



CITY OF ORONO, MINNESOTA

**REQUEST FOR PROPOSALS
FOR
SUBSURFACE SEWAGE TREATMENT SYSTEMS (SEPTIC)
PLAN REVIEW AND INSPECTION SERVICES**

SECTION 1. REQUEST FOR PROPOSALS FOR PLAN REVIEW AND INSPECTION RELATED TO SUBSURFACE SEWAGE TREATMENT SYSTEMS.

The City of Orono is requesting proposals from firms for plan review and inspection services related to Subsurface Sewage Treatment Services (SSTS Services).

SECTION 2. GENERAL INFORMATION

A. The City of Orono is a managed growth community of 8,100 people located 20 minutes west of Minneapolis on Lake Minnetonka. Orono encompasses an area of 24 square miles, 30% of which is Lake Minnetonka. Orono operates as a Statutory Plan A City. The City has a Planning, Zoning and Building Department headed by a Community Development Director.

B. Since 2019, the City has issued 72 permits for new or replacement septic systems. Included in that number is a number of repair permits. No included in that number are many reviews of potential permits for impacts to existing or future systems, or the review of subdivision proposals and their septic needs. The City has about 1100 Septic systems within its borders.

C. The City places a high value on Customer service and strives to:

1. Be a leader in customer service in the public sector by displaying professionalism and being responsive to community needs;
2. Provide efficient and effective support to all departments;
3. Work as a department to review, develop, revise, implement, and integrate processes and strategic goals to best serve the residents and customers of Orono;
4. Realize the goals of the City through the consistent and accurate application of rules, policies, and plans developed and enacted by the City Council.

SECTION 3. GENERAL INSTRUCTIONS AND TIMETABLE

A. All proposals should be sent and all questions and correspondence should be directed to the City of Orono, Jeremy Barnhart, Community Development Director (952-249-4626, jbarnhart@ci.orono.mn.us) at 2750 Kelley Parkway, Orono, MN 55356.

- B. All proposals must be received at the City offices no later than 4:00 p.m., Thursday, April 28, 2022.
- C. Proposals must be signed by an authorized representative of the company.
- D. Proposals should be limited to a maximum of 30 pages, including all supporting documentation.
- E. In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with the City staff or Councilmembers regarding their proposals.
- F. The City staff plan to review and analyze all proposals in early May 2022 and schedule interviews with one or more firms in May, 2022. The City plans to make a final selection by June 13, 2022.
- G. The effective date of Inspection services commencement will be negotiated to assure a smooth transition in services, but the transition is expected to occur expeditiously.
- H. The term is expected to be at least two years, subject to ongoing review and evaluation by the City.

SECTION 4. REQUIRED CONTENTS FOR PROPOSALS:

- A. Title Page. Show the proposal subject, the name of the proposer’s firm, address, telephone number, e-mail address, name of the contact person, and the date.
- B. Identification and Qualification of Assigned Personnel.
 - 1. Describe your firm’s capacity for providing SSTS Services as indicated in this RFQ.
 - 2. Describe the training and experience (including years) of the persons who will be providing Inspection services. Please provide resumes for all key staff that will be providing services.
- C. Basis for Compensation
 - 1. Provide a proposed hourly rate schedule, including any multipliers or pay factors for overhead to complete the Service.
 - 2. If you are proposing a fee based on a percentage of permit fees or plan check fees, include any variables or assumptions that would influence the city’s financial responsibility. Indicate what services are to be provided within the scope of the retainer.
- D. List of References, Potential Conflicts, and Claims
 - 1. Provide at least three references from public clients, at least two of which are from cities of similar size for whom similar services have been performed within the past five years.
 - 2. Describe the procedure employed by your firm for identifying and resolving conflict of interest issues. State any potential conflict(s) of interest (i.e. real estate developers, other units of government, etc.) that your firm may have in providing services as outlined in this RFQ.
 - 3. Provide a statement of any insurance claims and/or ethics complaints taken against the firm or firm’s official(s) over the last five years and the status or outcomes of such action. Please indicate whether the action is pending or is currently under review by the State Ethics Board,
- E. Detailed Response to the Scope of Services
 - 1. The proposal should address in a detailed fashion the approach of the firm to providing Septic plan review and inspection.

SECTION 5. SCOPE OF WORK

- A. The City uses Citizen Serve as its online application, review, permitting program. The Firm will be expected to utilize this service, the City will provide one license.
- B. Septic Program
 - a. Manage the City’s individual on-site Septic System Program in accordance with applicable State Law including all plan review, inspections, reports and documentation.
 - b. Maintain appropriate State accreditation.

SECTION 6. PROPOSAL EVALUATION:

- A. The City intends to retain the services of the firm evaluated to be the best qualified to perform the work for the City, with experience, compatibility, cost, and other performance factors considered.
- B. A committee of city staff and Council member(s) will evaluate the applications based on the 100-point scale listed below. Interviews may be conducted to finalize the selection. The committee will make a recommendation to the City Council for formal approval.
 - 1. The firm’s approach to, and understanding of, the Scope of Services (25 pts.)
 - 2. The experience and qualifications of key personnel (25 pts.)
 - 3. The firm’s experience and performance with similar contracts and clients (15 pts.)
 - 4. Cost of services (35 pts.)
- C. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, attendance at interviews, or final contract negotiations.
- D. The City reserves the right to request additional information from any and all proposers for purposes of clarification, and to accept or negotiate any modification to any proposal received by the posted deadline.

SECTION 7. TERMS AND CONDITIONS:

- A. The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the sole discretion of the City Council.
- B. The contract for services will require that the firm selected maintain general liability, automobile, worker’s compensation, and errors and omissions insurance. The contract will also contain provisions requiring the selected firm to indemnify the City and firm serves at the will of the City Council and the City Council has the right to terminate the agreement, at its sole discretion, upon the provision of notice.
- C. The contract for services will require the firm provide all equipment necessary to perform the functions of the job, including cell phones, mobile computers, vehicles, and office equipment.

SECTION 8. REQUEST FOR PROPOSALS AND SELECTION SCHEDULE

Advertise and Distribute RFP:	April 11, 2022
RFP Submittal Deadline:	April 28, 2022
Interviews:	May, 2022
Award:	May 23, 2022
Start Date:	June/ July, 2022