

**REQUEST FOR PROPOSAL  
CITY OF DULUTH, MN**

**APRIL, 2013**

**Topographic and Utility Survey for Superior Street, Duluth, MN**

**Project No.: 0923TR**

**RFP Number: 13-13DS Survey Proposal**

**Proposals Due: May 15, 2013  
2:00 PM, Local Time**

## PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant to provide surveying services for the reconstruction of Superior Street in Downtown Duluth from 4<sup>th</sup> Avenue East to 6<sup>th</sup> Avenue West.

The City intends to use this data for a complete redesign of Superior Street including new roadway and new utilities.

All work shall be performed in accordance with the most recent version of the City Standard Specifications and Engineering Guidelines.

The City is committed to providing the following to the selected consultant:

- Water and sewer service lateral locations from service cards and mapping. Mains and services will not be field located.
- Hard copies of City GIS mapping.
- Hard copies of City water and gas plat mapping.
- All available street and utility record drawings.
- Assistance in obtaining other related information in City files pertaining to the project if needed.

## SCOPE OF SERVICES

1. Topographic survey of project area from 100 feet east of the intersection of 4<sup>th</sup> Avenue East and Superior Street to 100 feet west of the intersection of 6<sup>th</sup> Avenue West and Superior Street. The survey should extend up each avenue to the alley and down to Michigan Street. At Lake Avenue, a survey of the ramp on Lake Avenue is not required. The survey should include identifying all buildings including all doorways and threshold elevations. Elevation of all doorways shall be surveyed. Business name and/or building ownership should be listed on the drawing.
2. A partial topographic survey of Michigan Street shall also be included from 6<sup>th</sup> Avenue West to 4<sup>th</sup> Avenue East (100 feet past each intersection). This survey shall identify the curb line, building corners and all utilities (public and private). This information will be used for utility coordination; reconstruction of Michigan Street is not anticipated.
3. All external building corners shall be surveyed and drafted on the base map.
4. Field survey (including depth) of all visible utilities including both city and private utilities. Research all utilities including both city and private. Draft location of all utilities on the base map. A “design locate” should be called in for the project. For sanitary sewer, at least one manhole must be located and dipped upstream and downstream of Superior Street.
5. Survey all DTA structures.
6. Perform a basement survey of all buildings including determination of the basement elevation for each basement or sub-basement on the Superior Street side. ( plus or minus 6 inches). Determine the presence of any vaults under Superior Street or the sidewalk and collect dimensions of all vaults and type of construction (concrete, stone, rubble, etc.). Vaults shall also be drawn on the base map. Also note any utilities located within the vaults or entering the building from under Superior Street. This work is only required for the portion of the building facing Superior Street. The Consultant shall send a letter coordinating this work to all building owners/tenants. The City can provide an address for each building but hand delivery to building occupants should also be included in the notification.

7. Include the locations of all overhead utilities and skywalks including elevation and clear space from the structure to the roadway.
8. A property boundary survey is NOT included.
9. Consultant shall attend a minimum of one coordination meeting with the City and each private utility.

### DELIVERABLES

1. Develop a base map of the entire project area in Autocad 3D including all contours, surface features and underground utilities and structures. Elevations of all manhole inverts, catch basin inverts, basement floor elevations, etc shall be included in the Autocad file.
2. Provide a points file for all field shots taken.
3. Provide hard copy paper base maps of the entire project at 20 scale on 22 x 34 sheets and 40 scale on 11 x 17 sheets.
4. Provide cross sections (both cadd files and hard copies) of Superior from right of way line to right of way line including the adjacent buildings. Cross sections shall be provided at each intersection and the middle of each block, a total of 19.

### TRAFFIC CONTROL

The City will allow Superior Street or Michigan Street to be closed to traffic for a maximum of 2 blocks at a time from 6:00 pm to 6:00 am, Monday through Thursday from June 3<sup>rd</sup> through June 27<sup>th</sup> and again from July 15<sup>th</sup> through July 26<sup>th</sup>. Both Streets cannot be closed simultaneously.

During sidewalk days, July 10<sup>th</sup> through the 12<sup>th</sup>, the Consultant may close the streets following the completion of the days events.

Additional downtown activities may reduce the number of days road closures are allowed.

The consultant must provide all necessary traffic control, provide a traffic control plan to Steve Goman at City Engineering for review and provide schedule for each time traffic control is to be placed.

### PROPOSAL CONTENTS

The following will be considered minimal contents of the proposal:

1. A detailed work plan identifying the following:
  - Work tasks to be accomplished;
  - Budget hours to be expended on each task and subtask for the survey;
  - The deliverables at key milestones in the project;
  - Any services to be provided by the City;
  - A not to exceed total project cost;
  - A breakdown of the hours by task for each employee;
  - Hourly rates for each employee;
  - Identification of anticipated direct expenses;
  - Identification of any assumption made while developing this cost proposal.

- Identification of any cost information related to additional services or tasks. Include this in the cost proposal, but identify it as additional costs and do not make it part of the total project cost;
  - An anticipated work schedule shall also be provided. This shall include the estimated number of times and dates Superior Street and Michigan Street will be closed.
2. Responder must have the cost proposal signed in ink by an authorized member of the firm.
  3. A listing of names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar street survey work if the respondent has not previously provided these services directly to the City.

**SELECTION**

The proposals will be reviewed by the City Engineering Staff. The intent of the selection process is to review proposals and make an award based upon qualifications as described herein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judge are:

Work Plan	50%
Project costs/fees	40%
Similar street survey experience	10%

The City reserves to the right to interview proposers.

**PROJECT COMPLETION DATES**

August 1, 2013	All Deliverables received by the City
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**SUBMITTAL DATE**

Submit original and three (3) copies in an envelope marked, Bid Number 13-13DS Superior Street Survey Proposal, by 2:00 PM CDT, May 15, 2013 to:

Dennis Sears, Purchasing Agent  
 City Purchasing  
 Room 100 City Hall  
 Duluth, MN 55802

**CONTACT:**

All questions concerning the project shall be directed to:  
 Eric Shaffer, Chief Engineer for Utilities  
 City of Duluth - Engineering Division  
 411 W. 1<sup>st</sup> Street, Room 211 City Hall  
 Duluth, Minnesota 55802-1191  
 (218) 730-5072, FAX (218) 730-5907

## LIMITATIONS

This Request for Proposal does not commit the City of Duluth to award a contract or pay costs incurred in the preparation of the proposal, or to procure a contract for services or supplies.

The City of Duluth specifically reserves the right to accept or reject any or all proposals, to negotiate with any qualified source, to cancel in part or in its entirety the Request for Proposal, to waive any requirements, to investigate the qualifications of any proposal, to obtain new proposals, or proceed to have the service provided in any way as necessary to serve the best interests of the City of Duluth.

The selected consultant must sign the City of Duluth standard Professional Engineering Services Agreement. Any questions concerning this agreement should be asked prior to proposal submittal. These questions should be directed to Eric Shaffer in the City Engineering Office.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.