

Memo

TO: IGH RFP Consulting Pool Interested Participants
FROM: Paul Merchlewicz, PE, City Engineer
DATE: January 30, 2023
RE: RFP Clarification Questions



1. **What consultants are currently in the city’s qualification pool.**
 - *The last Inver Grove Heights Consulting Pool was established in 2011. There has been movement in the industry since then with some of the firms being bought out or no longer available directly. The City is operating using some of the same firms as well as others as needed.*
2. **Is your CIP project list moving along according to schedule or did Covid delay any projects so we can better align our example projects to your needs.**
 - *Regarding the CIP, please see our website and this map for the latest information: [Capital-Improvement-Plan-CIP---Pavement-Management-Initiative-Map \(ighmn.gov\)](https://www.ighmn.gov/Capital-Improvement-Plan-CIP---Pavement-Management-Initiative-Map)*
3. **Must a firm be able to provide all tasks listed under a particular service area or is it possible for a firm to propose on just one (or several) tasks within a service area?**
 - *A firm is not required to provide all tasks under a particular service area. We intend to create a matrix of provided services. Companies are encouraged to communicate how they meet the service areas (or in what areas they may not). See Question 4 for similar discussion.*
4. **We note that Due Diligence (Phase I / II Environmental Site Assessment) isn’t included as a task under Relocation/Benefit Analysis but will likely be needed. Have these services been procured under a separate RFP, or may firms propose to provide those services?**
 - *In service areas that do not include items such as listed above, firms may state they also provide those services as they may be relevant overall. This shows an understanding of needs for the service area. While, generally, the City may see the above Due Diligence item as a need for a larger scale proposal effort, there may be instances where provision of this service may be delivered under this process.*
5. **Section E. References**

Paragraph 2: Regarding “Include a list of current municipal clients identifying projects in progress, specific activities, and the name of a contact person at the municipality.” Would the city prefer that we limit our list to Minnesota municipalities?

 - *The City will evaluate references based on similar types of work provided. It would make sense to list cities with similar needs as Inver Grove Heights. In the event we contact a reference, we may look at overall knowledge of the service area, responsiveness, quality, communication, and the ability to partner when providing solutions.*
6. **Paragraph 3: Please provide clarification regarding “Include a list of previous or current professional services provided to the City of Inver Grove Heights and client representatives”. Is the city requesting a list of the types of professional services that we have provided (e.g., “Municipal Engineering” or “Geotechnical Engineering”) or a complete list of the projects we have worked on for the city?**
 - *Please provide a list of services worked on for the City per the list in the parenthesis above. Connecting these services to specific projects would help clarify the level of service provided and deliverable.*
7. **Does “client representatives” refer to the names of city staff that the consulting firm staff worked with, or the names of the consulting firm staff who worked with city staff?**

- *Client representatives refer to consulting firm staff.*
- 8. What else can you tell me about this solicitation process? Does the City generally solicit proposals on a regular basis or is this a new process for the City?**
- *This solicitation process is intended to develop a pool of consultants that will assist the City in delivering its program, projects, and initiatives. Pool participants may be requested to provide services that will deliver all or part of a project, or supplement staff in doing so. Please see question 1 regarding regular vs new process clarification. The RFP lists the intended renewal frequency.*
- 9. The RFP states: The City intends to select those firms evaluated to be best qualified to perform the work for the City. The City will base qualifications on experience, cost, compatibility, and other applicable performance factors. The City intends to establish a pool of qualified professional service providers that provides a broad base of experience and expertise that the City can utilize as needed. Who from the City will be on the interview and selection committee?**
- *The City will rely on staff from our Public Works Department to review and score the proposals. While the City Engineer will be a consistent scorer and have oversight across all areas, staff will be assigned based on their area of need to participate in the scoring.*
- 10. Can you confirm that the fee schedule information is NOT included in the eight-page limit?**
- *Please provide the Fee Schedule as an appendix. It is not included in the eight-page limit.*
- 11. Are you allowing hyperlinks in the submittal?**
- *If hyperlinks are included in the submittal, there is no guarantee that they will be used. Due to the range of review processes if information is not included directly in the proposal, it may be missed. The City expects many proposals and values the development of concise information without having to hunt for it.*
- 12. Does the Land Rights Assistance also count for just regular acquisition work that doesn't include relocation?**
- *The City does not anticipate the need for relocation assistance, but it is included as a complete picture of services. Please refer to Question 4 for a possible approach to responding.*
- 13. If we were to submit on more than one Area (perhaps 3 Areas), are we able to add 4-5 pages for each additional Service Area to cover them well?**
- *The City will not score a proposal longer than allowed by what is stated in "REQUEST FOR PROPOSAL CONTENT" except for the response for Question 10 above.*
- 14. If we're in your consultant pool for these services, whether it's just a small part or the whole thing, does that basically preclude us from being able to work as a private development consultant for development in Inver Grove Heights?**
- *The City understands that consultants work with developers in our community. We do not intend to limit the work of consultants and their potential opportunities except for cases of conflict of interest. This pool is intended to provide the City with options for using consultants that will meet the City's needs and avoid conflicts of interest. The City hopes that consultants will partner and inform us regarding potential conflicts prior to issuance of specific scopes of work.*
- 15. Does the City have a specific number of consultants they are targeting for each of the individual Consultant Service Areas or in total?**
- *The City does not have a specific number of consultants per area or in total. We want to ensure we have enough to cover our needs. See the response to Question 14 for an example why we are not having a fixed number.*
- 16. Is the fee section included in the 8-page limit or can these be included in the appendix with the resumes and references?**
- *Please see response to Question 10.*
- 17. Is there a page size restriction? (i.e., 8.5 x 11)**
- *Please limit page sizes to 8.5" x 11"*