



CITY OF DULUTH
REQUEST FOR PROPOSALS FOR
CONSTRUCTION INSPECTION SERVICES FOR 2022 CITY WIDE CIPP PROJECT

RFP NUMBER 22-99498

ISSUED JUNE 14, 2022

PROJECT # 2037

PROPOSALS DUE JUNE 29, 2022 AT 4:00PM

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 interested in retaining a consultant to provide construction services for the cured-in-place pipe lining of sanitary sewers and for miscellaneous spot repairs of sanitary sewers.

Each year the city of Duluth hires a contractor to perform cured in place pipe lining and to perform miscellaneous spot repairs on the sanitary sewer collection system. Typically, the city performs design, inspection and construction management. The 2022 project has been fully designed by the City and is ready for advertisement.

The City of Duluth will provide the completed plans and specifications and perform all bidding services.

ADDENDA TO THE RFP

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

MANDATORY DISCLOSURES

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

A. 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.

B. 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.

C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.

D. 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.

GENERAL PROJECT SCOPE

Consulting Engineering Services are expected to include all work necessary for construction administration and construction inspection of the project. This includes staking for open cut portions of the project if required.

The Consultant shall provide full time construction inspection services. The proposal shall be based upon 16 weeks of construction and a total of 60 hours per week of inspection.

PROJECT COMPLETION DATES

The start date and final completion dates for construction will be determined once a consultant has been selected. Various milestones in the construction process are listed below. Milestones without a date shall be estimated by the consultant and included in the proposal. The City is flexible with the project duration, however various aspects of the project will require completion prior to November 1st, 2022.

June 14, 2022	RFP Issued
June 29, 2022	Proposals Due
July 6, 2022	Selection of Consultant
July 13, 2022	Advertise for bids
August 3, 2022	Bid Date
August 15, 2022	Council Approval to Award Construction Contract
August 17, 2022	Meeting with Consultant.
TBD	Start Construction
TBD	Construction Completion
TBD	Submittal of record drawings.

QUALIFICATION PROPOSAL CONTENTS

The proposal shall be submitted in the following format broken into the 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 and covers are not included in the page limitation. The proposal format shall be as follows:

1. Cover Letter
2. Experience
A list of similar projects the consultant has completed.
3. Personnel
Identify the Project Manager and the Inspector(s) that will be used on the project and a brief summary of their experience.
4. Work Schedule

An anticipated work schedule shall also be provided. The work schedule shall identify the milestone dates listed above by the City as well as proposed bid date and substantial completion dates.

COST PROPOSAL CONTENTS

Provide, in separate envelope, one copy of the cost proposal, clearly marked on the outside "22-99498 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 subconsultant 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 have the cost proposal/cover letter/transmittal signed in ink by an individual authorized to enter the firm into a contract. Completion of the attached Appendix A fulfills this requirement.
- 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	Experience	50%
2	Work Schedule	10%
3	Project costs/fees	40%

Proposals will be evaluated on a best value basis with 60% qualifications and 40% 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 three (3) copies in an envelope marked "RFP 22-99498, Project # 2037" by 4:00 PM central time, June 29, 2022 to:

Purchasing Agent
City of Duluth
411 West 1st St., Room 120
Duluth, MN 55802

CONTACT

All questions concerning the project shall be directed to:

Tim Sanders, Project Engineer
City of Duluth - Engineering Division
411 W. 1st Street, Room 240 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 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. 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.