

**REQUEST FOR PROPOSAL  
TO PROVIDE PROFESSIONAL ENGINEERING SERVICES  
DECEMBER 30, 2020**

I. General: The Vadnais Lake Area Water Management Organization (VLAWMO) seeks proposals from qualified engineering firms to provide professional engineering services on an “as needed” basis. The VLAWMO Board has renewed funding allocation for general engineering services. VLAWMO will select a firm to provide the services requested using its policy based on those outlined in the League of Minnesota Cities guidance, the experience and technical capacity of the Firm, and the scope of services listed below. For further reference, please see [VLAWMO’s Comprehensive Watershed Management Plan at vlawmo.org](http://www.vlawmo.org), with the WMO’s Plan Implementation table on page 57.

II. Scope of Services: VLAWMO seeks professional engineering services to assist with particular projects or watershed studies and planning efforts as needed. Services will be within the scope of professional engineering, modeling, analysis and surveying. Primary services may be focused on:

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

III. Term of Contract: VLAWMO shall enter into a two-year term contract with the selected engineering firm for services on an as-needed basis. The contract may be renewed, at the discretion of VLAWMO.

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

V. Contents of Proposals: The name, experience, and qualifications of the primary consultants and relevant support professionals should be included along with billing rates for all included staff. Cover letters, other clients and projects completed as well as references will be helpful to the evaluation. If possible, please keep proposals to 10 pages or less. Each firm submitting a proposal in response to this Request for Proposal (RFP) must submit electronically via PDF format to the VLAWMO contact: Phil Belfiori, Administrator, [phil.belfiori@vlawmo.org](mailto:phil.belfiori@vlawmo.org).

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

VII. Deadline: All proposals must be received electronically in PDF format by 4:00 PM on January 22, 2021, submitted to [phil.belfiori@vlawmo.org](mailto:phil.belfiori@vlawmo.org). Questions should be addressed to Phil Belfiori by email and phone.

Phil Belfiori, VLAWMO Administrator  
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