

REQUEST FOR QUALIFICATIONS

City of Vergas Minnesota SNOW REMOVAL

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SECTION 1 – GENERAL INFORMATION

This Request for Qualifications (RFQ) being issued by the City of Vergas (City) seeks a consultant or team of people capable of snow removal within the City of Vergas. The proposed project scope includes snow and ice removal from streets, parking lots and public sidewalks.

Following is the primary point of contact for the City regarding this solicitation.

Julie Lammers, City Clerk-Treasurer
jlammers@cityofvergas.com
218-302-5996 Ext 1

Office Location:
City Office
111 Main Street
Vergas MN 56587

It is the City's intention to enter into a Master Agreement/Contract with the selected contractor, and then negotiate individual Work Orders or Task Orders (the City does not have a specific format for these documents—it is anticipated that standard agreement templates utilized by the consultant would be used, subject to modifications to meet City requirements).

The City reserves the right to terminate the Agreement/Contract, and any approved Work/Task Orders prior to fulfillment (with payment for work completed to the point of termination). The term of this contract is anticipated to be from February of 2023 through December of 2025, with the option to extend in two years in increments.

Responses to this RFQ must be received no later than 11:00 am, February 1, 2023. Submittals may be made electronically in .pdf format or mailed or dropped off at the city office.

SPECIAL NOTICE: This RFQ does not obligate the City to select a contractor(s) or complete the proposed project and the City reserves the right to cancel this solicitation if it is considered in its best interest.

SECTION 2 – PROJECT INFORMATION

The Vergas City Council authorized receiving proposals for snow and ice removal proposals to help city personnel.

No budget has currently been developed. However, the intention is to proceed with receiving proposals. Subject to authorization by the City Council to proceed.

SECTION 3 – BACKGROUND

The current Vergas Street department removes snow from public roads, sidewalks and parking lots. Currently the city has 3.54 miles of paved roads and 2.77 miles of gravel roads. Sidewalks include the front of the government building with 531 linear feet and in front of event center with 1,923 linear feet. Parking lots are located behind the government building, at the event center and at the Long Lake Park.

SECTION 4 – STATEMENT OF QUALIFICATIONS CONTENT

Interested contractors shall submit a Statement of Qualifications (SOQ) in response to this solicitation, which shall contain information in the order listed below.

Section 1 - Cover Letter

Section 2 – Contractor Identification

- The respondent shall provide the following information:
 - 1) The name, address, and telephone number.

Section 3 - Project Understanding

- Describe.
 - 1) Describe equipment you will use to remove snow and ice.
 - 2) Hours you are available to remove snow and ice.
 - 3) Advance notice you will need for removal of snow and ice.

Section 4 – Billing Rates

- Hourly rates.
- Certification of Liability Insurance for a minimum of \$1,000,000 each occurrence.

SECTION 5 – EVALUATION PROCEDURE AND CRITERIA

City staff will conduct an evaluation of responses to this solicitation and shall bring forward either a single recommendation for selection to the City Council, or shall develop a “short list” of respondents for interviews

SECTION 6 – SOLICITATION TERMS

All materials submitted in response to this solicitation will become property of the City. During the evaluation process, all information concerning the responses submitted will remain private or nonpublic and will not be disclosed to anyone whose official duties do not require such knowledge. Responses are private or nonpublic data until the completion of the evaluation process as defined by Minn. Stat. § 13.591. The completion of the evaluation process is defined as the City having completed negotiating a contract with the selected responder. The City will notify all responders in writing of the evaluation results.