

**County of Becker, Minnesota**  
**Request for Proposals (RFP)**  
**General Engineering Services for Stormwater**  
**and Land Alteration Permitting**

**1. Introduction**

Becker County is soliciting proposals from qualified engineering firms to provide ongoing, as-needed technical support. The selected Consultant will assist County staff with reviewing development proposals, stormwater management applications, land alteration permits, evaluating compliance with County ordinances, preparing technical recommendations, and performing other related tasks as directed.

**2. Services Overview**

The selected Consultant will provide general engineering services that support Becker County's permitting, plan review, and regulatory responsibilities, as defined through the County's contracting process. Written orders will be issued by designated County staff and may include multiple concurrent projects.

**3. Scope of Work**

Consultant services may include:

- Review of stormwater management plans, grading plans, erosion and sediment control plans, and related submittals.
- Project site visits for pre-application meetings, compliance verification, and investigating violations.
- Hydrologic and hydraulic modeling support, including review of modeling completed by applicants.
- Technical review of developments within Shoreland Impact Zones.
- Assistance in preparing or reviewing permit documentation and applicant submissions.
- Preparation of written review comments, technical memoranda, and recommendations to County staff.
- Participation in meetings with applicants, developers, or state regulatory agencies (MPCA, MnDNR, BWSR, etc.).
- Assistance with ordinance interpretation, potential updates, and process improvements.
- Providing technical expertise to support the County in legal proceedings related to enforcement actions.
- Providing guidance to County staff when a discretionary Environmental Assessment Worksheet (EAW) may need to be prepared for a proposed project or when a project meets mandatory EAW threshold requirements.

**4. Deliverables and Standards**

Consultant deliverables may include written technical memoranda, redlined or commented plan sets, hydrologic and hydraulic modeling files, GIS data, and other materials necessary to support County reviews. All deliverables must meet the following standards:

- Compliance with the Minnesota Stormwater Manual and all applicable MPCA stormwater permitting requirements.
- Consistency with the Becker County Zoning Ordinance and related County policies.
- Conformance with all applicable federal, state, and local regulations.

All documents must be provided in searchable PDF format, with native files supplied when applicable (e.g., HydroCAD, HEC-RAS, MIDS, shapefiles, AutoCAD, etc.).

## **5. Consultant Qualifications**

Responding firms must demonstrate:

- Experience in Minnesota stormwater design and regulatory review.
- Familiarity with shoreland impact zone requirements and natural resource protection.
- Proficiency with stormwater modeling tools (e.g., HydroCAD, HEC-RAS, HY-8).
- Familiarity with zoning ordinances and impervious coverage mitigation measures.
- Experience evaluating development proposals for local governments.
- Qualified staff members (including MN professional engineer(s) involvement) that are experienced and knowledgeable with respect to the above established qualifications and expectations.
- Ability to be responsive to County staff requests in a timely and cost-effective manner.

## **6. Proposal Requirements**

Proposals must include:

1. Firm Information – At a minimum must include legal name, address, and contact details.
2. Project Understanding – Concise description of the County’s needs, challenges, and objectives.
3. Work Approach – Description of the firm’s process for conducting the above identified tasks.
4. Qualifications & Experience – Relevant services experience, technical expertise, and staff availability/capabilities.
5. Responsiveness, Availability, and Working Relationship – Demonstration of the firm’s ability to respond promptly to County staff requests, provide timely support for ongoing projects, and ensure staff availability to meet the County’s as-needed technical service needs. Include evidence of a demonstrated, collaborative working relationship with Becker County staff or local stakeholders on similar projects.
6. 2026 Hourly Rates and Expenditures Table – Establishing hourly rate for each applicable position, along with any identified reimbursable expenses including travel and mileage.

## **7. Submission Instructions**

Proposals addressing the requirements outlined above must be submitted as a single PDF file and limited to a maximum of five (5) pages including the cover. Applicable one-page staff resumes may be included in a separate appendix, which will not count toward the page limit.

Submit proposals electronically to:

Becker County Planning & Zoning  
Attn: Kyle Vareberg

kyle.vareberg@co.becker.mn.us

Proposals are due no later than:  
4:00 PM Central Time  
April 13<sup>th</sup>, 2026

Late proposals will not be accepted.

## **8. Evaluation Criteria**

The County will evaluate proposals using the following general criteria:

- Project Understanding – 20%
- Work Approach – 20%
- Qualifications & Experience – 35%
- Responsiveness, Availability, and Working Relationship – 15%
- Hourly Rates and Expenditures – 10%

Becker County reserves the right to interview firms.

## **9. County Responsibilities**

Becker County will provide:

- Relevant ordinances, policies, and application requirements.
- Available site information, mapping, and historical documentation.
- Clarifications regarding project-specific review expectations.

## **10. Terms and Conditions**

- All proposal materials become property of Becker County.
- Proposals may be subject to public disclosure after evaluation.
- The County reserves the right to reject any or all proposals.
- Selected Consultant must maintain required insurance coverage.
- No contingent fees or lobbying activities are permitted.
- Consultant must agree to terms and conditions of provided County contract document.

## **11. Contact Information**

All questions regarding this RFP must be submitted via email to:

Kyle Vareberg  
kyle.vareberg@co.becker.mn.us

Questions are due no later than:  
4:00 PM Central Time  
March 30<sup>th</sup>, 2026