



# REQUEST FOR PROPOSALS OF PUBLIC WORKS MAINTENANCE ASSISTANCE

Request for Proposals Date: February 27, 2025  
Proposals Due Date: March 11, 2025  
Proposal Review Dates: March 12-17, 2025  
City Council Considers Award: March 18, 2025

For Questions Regarding these Proposal Documents contact:  
**Meghan Eastman, City Clerk/Treasurer**  
**City of Audubon**  
357 4<sup>th</sup> Street PO Box 263  
Audubon MN 56511  
[cityofaudubon@loretel.net](mailto:cityofaudubon@loretel.net)

## **SUMMARY**

The City of Audubon requests proposals from experienced and well-qualified contractors to provide maintenance services for the City.

Please note that the ability to provide these services for fixed and predictable costs and fees will be paramount in the proposal evaluation process.

### **I. GENERAL INFORMATION**

The City of Audubon is located in Becker County, 7 miles west of Detroit lakes. The City encompasses approximately three-quarter square mile and serves 519 residents.

The City of Audubon is a Statutory Plan “A” City, consisting of a Mayor and four Councilmembers. The City Council meets the second Monday of the month at 5:30 p.m.

The City provides a range of services including; Water, Sewer, Fire, Rescue, Law Enforcement, Parks and a Community Hall. In total, the City maintains 4 full-time employees, approximately 18 paid on call fire fighters, 5 rescue team volunteer members, and 3 regular consultants. (e.g., City Attorney, City Engineer).

Currently, the City maintains the following hours of operation: Monday through Friday 8:00 a.m. – 4:30 p.m.

While the City currently employees a full-time unlicensed public works maintenance worker, we are looking to contract

Applicants must be in good standing with the State of Minnesota Pollution Control Agency and with the State of Minnesota Department of Health.

### **II. SERVICES REQUESTED**

This person is responsible for assisting the maintenance supervisor with all duties with the maintenance, operation, and repair of City equipment, streets, properties, and municipal water and wastewater systems. This person would also learn the basic operation of utility software and programs to assist in uploading and reporting data. They will need to effectively interface with utility billing clerk regarding matters relevant to both departments including meter reading and water usage.

Supervision Received: Under direct supervision and direction of the maintenance supervisor.

Supervision exercised: None

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Help the Maintenance Supervisor maintain, operate and monitor municipal water system:
  - Operate within state and federal guidelines.
  - Take water samples, accurately prepare the required reports, and help submit them to appropriate agencies. Maintain water system maps, records, and maintenance logs.
  - Learn water treatment facilities processes including chlorination, fluoridation and controls.
  - Read and maintain water meters, investigate water usage and billing concerns.
  - Maintenance and repair of water tower, wells, pumps, water treatment plant, hydrants, curb stops, mains, gate valves, and other facilities.
  - Locate utilities per Gopher State One-call and/or as directed.

- Perform operation, monitoring, and maintenance of municipal sanitary sewer system:
  - Operate within state and federal guidelines.
  - Help Maintenance Supervisor/Worker take samples, accurately prepare required reports and submit to appropriate agencies; maintain sewer system maps, records, and maintenance logs.
  - Maintenance and repair of lift stations, collections systems, and wastewater ponds.
- Perform general street, alley, sidewalk, and parking lot maintenance:
  - Plow & remove snow, sand, traffic paint, seal coat, crack fill, hot patch, concrete repair, lay gravel, and grade.
- Maintain and operate all City equipment, including lawn mowers, front-end loader, dump truck (with or without snowplow), motor vehicles, and various smaller equipment.
- Help Maintenance Supervisor in care and maintenance of all municipal buildings.
- Parks and Other City Property: performs the following tasks:
  - Mowing, tree trimming, removal, planting, fertilizing, spraying and weeding.
  - Removal of refuse and debris; general clean-up and upkeep.
  - Help maintain ball fields and compost areas.
- Other duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- The drive and talent to learn and understand the city as a whole and its supporting systems.
- Comprehensive knowledge of the materials, practices, methods, techniques, tools and equipment used in street, water, sewer, automotive repair, and related operations.
- Comprehension of state and federal workplace safety requirements and procedures.
- Knowledge of municipal water and wastewater operations including state and federal guidelines and requirements. Willingness to attend utility education programs or study at home to procure state licensing and certifications.
- Ability to communicate tactfully and effectively with the general public, regulatory agencies, contractors, elected officials, and staff.
- Ability to operate a PC using Word, Excel, and various utility programs as assigned.
- Ability to lift, carry, and move heavy objects weighing up to 50 pounds.
- Ability to work in adverse conditions. Often exposed to unpleasant odors, dangerous gases, confined spaces, heights and underground as well as various weather conditions.

#### MINIMUM REQUIREMENTS

- Must be willing to comply with Safe Operating Procedures.
- High school diploma or equivalent, with some post high school education or training in water, wastewater, or related field.
- Valid Minnesota Class B Driver's License.

- Must be willing to submit to drug and alcohol testing.
  
- Must have a flexible schedule, be able to respond to calls, be willing be on-call for one week periods, and perform weekend rounds based on rotating schedule.

### **III. Term**

The term of the agreement for this work is nine (9) months. The work will commence within thirty (30) days after the Contractor received a Notice to Proceed from the City of Audubon.

### **IV. Continuity of Services**

To ensure continuity of essential services, the successful proposer shall be prepared to fully commence work upon Notice to Proceed by the City and should not assume that the employees of the City will be available to guide, direct or specifically orientate each Contractor employee. Any unforeseen or additional cost borne by the successful Contractor and not the City of Audubon.

### **V. CONTENT OF PROPOSAL**

- A.** Description of operations and maintenance experience to include references of other clients where the proposed Contractor or its Principals has been demonstrated a minimum of five years' experience in the management of operations and maintenance services of water and wastewater treatment facilities and similar complexity to that of the City of Audubon.
- B.** Provide a detailed start-up schedule to include a phasing chart of chronological activities required to assure a smooth transition of personnel and equipment to assume operational control of all City facilities upon receipt of the Notice to Proceed.
- C.** Provide an operating plan which details the Contractor's approach to the operation of the City of Audubon's facilities as well as the preventative and corrective maintenance of all existing equipment and facilities, which shall be under the contractor's care in this agreement.
- D.** Provide a chart including all direct and indirect staff who will be providing services or submitting reports on behalf of the City of Audubon. The project team shall have collective certification in both water and wastewater operations Class D or higher sufficient to meet all State and Federal requirements.
- E.** Provide the resume of the proposed Project Manager who shall prove they are technically qualified to manage this contract. She/He shall also have demonstrated management experience in both water distribution and sewage collection systems.
- F.** List all projects currently operated in the State of Minnesota with a client contract.
- G.** Provide proof of insurance and appropriate documentation including liability limits.
- H.** Provide verifiable documentation of all employee's to be involved with work on behalf of the City of Audubon.
- I.** List of References and Potential Conflicts:
  - 1. A list of all public entity references.
  - 2. Potential conflicts of interest must be disclosed.
- J.** Disclosures and Assurances:
  - 1. Applicant Authority - Assurance that the signatory making representations in the proposal on behalf of the proposer has the authority to do so.
  - 2. Insurance Coverage - Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.

### **VI. Minimum Quote Requirements**

Responses to this RFP must include, at minimum, the following information:

- A.** Statement of qualification to accomplish the services as described above, including:
  - 1. Description of the company or organization, including experience with local governments and their information technology service/needs.
  - 2. Qualifications of key personnel, including outside consultant or vendors.

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3. Recommendations of current or past clients with similar size/network layout.
  4. Proposed approach and methods to provide the services, in a managed services model, through a combination of on premise and remote solutions, as described above, including;
    - a. Required support from City staff and other City consultants or vendors.
  5. Estimated cost of the services as described, including:
    - a. Delineated cost for each individual service program, which the City may select individually without selecting the entire proposal.
    - b. Detailed SLA –Service Level Agreement with established response times and incident escalation process.
  6. Security items: such as the company’s Vendor Security Statement, Information Security Policy or Operational Security Policies.
- B. Any recommendations to modify the Services Requested to improve the services as provided and ensure a predictive budget.
- C. Contractor Profile
1. The Principals of the Contractor shall demonstrate extensive experience in efficiently maintaining and operating water and wastewater facilities and equipment and systems similar in complexity as those of the City. The City shall have the sole and absolute discretion with respect to which proposers meet these qualifications.
  2. Each prospective Contractor must respond to the questions listed in Appendix A in a clear and comprehensive manner.
- D. Any additional information the vendor considers necessary.

## **VII. Proposal Criteria**

For the purposes of this project, the RFP shall be evaluated on several criteria, including, but not limited to:

- A. Content of the written proposal.
- B. Quality and thoroughness of the interview of finalists, if applicable.
- C. Past experiences, expertise and demonstrated ability related to information technology infrastructure and networking demands of local government to provide the best value.
- D. History of Contractor’s compliance with environmental regulations.
- E. References and recommendations of current or past clients:
  1. A list of all public entity references.
  2. Potential conflicts of interest must be disclosed.
- F. Cost Estimates, of both individual services and the total proposal.

## **VIII. Submission Process and Deadline**

For interested vendors, please provide a response for this RFP no later than 4:00 p.m. on Tuesday, March 11<sup>th</sup>, 2025.

Based on this deadline, the City will proceed under the following schedule:

Review of proposals: March 12-17, 2023;

Possible interview of finalists will be held if Council deems needed;

Recommendation to City Council for authorization to execute an agreement with the preferred consultant: March 18, 2025.

All interested consultants or vendors shall submit seven (7) written and one (1) electronic (flash drive) copies of their response to this RFP by the abovementioned submission deadline. Responses should be delivered to or mailed (must be received by 4:00 p.m. Tuesday, March 12<sup>th</sup>, 2025) to the following address:

City of Audubon  
Attn: Meghan Eastman  
PO Box 263

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Audubon MN 56511

Late proposals will not be considered.

Proposals must be submitted in a sealed mailing envelope, or package, with the respondent's name and address written on the outside. The envelope, or package, must be clearly identified with "Multi-Function RFP" on the outside. Each copy of the proposal must be signed in ink by an authorized member of the firm. Submission by telephone facsimile or electronic mail is not acceptable. Prices and terms of the proposal as stated must be valid for the length of any resulting contract.

#### **IX. Additional Information**

The City reserves the following rights:

- A. To waive any informalities or irregularities in any, and all, of the proposals concerning this RFP;
- B. To request additional or follow-up information or clarification from consultants or vendors under consideration;
- C. To modify the abovementioned Submission Process and Deadline section at the City's sole discretion; and
- D. To reject any, and all proposals, to compare the relative merits of the respective responses, and to select a consultant or vendor, which, in the opinion of the City, would best serve the interests of the City and public; and
- E. To accept outright or negotiated in-part or whole any responses to this RFP in awarding the any contract determined to best serve the interests of the City and public.
- F. Please note that the City is subject to the Minnesota Government Data Practices Act and cannot assure confidentiality of responses or other information provided by any consultant or vendor responding to this RFP.
- G. The contractor or vendor selected for this project may be required to enter into a professional services agreement with the City as drafted by the City Attorney. The City may accept modifications to the agreement upon negotiation with the selected consultant or vendor.

Any questions or comments regarding this RFP may be directed to Audubon City Hall at (218)439-7524 or [cityofaudubon@loretel.net](mailto:cityofaudubon@loretel.net).

APPENDIX A

1. Provide the full name, tax identification number and corporate office address of the entity, which would enter into the contract with the City of Audubon.

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2. Identify when the proposed Contractor organized, where incorporated and how many years' principals of the firm have been engaged in the operation services.

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3. Provide a comprehension description of the Contractor's corporate ownership history identifying and explaining if there is any foreign (non-U.S. Based) ownership of the Contractor.

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4. Has the Contractor or Principle ever been terminated, fired or replaced on a project? If so, name the owner with the contract information and describe the details.

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5. Has the Contractor or Principle ever been involved in any litigation against or from a client? If so, name the owner with contract information and describe.

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