

**REQUEST FOR PROPOSAL  
TO PROVIDE PROFESSIONAL ENGINEERING SERVICES  
JANUARY 15, 2019**

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 allocated funding for general engineering services to address a growing need. 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.

II. Scope of Services: VLAWMO seeks professional engineering services to assist with particular projects or watershed studies and planning efforts as needed. Utilizing a retainer for a portion of the services is an option. 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. 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 engineer. 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. If the consultant wishes to work with a retainer system, please suggest what services would be covered under that retainer. Cover letters, other clients and projects completed as well as references will be helpful to the evaluation. Each firm submitting a proposal in response to this Request for Proposal (RFP) must submit electronically to the VLAWMO contact: Stephanie McNamara, Administrator, [stephanie.o.mcnamara@vlawmo.org](mailto:stephanie.o.mcnamara@vlawmo.org).

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

VII. Deadline: All proposals must be received by 4 PM on Feb. 6, 2019. Questions should be addressed to Stephanie McNamara by email. Both questions and proposals: [stephanie.o.mcnamara@vlawmo.org](mailto:stephanie.o.mcnamara@vlawmo.org).