



CITY OF DULUTH

REQUEST FOR PROPOSALS FOR

ENGINEERING SERVICES FOR CHESTER PARK DRIVE ALLEY (17th Ave E to 18th Ave E)

RFP NUMBER 22-99637

ISSUED August 24, 2022

PROJECT #2102

PROPOSALS DUE SEPTEMBER 9, 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 interested in retaining a consultant to provide design services for the reconstruction of Chester Park Drive alley, from 17th Ave E to 18th Ave E. Construction services may be added at a later date.

BACKGROUND

The city plans to reconstruct Chester Park Drive alley, from 17th Ave E to 18th Ave E. The 6" cast iron water main will be replaced with an 8" HDPE water main, approximately 475 feet in length. All lead services will be replaced as part of the project, and copper services will be reconnected at the main as the alignment allows.

The 8" clay tile sanitary sewer has not been lined but will remain in place. It is anticipated that any clay tile sanitary laterals will be replaced from the main to the right of way line within this project. Storm sewer will be replaced as necessary to facilitate the street construction. A hydraulic analysis of local road drainage will be required, and additional catch basins will be needed to capture runoff from the 10-year storm design and connected on 17th Ave E at the Grand View intersection. A stormwater quality structure will be installed in place of a manhole to treat the stormwater flows. A section of curb and gutter will also be installed along 17th Ave E on the lower side between Chester Park Drive and the alley, as well as an additional catch basin and associated piping at the alley on the lower side (a total of three CBs at the alley intersection with 17th Ave E) to alleviate issues with runoff.

The alley will be reconstructed with the city of Duluth typical alley section and bituminous surface at the completion of the utility work. New aprons at the Avenues will be needed.

It is anticipated that construction will occur over one construction season (2023).

Chester Park Drive alley is a local street. Funding for the project is 100% City funds and as such, review by the State Aid Office will not be required.

The City of Duluth will provide the following:

- All available street and utility drawings from previous projects.
- Survey data that has already been collected.
- 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. 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.
- d. The Consultant shall conduct two public meetings with businesses and residents along the route.

2. Reconnaissance, Field Surveys & Geotechnical Exploration

- a. The city has surveyed the alley and will provide the survey files. If additional information is needed, the consultant will gather that information to obtain 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 to the ROW (includes utilities). All building entrances/thresholds shall be surveyed. Road survey includes, but not limited to: ADA survey at intersections, curb, driveways and catch basin repair locations as well as utility structures.
- b. 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. The Consultant shall be responsible for all permit applications that may be required of the City.
- c. The Consultant shall do all necessary geotechnical exploration to determine/verify the existing section. A geotechnical report shall be included as part of the design. Assume two soil borings shall be taken.
- d. 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.
- e. The Consultant shall identify any retaining walls that currently exist within the project ROW. All retaining walls within the ROW shall be evaluated for sufficiency and structural condition. Design of replacement walls if needed will be considered extra work.

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. Once the cost estimates are prepared, meet with the project engineer to select the preferred alternative. Full design can commence following that meeting.

5. Preliminary Design

The consultant shall perform preliminary design and layouts based upon the data and information collected. Preliminary layouts shall be produced for Engineering Staff review per the project meeting dates.

6.. Plans and Specifications

- a. The consultant shall prepare construction drawings as necessary to provide for the complete reconstruction including replacement of water and storm water utilities and sanitary laterals. Temporary water service will be required during construction. Natural gas lines exist in 17th Ave E, and may require relocation where conflicts exist. If the water main replacement disturbs sidewalk, curb and gutter or the street in 17th Ave E and 18th Ave E, it will be restored to match the existing. 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.
- e. The consultant shall coordinate with the power company and any telecommunication companies with facilities in the right of way.

7. Cost Estimate

At 50% complete plans and specifications, the consultant shall provide a cost estimate for budgeting purposes. 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.

8. 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.

PROJECT COMPLETION DATES

August 24, 2022	RFP Issued
August 30, 2022	Question Submittal Due
September 2, 2022	Answers Posted via Addendum
September 9, 2022	Proposals Due
September 16, 2022	Selection of Consultant
September 26, 2022	Council Approval to Award Contract
November 1, 2022	Preliminary plan and cost estimate#1
January 13, 2023	50% plans and cost estimate#2
March 1, 2023	Final plans submitted for initial City review
March 14, 2023	Plans and Specifications complete
March 21, 2023	Advertise for bids
April 11, 2023	Receive bids
April 24, 2023	Award Contract

QUALIFICATION PROPOSAL CONTENTS

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 review. 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. 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:

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

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 and Work Schedule

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 detail ALL tasks that the consultant will perform as part of the project. **Lack of detail within the work plan will result in zero points awarded in the scoring of this item.** 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. The work plan shall clearly split construction related engineering work. An anticipated work schedule shall also be provided. The work schedule shall identify all key milestone dates

5. 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.

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 Consultants responsibility to periodically check the website for any new information.

MANDATORY DISCLOSURES

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

- A. Their proposal has been developed by the Consultant 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 Consultant or its employees or agents to any person not an employee or agent of the Consultant.
- B. There is no conflict of interest. A conflict of interest exists if a Consultant 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.

COST PROPOSAL CONTENTS

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 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 authorized member of the firm.
- 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	5%
2	Experience and knowledge of Duluth requirements	10%
3	Personnel	20%
4	Work Plan and Work Schedule	20%
5	History (completeness and timeliness) of past work with the City of Duluth History completing past projects on budget	5%
6	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.

SUBMITTAL DATE

Submit original and three (3) copies in an envelope marked, RFP 22-99637 Chester Park Drive Alley Project by 4:00 PM local time, September 9, 2022 to:

Patti Stalvig, Purchasing Agent
City Purchasing
Room 120 City Hall
Duluth, MN 55802

CONTACT

All questions concerning the project shall be directed to:

Patrick Loomis, PE, Project Engineer
City of Duluth - Engineering Division
411 W. 1st Street, Room 211 City Hall
Duluth, Minnesota 55802-1191
ploomis@duluthmn.gov
(218) 730-5094

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.

Eric Schaffer, Chief Engineer of Utilities
City of Duluth - Engineering Division
411 W. 1st Street, Room 211 City Hall
Duluth, Minnesota 55802-1191
eshaffer@duluthmn.gov
(218) 730-5072

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.