



City of Foley

Request for Proposals (RFP)

for

Professional Engineering Services

September 15, 2026

City of Foley
251 4th Avenue N
P.O. Box 709
Foley, MN 56329

The City of Foley is requesting proposals from experienced engineering firms for general municipal engineering services rendered to the City. The firm requesting consideration should be aware that experience in the area of municipal engineering is a requirement. The applicant shall have sufficient resources to ensure that all the demands of the City's engineering needs are met on a timely basis.

The City Council and City staff will review all applicants and the finalists will be notified. The term of appointment is subject to ongoing review and evaluation by the City.

Questions regarding this RFP should be directed to the City Administrator, Sarah A. Brunn, 251 4th Avenue N, P.O. Box 709, Foley, MN 56329, 320-968-7260, sbrunn@ci.foley.mn.us.

INSTRUCTIONS TO PROPOSERS

- A. Seven hard copies of the proposal as well as one digital copy should be submitted to the City. Proposals must be received **no later than 4:00 pm on Wednesday, October 28, 2026**. Proposals shall be labeled: "Foley City Engineer Proposal." The envelope shall be delivered to:

Sarah A. Brunn, City Administrator
City of Foley
251 4th Avenue N
P.O. Box 709
Foley, MN 55329
sbrunn@ci.foley.mn.us

- B. Proposals submitted must provide complete information as indicated in this request.
- C. The relationship with the firm will not be exclusive, the City may retain other firms for some or all the services described in the RFP, and the City may terminate the relationship at any time for any reason upon provision of written notice as specified in the final agreement.
- D. The firm shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City.

MUNICIPAL ENGINEERING SERVICES DESCRIPTION

The City of Foley is searching for a firm that will provide comprehensive professional services. The general work elements are outlined below.

A. General Engineering Services.

1. Assist in planning, coordinating, supervising and evaluating programs, plans, services, equipment, infrastructure, and assist with funding solutions.
2. Assist in development and implementation of CIPs (capital improvement plans).
3. Assist with infrastructure issues for the City of Foley through proactive planning, monitoring, and operations and maintenance management.
4. Develop and recommend policies and procedures for effective operation of the city consistent with city policies and relevant regulations.
5. Formulate short- and long-range plans for design and constructing public works improvements including streets, water, sanitary, storm sewer, parks, and buildings.
6. Review land use applications and construction plans for private developments for consistency with city adopted engineering specifications, city policies and relevant laws, rules and regulations and ensure council actions are implemented.
7. Update City maps, utility records.
8. Obtain proper approval and documentation from local, state, and federal authorities prior to implementing projects.
9. Provide engineering services on projects and oversee project management for constructing municipal public works projects.
10. Assist in planning, layout, and design of City parks, trails and other recreational amenities.
11. Advise of existing and assist in preparation of various grant applications of benefit to the City.

B. Prepare Engineering Reports. Determine the need for preliminary studies, review all preliminary studies for compliance with ordinances, comprehensive plans, engineering standards and financial guidelines including:

1. Feasibility reports.
2. Assessment rolls.
3. Plat reviews.
4. Utility studies.
5. Surface water system analysis and design.
6. City Capital Improvement Program studies.
7. Prepare comments regarding reports, plans and studies of other agencies.
8. As requested, attends all City Council meetings and public hearings to present feasibility studies and/or discuss engineering issues.
9. Attend other city-related meetings as requested.

C. Design and Bidding Services.

1. Prepare plans and specifications for all public works projects with the input of city staff. Present plans and specifications to the City Council for approval.
2. Consult with state and federal agencies having jurisdictional authority over the project(s) as warranted.
3. Prepare and send Advertisements for Bids to the legal newspaper and the Construction Bulletin for solicitation of bids.
4. Reproduce Contract Documents for bidding purposes.
5. Review bids and prepare bid tabulations.
6. Evaluate bids, assist staff in preparing a recommendation to the City Council, assemble and award contracts.

D. Project Management/Construction Services.

1. Convene pre-construction conference(s) with staff, contractor, utility company representatives, etc.
2. Perform construction staking and surveying.
3. Provide construction observation during construction as necessary.
4. Prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of the contractor's progress.
5. Convene regular construction progress meetings as required.
6. Prepare, review and recommend action for proposed change orders.
7. Prepare, review and recommend action for pay estimates.
8. Review and recommend final acceptance to the City. Assist the City in ensuring that contractors have been paid and lien waivers have been acquired.
9. Provide as-built drawings within 90 days of conclusion of City projects.
10. Review as-built drawings upon conclusion of privately installed projects that will be turned over to the City.

E. Participate in city meetings, including:

1. Internal and external meetings with City and/or developer engineering firms involving engineering questions and issues.
2. Meets with developers and members of the public on proposed development projects in order to relate the processes and procedures involved with engineering and infrastructure development. Review development proposals for conformance with City standards.
3. City Council meetings and work sessions, Planning Commission meetings, and other City meetings as needed.

F. Record Keeping. The engineering firm shall provide the following records to the City:

1. Permits and applications.
2. Contract documents.
3. Addenda.
4. Copies of referenced standard specifications.
5. Project schedules.
6. Shop drawings and submittals.
7. Applicable correspondence.
8. Records of pertinent telephone conversations.
9. File memoranda and directives; change orders.
10. Requests and recommendations for payment.
11. Project budget and cost information.
12. Diaries and logs.
13. Records of noncompliance.
14. Field test results.
15. Materials testing reports.
16. Record drawings.
17. Project photographs.
18. Project studies and reports.
19. Project progress meeting minutes.
20. Other information as necessary or required.

The City is subject to the MN Data Practices Act and records maintained by the engineer on behalf of the City may also be subject to the Act.

REQUIRED CONTENTS FOR PROPOSAL

A. Company Background.

1. Brief history of company.
2. Number of engineers, including number of partners and associates and areas of specialty.
3. Support personnel: number and expertise.
 - a. Office organization and support capabilities.
 - b. Office location(s).
 - c. Describe your research capabilities with specific emphasis on municipal engineering publications and use of technology.

- d. Statement of 2025 billings for municipal work as a percentage of total 2025 billings.
- e. Describe insurance coverage: carrier, limits, and exemptions.
See Engineer Qualifications (6).
- f. Statement of any insurance claims and/or ethics complaints taken against your firm or firm's engineer(s) over the last five years and the status or outcomes of such action. Indicate whether the action is pending or is currently under review by the State Ethics Board.

B. Engineer Qualifications.

1. Identify each engineer and support personnel who will be supplying services for which the City will be billed.
 - a. The name, academic training and degree.
 - b. Description of background and experience.
 - c. Description of prior municipal experience including cities served in a similar capacity.
 - d. List of projects in communities where designated engineer served.
2. List of cities you currently serve and for what type of service.
3. List of cities you began serving in the last ten years and cities you stopped serving in the last ten years.
4. Name, telephone number and contact person of at least five client references, at least three of which shall be cities.
5. Description of the company's view of their responsibilities to the City in the provision of engineering services.
6. Provide the following proof of insurance:
 - Commercial General Liability, minimum of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
 - Automobile Liability – minimum \$1,000,000.
 - Worker's comp covering statutory limits.
 - Professional errors & omissions liability – minimum \$2,000,000 policy.

C. Fees.

1. Provide a detailed description and explanation of all fees and/or charges that may arise for engineering services.
2. Identify the minimum increment of time billed for each service, e.g. phone calls/virtual meetings, correspondence, personal conference. Also state separately the rate for any firm cost items to be billed such as printing, photocopying, researching, mileage, etc.
3. The City requests monthly billing statements which:

- a. Itemize the date of services.
- b. Identify the engineer and/or support personnel providing the services.
- c. List time spent.
- d. Provide a detailed description of the services performed.
- e. State the fee for those services.
- f. Billing must list separately any fees which the City shall recoup from other sources. It is expected that the City Engineer will build in reimbursements whenever possible so the City may recoup Engineering fees, especially for projects such as TIF or development projects.

PROPOSAL EVALUATION AND APPOINTMENT

- A. The City intends to retain the engineering services of the proposer evaluated to be the best qualified to perform the work for the City; experience, cost and other factors will be considered.
- B. Based upon evaluation, the City Council and City staff will review and pick the finalists who are judged to be the most responsive and responsible proposer for services requested. Oral interviews will be conducted. The top firm will be chosen by the City Council for final approval.
- C. The City will not reimburse the proposer for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, and attendance at interviews.
- D. The City reserves the right to reject any and all proposals or to request additional information from any and all proposers.

CONFLICT OF INTEREST

1. Indicate whether the company represents, or have represented, any client whose representation may conflict with your ability to provide engineering services to the City.
2. Indicate whether designated engineer, or the company; currently represent any real estate developers. If so, please identify those companies or persons in detail and provide a percentage breakdown of how much this work represents of your firm's total billings.
3. Indicate whether designated engineer, or the company, currently represents any other local units of government having jurisdiction within, or contiguous to, the City of Foley.
4. Identify what procedures your company utilizes to identify and resolve conflicts of interest.

Conflicts of interest are an on-going obligation throughout the entirety of the relationship between the City and selected Engineer.

RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Foley and the firm selected. The City of Foley reserves the right to reject any and all proposals for any reason.