



City of Rochester, Minnesota Public Works Department

Comprehensive Surface Water Management Plan Request for Qualifications

Notice is hereby given that the City of Rochester, Minnesota is seeking a qualified planning and/or engineering consultant team to provide professional planning and engineering services for the development of the City's Comprehensive Surface Water Management Plan.

RFQ Submittal Schedule

RFQ Advertisement	Wednesday, May 13
RFQ Submittal Deadline	Friday, June 5 @ 4:30 p.m.
Proposal Review, Consultant Selection and Notification	Monday, June 8 through Tuesday, June 16
Selected Consultant Interviews	Monday, June 22 through Friday, June 26
Consultant Selection and Notification	Tuesday, June 30

Proposals shall be submitted no later than the above-listed date and time and addressed to:

Name: Troy Erickson, P.E.
Title: Water Resources Manager
Address: City of Rochester Department of Public Works
201 4th Street SE, Suite 108
Rochester, Minnesota 55904

All questions regarding this solicitation should be directed to the City representative listed below. Do not attempt to contact other City team members regarding your submittal or any related proposal submittal.

Name: Troy Erickson, P.E.
Title: Water Resources Manager
Phone: 507.328.2419
Email: terickson@rochestermn.gov

The City of Rochester, Minnesota reserves the right to reject any or all proposals or portions thereof, to accept a proposal or portion thereof, and to waive any informality.

Introduction and Background

The City of Rochester, Minnesota (City) is seeking a qualified planning and/or engineering consultant (Team) to develop a Comprehensive Surface Water Management Plan. This planning effort will be funded through the City's Storm Water Utility Enterprise Fund as programmed within the City's Capital Improvement Program. The purpose of this Request for Qualifications (RFQ) is to select a highly qualified Team to work with City teammates to scope a phased approach to developing a Comprehensive Surface Water Management Plan and, subsequently, begin the development of the plan thereafter under separate contract. The selected Team will be responsible for developing a Comprehensive Surface Water Management Plan framework that is informed by the needs of a wide range of stakeholders including, but not limited to, City residents, City teammates, agencies, developers, etc. The Comprehensive Surface Water Management Plan framework will also be reflective of regulatory requirements, surface and storm water management schemes, fiscal needs, City policies, asset management, capital improvement program planning, implementation, etc.

The City of Rochester, Minnesota, which has a population of approximately 118,000 people and is home to the world renowned Mayo Clinic, is located approximately 80 miles south of St. Paul, Minnesota and the greater Twin Cities Metropolitan Area. The City has a land area of nearly 56 square miles and lies within six townships: Haverhill, Marion, Rochester, Cascade, High Forest, and Kalmar Townships. The City lies prominently within the valley formed by the South Fork Zumbro River and its tributaries and features many of the unique topographical and geological characteristics known to Southeastern Minnesota such as Karst formations and rolling hills with incised valleys. A prominent downtown core is present within the City that is similar to highly developed urban areas associated with larger metropolitan areas. Outside of the downtown core, a wide variety of residential and commercial developments are present along the major transportation corridors connecting the City both locally and regionally.

The City of Rochester, Minnesota is expected to experience significant population and development growth over the next 20 years. The expected growth will be driven largely in part due to Destination Medical Center (DMC), which is a unique 20-year economic development initiative intended to position the City as the world's premier destination for health and wellness. DMC is facilitated through a public-private partnership with \$585 million of public funding backed by state statute that will help facilitate \$5.6 billion of private development. This transformational initiative will not only affect the downtown core and surrounding area identified specifically as part of DMC, but it will also impact the City as a whole via ancillary development necessary to support growth.

The City of Rochester has developed by itself, or in conjunction with, other entities various planning documents that influence surface water management. The key documents that influence surface water management include, but are not limited to, the following:

- Planning 2 Succeed: Rochester 2040 Comprehensive Plan
- Destination Medical Center Design Guidelines
- Rochester Zoning Ordinance and Land Development Manual
- City of Rochester Code of Ordinances
- Municipal Separate Storm Sewer System (MS4) Phase II Permit and Storm Water Pollution Prevention Program

- City of Rochester Storm Water Management Plan – Revised, December 1999
- Various Sub-Area Watershed Studies
- Olmsted County Water Management Plan
- Zumbro River One Watershed One Plan (in development)

These documents provide the general backdrop within which the City has performed surface water management.

Purpose and Goals

The primary purpose of this initiative is to develop a new Comprehensive Surface Water Management Plan that is reflective of the many factors currently affecting and anticipated to affect the City with respect to storm water management and its water resources. The City last embarked upon a comprehensive planning effort with the development of the *City of Rochester Surface Water Management Plan* in October 1997. This document was updated and renamed shortly thereafter as the *City of Rochester Storm Water Management Plan* in December 1999. This document has served as the basis for storm water management practices, water resources management, infrastructure planning, and funding since that time.

While various aspects of the *City of Rochester Storm Water Management Plan* remain applicable today, the plan overwhelmingly needs to be rewritten to guide surface water management practices in light of, but not limited to:

- Continued development of the Destination Medical Center initiative along with ancillary development;
- Changed regulatory environment stipulated by the Minnesota Pollution Control Agency's MS4 Phase II Permit;
- Need to progress toward waste load allocations derived from total maximum daily loads (TMDLs) derived for the South Fork Zumbro River and its tributaries;
- Need to address landscape resiliency and sustainability;
- Expected transition of the City from a Phase II to a Phase I MS4 Permit; and
- Adoption of precipitation frequency estimates published in the National Oceanic and Atmospheric Administration (NOAA) Atlas 14, Volume 8.

The primary goal of the City is to create a Comprehensive Surface Water Management Plan that encompasses our foundational principles of compassion, environmental stewardship, fiscal responsibility and sustainability, public safety, and social equity while employing the strategic priorities of enhancing quality of life, fostering a team-orientated culture, managing growth and development, and balancing public infrastructure investment. The City of Rochester is a premier community that desires to create a Comprehensive Surface Water Management Plan that is commensurate with our standing and in alignment with our foundational principles and strategic priorities. The proposed Comprehensive Surface Water Management Plan is expected to be a guiding document that will inform decisions on many levels into the future.

An ancillary goal of this initiative is to create a renewed interest and awareness of surface water management within the City including, but not limited to, City teammates, leaders, residents,

developers, agencies, etc. It is evident today that there is a large knowledge gap with respect to the City's management of surface water and expectations. It is our intent to close the knowledge gap and develop momentum toward the ubiquitous understanding and acceptance of sound surface water management.

Comprehensive Surface Water Management Plan Development

The proposed Comprehensive Surface Water Management Plan is anticipated to focus on, but will not be limited to, the following topics listed in no particular order of importance:

- Landscape Resiliency
- Asset Management
- Fiscal, Environmental, and Infrastructure Sustainability
- Storm Water Management Policy
- System Analysis and Design Standards
- Water Quality
- Capital Improvement Planning
- Public Engagement and Education
- Public Waters and Recreational Opportunities
- Plan Implementation

The development of the proposed Comprehensive Surface Water Management Plan is desired to occur in phases or in a modular fashion for a number of reasons including the magnitude of the overall scope, fiscal planning, and desire to create a functioning plan that addresses the highest priorities expeditiously. The selected Team will be immediately tasked with developing a scope of work that effectively defines the proposed Comprehensive Surface Water Management Plan framework/outline and priorities for completion. This scoping initiative is intended to gain consensus among City teammates and leaders, as well as other stakeholders and create an efficient work plan for the Team to advance with full understanding within an agreed upon schedule. Once the scoping initiative has been completed, the selected Team will commence this initiative with the first phase of developing the Comprehensive Surface Water Management Plan.

The City is anticipating an approximate 16-month schedule for the development of the first phase of the proposed Comprehensive Surface Water Management Plan with completion expected by the close of 2021. Our desire is to have the selected Team under contract for the scoping initiative no later than August 3, 2020 and to begin the subsequent plan development no later than September 21, 2020. Specific details of the schedule will be negotiated with the selected Team for each contract. The City of Rochester is committed to selecting a Team that is best suited to help us achieve our goals and develop a high-quality Comprehensive Surface Water Management Plan that is forward-looking, provides immediate utility, and generates momentum, knowledge and enthusiasm related to surface water management.

Submission Requirements

The response to this RFQ should be fully self-contained and display clearly and accurately the capabilities, knowledge, experience, and capacity of the Respondent to meet the requirements of the

proposed project. Respondents are encouraged to utilize methods they consider appropriate in communicating the required information. At a minimum, this will include submission of the information requested below:

- Project Team
- Project Understanding
- Relevant Project Experience
- Billing Rate Schedule
- Conditions of Request and Requirements

One copy in portable document file (pdf) format should be submitted to Troy Erickson, P.E., Water Resources Manager, via email at terickson@rochestermn.gov or by file transfer program such as Dropbox. It should be noted that files exceeding 10 MB may not be received/accepted by City email. All submittals must be received no later than 4:30 p.m. on Friday, June 5. Questions can be sent to Troy Erickson, P.E. by email as noted previously or by phone at 507.328.2419. Interviews with the most qualified Teams will be held during the week of June 22 through June 26. In order to be considered, all requested information shall be submitted. All material shall be presented in a succinct manner in the same order as presented in this RFQ. The City will not be responsible for RFQs delivered to a person/location other than that specified above.

The following provides details of the requested submittal items:

Project Team

The following information should be provided for the Project Team:

1. Prime consultant and subconsultant(s) company: Name, address, telephone number, and website address.
2. Primary contact(s) for Team: Name, title, telephone number, and email address.
3. Comprehensive organizational chart of the Project Team that will be committed to this initiative over the duration of the project. The organizational chart should include provisions for all potential planning aspects including, but not limited to, hydrologic and hydraulic modeling, data presentation, public engagement, etc. In addition, the organizational chart should indicate the office from which the Team member is based.
4. Resumes of key Team members indicated in organizational chart. Resumes should provide a brief but detailed history of the number of years of experience with the current firm and other firms, education, professional registration/certifications, and qualified work experience relevant to the services requested. Use separate pages for each person; resumes can be placed in an appendix.
5. Description of Team experience and how members complement one another: How was your Team assembled?
6. Ability to complete project within project schedule.
7. Disclosure of conflicts of interest.

Project Understanding

The City believes that this initiative is a unique opportunity for us as an organization and the selected Team to develop a transformational planning guide encompassing surface water management within our community. Based upon the information provided within this RFQ and otherwise, discuss your understanding of this initiative and vision for the proposed Comprehensive Surface Water Management Plan.

Relevant Project Experience

List up to five (5) projects, starting with the most recent, that your Team has completed within the past five years. Provide the year the project was performed, the name of the municipality/jurisdiction, and scope of work performed. In addition, provide client contact information and web links to documents if publically available. Other related experience may be included in an appendix.

Billing Rate Schedule

Provide a billing rate schedule for the core Team members and estimated expected proportion (percentage) of the total budgeted effort to prepare the first phase of the proposed Comprehensive Surface Water Management Plan based on your understanding of this initiative. This should relate closely to the project organizational chart. However, this should not be understood as a request for project fee.

References

Provide three (3) references for comparable work performed by your Team. Provide a brief description of the work performed and magnitude of services in terms of contract value provided for each reference.

Conditions of Request and Requirements

The following conditions apply to this RFQ:

1. The City of Rochester reserves the right to withdraw this RFQ at any time without prior notice. Further, the City makes no representations that any agreement will be awarded to any firm submitting a proposal.
2. The City reserves the right to reject any and all requests for qualifications submitted in response to this request and to reject any subconsultant or individual working on a Team.
3. Any changes to the request for qualification requirements will be made via addendum and posted on the City's website.
4. In any event, the City shall not be liable for any pre-contractual expenses incurred by any proposal or Team.
5. No prior, current or post award verbal agreement(s) with any officer, agent or employees of the City shall affect or modify any terms or modifications of the RFQ or any contract or option resulting from this process.

Evaluation Criteria and Procedures

Distribution and Outreach

This RFQ is being publically posted and distributed and is open to any and all Teams who have the required expertise.

Selection Team

The City will rate prospective Teams for this work using objective criteria based upon the information obtained from the RFQ. The Teams with the highest ranking, based on experience and qualifications as described in the RFQ, will be invited for interviews. The proposed project manager and others selected at the Team's discretion will be requested to represent the Team at the interview.

Selection Criteria

The City's evaluation will consist of a matrix of requirements, qualifications, and experience. The following criteria will be used in evaluating the submittals received in response to this RFQ.

SOQ Evaluation Criteria	Maximum Scoring Value
Team Experience	40
Relevant Project Experience	35
Project Understanding	20
Billing Rate Schedule	5
Maximum Scoring Points – Total	100

Selection Procedure

Consideration of a prospective Team proposal will be made only if the prospective Team meets all the minimum requirements of this RFQ. The City reserves the right to adjust, increase, limit, suspend or rescind the rating based on subsequently learned information. The City reserves the right to award a contract to the Team that presents the best qualifications and will best accomplish the desired results for the City.

Request for Supplemental Information: The City reserves the right to require, from any Team, supplemental information that clarifies submittal materials.

Questions: All questions regarding this RFQ should be directed to the City representative referenced in this document.

Incomplete RFQ: Incomplete submissions will not be considered. However, if a submission is incomplete, and if it appears that the omission can be corrected promptly, the affected Team may be contacted and offered the opportunity to complete the RFQ and provide the required information within a prescribed period of time, which will not be extended.

Rejection of Submitted RFQ: RFQs that are not current, accurate, and/or completed accurately in accordance with the prescribed format shall be considered non-responsive and eliminated from further consideration.

Selection Process Termination: The City reserves the right to terminate the selection process, at any time, without making an award to any Team.