



**CITY OF DULUTH, MN
REQUEST FOR PROPOSALS (RFP) FOR
CHESTER CREEK CULVERT REPLACEMENTS
Design, Plans and Permitting Phase**

RFP Number 22-99790

Issued November 11, 2022

Project No.: 2112

**Proposals Due: November 30, 2022
2:00 PM, Central 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 design services for the replacement of 3 road crossings on Chester Creek. Chester Creek crosses Norton Road, Thurber Road and then Norton Road again in the upper reaches of the East Branch of Chester Creek. Currently none of these crossing are designated bridges, though hydraulic design standards, FEMA and DNR requirements may determine a bridge will be needed at one or more locations. Construction services may be amended to the agreement once bridge bond funds, if eligible, are secured.

BACKGROUND

The upper creek crossing on Norton Rd. is a 30" diameter corrugated metal pipe (CMP) with an adjacent 18" CMP located 185' to the east within the same topographic drainage way. The next crossing at the Thurber Road, 660 feet downstream, is a 48" CMP culvert. The final crossing is again under Norton Road 5,700 feet downstream of Thurber Rd and consists of a pair of 48" diameter CMP culverts. The roadway crossing these locations is a rural road section with no sanitary sewer or water mains. There is a 2" gas main on Norton Road; there may be other private utilities within the right-of-way which will need to be investigated by the Consultant. The creek crossings are located in areas with wetlands adjacent to the roadway and may require wetland permitting. This shall be included in the scope of work.

Chester Creek is a MnDNR-designated trout stream and the designed replacement structures will have an approved MPARS permit for each crossing as part of the scope of work. The aerial image and map attached as Appendix B show that the stream has a considerable skew relative to Norton Road. This will likely be a design challenge and an issue with the DNR regarding bridge/stream channel alignment.

Chester Creek has a FEMA-mapped floodplain, and it should be noted that FEMA has released new preliminary maps of the updated floodplain mapping. The upper two crossings are in a Zone A with the lower crossing a Zone AE. The proposed culvert / bridge crossings will need to follow FEMA rules and may result in the need for a Letter of Map Revision (LOMR). The scope of completing a LOMR should be added as a separate task and associated fee.

The project(s) may be funded through state bridge bond funds and matched with local City funds.

The City of Duluth will provide the following:

- GIS data, 2021 topo, public utilities, parcel information.
- Aerial photography.
- Assistance in obtaining other related information in City files pertaining to the project if needed.

SCOPE OF SERVICES

Engineering services are expected to include all work necessary to provide final design including plans and specifications, as well as bidding services. Construction services may be amended into the agreement once bridge bond funding or other funding is available.

All work shall be performed in accordance with the most recent version of the City Standard Specifications and Engineering Guidelines at (<https://duluthmn.gov/engineering/standard-construction-specifications/>) as well as MNDOT State Aid and State Aid Bridge Office requirements. The State Aid Bridge Engineer will sign off on the plan set, if a crossing is defined as a bridge. A plan review checklist is available on the MNDOT Bridge State Aid website (<https://www.dot.state.mn.us/stateaid/bridge/>).

1. Initial Site Visit and Consultations

- a. The Consultant shall meet with City of Duluth and DNR 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 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.

2. Public Participation and meetings

The Consultant should plan on one (1) public meeting to coordinate and communicate the project with residents.

The Consultant should plan an appropriate number of meetings with MNDOT State Aid and the DNR to ensure the plans meet both agencies' approvals.

3. Reconnaissance, Field Surveys, Geotechnical Exploration, Wetlands and Hydraulic Modeling

- a. The Consultant shall perform survey as necessary for road and bridge work. The construction plans shall preserve or re-set all monuments and their boxes that are disturbed with the project.
- b. Chester Creek is a DNR-designated trout stream and shall meet all DNR requirements.
- c. The Consultant shall be responsible for all waterway hydraulics and permit applications that may be required of the City. The project is located in a FEMA-mapped floodplain; Consultant shall work with the DNR's area hydrologist to

determine FEMA mapping requirements. FEMA is currently updating the flood maps for the City of Duluth, and will produce new mapping for the existing bridge structure. The proposed structure may require a LOMR to be completed by the Consultant, therefore modeling efforts shall be consistent with the FEMA LOMR process.

- d. The Consultant shall perform all necessary geotechnical exploration.
- e. The Consultant shall perform all wetland delineation, survey and permitting for each crossing to be consistent with the WCA rules that will allow the installation of the proposed structures at each location.

4. Plans and Specifications

- a. The Consultant shall prepare construction drawings for each road crossing as a stand-alone project. These drawings shall include all details, plans and specifications necessary for work as required by the 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. Provide all necessary MNDOT bridge submittals for approval.

6. Cost Estimate

A cost estimate is required at each plan review submittal for each road crossing location. Following the completion of the plans and specifications and quantity takeoff, a detailed itemized construction cost estimate for each road crossing shall be provided.

7. 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

November 11, 2022	RFP Issued
November 30, 2022	Proposals Due
December 7, 2022	Selection of Consultant
December 19, 2022	Council Approval to Award Contract
December 20, 2022	Notice to Proceed
May 15, 2023	30% Plan review and Cost Est
July 1, 2023	90% Plan review and Cost Est
August 1, 2023	Plans and Cost Estimate submitted for final City review
September 1, 2023	Final Plan, Specification, Cost Estimate, MNDOT bridge forms, DNR permit and SWPPP delivered to City

At this time, the Bridge will be placed on the Bridge Bond Waiting List. Once approved for funding, the project will be advertised for bids and awarded.

QUALIFICATION PROPOSAL CONTENTS

The proposal shall be submitted in the following format broken into the 6 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, covers, and any addenda pages included as acknowledgment are not included in the page count. 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 Consultant's view and understanding of the project. Also include a background of the firm in this section.

2. Experience

An outline of the Consultant's background and experience with similar projects. Project descriptions shall include a list of key staff and their role. Include a description of the firm's knowledge of City of Duluth street and utility standards. Within the experience, the Consultant should demonstrate and provide proof of competency in the following areas:

- MNDOT State Aid Road and State Aid Bridge design and construction experience
- DNR hydraulics and permitting experience, including LOMRs
- Cost estimating and cost control
- Wetland delineation and permitting

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

Describe in detail the Consultant's view of the work required (project approach) relative to the project. 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 inspection. 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. Do NOT include any costs in the work plan.

5. Work Schedule

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

6. References

A listing of names, addresses and telephone numbers of at least three (3) references for whom the Consultant has performed similar street and utility construction services.

COST PROPOSAL CONTENTS

Provide, in **separately sealed** envelope, one copy of the cost proposal, clearly marked on the outside "Cost Proposal" along with the Consultant'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 each phase 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 authorized member of the firm.

- The Consultant must not include any cost information within the body of the qualification proposal response.

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.

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.

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	20%
3	Personnel	20%
4	Work Plan	30%
5	Work Schedule	5%
6	Project costs/fees	20%

Proposals will be evaluated on a best value basis with 80% qualifications and 20% 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

Submit original and five (5) copies in an envelope marked, RFP 22-99790, Chester Creek Culvert Replacement to the Purchasing Office by the deadline indicated on the cover page. The City reserves the right to reject or 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.

CONTACT

All questions concerning the project shall be submitted by email to:

Tom Johnson, Project Engineer
City of Duluth - Engineering Division
411 W. 1st Street, Room 240 City Hall
Duluth, Minnesota 55802-1191
tajohnson@duluthmn.gov

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. Visit <https://www.duluthmn.gov/purchasing/forms/> to view the agreement template. 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.

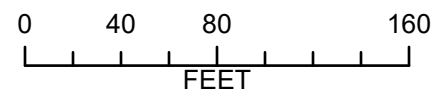
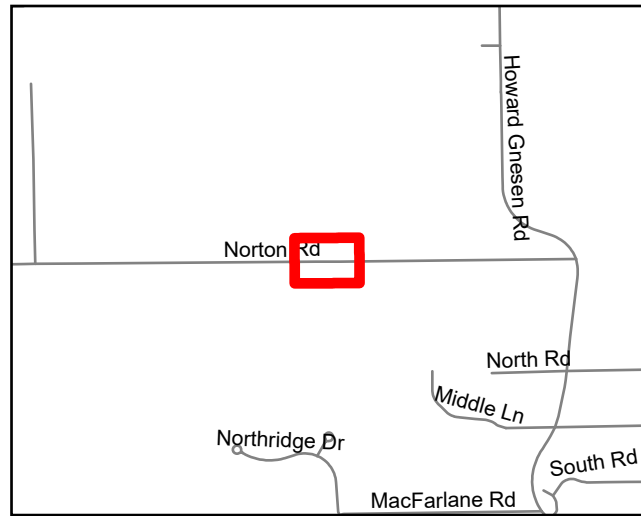
All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

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.






**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 22-99790**

Consultant Information:	
Consultant 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 – AERIAL IMAGE AND MAP
CITY OF DULUTH
RFP# 22-99790**



LEGEND

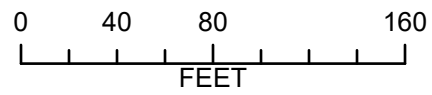
-  STORM SEWER
-  STREAMS
-  PIPE END
-  STORM MANHOLE
-  STORM CATCH BASIN








CITY OF DULUTH
 ENGINEERING DIVISION
 411 W. 1ST ST. RM. 240
 DULUTH, MN 55802

**CHESTER CREEK
 CULVERT INSPECTION**

MAP EXTENT:
 CHESTER 1



LEGEND

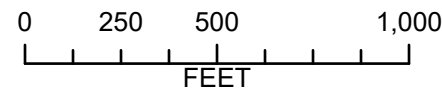
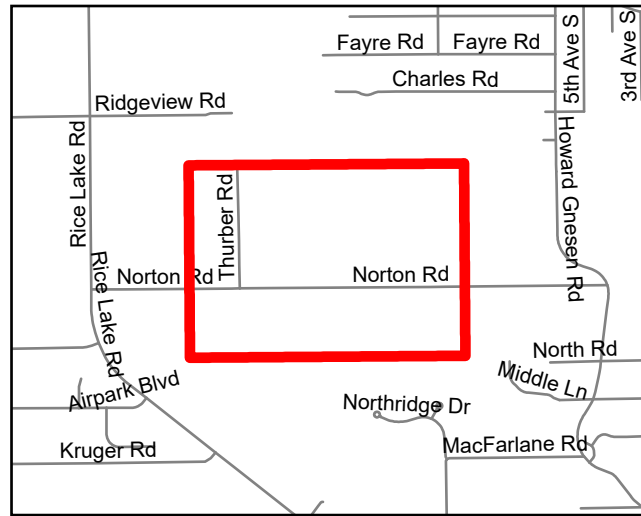
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**CHESTER CREEK
 CULVERT INSPECTION**

MAP EXTENT:
 CHESTER 2



LEGEND

-  STORM SEWER
-  STREAMS
-  PIPE END
-  STORM MANHOLE
-  STORM CATCH BASIN



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**CHESTER CREEK
 CULVERT INSPECTION**

MAP EXTENT:
 CHESTER 3