

# REQUEST FOR QUALIFICATIONS

## SF330 REQUEST FOR ROTATING MINOR AND INTERMEDIATE FACILITIES MAINTENANCE AND CAPITAL IMPROVEMENT PROJECTS

### HIBBING PUBLIC UTILITIES, MINNESOTA

Hibbing Public Utilities, Hibbing Minnesota (HPU <https://hpuc.com/>), invites interested Architectural, Engineering and Survey (A/E/S) service providers to submit an SF330 form and applicable supporting information to qualify for HPU's facilities maintenance and capital improvement projects to be awarded for 2026 - 2030 quinquennium. This is not a Request for Proposal.

Classification of services for purpose of this Request is as follows.

- A. Architect Services.** Architect Services means any professional service or creative work requiring the application of advanced knowledge of architectural design, building construction, and standards and involving the constant exercise of discretion and judgement in such activities, in which the safeguarding of life, health, or property is concerned, as consultation, investigation, evaluation, planning, design, and/or inspection of construction for any public or private building.
- B. Engineering Services.** Engineer services means any service or creative work, the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical and engineering sciences to such services or creative work as consultation, investigation, evaluation, planning and design of engineering works and systems, planning, teaching of advanced engineering subjects, and the inspection of construction for the purpose of assuring compliance with drawings and specifications; any of which embraces such services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products or equipment of mechanical, electrical, electronic, hydraulic, pneumatic, or thermal nature insofar as they involve safeguarding life, health, and property. The term does not include the work ordinarily performed by persons who operate or maintain machinery or equipment, communication lines, signal circuits, electric powerlines, and/or pipelines.
- C. Surveying Services.** Surveying services means any service or work, the performance of which requires the application of special knowledge of the principles of mathematics, physical sciences, applied sciences, and; the principles of property boundary law to the recovery and preservation of evidence pertaining to earlier land surveys; teaching of land surveying subjects; measurement and allocation of lines, angles, elevations, and coordinate systems; location of natural and constructed features in the air, on the surface of the earth, within underground workings, and on the beds of bodies of water, including such work for the determination of areas and volumes; monumentation of property boundaries; platting and layout of lands, and

the subdivisions of land, including the alignment and grades of streets and roads in subdivisions; preparation and perpetuation of maps, plats, field note records, and property descriptions; and locating, relocating, establishing, reestablishing, laying out, or retracing of any property line or boundary of any tract of land or road, right-of-way, easement, right-of-way easement, alignment, or elevation of any of the fixed works embraced within the practice of engineering. Aerial photography, photogrammetric mapping, and/or Lidar are excluded from the definition of surveying services due to the highly specialized equipment and technical skills required.

Services will be procured under this Request for Minor and Intermediate HPU projects categories as defined and described below.

- A. Minor Projects.** Projects having a total estimated budget (consultant fees plus construction) of \$250,000 or less are considered minor projects. HPU may award these projects at HPU's discretion to an A/E/S based on project familiarity and involvement criteria in lieu of strictly rotational criteria. Non-selected A/E/S shall, however, be included in the next rotation to help ensure equitable distribution of projects. HPU shall endeavor to provide equal work to all consultants in this category in conjunction with the intermediate projects.
- B. Intermediate Projects.** Projects having a total estimated budget (consultant fees plus construction) between \$250,000 and \$4,000,000 for capital improvements or facilities maintenance, or \$250,000 for surveys, planning documents and studies, will be awarded to consultants on a rotational basis, at HPU's discretion, provided the consultant can meet the project schedule and a fee can be negotiated. HPU Staff will review the rotation list and identify the next three qualified consultants. HPU Staff will rank the three consultant firms based on project familiarity and involvement criteria. If the top consultant is unable to meet the project schedule or fee settlement, staff will contact the next qualified consultant, and the first consultant will maintain its position on the list for the next upcoming project.

Project types HPU may award during the quinquennium include, but are not limited to:

- Potable water utility treatment plant, transmission, storage and distribution major maintenance and improvements.
- Natural gas distribution utility system upgrades.
- Steam heat utility distribution and condensate collection improvements.
- Renewable power generation and multi-fuel capable co-generation facilities upgrades and maintenance.
- Power transmission and distribution system improvements.
- Utility administration planning and operation such as capacity modelling and studies, user rate evaluation, facilities master planning, extension of services policies, growth policies and etc.
- Grant and funding applications and administration.
- Facilities building and grounds maintenance and upgrades.
- Project survey data collection, monumentation, staking and other survey work including land acquisition.

- Environmental permitting and compliance associated with utility project execution and operations.

And other common municipal water, steam, gas and electricity generation transmission and distribution utility maintenance and capital improvement projects.

The HPU Engineering Department is responsible for project management and administration of all existing facilities maintenance projects, and the HPU's Capital Improvement Program. Submittals may be sent electronically via email to [paul.skubinna@hpuc.com](mailto:paul.skubinna@hpuc.com) with subject line "SF330 RFQ Response – Small and Intermediate Projects," or via submitter's file transfer service using the same subject line. All electronic files submitted shall be in Portable Document Format (pdf).

Alternatively, respondents may submit two complete hardcopy submittals and any supporting information:

Hibbing Public Utilities  
Attention Engineering Department  
1902 E 6<sup>th</sup> Ave  
Hibbing, MN 55746

SF 330 forms and applicable supporting information may be submitted at any time during the 2026-2030 quinquennium; however, firms wishing to be considered for projects ready to be awarded in 2026 must respond to this solicitation on, or before, June 12, 2026.