



2026

STATEMENT OF QUALIFICATIONS

Positioned to Thrive



City of Lakeville — Statement of Qualifications (2026)

Introduction

The City of Lakeville is requesting **Statements of Qualifications (SOQs)** from professional consulting firms interested in providing municipal engineering and technical/specialty services. The City intends to establish multiple categories of services and retain qualified firms in each category. Up to three (3) firms may be selected to provide General Municipal Engineering Services, and at least one (1) firm may be selected for each identified Technical/Specialty Services category. Firms may be considered for multiple categories based on their qualifications.

Municipal engineering services include the full range of planning, design, construction, and technical support activities necessary to implement public infrastructure improvements. Services may include, but are not limited to:

- Comprehensive system and facility planning
- Feasibility studies and preliminary engineering
- Preparation of funding applications
- Environmental documentation
- Surveying
- Detailed design and plan preparation
- Technical specifications and contract documents
- Bid solicitation and evaluation
- Construction engineering, inspection and observation
- Contract administration and project management
- Record drawing preparation and final contract closeout
- Miscellaneous technical and specialty services identified in this SOQ

Selection and work assignments will be based on each firm's expertise, qualifications, capacity, and past performance, including performance of individual staff representatives.

Statement Instructions

All SOQ submissions, questions, and correspondence must be directed to:

Zach Johnson, City Engineer
City of Lakeville
20195 Holyoke Avenue
Lakeville, MN 55044
(952) 985-4501
zjohnson@lakevillemn.gov

Submission Deadline

All SOQs must be **received via email** no later than **4:00 p.m. on April 30, 2026**.

Statement of Qualifications Content

Cover Letter/Title Page

Provide a brief introduction to your firm, including:

- Firm name
- Local office address
- Telephone number and website
- Primary contact person
- Date of submission
- A concise explanation of your firm's interest in providing services to the City

Table of Contents

Provide a clear and organized listing of all sections and page numbers.

Consultant Profile

Describe the firm and its qualifications, including:

Areas of Service

- Identify the general municipal engineering and/or technical/specialty services your firm proposes to provide.
- Indicate which specialty categories your firm wishes to be considered for and describe experience in each.

Firm Qualifications

Provide an overview of relevant expertise, capabilities, and resources aligned with the requested services.

Resumes

Include resumes for key staff routinely assigned to City projects. For each staff member, indicate:

- Name and role
- Relevant experience
- Qualifications and certifications
- Responsibilities for managing or administering City contracts
- Designated client manager
- Short and long-term availability

References

Provide the following reference information:

- **Municipal Clients:** List municipalities where identified staff have provided services, including contact name, email and phone number.
- **Current Municipal Work:** Describe current municipal projects and associated activities, including a contact person.
- **Past Work with Lakeville:** List any previous or current services provided to the City, including staff contacts.
- **Private Clients within Lakeville:** List private-sector projects within the City, including work performed and client contact.

Fees

Submit your 2026 fee schedule, including:

- Hourly rates
- Specialty rates
- Multipliers/markups
- Percentage-based fees (if applicable)
- Services excluded from hourly billing (mileage, reimbursable expenses)

Clearly describe your preferred method of calculating fees for different service types. Fee schedules are not binding for future work assignments and may be updated annually per contract terms.

Quantity of Submittal

Submit one digital copy of the SOQ via email. The core submittal should be limited to 30 pages; supplemental information may be included as appendices.

Categories of Consultants

The City anticipates selecting consultants under two primary categories:

- General Municipal Engineering Services
- Technical/Specialty Services

General Municipal Engineering Services

Firms selected under this category will provide broad engineering support for planning, design, construction, and management of public infrastructure improvements. Work will be assigned on an as-needed basis. Selection does not guarantee work. Selected firms will be required to meet the City's standard insurance requirements, including professional liability coverage. Insurance requirements will be provided during contract negotiation or upon request.

Summary of Services

General municipal engineering responsibilities may include:

- Preparing site-specific and comprehensive system plans
- Conducting special studies, feasibility analyses, and improvement reports
- Preparing detailed plans, specifications, and technical documents
- Providing construction supervision, inspection and observation
- Assisting to City staff on technical matters and contract management

Planning Services

- Preparing, reviewing, and updating system plans (sanitary sewer, storm sewer, water main, transportation, parks, and water quality)
- Conducting utility and transportation planning studies
- Advising staff and City Council on improvement costs, financing options, and project schedules

Construction/Project Delivery

- Preparing preliminary engineering and feasibility reports
- Performing topographic surveys
- Developing detailed plans, specifications and construction drawings
- Advertising and evaluating bids
- Supporting public communications and community engagement

- Preparing legal descriptions and assisting with easement acquisition
- Coordinating with utilities, contractors, and agencies
- Providing construction staking, inspection and observation
- Preparing accurate record drawings and contract closeout documentation
- Assisting City staff with project management and coordination.

Assessment Services

- Recommending equitable assessment rates
- Preparing cost breakdowns to support assessments

Miscellaneous Services

- Reviewing fee schedules, rates, assessment policies
- Providing Municipal State Aid (MSA) program support
- Updating utility and street GIS mapping
- Providing technical data for budgets and reports
- Performing related duties as assigned by the City Council or authorized staff

Technical/Specialty Consultant Services

These services support the City through focused expertise in specific disciplines. Assignments may be project-specific or ongoing.

Technical/Specialty areas include:

Architectural

- Municipal building improvements, expansions and renovations
- Park shelter design
- Utility operations structures (e.g., well houses, reservoirs)

Communications

- Alarms
- Cellular systems
- Fiber
- Radio
- SCADA
- Telemetry

Electrical/Mechanical

- Energy management
- Pump efficiency and rehabilitation
- SCADA systems
- Streetlighting
- Electrical system rehabilitation (MCCs, wiring, etc.)

Geotechnical

- Construction materials and density testing
- Pavement structural analysis and testing
- Soil borings
- Special inspections and studies

GIS Services

- Application development and coding
- Asset management
- Data development and mapping
- System design and maintenance
- GIS training
- Project management
- Records management/retention
- Software specifications

Land Surveying

- Certificates of Survey
- Easement descriptions
- Subdivisions/plat preparation
- Construction staking for City projects
- Field and topographic surveys
- Lot corner placement or replacement

Landscape Architecture

- Public improvement design
- Bids/quote document preparation
- Construction inspection

Natural Resources/Water Resources

Includes responsibilities related to planning, assessment, compliance, restoration, and environmental documentation:

- Best Management Practices (BMPs) and Low-Impact Development techniques
- Erosion control, restoration and stabilization
- Hydrologic and hydraulic analysis, modeling and monitoring
- MS4 permit application and inspection services
- Nondegradation & Total Maximum Daily Load (TMDL) review
- Native vegetation establishment
- Water quality monitoring and studies
- Wetland delineations (state and federal standards)
- Wetland function and value assessments (e.g., Minnesota Routine Assessment Method or MnRAM)
- Wetland mitigation and replacement planning
- Joint Permit Application preparation for Wetland Conservation Act (WCA)
- Vegetation management and invasive species control
- Fisheries surveys and habitat restoration design
- Rare, Threatened, and Endangered (RTE) species assessments
- Environmental Assessment Worksheets (EAW) and localized reviews

Relocation/Benefit Analysis, Right-of-Way and Easement Acquisition Services

- Real estate appraisal services
- Relocation assistance services
- Acquisition of right-of-way and easements

Specialty Services

- Electrical system inspections
- Irrigation design/build
- Pavement management programs (condition surveys, forecasting, etc.)

Structural

- Bridge design and review
- Public building and facility structural engineering
- Communication towers
- Reservoirs
- Retaining walls

Traffic/Transportation

- Intersection Control Evaluations
- Site plan layout and analysis
- Traffic impact and mitigation studies
- Traffic signal system design
- Transportation modeling and system studies
- Travel Demand Management strategies

Utility System Services

- Water treatment facility design and studies
- Operational studies for treatment/distribution systems
- Hydraulic model development and calibration
- Source water supply engineering
- Well field and monitoring well studies
- Well permitting, design, construction, and pump testing
- Groundwater modeling
- Water storage facility design
- Pump and lift station design and rehabilitation
- Sanitary sewer system modeling and engineering
- Rate studies and cost-of-service analyses

Water Storage Facility Specific Services

- Tank and tower design and inspections
- Coating, painting, sandblasting, and maintenance
- Cellular carrier management and inspections

Statement Evaluation, Firm Selection and Contract Awards

Qualifications-Based Selection (QBS)

The City will evaluate SOQs using a qualifications-based selection process. Firms will be recommended based on qualifications, experience, technical capability, and ability to meet City needs. Cost, compatibility, and past performance will also be considered.

Review and Recommendation

City staff will review submissions and recommend firms for retention. City Council is expected to consider approvals at a July or August 2026 meeting.

Financial Liability

Applicants are responsible for all costs incurred in preparing or submitting SOQs, attending interviews, or participating in negotiations.

Rights of Review

The City reserves the right to reject any or all SOQs, request additional information, or modify the evaluation process. The City may amend or withdraw this SOQ at any time. Submission of an SOQ does not guarantee the award of work.

Qualification Evaluation Criteria

In determining whether a consultant will be included in one or more service categories, the City may consider:

- Technical qualifications and experience
- References and past performance
- Experience with Lakeville
- Conflicts of interest
- Compatibility with City needs

Project-Specific Selection

Criteria may include expertise, staffing capacity, mobilization ability, fee schedule appropriateness, performance history, and workload.

Schedule

SOQ Release: March 23, 2026

Deadline for Questions: April 17, 2026

SOQ Submittal Deadline: April 30, 2026 (4:00 p.m.)

Interviews (if applicable): To be determined

Contract Awards: July/August 2026

The City reserves the right to adjust this schedule. Any changes will be posted as appropriate.

Contract Execution

The City reserves the right to negotiate final contract terms. If an agreement cannot be reached, the City may discontinue negotiations and select another firm. Contracts will be for a minimum of five (5) years, with potential extensions at the City's discretion and contingent upon satisfactory performance and continuity of qualified personnel.

Contracting Ethics

The following ethics provisions apply:

- No City official or employee involved in procurement may participate in decisions affecting their financial interests
- Offering or accepting gratuities or employment to influence decisions is prohibited
- Firms may not assign or transfer any interest in the contract without written City approval
- Consultants working with private clients on projects before the City may not simultaneously represent the City on those same projects
- Firms must avoid real or perceived conflicts of interest and disclose any potential conflicts
- Firms must comply with all federal, state and local nondiscrimination regulations

City Information

This section provides background information on the City of Lakeville to assist consultants in understanding the community, infrastructure systems and operational environment.

City Organization

The City of Lakeville, incorporated in 1967, is a statutory city operating under the Council-Administrator form of government. Lakeville provides a full range of municipal services, including public works, engineering, planning, parks and recreation, police, finance, community and economic development, and general administrative functions. As one of Minnesota's fastest-growing cities, Lakeville continues to invest in infrastructure, long-term planning, and high-quality public services to support a rapidly expanding residential and business community.

City Council

The Lakeville City Council serves as the legislative and policy-making authority for the City. The Council is composed of four Councilmembers and the Mayor, all elected at large. The Mayor presides over Council meetings, and all members serve four-year terms.

The City Council reviews and approves all contracts, budgets, policies, development applications, capital improvements, and municipal programs. The Council also sets the strategic direction for growth, service delivery, and long-term community investment.

City Administrator

The City Administrator is responsible for coordinating all matters coming before the City Council and ensuring effective implementation of Council policies. The Administrator provides leadership and oversight of departmental operations, directs organizational management, prepares annual budgets, and ensures alignment with the City's long-term goals and adopted Comprehensive Plan.

City Staff

The City Administrator manages operations through multiple department directors. For purposes of this SOQ, the primary department of interaction will be Public Works, which includes Engineering, Streets, Utilities, Forestry, Facilities and Fleet divisions.

Other departments may serve as project managers and direct liaisons for consultant services depending on project type. Lakeville Public Works consists of a skilled professional and technical staff responsible for maintenance, operations, engineering, inspection, capital project delivery, and long-term infrastructure planning.

City Statistics

Population

Lakeville is a rapidly growing suburban community covering approximately 39 square miles. The City's population has increased steadily over the past several decades:

- 1980: ~18,000
- 2000: 43,128
- 2020: 69,490
- 2025: 77,791 (2025 Census Estimate)

Lakeville is consistently ranked among the fastest-growing cities in Minnesota and continues to attract new residential and commercial development.

Infrastructure

The City of Lakeville oversees and maintains an extensive and continuously expanding public infrastructure system, including:

- 275+ miles of City streets
- 380+ miles of water main
- 300+ miles of sanitary sewer
- 300+ miles of storm sewer
- Multiple wells, water treatment facilities, and storage towers providing service across several pressure zones
- Lift stations, stormwater management basins, and conveyance systems supporting local watershed management
- A Supervisory Control and Data Acquisition (SCADA) system interconnecting and monitoring water and wastewater operations.

Lakeville's systems support a growing population, vibrant industrial parks, multiple school campuses, and regionally significant commercial corridors.

Comprehensive and Master Plans

The City maintains a series of long-range plans to guide utility, transportation, stormwater, parks and land-use decisions. Plans are updated periodically and include:

- 2040 Comprehensive Plan
- Comprehensive Water System Plan
- Comprehensive Sanitary Sewer Plan
- Water and Natural Resources Management Plan
- Comprehensive Transportation Plan

These plans ensure that public infrastructure is sized appropriately, coordinated with development, and aligned with future growth projections.

5-Year Capital Improvement Program (CIP)

The City adopts a rolling five-year Capital Improvement Program (CIP), which identifies major infrastructure, facility, equipment, and utility investments. The CIP reflects the City's long-term planning priorities and supports phased implementation of transportation upgrades, water and sewer improvements, stormwater enhancements, pavement management efforts and civic facility needs.

The upcoming 2027-2031 CIP will include investment to support Lakeville's continued residential, commercial and industrial growth.