



**Box 263**  
**Audubon, Minnesota 56511**  
218-439-6582 • Fax 218-439-3910  
<http://www.audubonmn.govoffice2.com/>

## AUDUBON CITY COUNCIL AGENDA

Special Meeting  
April 27, 2021 ~ 3:00 PM

Audubon City Hall

[Zoom link](#)

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. BOARD OF REVIEW**
- 4. WREN CIRCLE**
  - 4.01 Bids Presented
- 5. RFP'S**
  - 5.01 Publishing Requirements
  - 5.02 Job Classification and Compensation Study
  - 5.03 Public Works & Snow Plowing
- 6. POND ISSUE**
- 7. GROUNDSKEEPER**
- 8. OFFICE COVERAGE MAY 3-7, 2021**
- 9. ADJOURNMENT**



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## WREN CIRCLE

Bids Presented

Contractor	Bid Total
Hough, Inc of Detroit Lakes	\$183,383.90
Key Contracting, Inc.	\$208,302.50
J&J Excavating Inc.	\$211,689.40
Dirt Dynamics	\$213,689.40
Sellin Brothers, Inc.	\$252,320.00
C&L Excavating, Inc.	\$258,978.50



## RFP'S

### Publishing Requirements

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Steph,

There were a few questions raised at the City Council meeting on Monday night that I had to do a little follow-up research on before the special meeting on April 27. Below are my responses to the questions.

As far as the RFPs, the first place to start is does the city have a personnel policy as it relates to RFPS and/or competitive bidding and contracting. If we do, we should make sure to comply with that policy. Otherwise, our RFPs for Public Work Services and Compensation Study arguably fall under the competitive bidding law. However, there is an exemption for contracts dealing with professional services. Further, if the estimated contract is under \$175,000, we do not necessarily need to publish the RFP in a newspaper. Instead, the law allows us to award a contract for maintenance work to the vendor or contractor offering the best value under a request for proposal. If we think the estimated contract will be under \$25,000, then we can award a contract by sealed bids or direct negotiation by first obtaining two quotes. Either way, we do not have to adhere to the competitive publication requirements since the two RFPS arguably fall under the exemption for professional services, and are likely under the \$175,000 threshold. The only reason we would still publish is if we did not know who to contact and solicit bids from. I think the council mentioned that we already had a few vendors in mind. We could send the RFPs to them. In addition, we could post the RFPs on the city website, and the League will post the RFPs on its website.

The council also asked, if publication was required, could a summary be published to save publication costs. Although there is no legal requirement to publish in this case, the City could still publish in order to get the word out. We would not need to publish the entire RFP. Instead, the notice could just state a brief description, for example, that the City is requesting proposals for public work services (or compensation study), and further state that RFP packet is available at the City Office.

The other question was whether we could just remove "proposal" with "quote." Quotes and proposals are two different things. A quote would be used for a contract that we have specifically defined, and the interested party would bid on that contract. A request for proposal broadly defines the scope of the contract, and interested parties would propose services and the cost of those services. So merely changing the words would not change the substance of the form, which would be a RFP. However, I think the council was just trying to see if they could change the substance of the form in order to avoid publication requirements and solicit bids instead, which we can do with the RFPs as stated above for this case.

I should be available for the special meeting if the council has other questions.

Patrick  
**Patrick Bakken**  
Ramstad, Skoyles & Winters, P.A.  
Attorneys at Law  
114 Holmes Street West  
Detroit Lakes, MN 56501  
Ph) 218-847-5653  
Fax) 218-847-2406  
[PBakken@cityofdetroitlakes.com](mailto:PBakken@cityofdetroitlakes.com)



## RFP'S

Job Classification and Compensation Study

**Box 263**  
**Audubon, Minnesota 56511**  
218-439-6582 • Fax 218-439-3910  
<http://www.audubonmn.govoffice2.com/>



## Request for Proposals

# Job Classification and Compensation Study

Request for Proposals Date: April 28, 2021  
Proposals Due Date: June 4, 2021  
City Council Considers Award: June 14, 2021  
Project Completion Date: September 27, 2021

For Questions Regarding these Proposal Documents contact:

**Stephanie Poegel, 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)

City of Audubon  
RFP for Job Classification and Compensation Study

April 2021  
Page 2 of 9

April 28, 2021

Dear Consultant:

Enclosed is the background information necessary to provide a proposal for the job classification and compensation system study for the City of Audubon. The City of Audubon has not conducted a thorough compensation review since 2005.

The City of Audubon's objective for the conduct of this particular study is to review and update the existing job evaluation and classification system to ensure reasonable compensation relationships between the various job classifications, both internally and externally. The end report must conform to the standards for compliance with pay equity, Fair Labor Standards Act as well as all other pertinent laws. All proposals must be received by 4:00 PM on June 4, 2021.

Thank you for your consideration. If you have any questions concerning the specifications, etc. please contact me at 218-439-7524 or [cityofaudubon@loretel.net](mailto:cityofaudubon@loretel.net).

Sincerely,

Stephanie C. Poegel  
City Clerk-Treasurer  
City of Audubon, MN

**SECTION I. INTRODUCTION AND OVERVIEW**

**REQUEST FOR PROPOSALS.** The City is soliciting competitive proposals for professional services for the review and implementation of a job classification and compensation system that meets all Federal and State Compensation Standards. Sealed proposals will be received at Audubon City Hall, 357 4<sup>th</sup> Street PO Box 263, Audubon, Minnesota, 56511 until **4:00 p.m. on Friday, June 4, 2021**. All proposals must be sealed and marked "City of Audubon Classification and Compensation Study Proposal." Any questions regarding the Requests for Proposals must be in writing and addressed to Stephanie Poegel, City Clerk-Treasurer, Audubon City Hall, 357 4<sup>th</sup> Street, PO Box 263, Audubon, MN, 56511 or sent via email to [cityofaudubon@loretel.net](mailto:cityofaudubon@loretel.net). Questions or requests for clarification of the Proposal documents shall be received by Friday, May 21, 2021. All questions will be responded to in writing no later than Wednesday, May 26, 2021 and each Consultant who has requested a Proposal package will be provided with a copy of the question asked and City's response. Proposal documents may be obtained from Stephanie Poegel, City Clerk-Treasurer, at the above-referenced address, by telephone at 218-439-7524, or by e-mail to [cityofaudubon@loretel.net](mailto:cityofaudubon@loretel.net).

**1 BACKGROUND.** 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. Audubon is a Statutory Plan A city with three full-time department heads and two volunteer department heads reporting to the City Council. The departments included in this study are: Administration, Police and Public Works. The City currently employs 4 full-time employees, approximately 20 paid on call fire fighters, 5 rescue team volunteer members, and 3 regular consultants (e.g., City Attorney, City Engineer, Building Inspector). The City is currently experienced turnover of about half of its full-time staff. Included are current job descriptions, some of which may need updating.

**2 GOALS.** The City recognizes the need to periodically review, analyze and update its job descriptions, classifications and compensation systems, and to periodically analyze its pay equity compliance. The goal of this study is to develop a City compensation policy, update the City's existing job classification system, analyze the City's salary ranges to ensure continuing consistency with the market and make a recommendation, if necessary, regarding implementation of any recommended changes. The study should also review all aspects of compensation. The study should include the following current positions:

- City Clerk-Treasurer (Full Time)
- Utility Billing Clerk (Full Time)
- Public Works Maintenance Worker (Full Time)
- Public Work Maintenance Assistant (Part Time and Full Time)
- Public Works Maintenance Supervisor (Full Time)
- Groundskeeper (Seasonal Part Time)
- Police Chief (Full Time)

The process should recognize and incorporate the following elements:

- Evaluating each position utilizing an up to date job description. (Job descriptions were recently updated by employees and Council).
- Compile and analyze highly market comparable communities or private sector businesses providing similar services along with other competitive data such as value and type of benefits. Preference is for the study to compare the City of Audubon to eight to ten other communities or businesses with a minimum of five. "Highly market comparable" is to include factors such as population size, type of services provided, number of customers served and type of facilities managed, number of employees supervised, City or Department budget, complexity of operations or other such factors that can be reasonably compared.
- Ensure regulatory compliance with State and Federal rules and regulations.

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- Evaluate the City's current pay system and report on its strengths and weaknesses. Recommendations for corrections within the existing compensation structure to achieve internal and external market equity OR provide the City of Audubon with a proposal for new pay structure and pay plan to meet the goals of internal and external equity.
- Create a transition and implementation plan to make recommended changes.
- Provide necessary tools and information for staff and City Council to manage compensation plan going forward.

**4 CONTENTS OF PROPOSAL DOCUMENTS.** This Request for Proposals describes the information required from all Consultants and the criteria the City will use in making its decision. It also describes the requirements the successful Consultant will be required to conform with. Acceptable proposals must comply with the provisions under Section II: Elements of Proposal.

**5 SUBMISSION OF PROPOSALS.** All Consultants shall fully familiarize themselves with the City's Request for Proposals. Consultants will be deemed to acknowledge their familiarity with the entire Request for Proposals packet by virtue of submitting a proposal. Written Addendum will be issued in response to appropriate written questions or requests for clarifications that seek to clarify any material provision in the Proposal documents and are received on or before Friday, June 4, 2021. In no event shall a Consultant rely on any oral interpretation or representation of City staff in preparing their Proposal.

**5.1** If proposals are sent by mail, it is the Consultant's sole responsibility to assure that the City receives the Proposal by the date, time and at the location specified herein.

**5.2** The City reserves the right to cancel this Request for Proposals or postpone the date and time for submitting proposals at any time prior to the submittal date and time. The City reserves the right prior to the date for submission of proposals to modify, in whole or part, any portion of this Request for Proposals. Each Consultant who has requested a copy of the Proposal documents shall be notified in writing of any modification to the Request for Proposals. This Request for Proposals does not obligate the City to enter into a contract for the work requested herein. Further, the City reserves the right to reject any and all proposals, to reissue a revised Request for Proposals and to waive any non-material informalities or irregularities in proposals. A non-material irregularity or informality is one where no Consultant will be prejudiced if an informality or irregularity is waived. The ability to waive an informality or irregularity lies solely with the City Council upon a finding by the City Council that the waiver will not materially prejudice any Consultant.

**6 CONTACTS WITH MEMBERS OF THE CITY COUNCIL.** The City Council desires to make a decision which is in the best interest of the City. In order to facilitate an objective decision and to protect the integrity of the process, no Consultant or individual on behalf of a Consultant shall contact any member of the City Council to discuss the Request for Proposals.

**7 DATA PRACTICES ACT.** Any Proposal submitted to the City is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

**7.1** Data submitted by a business to a government entity in response to a Request for Proposals as defined in section 16C.02, subdivision 11, are private or nonpublic until the proposals are opened. Once the proposals are opened, the name of the Consultant and the dollar amount specified in the response are read and become public. All other data in the Consultant's response to a Proposal are private or nonpublic data until completion of the selection process. For purposes of this section, "completion of the selection process" means that the government entity has completed its evaluation and has ranked the responses. After a government entity has completed the

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selection process, all remaining data submitted to all Consultants are public with the exception of trade secret data as defined and classified in section 13.37. A statement by a Consultant that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the Proposal.

7.2 If all responses to a request for proposals are rejected prior to completion of the selection process, all data, other than that made public at the Proposal opening, remain private or nonpublic until a re-solicitation of proposals results in completion of the selection process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the selection process, the data remain public. If a re-solicitation of proposals does not occur within one year of the Proposal opening date, the remaining data becomes public.

## SECTION II. ELEMENTS OF PROPOSAL

Section II of this Request for Proposals describes the information each Proposal must contain. The format of the Proposal must follow the numeric order set out below. Each Proposal must address the following:

**1 EXPERIENCE.** The Consultant should describe their experience compiling, reviewing, analyzing, developing, and presenting a job classification and compensation system that meets Federal and State classification, compensation and pay equity standards for governmental clients, together with the date of such contract, scope of work, and contract price. A Responsible Consultant is an individual or entity which has successfully managed and completed similar projects for Minnesota municipal or state agencies. Submitted Proposals shall propose a project manager for this project, project team members and include resumes of those individual's qualifications.

**2 PROJECT OUTLINE.** Each Consultant shall include an outline demonstrating the strategy and timeline for completion of the project. The outline shall identify the process for accomplishing completion of each component of the project.

**3 SUBMISSION OF PROPOSAL AND PROPOSAL CONTENT.** Each Consultant shall submit an original and five (5) copies of its Proposal in addition to an electronic copy. The proposal shall contain the following:

### General Requirements

- a) Letter of transmittal showing the consultants name, address, telephone number and date submitted. The title sheet shall be signed by an officer of the company indicating management's approval and support of the Proposal.
- b) Name of project manager as required above.
- c) Qualifications and references as required above.
- d) Outline of Proposal demonstrating strategy for completion of the project as required above.

### Time-Cost Section

e) Quote Sheet identifying proposed not-to-exceed project cost, including any and all labor, materials, fees, licenses, surcharges and sales tax during each of the following project components:

- \* Compensation Policy
- \* Position analysis
- \* Position classification evaluation
- \* Labor Market Employers Criteria & Selection
- \* Compensation analysis – salaries
- \* Compensation analysis - benefits
- \* Classification & Compensation system structure
- \* System presentation, implementation and training

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**4 ALL PROPOSALS MUST BE COMPLETE.** Consultants must respond fully and completely to each requirement and request for information to be considered responsive to this Request for Proposal. Failure to provide information requested in this Request for Proposal shall deem the Proposal to be rejected from consideration and non-responsive.

**5 INSURANCE.** Consultant will be required to keep in force policies of insurance as indicated below. The Consultant shall not commence work until a Certificate of Insurance covering all of the insurance required by these specifications is approved

**5.1. PROFESSIONAL LIABILITY**

A. Limits

(a) \$500,000 each claim/\$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final payment for service/job

**5.2. GENERAL LIABILITY COVERAGE**

A. Commercial General Liability

(a) \$1,000,000 general aggregate

(b) \$1,000,000 products - completed operations aggregate

(c) \$1,000,000 personal injury and advertising injury

(d) \$1,000,000 each occurrence limit

B. Claims made form of coverage is not acceptable.

C. Insurance must include:

(a) Premises and Operations Liability

(b) Blanket Contractual Liability including coverage for the joint negligence of the City of Audubon, its officers, council members, agents, employees, authorized volunteers and the named insured

(c) Personal Injury

(d) Explosion, Collapse and Underground Coverage

(e) Products/Completed Operations

(f) The general aggregate must apply separately to this project/location

**5.3 BUSINESS AUTOMOBILE COVERAGE**

A. \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage each accident

B. Must cover liability for "Any Auto" - including Owned, Non-Owned and Hired Automobile Liability

**5.4. WORKERS COMPENSATION AND EMPLOYERS LIABILITY - If required by**

Minnesota State Statute or any Workers Compensation Statutes of a different state.

Must carry coverage for Statutory Workers Compensation and Employers Liability limit of:  
\$500,000 Each Accident

\$500,000 Disease Policy Limit

\$500,000 Disease - Each Employee

**5.5 ADDITIONAL PROVISIONS**

\* Additional Insured - On the General Liability Coverage and Business Automobile Coverage. City of Audubon, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds.

\* Endorsement - The Additional Insured Policy endorsement must accompany the Certificate of Insurance.

\* Certificates of Insurance - A copy of the Certificate of Insurance must be on file with

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the City Clerk.

\* Notice - NOTE: City of Audubon requires 30 day written notice of cancellation, nonrenewal or material change in the insurance coverage.

\* The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Minnesota.

**6 QUALIFIED AND RESPONSIBLE CONSULTANT AND RESPONSIVE PROPOSAL.** In order for a Proposal to be considered, the Consultant must be found to be a Qualified and Responsible Consultant and the Consultant's Proposal must be found to be responsive to the Request for Proposals. The term "Qualified Consultant" means the Consultant has:

- a. Provided the same or similar services in a satisfactory manner. Same or similar services mean that the consultant has satisfactorily conducted similar evaluation and analysis of position classification and compensation systems of this type and magnitude for other governmental units.
- b. Demonstrated adequate managerial experience and capabilities of persons who will be responsible for project completion.
- c. Each Consultant must submit three (3) references. The references must be able to attest to the Consultants experience and capabilities. The Consultant shall provide the name, address and telephone number of each reference. If the Consultant is the lowest Consultant, the City will determine through the criteria set forth herein whether Consultant is a Responsible Consultant, including references.
- d. Each Consultant will have met all of the terms and conditions of this Request for Proposals.

### SECTION III. SCOPE OF WORK

The work to be completed includes providing professional services with integrative support services to develop a City compensation policy, update the City's existing job classification system, analyze the City's salary ranges to ensure continuing consistency with the market, and make a recommendation, if necessary, for implementation of any recommended changes.

1. The scope of work shall include, but not be limited to, the following work products in order to meet the project goals:
  - Evaluation of existing job descriptions, including recommendations to assure compliance with ADA, FLSA, pay equity legislation, and other State and Federal requirements;
  - Evaluation and analysis of each position to determine job value with recommendations for necessary revisions to achieve internal and external pay equity;
  - Provide a salary/labor market survey including:
    - o Salary details.
    - o Benefit details – holidays, annual leave, sick leave, retirement, medical insurance, dental insurance, disability insurance, life insurance, deferred compensation, any other benefits.
    - o Analysis of "Total Compensation Package".
  - Provide recommendations and options for a newly designed compensation system, if needed;
  - Provide a master salary structure while assuring compliance with State pay equity compensation standards;
  - Provide system testing to assure compliance with State and Federal Regulations;
  - Provide recommendations for a process for evaluating requests for reclassification and/or compensation changes;
  - Provide implementation support and maintenance training on the system;
2. Establish and provide concrete schedules for each of the components of the study;
3. Present findings and recommendations, including written and oral reports and policies at various meetings including City Council;

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4. Provide an itemized fee schedule for work included in the scope of work and a payment plan based on completion of each of the components of the study.
5. Any deviations from the RFP must be listed in the proposal

**SECTION IV. QUOTE SHEET**

	Consultant Hours	Total Consultant Fees	Cost of Materials, Fees, bonds, taxes, or Surcharges, if any	TOTAL NOT-TO-EXCEED COSTS	Identify any work not included in Total Cost, if any
Compensation Policy					
Position Analysis					
Position Classification Evaluation					
Labor Market Employers Criteria and Selection					
Compensation Analysis - Salaries					
Compensation Analysis - Benefits					
Classification & Compensation System & Compliance Testing					
System Presentation, Implementation & Training					

**TOTAL NOT TO EXCEED COST:** \_\_\_\_\_

Proposal Submitted By \_\_\_\_\_ Date \_\_\_\_\_

Signature

Printed Name \_\_\_\_\_

Company Name \_\_\_\_\_

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**SECTION V. EVALUATION WORKSHEET**

1. Determine whether consultant is qualified consultant.
  
2. Determine whether complete proposal packet was submitted.
  
3. Determine if submitted Project Outline and Timeline are appropriate.
  
4. Evaluate the ability to update the study for on-going compliance.
  
5. Determine total consultant hours for project and amount of quote:

**TOTAL "NOT TO EXCEED" QUOTE: \$** \_\_\_\_\_  
*(Including Consultant hours, sales tax and additional fees and/or surcharges, if any)*

Number of Consultant Hours Required/Provided for Completion of Project: \_\_\_\_\_

**TOTAL COST \$** \_\_\_\_\_



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## **RFP'S**

Job Classification and Compensation Study

### **SUMMARY FOR PUBLISHING**

JOB CLASSIFICATION & COMPENSATION STUDY. Audubon is accepting proposals for a review and update of the current job evaluation and classification system to ensure reasonable compensation relationships between the various job classifications, both internally and externally. The external comparison should include a review of “total compensation package” including base salary, other wages (i.e., electronic communications pay, shift differential), and benefits including health and dental insurance, paid leave and other financial contribution. You can obtain a full copy of the RFP at **(WEBSITE LINK WILL BE ADDED HERE)** or by contacting Stephanie Poegel at [cityofaudubon@loretel.net](mailto:cityofaudubon@loretel.net) (218) 439-7524. Proposals are due by 4 p.m. on June 4.



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**RFP'S**  
Public Works Services & Training



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REQUEST FOR PROPOSALS OF  
PUBLIC WORKS (WATER & WASTEWATER)  
MANAGEMENT & TRAINING SERVICES

Request for Proposals Date: April 27, 2021  
Proposals Due Date: June 1, 2021  
Proposal Review Dates: June 2-4, 2021  
City Council Considers Award: June 14, 2021

For Questions Regarding these Proposal Documents contact:  
**Stephanie Poegel, 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 operation and maintenance services for the water and wastewater systems of the City, as well as to train possible employee candidate(s). Generally, the City seeks a cost-effective and responsive consultant to achieve each of these areas as described in the Proposal Goals below.

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 6:30 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 20 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 9:00 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**

1. The Contractor shall obtain and possess at all times all requisite and necessary permits and satisfy all environmental requirements.
2. The Contractor shall adhere to annual budgets approved by the City Council.
3. The Contractor shall work with and train City staff for the operation and maintenance of the water and wastewater. The work shall include treatment and distribution of potable water, collection and treatment of wastewater, corrective and preventive maintenance of City equipment as well as repairs, reports preparation and other services as specified in this statement of work.
4. The contractor shall perform to all standards set by the State of Minnesota.

**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:

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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.
  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, June 1, 2021.

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

Review of proposals: June 2-4, 2021;

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: June 14, 2021.

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, June 1, 2021) to the following address:

City of Audubon

Attn: Stephanie Poegel

PO Box 263

Audubon MN 56511

Late proposals will not be considered.

Proposal 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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**Box 263**  
**Audubon, Minnesota 56511**  
218-439-6582 • Fax 218-439-3910  
<http://www.audubonmn.govoffice2.com/>

## **RFP'S**

Public Works Services & Training  
**SUMMARY FOR PUBLISHING**

PUBLIC WORKS SERVICES & TRAINING. Audubon is accepting proposals from experienced and well-qualified contractors to provide operation and maintenance services for the water and wastewater systems of the City, as well as to train possible employee candidate(s). You can obtain a full copy of the RFP at [\(WEBSITE LINK WILL BE ADDED HERE\)](#) or by contacting Stephanie Poegel at [cityofaudubon@loretel.net](mailto:cityofaudubon@loretel.net) (218) 439-7524. Proposals are due by 4 p.m. on June 1.