

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

December 2015

**Superior Street Reconstruction
Final Design Phase**

Project No.: 1507

**Bid Number:
15-0722**

**Proposals Due: January 8, 2016
2:00 PM, Local Time**

PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant to provide design engineering services for the reconstruction of Superior Street from 4th Avenue East to 7th Avenue West through the heart of historic downtown Duluth. The City is planning a total street and utility reconstruction. The project will be constructed in over a 3 year period starting in 2017. Construction engineering services are not included in this request.

BACKGROUND

LHB Inc. was hired in the fall of 2013 to prepare a preliminary design for the project. The preliminary streetscape and Technical Memorandum which resulted from this preliminary design is available directly from the engineering office and should be requested by all interested proposers. The Technical Memorandum recommends the scope of the proposed street and utility project that will be constructed by the City. New hot water supply and return steam lines for the Steam Utility will also be installed as part of the project. The existing water main, storm pipes and steam lines will be removed. The existing sanitary sewer main and laterals will be cured in place lined by the City prior to the start of each phase of construction.

Further detail is available in the LHB Technical Memorandum.

Phasing of construction is anticipated to be as follows:

- 2017 7th Avenue West to 3rd Avenue West
- 2018 4th Avenue East to 1st Avenue East
- 2019 3rd Avenue West to 1st Avenue East

The project will be funded through Minnesota State Aid (MSA) funds, utility funds, city funds and assessments to property owners.

The City of Duluth will provide the following:

- Technical Memorandum prepared by LHB, Inc.
- Traffic Study prepared by LHB, Inc.
- Existing topographic and utility survey prepared by LHB, Inc. in paper and AutoCAD format.
- Records of any public meetings held concerning the project (as requested)
- All available street and utility drawings from previous projects. (as requested)
- Assistance in obtaining other related information in City files pertaining to the project if needed.

GENERAL PROJECT SCOPE

Consulting Engineering Services are expected to include all work necessary to provide final design including plans and specifications and bidding services for all three phases in one bid package.

All work shall be performed in accordance with the most recent version of the City Standard Specifications and Engineering Guidelines (available on the City of Duluth website.)

SCOPE OF SERVICES

1. Initial Site Visit and Consultations

- a. The Consultant shall meet with City of Duluth representatives to review project scope and complexity, design criteria, related requirements, view existing conditions, gather data from the City engineering files and previously prepared reports. Additional consultations shall, where necessary, clarify the technical requirements and objectives of the contract and may be in the form of letters, emails and/or telephone conversations.
- b. The Consultant shall provide documentation of meetings and data provided.
- c. The Consultant shall ascertain the applicability of information provided, review data for completeness, and notify the City of any additional data required. It shall be the responsibility of the Consultant to determine, by site inspection procedures, the reliability of all the existing topographic survey. If information is found to be missing, the City will determine if this information should be collected as additional work.

2. Plans and Specifications

- a. The consultant shall prepare construction drawings as necessary to provide for the complete reconstruction. These drawings shall include all details, plans and specifications necessary for all work as required by appropriate approval agencies.
- b. The consultant shall assume the project will be bid in one package with a 3-year construction duration.
- c. The specification preparation shall also include appropriate sections for bidding, bonding, agreements, general and special provisions, and other appropriate contract provisions as well. These sections shall be developed in accordance with the City standards, which shall be made available to the consultant.
- d. The drawings shall include all necessary site maps, plans, elevations, sections, details, and notes as needed or necessary to adequately show, explain or describe all features of the project. The contract drawing sequence shall follow the standard City of Duluth format.
- e. State Aid plan review checklist, ROW certification and hydraulics submittals will be required.
- f. Signal justification reports will be required for each traffic signal.

3. Cost Estimate

Following the completion of the 60%, 90% and final plans, cost estimates and quantity takeoffs shall be provided. The cost estimate quantities shall be broken down by each individual phase of the project.

4. Project Meetings
The Consultant should plan to arrange and conduct 3 public meetings with citizens and business owners in downtown Duluth. The Consultant should also plan to attend a State Aid Variance Committee meeting in the St. Paul to acquire necessary variances for the project.
5. Project Bidding
Upon completion of plans and specifications, the consultant shall provide all documents and services to provide for bidding and award for construction. The consultant shall answer any questions brought up during bidding and attend a pre-bid conference.
6. Construction Services
Construction Services are not included in this request.

PROJECT COMPLETION DATES

December 14, 2015	RFP Issued
January 8, 2016	Proposals Due
January 15, 2016	Selection of Consultant
January 25, 2016	Council Approval to Award Contract
June 30, 2016	60% plans submitted for initial review
October 15, 2016	90% plans submitted for City review
December 1, 2016	Plans and Specifications complete
December 1, 2016	Plans and Specifications submitted to Minnesota State Aid
January 2017	Advertise for bids for Phase 1
February 2017	Receive bids for Phase 1

PROPOSAL CONTENTS

The following will be considered minimal contents of the proposal:

1. A restatement of the goals and objectives and the project tasks to demonstrate the responder's view and understanding of the project.
2. An outline of the responder's background and experience with similar projects. Within the experience, the consultant should demonstrate and provide proof of competency in the following areas:
 - Multi-phased projects
 - Downtown urban projects
 - Municipal State Aid design experience
 - Design and inspection of large HDPE water or forcemain projects
3. Identify personnel to conduct the project and detail their training and work experience Identify how personnel proposed for this project were involved with the projects listed as experience. Identify a professional engineer registered in the State of Minnesota who will oversee the overall project. No change in personnel assigned to the project will be permitted without approval of the City.

4. Demonstrate knowledge of City of Duluth street and utility standards.
5. Include a detailed work plan identifying the work tasks to be accomplished and the budget hours to be expended on each task and subtask for both roadway and utility design by individual. The work plan shall also identify the deliverables at key milestones in the project as well as any other services to be provided by the City. The City staff intends to be actively involved with the project, and a minimum of three (3) status meetings are to be contained in the work plan in addition to any data collection or input/review meetings. Do NOT include any costs in the work plan. An anticipated work schedule shall also be provided in this section.
6. A listing of names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar street and utility construction services.
7. Provide, **in separate envelope**, one copy of the cost proposal, clearly marked on the outside "Cost Proposal" along with the responder's official business name and address. Terms of the proposal as stated must be valid for the project length of time.

The consultant must include a not to exceed total project cost, as well as subtotals for design services and bidding and any sub consultant fees. The cost proposal shall include all of the following:

- A breakdown of the hours by task for each employee.
- Hourly rates for each specific employee proposed. (not general rates by category)
- Identification of anticipated direct expenses and rates for miscellaneous charges such as mileage and copies.
- 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.
- The Consultant must have the cost proposal signed in ink by an authorized member of the firm.
- The consultant **must not** include any cost information within the body of the RFP technical proposal response.

The design phase shall be considered complete upon award of the construction project to a contractor.

8. The proposal shall be limited to 20 pages plus a cover letter.

SELECTION

The proposals will be reviewed by City 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 judged are:

Item	Percent
Restatement of Project goals and Objectives and understanding of project scope	5%
Outline of Consultants background and experience with similar projects	10%
Qualification/location of personnel working on the project	10%
Knowledge of project area and Duluth utility and street requirements	10%
Work Plan	20%
Completeness of the proposal	5%
History (completeness and timeliness) of past work with the City of Duluth	10%
History completing past projects on budget	
Project costs/fees	30%

Proposals will be evaluated on a best value basis with 70% qualifications and 30% cost consideration. The review committee will not open the cost proposal until after the qualification points have been awarded. Cost proposals will only be opened for the three top ranked firms.

SUBMITTAL DATE

Submit original and five (5) copies of proposal with one (1) copy of cost proposal in an envelope marked, RFP 15-0722, Superior Street Reconstruction – Design Services, by 2:00 PM CDT, January 8, 2016 to:

Amanda Ashbach, Purchasing Agent
City Purchasing
Room 100 City Hall
Duluth, MN 55802

CONTACT

All questions concerning the project shall be directed to:

Patrick Loomis, Project Engineer
City of Duluth - Engineering Division
411 W. 1st Street, Room 211 City Hall
Duluth, Minnesota 55802-1191
(218) 730-5094, 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 City of Duluth reserves the right to stop design of the project at any time in the future.

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.

Prior to entering into an agreement with the city, the consultant shall furnish proof that it has all legal requirements for transacting business in the State of Minnesota.