



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

**Engineering Services for City-Wide Lead Water Service Replacement**

**Issued July 14, 2022**

**Solicitation Number: 22-99574**

**Proposals Due: August 24, 2022  
3:00 PM Central Time**

## PROJECT OVERVIEW

The City of Duluth is interested in retaining one or more consultants to provide engineering services for design, construction administration and inspection services for the replacement of lead services on both public and private property.

Funding for this project is provided in whole or in part by the American Rescue Plan Act (ARPA). **The awarded proposer(s) must have an active SAM.gov registration with no exclusions.** Additional supplemental provisions in Appendix B shall apply.

## BACKGROUND

The City of Duluth is pursuing funding from the Minnesota Department of Health Public Facilities Authority (PFA) for the replacement of lead services within the City. This funding has been approved at both the State and Federal levels for municipalities to use on both public and private water services. The City is confident they will be awarded both loan and grant dollars for this project.

Lead was the most common material used for water services within the City thru 1929. Each water service within the City is broke into two pieces: a public portion within the right-of-way and a private portion on private property. The City estimates that there are approximately 5,000 public lead water services remaining. These services have been inventoried and are shown within the City GIS. The City estimates the number of private lead water services to be greater than 5,000. The City is currently inventorying the private services by entering and inspecting homes. City staff are commonly in private homes to maintain water meters or to provide service to natural gas appliances. In addition, the department is making special inspections for homes located in targeted areas. Currently, the Gary/New Duluth neighborhood and a portion of the Lincoln Park neighborhood have been designated as target areas for the first phase of lead service replacements. In these areas, the City has(will) send letters to all homes that are potentially affected. These neighborhoods were selected because they qualify for ARPA funding. The City intends to use ARPA funds to pay for consultants' services.

The City hopes to bid four lead service replacement projects in 2023. Each project would include approximately 200 to 250 service replacements. The City does not currently have adequate staff to assemble bid plans and inspect service replacements. **More than one consultant may be selected from this solicitation to prepare plans and specifications and perform construction inspection.**

The City and the Consultants will jointly determine the best methods for installing and replacing services. It is anticipated that this will include a combination of open-cut and trenchless technologies. The City bid a project in 2022 including the replacement of 11 lead water services. This project was bid with the intent to feed a cable through the lead service and "pull" the service out while also pulling in a new HDPE service. This project has failed due to the inability to feed a 3/8-inch cable through the lead service for any substantial distance.

The City of Duluth will provide the following to the awarded consultant(s):

- All available street and utility drawings from previous projects.

- Assistance in obtaining other related information in City files pertaining to the project if needed.
- GIS data
- Plans and specification for the 2022 City water service project.

#### QUESTIONS & ANSWERS

Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov). Answers to the questions will be posted as an Addendum to the RFP.

#### 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 Consultant's responsibility to periodically check the website for any new information

#### 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:

- 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 to provide final design including plans and specifications, bidding services, construction administration and construction inspection.

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

**The Consultant may propose on one or more projects in 250-service increments. The City may award all work to one consultant or choose to distribute between up to four consultants. The City anticipates there may be cost savings for consultants to perform work on more than one project, so each consultant may submit multiple cost proposals for varying numbers of projects (i.e., consultant may submit one technical proposal with a separately-sealed cost proposal for one 250-service project, and a second cost proposal for two 250-service projects. All cost proposals may be in the same sealed envelope, but must clearly identify how many projects each cost proposal is for.)**

#### 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 designs.
- b. The Consultant shall plan to meet with the City to a minimum of 5 times to review plan and bidding alternatives for the project including open cut and trenchless methods for service installation.
- b. The Consultant shall plan to inspect all homes or businesses designated for lead service replacement. This inspection shall include the following:
  - i. Confirmation of service material
  - ii. Confirmation of location of water service entrance and water meter
  - iii. Confirmation of sanitary sewer entrance location
  - iv. Determination of required construction within the basement to replace the lead service including repair of disturbed surfaces.
  - v. Photo documentation of the existing yard and basement conditions.
  - vi. Any other information necessary for bidding a water service replacement project.

The Consultant should assume that many of these inspections will need to occur in the evening or on the weekend when residents are home.

##### 2. Plans and Specifications

- a. The consultant shall prepare construction drawings as necessary to provide for the replacement of existing lead services. The City anticipates that each building will require one 11 x 17 plan sheet documenting existing and new service location and replacement method. The plan will also include pictures inside and outside of the existing structure to document restoration requirements. Examples of these plans previously prepared by the City are available for review.
- b. **The City intends to bid four separate projects. As such, four separate plans and specifications will be required for approximately 250 service replacements each.**
- 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.

3. Cost Estimate

Following the completion of the plans and specifications, a quantity takeoff and a detailed itemized construction cost estimate for each individual phase of the project shall be provided.

4. 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. This design phase shall be considered complete upon award of the project following bidding. **It is anticipated that the four projects may bid on different days. As such, the consultant's cost estimates may need to include time for multiple bids.**

5. Construction Administration

Upon completion of plans and specifications, the consultant shall provide all documents and services to provide for construction inspection, and project management.

Project Management Services provided by the Consultant shall include but not be limited to the following: contract management, progress reports, shop drawing review, testing and project management, including the completed record drawings and final records. **It is anticipated that installation of 250 services will take the entire construction season.**

6. Construction Inspection

The Consultant shall provide full time construction inspection services. The proposal shall be based upon construction spanning the entire construction season.

#### PROJECT COMPLETION DATES

July 14, 2022	RFP Issued
August 24, 2022	Proposals Due
September 1, 2022	Selection of Consultant(s)
September 12, 2022	Council Approval to Award Contract(s)
February 1, 2023	Plans and Specifications complete
February 15, 2023	Advertise for bids
March 2023	Receive bids
May 2023	Start Construction
November 2023	Construction Completion

This schedule is subject to change if interviews are held prior to selection of consultant(s).

#### QUALIFICATION PROPOSAL CONTENTS

To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP. The proposal shall be submitted in the following format broken into the 5 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 20 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. 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. Consultants should include projects where there is extensive interaction with residents.

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. 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 five design (5) 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.

The work plan shall be for 250 service replacements. The Consultant may submit up to four work plans should they decide they have adequate staff to complete additional services in increments of 250.

5. Work Schedule

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

6. References

References may be requested prior to final consultant selection and do not need to be included.

## 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.

**Each consultant may propose up to four times based upon the number of lead service projects they feel they can design and inspect in the given period. Cost estimates may all be in the same separately-sealed envelope, but each proposal must clearly identify how many projects (1-4) the proposal is for.**

For each proposal, 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 have the cost proposal/cover letter/transmittal signed in ink by a member of the firm authorized to bind the company into a contract, and the attached Appendix A completed.
- 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	Goals and Objectives	10%
2	Experience	20%
3	Personnel	20%
4	Work Plan and Schedule	30%
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. The City reserves the right to interview Consultants (in-person or virtually) prior to making a final decision.

## SUBMITTAL DATE

Submit original and three (3) copies in an envelope marked, 22-99574 RFP Engineering Services for City Wide Lead Water Service Replacement by 3:00 PM central time, August 4, 2022 to:

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

## CONTACT

All questions concerning the project shall be directed to:

Eric Shaffer, Chief Engineer or Tim Sanders, Project Engineer  
City of Duluth - Engineering Division  
411 W. 1<sup>st</sup> Street, Room 230 City Hall  
Duluth, Minnesota 55802-1191  
[eshaffer@duluthmn.gov](mailto:eshaffer@duluthmn.gov)

[tsanders@duluthmn.gov](mailto:tsanders@duluthmn.gov)

(218) 393-2501 Eric

(218) 730-5066 Tim

## 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 City is not liable for any costs the Consultant incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

The selected consultant must sign the City of Duluth standard Professional Engineering Services Agreement, a sample 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 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.

## APPENDICES

Appendix A – Proposal Cover Sheet

Appendix B – Federal Supplemental Provisions

Appendix C – Byrd Anti-Lobbying Certificate: The completed certificate must be submitted with your proposal.

**APPENDIX A - PROPOSAL COVER SHEET  
CITY OF DULUTH  
RFP# 22-99574  
RFP Engineering Services for Lead Water Service Replacements**

<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	

**APPENDIX B – FEDERAL SUPPLEMENTARY PROVISIONS  
CITY OF DULUTH  
RFP# 22-99574  
RFP Engineering Services for Lead Water Service Replacements**

**APPENDIX C – BYRD ANTI-LOBBYING CERTIFICATE  
CITY OF DULUTH  
RFP# 22-99574  
RFP Engineering Services for Lead Water Service Replacements**

The completed certificate must be submitted with your proposal.