DRO, GRO, VOCs, SVOCs, BTEX, PCBs, PAHs, RCRA Metals and TCLP.
- Expert Witness

14) Geotechnical Investigations and Consulting Services

- Geotechnical Investigations and Consulting Services include but are not limited to:
 - Soil sampling for analytical testing and classification
 - Pile Driving Testing
 - Geotechnical testing and reports (bearing capacity of soils, infiltration rates, material classifications and recommendations for proposed structure stabilization.)

Please see Table 3 for additional specific activities

15) Drilling Companies

- Drilling Environmental Boreholes and Drilling Oversight
 - Shall have personnel that is licensed with the Minnesota Department of Health Commissioner as a full Well Contractor or a Monitoring Well Contractor
 - Construct and seal environmental bore holes and monitoring wells as outlined by the Minnesota Department of Health in Chapter 4725

- Define depth of GW or bedrock
- Complete administration, oversight and direction of the construction, maintenance and sealing of environmental bore holes, monitoring wells and/or piezometers that are constructed by the City of Minneapolis personnel using the City's equipment.
- Secure all necessary permits
- Provide all documentation required by the Department of Health and the City of Minneapolis for environmental boreholes and monitoring wells.

Please see Table 3 for additional specific activities

16) Materials Testing

Materials Testing Services include but are not limited to:

- Ready-mixed concrete sampling and testing (field and laboratory).
- Structural steel inspection, sampling and testing; including but not limited to:
 - Bolt torque testing.
 - Weld inspection.
 - Re-bar inspection and testing.
- Soil sampling and testing (field and laboratory).
- Hot-mix asphalt inspection, sampling and testing (field and laboratory).

Please see Table 3 for additional specific activities

17) Construction Inspection

- Contract Administration
- Construction Management
- Experience with the documentation and requirements of projects funded with Federal, State or Local funds
- Strong ability to comprehend construction plans, special provisions and MnDOT specifications
- Address design issues, conflicts and changes
- Supplemental contract agreements
- Partial payments

Please see Table 3 for additional specific activities

18) Right of Way Acquisition Related and Special Assessment Services

- Land and Construction Survey.
- Appraisals.
- Negotiations on behalf of the City of Minneapolis.
- Property Acquisition.
- Strong Experience in Minnesota Department of Transportation & Federal Highway Administration Right-of-Way procedures and property rights acquisition requirements.
- Strong Emphasis and Experience in all aspects of property acquisitions from all manners of property owners (Railroads, Other Government Entities Private Entities, etc.).

19) Solid Waste Studies

- Municipal solid waste
- Residential recycling
- Yard waste and organics collection
- Collection services analysis
- Operations – efficiency and effectiveness
- Transfer station
- Location and permitting
- Development and sizing

20) Zero Waste Studies

- Waste diversion initiatives
- Variable rate billing
- Pay as you throw (PAYT)
- Product bans and fees
- Mandatory recycling
- State product stewardship legislation
- Construction and demolition waste
- Processing facility expansion/improvement
- Business development (recycling/reuse)

Table 1

2017– 2020 Consultant Pool RFP	Traffic Operations	Transportation Planning & Studies/Transit Related Projects	Bicycle and Pedestrian Projects
Accident Analysis and Development of Countermeasures	X		X
ADA intersection signal and ramp design compliance	X	X	
Asset Management evaluation and reports		X	X
Benefit/Cost Analysis(including cost estimating)	X	X	X
Best Practice Analysis	X	X	X
Bicycle Operations and Facility Design	X		X
Capacity Analysis	X	X	X
Citizen Participation and Communication	X	X	X
Compliance Review	X	X	
Construction Inspection	X		
Database Enhancements	X	X	X
Event Traffic Management	X		
Expert Witness	X		X
Feasibility Studies	X	X	X
Federal Project Design and Administration	X	X	X
Grant Applications		X	X
Infrastructure/Asset Management	X	X	
ITS Projects (<i>all ITS projects need to be coordinated with the City's IT Department</i>)	X	X	X
Literature Searches	X	X	X
LRT/Street Car/Commuter Rail/Bus	X	X	X
Maps/Graphics (includes Concepts and Layouts)	X	X	X
Neighborhood Traffic Studies	X	X	
Pedestrian Facilities (including ADA requirements)	X		X
Pedestrian Safety Programs	X		X
Petition Verification		X	
Project & Process Evaluation	X	X	
Project Management	X	X	
Purchase Specifications and ROW services	X	X	
Railroad Quiet Zone	X		
Safe Routes to School Program	X		X
Special Studies, Parking, Origin-Destination	X	X	X
Streetscapes	X	X	X
Street Furniture/Facilities	X	X	X
Street Lighting Analysis	X	X	
Street Lighting Design, PS&E	X		
Traffic Calming	X	X	X
Traffic Counts	X	X	X
Traffic and Mode Simulation	X	X	X
Traffic Signal Design: PS&E	X		
Traffic Signal Timing	X		
Traffic Signal Warrant Studies	X	X	
Traffic Signing & Pavement Marking Design	X		X
Transportation Modes	X	X	X
Travel Demand Management Plans	X	X	
Travel Time/Delay Studies	X	X	
Transit ridership modeling and forecasting		X	
User Surveys			X

Table 2

2017-2020 Consultant Pool RFP	Stormwater Management	Sanitary Sewers & Sewer Infrastructure Management	Tunnels
Programming	X	X	X
Planning and Design	X	X	X
Estimating/Cost Analysis	X	X	X
Bidding and Construction Management/Inspection	X	X	X
Project Management	X	X	X
Reporting	X	X	X
Modeling for Hydrology, Hydraulics, Flow Generation, Combined Sewers, Tunnels, Water Quality, Calibration - XP-SWMM, EPA-SWMM, P8, WinSLAMM, others	X	X	X
Flow Monitoring	X	X	X
Lift Station Design	X	X	
Sewer Rate Analysis	X	X	
Comprehensive Watershed Planning	X		
Minnesota Clear Water Initiatives and reporting requirements	X		
Water Quality BMP design, analysis, and monitoring	X		
Permitting	X	X	X
TMDL process	X		
GIS - ESRI	X	X	X
Asset Management - Maximo	X	X	X
Safety	X	X	X
Risk Analysis	X	X	X
Infiltration/Inflow Studies		X	
Sewer System video inspection		X	X
Sewer condition assessment - NASSCO		X	X
Deterioration modeling		X	
Sewer System rehabilitation design and methodology		X	X
Buried system structural analysis		X	
Subsurface Investigation	X	X	X
Geotechnical baseline report		X	X
Tunneling method		X	X
Tunnel liner design			X
Tunnel shaft design			X
Settlement Control-grouting program design		X	X
Dewatering Well design	X	X	X
Condition Inspections and assessments	X	X	X
Maintenance Methodology	X	X	X
Short-term emergency repair			X
Groundwater modeling/analysis	X		

Table 3

2017– 2020 Consultant Pool RFP	Environmental Services & Consulting	Geotechnical Investigations & Consulting	Construction Inspection	Drilling Services	Materials Testing
Asbestos Inspection and Sampling	X				
Bearing Capacity		X		X	
Benefit/Cost Analysis	X	X			
Compliance Review (MCPA, EPA)	X				
Construction Inspection Including Coordination and Scheduling			X		
Construction Contract Administration for projects with Federal, State and Local Funding			X		
Drilling Environmental Bore Holes & Monitoring Wells	X	X		X	
Environmental Response Action Plans	X				
Environmental Construction Contingency Plans	X				
Environmental Phase I Site Assessments	X				
Environmental Phase II Site Assessments	X	X			
Environmental Waste Management (contaminated materials)	X				
Expert Witness	X	X	X		
Infiltration Rate	X	X			
Laboratory Analytical Testing	X	X			
Materials Testing Asphalt Inspection Field and Laboratory			X		X
Materials Testing Ready Mix Concrete Field and Laboratory			X		X
Materials Testing Soils Testing field and Lab		X	X		X
MPCA File Reviews	X				
Petrographic Analysis			X		
Pile Driving Test		X	X		
Project Management	X	X	X		
Project Specifications	X	X			
Provide Oversight of City Drilling by a Licensed Monitoring Well Driller	X	X		X	
Structural Steel Inspection, Sampling & Testing		X	X		
Vibration Monitoring		X			