



**CITY OF DULUTH**

**REQUEST FOR PROPOSALS FOR**

**ENGINEERING SERVICES FOR RALEIGH STREET RECONSTRUCTION  
FROM 59<sup>TH</sup> AVENUE WEST TO GRAND AVENUE**

**RFP NUMBER 22-99366**

ISSUED April 7, 2022

State Project No. 118-108-005  
City of Duluth Project No. 2057

**Proposals Due: April 28, 2022, at 4:00 pm local time**

SUBMIT TO

CITY OF DULUTH  
ATTN: PURCHASING DIVISION  
CITY HALL, ROOM 120  
411 WEST 1ST STREET  
DULUTH, MN 55802

## **PROJECT OVERVIEW**

The City of Duluth is seeking a consultant to provide engineering services for the reconstruction of Raleigh Street, from 59<sup>th</sup> Avenue West to Grand Avenue. This project will be bid in March of 2023 and constructed in the summer of 2023

## **BACKGROUND**

Street work will include, but is not limited to: bituminous and concrete pavement removal, bituminous paving, curb and gutter replacement, sidewalk replacement, street landscaping as necessary, signing, and striping. Utility work will include water main replacement for the full project length and storm work as required to support the street work.

Raleigh Street (MSAS 108), from 59<sup>th</sup> Avenue West (MSAS 104) to Grand Avenue (TH 23), is a two-way, low-speed urban collector that runs west to east through the Irving neighborhood. The roadway section is a 42' wide concrete road with a bituminous overlay. There are two 12' driving lanes, a 9' parking lane on either side, and sidewalks on both sides. This roadway was widened in 1962 and was overlaid in 1977. There is one stop condition at the intersection with 59<sup>th</sup> Avenue West and a signal at the intersection with Grand Avenue. The project will include reconstructing the intersection with 59<sup>th</sup> Avenue West and will stop short of the Grand Avenue right-of-way at the limits of the previously constructed roadway surface except as required to complete the water main work. The water main replacement will extend to the existing main on the east side of Grand Avenue, approximately within the gutter line.

The roadway carries 2250 vehicles per day (2018) and serves as one of the primary access points from the City into the neighborhood and to the Waseca Industrial area. It is bordered by residential homes, multi-family residences, and the Raleigh Edison Charter School. There is one DTA route that uses this segment of road. The bituminous pavement is in poor condition. The existing curb is in poor condition and the gutter line was filled in as part of a previous overlay project. The sidewalk system is in poor condition and will need ADA upgrades.

BNSF has two tracks crossing at the west end of the project. The City has begun consultation with the railroad and the railroad has begun the process of abandoning these tracks but will not complete this internal process until late summer. Provisions in design will not be required for the tracks if BNSF abandons the tracks but the railroad will require a Construction & Maintenance Agreement with the City prior to the work.

The roadway has been included in numerous recent transportation plans; the Irving & Fairmount Brownfields Revitalization Plan, the Duluth-Superior Metro Bikeways Plan, the Duluth-Superior Metro Pedestrian Plan, and the Duluth-Superior Truck Route Study. In addition, there have been revisions to the Cross City Trail plan to construct a segment of the Cross City Trail as a shared use path between 61<sup>st</sup> Avenue West and Grand Avenue along Raleigh Street.

The water main replacement will be with new 12-inch HDPE. The water main will connect to existing 12-inch HDPE at 59<sup>th</sup> Avenue West and extend to 63<sup>rd</sup> Avenue West. From 63<sup>rd</sup> Avenue West to Grand Avenue, new 12-inch HDPE water main will be installed. New water

services will be installed as required to replace existing lead services or as required due to shifts in the water main alignment.

The project will be funded through Minnesota State Aid funds and utility funds. The road shall be designed and constructed to State-Aid Standards.

The City of Duluth will provide the following:

- Previous surveys, reports, and studies, if available.
- All available street and utility drawings from previous projects.
- Aerial photography
- 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, specifications, and bidding services; including but not limited to the following:

1. Project initiation, site visits and other meetings as necessary with City Engineering staff.
2. Evaluate existing studies of project corridor and present designs showing options where conflicts occur between plans.
2. Three (3) Public meetings to share design and schedule, to be run by consultant.
3. Preliminary Surveys and Information Gathering.
4. Preliminary Engineering Design and Project Memo, including sending the required environmental letters and providing responses to the City.
5. Production of Construction Plans and Specifications (Special Provisions).
6. Bid and Construction assistance (Provide 40 hrs. for bid and construction assistance).

All work shall be performed in accordance with the most recent version of the City Standard Specifications and Engineering Guidelines (both are available on the City of Duluth website at <https://duluthmn.gov/engineering/>).

## **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.

## 2. Public Participation

- a. The Consultant should plan on three (3) public meetings to coordinate and communicate design issues and schedule with residents.
- b. There have been several studies of the project area and high public involvement in the proposed typical sections. Conflicting designs are shown in several studies, and options and a final design resolution will need to be presented at these public meetings.

## 3. Reconnaissance, Field Surveys & Geotechnical Exploration

- a. The Consultant shall perform a full topographic survey. The consultant shall map the existing right-of-way, based on existing monuments and documents for inclusion in plans. The construction plans shall preserve or re-set all monuments and their boxes that are disturbed with the project. The Consultant shall survey all existing utility structures in the ROW. Driveways and side streets will be surveyed far enough beyond the ROW (includes utilities) to allow for design.
- b. The Consultant shall identify all ROW conflicts early in the design process. The Consultant shall prepare easement language and exhibits for any locations that are identified for the City to send to the property owners.
- c. BNSF will require that watermain constructed within their right-of-way complies with their Utility Accommodation Policy and will require a Pipeline Permit. Pipeline Permits typically take 3-4 weeks while a Construction & Maintenance Agreement typically takes several months. The Consultant shall coordinate early in the design process with the railroad to ensure these deadlines are met. The Consultant shall be responsible for all railroad permit applications that may be required of the City.
- d. Consultation with all regulatory agencies to determine required information for permit applications as it relates to the design and execution of the entire project will be required. A MnDOT utility permit will be required for the watermain work within the TH 23 right of way. The Consultant shall be responsible for all permit applications that may be required of the City.
- e. The Consultant shall do all necessary geotechnical exploration to determine/verify the existing section and to provide recommendations for the proposed section. Assume for this proposal the total number of subsurface explorations is one (1) per 400 ft.

4. Preliminary Recommendations and Costs

- a. The Consultant shall analyze all available records, record drawings, inspection reports and all other appropriate data, and prepare recommendations and a preliminary construction cost estimate prior to preparing plans and specifications.
- b. The consultant shall work with City staff to provide design and cost alternatives to assist the City in meeting the City's desired objectives and budget constraints.
- c. Alternatives the City would like analyzed include a shared use trail along the full project length, a shared use path as a component of the Cross City Trail from 63<sup>rd</sup> Avenue West, and an on-street bike lane option.
- d. Once the cost estimates are prepared, meet with the project engineer to select the preferred alternative. Full design can commence following that meeting.

5. Plans and Specifications

- a. The consultant shall prepare construction drawings as necessary to provide for the complete reconstruction including replacement of all utilities. Plans shall be at a scale of 1"=40'. These drawings shall include all details, plans and specifications necessary for all work as required by appropriate approval agencies.
- b. 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.
- c. 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.
- d. The contract drawing sequence shall follow the standard City of Duluth format. The drawings shall be prepared to meet all Minnesota State Aid Standards.
- e. Plans and all work shall be in accordance with the current version of the City of Duluth Guidelines for Engineering Requirements and the City Standard Specifications. The current edition of the Minnesota Department of Transportation "Standard Specifications for Construction" and the current edition of the "Materials Lab Supplemental Specifications for Construction" shall be used. Current edition means the edition on the date when plans are finalized by the City and MnDOT.

- f. A licensed Professional Engineer registered in the State of Minnesota with experience in Civil Engineering and preparation of federal aid and state aid funded plans and specifications must supervise all work.

## 6. Cost Estimate

A preliminary cost estimate is required prior to preparing plans and specifications. Each plan review submittal also requires an updated cost estimate, for a total of six (6) submittals. See Project Completion Dates. Following the completion of the plans and specifications, a quantity takeoff and a final detailed itemized construction cost estimate for the entire complete project shall be provided. The Engineer's Opinion of Construction Cost and the Statement of Estimated Quantities shall be submitted in Excel format as well as pdf

## 7. Project Bidding

Upon completion of plans and specifications, the consultant shall also assemble all required MnDOT and City of Duluth documents into a bid package that Purchasing will use to post online. The consultant shall answer any questions brought up during bidding. This design phase shall be considered complete upon award of the project following bidding

**SMALL DIVERSE BUSINESS INFORMATION** The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/>.

**MANDATORY DISCLOSURES** By submitting a proposal, each Bidder understands, represents, and acknowledges that:

1. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.
2. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
3. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.

4. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

### **PROJECT COMPLETION DATES**

- |                     |  |
|---------------------|--|
| • April 21, 2022    | Last day for RFP questions   |
| • April 28, 2022    | <b>Proposals Due (4:00 pm)</b>   |
| • May 12, 2022      | Selection Complete   |
| • May 23, 2022      | Council awards consultant contracts  |
| • May 27, 2022      | Notice to Proceed  |
| • July 3, 2022      | Preliminary Cost Estimate (#1)   |
| • November 1, 2022  | 30% Plan review + updated Cost Estimate (#2)                                       |
| • December 2, 2022  | 60% Plan review + updated Cost Estimate (#3)                                       |
| • February 3, 2023  | 90% Plan Review + updated Cost Estimate (#4)                                       |
| • February 23, 2023 | Plan submittal to City and MnDOT for final review + updated Cost Estimate (#5)     |
| • March 3, 2023     | Final Plans, Specifications and SWPPP delivered to City + Final Cost Estimate (#6) |
| • March 2023        | Bid assistance   |

### **PROPOSAL SUBMISSION**

To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals via email or facsimile transmission. The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an authorized official. If the official signs the Proposal Cover Sheet attached as Appendix A, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed.

Please submit one (1) unbound paper copy of the Technical Submittal and one (1) paper copy of the Cost Submittal. The Cost Submittal should be in a separate sealed envelope.

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.

### **QUALIFICATION PROPOSAL CONTENTS**

The proposal shall be submitted in the following format broken into the 7 sections identified below. Proposals not following the specified format will not be reviewed. No additional sections or appendices are allowed. The proposal shall be limited to 10 pages plus a cover letter. The page limit includes all resumes. Proposals that exceed this limit will not be reviewed. Dividers, covers, and any addenda included as acknowledgement of receipt are not included in the page limitation. The proposal format shall be as follows:

1. Goals and Objectives

A restatement of the goals and objectives and the project tasks to demonstrate the responder's view and understanding of the project.

2. Experience

An outline of the responder's background and experience with similar projects. Project descriptions shall include a list key staff and their role. Within the experience, the consultant should demonstrate and provide proof of competency in the following areas:

- Street and road design
- Planning for effective public participation
- Cost estimating and cost control
- Project management experience and dealing effectively with residents
- Minnesota State Aid
- Design and inspection of HDPE watermain or sanitary force main projects

3. Personnel

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. Knowledge of Duluth Requirements

Include a description of the firm's knowledge of City of Duluth street and utility standards.

5. Work Plan

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. The work plan shall be in spreadsheet format and shall list each task and the number of hours for each staff person on that task. 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 three (3) status meetings held at City Hall 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.

6. Work Schedule

An anticipated work schedule shall also be provided. The work schedule shall identify all key milestone dates.

7. References

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. Projects should be similar in size and scope and have been designed to Minnesota State Aid standards.



## **COST PROPOSAL CONTENTS**

Provide, **in separate sealed 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 cover/transmittal letter
- A breakdown of the hours by task for each employee. This shall be in the same format as the work plan in the Qualifications proposal with the addition of costs.
- 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 not include any cost information within the body of the RFP qualification proposal response.

## **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
1	Understanding of the project scope and work plan	30%
2	Qualifications/experience of the personnel and company working on the project	20%
3	Completeness of the proposal	10%
4	History (completeness and timeliness) of past work with the City of Duluth History completing past projects on budget	10%
5	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 an original unbound copy in an envelope marked, "RFP 22-99366 Raleigh Street Reconstruction Project" by April 28, 2022 at 4:00 p.m. local time, to:

City of Duluth Purchasing  
City Hall  
411 W. 1<sup>st</sup> Street, Room 120  
Duluth, MN 55802

## **QUESTIONS, ADDENDA AND CONTACT INFORMATION**

All questions concerning the project shall be directed to:

Alex Popp, PE, Project Engineer  
[apopp@duluthmn.gov](mailto:apopp@duluthmn.gov)  
City of Duluth - Engineering Division  
411 W. 1<sup>st</sup> Street, Room 240 City Hall  
Duluth, Minnesota 55802-1191  
(218) 730-5087

Answers will be issued in the form of an addendum. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> . Although an e-mail notification will be sent, it is the Bidder's responsibility to periodically check the website for any new information

## **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 Proposal shall not in any way include any restrictions on the City of Duluth. The Consultant shall NOT provide proposed contract language.

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, a copy of which is available at <https://duluthmn.gov/purchasing/forms/>. Any questions concerning this agreement should be asked PRIOR to proposal submittal. These questions should be directed to Eric Shaffer, [eshaffer@duluthmn.gov](mailto:eshaffer@duluthmn.gov), in the City Engineering Office.

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

**APPENDIX A - PROPOSAL COVER SHEET**  
**CITY OF DULUTH**  
**RFP# 22-99366**  
**Engineering Services for Raleigh Road Reconstruction**

<b>Bidder Information:</b>	
Bidder Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Name & Title of Authorized Signer	
Email of Authorized Signer	