REQUEST FOR PROPOSAL
CITY OF DULUTH, MN

RFP No. 10-23DS

2011

STREET IMPROVEMENT PROJECT

IVANHOE STREET from 49TH AVENUE EAST to 54TH AVENUE EAST

Street Improvement Project

Ivanhoe Street: Approximately 2,400 lineal feet of Street reconstruction, 2,400 lineal feet of watermain replacement with HDPE water pipe, limited water service replacement, catch basin and catch basin lead replacement, storm sewer main and I & I system replacement contingent on hydraulic parameters, and approximately 2,400 lineal feet of sanitary sewer replacement.

PROJECT OVERVIEW

The City of Duluth is interested in retaining an engineering consultant to provide engineering services to assist the City in providing for the successful completion of a street improvement project in the year 2011.

Design services are desired to review existing streets and infrastructure, gather preliminary design data, perform engineering surveys and preliminary engineering, hydraulics, and complete final design including construction plans and specifications for both roadway and utilities.

Maps showing the scheduled project area are attached to this RFP.

The City is committed to providing the following:

- Previous surveys, reports and studies, if available.
- Aerial photography (see SCOPE OF SERVICES section 3a)
- All available street and utility record drawings for the scheduled project.
- 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 the following:

I. Project initiation and other meetings as necessary with City Engineering Staff
II. Public meetings to make final determination of street dimensions
III. Preliminary Surveys and Information Gathering
IV. Preliminary Engineering Design
V. Preliminary Design information meetings with neighborhood residents, if necessary
VI. Production of construction plans and specifications
VII. Survey Data - see attached

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, and gather data from the City engineering files. Additional consultations shall, where necessary, clarify the technical requirements and objectives of the contract and may be in the form of letters 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 drawings and information which they choose as reference.

2. Public Participation

The Consultant will design and perform a Public Participation process to determine the typical section. The process and outcome shall be in accordance with MnDOT and City of Duluth Complete Streets policies.

3. Reconnaissance and Field Surveys & Geotechnical Exploration

a. The City of Duluth has had the site flown and mapped and will provide to the selected Consultant one copy of the DTM and contours in AutoCAD Civil 3D 2010 format, one copy of planimetric features in AutoCAD format, and one copy of Federal Geographic Data Committee (FGDC) compliant metadata for all digital files in Text and XML format. The Consultant shall perform field surveying and data collection as needed. The consultant shall perform field surveying and data collection as needed.

b. Consultation with 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 permit applications that may be required of the City.

c. The Consultant shall do necessary geotechnical exploration.

4. Recommendations and Costs

The Consultant shall analyze all available records, record drawings, inspection reports and all other appropriate data, and prepare recommendations and a cost estimate prior to preparing plans and specifications. 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.

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 and for presentation to neighborhood information meetings.

6. Plans and Specifications

a. The consultant shall prepare construction drawings as necessary to provide for the complete reconstruction of all streets, utilities and bridges as required. These drawings shall include all details, plans and specifications necessary for all work as required, to the satisfaction of the City and all other 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's 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. The contract drawing sequence shall follow the standard City of Duluth format.

d. Plans and all work shall be in accordance with the current version of the City of Duluth Guidelines for Engineering Requirements

7. Cost Estimate

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

PROPOSAL CONTENTS
The following will be considered minimal contents of the proposal:

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

2. An outline of the responder's background and experience with similar projects. Identify personnel to conduct the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without approval of the City.

3. 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. An anticipated work schedule shall also be provided. 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 a minimum of three (3) status meetings are to be contained in the work plan in addition to any data collection or input/review meetings.

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

5. Provide, in a 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 length of the project. With the hourly rate, include a breakdown (labor, overhead, profit and expenses) showing how the rate was derived.

The responder must include a "not to exceed" total project cost and any sub consultant fees, along with the following information:
- A breakdown of the hours by task for each employee.
- Identification of anticipated direct expenses.
- 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.
- Responder must have the cost proposal signed in ink by authorized member of the firm. The responder must not include any cost information within the body of the RFP technical proposal response.

6. Prior to entering into a contract with the City of Duluth, the consultant shall furnish proof of legal requirements for transacting business in the State of Minnesota.

DESIGN FAMILIARITY

The Consultant selected will be required to demonstrate and provide proof of competency in the following areas:

- Street and Utility Design
- Planning for effective Public Participation
- Cost estimating and cost control
- Project management experience and dealing effectively with residents

In addition, the Consultant will be required to provide at least 3 references of street improvement projects similar in size that have successfully been completed within the past 3 years

The following additional qualifications and provisions of the consultant are also required:

A Professional Engineer registered in the State of Minnesota with experience in engineering and preparation of plans and specifications must supervise all work.

FEES AND EXPENSES REIMBURSEMENT

The proposal shall state, not to exceed, the fee based on the total estimated hourly rates in the proposal. Include any subconsultant costs. The proposal should also include a schedule of hourly billing rates for each employee who may be involved in design engineering services. Include rates for miscellaneous charges such as copies and mileage.

As stated above, the RFP is for the complete reconstruction (street and utilities) of Ivanhoe Street. The proposal shall be for design services through plan and specification preparation. Proposal shall be organized as thus:

- Street Reconstruction. The project length is approximately 2,400 lineal feet. Street reconstruction will include, but is not limited to, common excavation, perforated pipe, geotextile, select granular, curb and gutter, sidewalk, bituminous pavement, turf establishment and striping. The cost shall be stated as the cost per lineal foot of street reconstruction. A proposed street width of 28' with boulevard and sidewalk on both sides should be assumed. Changes in consultant scope and fees due to modifications of this width because of the outcome of the requisite public input will be negotiated when necessary.

- Sanitary sewer replacement. The anticipated replacement length is approximately 2,400 lineal feet. Sanitary sewer replacement will include, but is not limited to, sanitary sewer main, 8 sanitary manholes and 52 sanitary sewer services (wyes and service pipe). The cost shall be stated as a cost per lineal foot of sanitary main replacement.

- Watermain replacement. The anticipated replacement length is approximately 2,400 lineal feet of 8" main. Watemain replacement shall include, but is not limited to, watermain, 52 lead water service replacements, 4 hydrant replacements, and 2 new hydrants. The cost shall be stated as cost per lineal foot of watermain replacement.

- Storm sewer replacement. Storm sewer replacement shall include, but is not limited to, necessary storm sewer and I&I collection system, storm manholes, and catch basins and

catch basin leads as determined by hydraulic parameters. The cost shall be stated as total cost for storm sewer replacement.

SELECTION

The proposals will be reviewed by the City Engineering Staff. The intent of the selection process is to review proposals submitted by at least three qualified consultants, 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:

• Work Plan	25%
• Qualifications/experience of the personnel and company working on the project	20%
• Understanding of the project scope	15%
• Completeness of the proposal.	10%
• History (completeness & timeliness) of past work with the City of Duluth	10%
• Project costs/fees	20%

Proposals will be evaluated on a "best value" basis with 80% qualifications and 20% cost considerations. The review committee will not open the cost proposal until after the qualification points are awarded. The City of Duluth anticipates that the evaluation and selection will be completed by August 5, 2010.

PROJECT COMPLETION DATES

• July 26, 2010	Proposals Due (Close of Business, 4:00 PM)
• August 5, 2010	Selection Complete
• August 16, 2010	Council awards consultant contracts
• August 30, 2010	Notice to Proceed
• March 12, 2011	Plan submitted for City Review
• April 2, 2011	Final Plan, Specifications and SWPPP delivered to City

SUBMITTAL DATE

Submit original and three (3) copies in an envelope marked "**RFP 10-23DS – Ivanhoe Street Engineering Services**" by July 26, 2010, 4:00 p.m. local time to:

Dennis Sears
City Purchasing Agent
Room 100 City Hall
Duluth, MN 55802

CITY CONTACT:

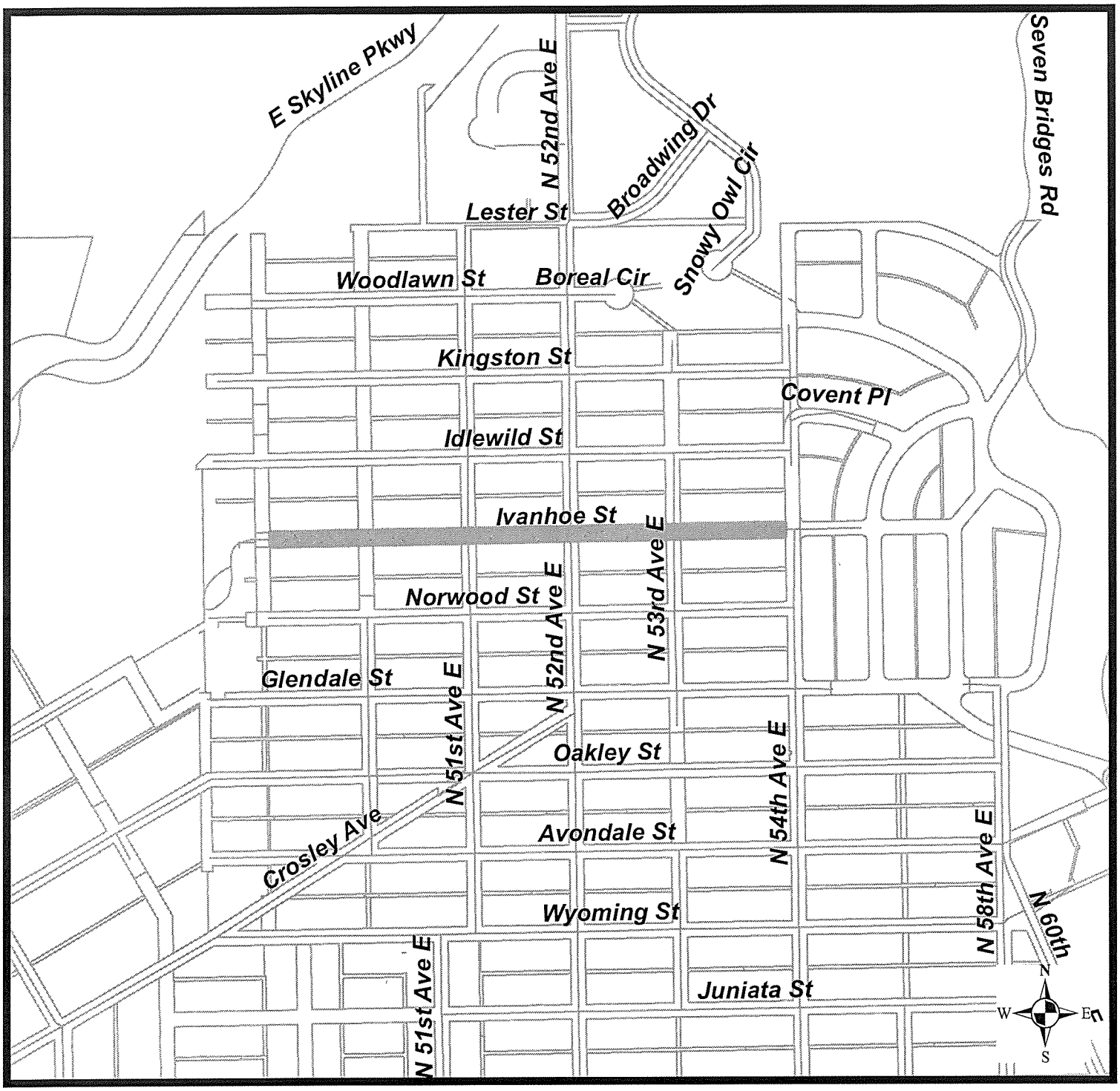
Matt Decur
City of Duluth - Engineering Division
211 City Hall
Duluth, Minnesota 55802-1191
(218) 730-5104 FAX (218) 730-5907

LIMITATIONS

This Request for Proposal does not commit the City of Duluth to award a contract and pay costs incurred in the preparation of the proposal of this request, or to procure a contract for services or supplies.

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 its entirety this Request for Proposal, to waive any proposal 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.

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.



Ivanhoe St from 49th Ave E to 54th Ave E
0851TR

Legend
Engineering Project Areas
<all other values>
Project Type
BIKEWAY/PATHWAY
BRIDGE
GAS
MULTI
ROAD
SANITARY
SIP
STORM
TRAFFIC
WATER

May 14, 2010
1 inch = 648 feet

Minimum Requirements for Survey Data for City of Duluth Construction Projects

1. Horizontal Control Points:
   a. Use St. Louis County / Transverse Mercator 96 - NAD 83, in U.S. Survey Feet with at least 0.05 Ft. accuracy. (Used for City GIS mapping)
   b. Shall be tied to minimum of two "HARN" monuments. (HARN monuments available from St. Louis County and MnDOT.)
   c. Control points shall be placed so that pairs of points are visible from one another.
   d. Shall be tied out so they can be used throughout the project. (From preliminary to final), and replaced after project completion, for future reference.
2. Bench Marks:
   a. Vertical Datum shall be NAVD 88 Datum with at least 0.01 Ft. accuracy.
   b. Verify elevations by tying into two (when practical, 1 minimum) USGS Bench Marks that have been adjusted to **NAVD 88 Datum.**
   c. Close bench circuits to assure accuracy.
   d. Spikes in poles, tops of hydrants, spikes in trees, etc. are considered temporary bench marks should be set at every intersection and indicated on plans.
3. Monuments:
   a. All existing plat monumentation, used or is in the project, must be researched, field verified, maintained, tied out, and replaced if destroyed.
   b. Plat monuments shall be used to establish location of Right of Ways, Easements, roadway center lines, etc.
   c. Roadways shall be tied to existing plat monumentation and be centered on the Right of Way. Exceptions must be approved the City's engineer.
   d. Project monuments shall be placed at intersecting street center lines, PC's, PT's, PI's, etc. - with survey swing ties and descriptions at time of final survey.
4. Plans:
   a. Alignment sheet shall show coordinates and station and offsets for centerline alignment , PC's, PT's, PI's, street intersections, control points, plat monuments, etc.
   b. C/L to C/L distance shall be indicated on alignment sheet and plan sheets, tied into intersecting streets at C/L even if intersecting street is not on project. This is used for City's pavement management database.
   c. Charts shall include:
      i. Survey control point chart with coordinates and descriptions.
      ii. Alignment chart with coordinates, azimuths for alignments, coordinate and station and offsets for alignment points, coordinate and station and offsets for curve data.
      iii. Bench mark chart
   d. Bench marks shall be indicated on each plan sheet with descriptions and elevations shown (Minimum 1 per 500' , usually at each street intersection.

5. Final Record:
    a. Indicate Plat monuments inplaced, placed or replaced.
        i. Reference "Survey Monumentation Preservation" memorandum dated October 31,2001, and Minnesota Statutes including but not limited to Section 160.15 and section 505.02.
        ii. By Minnesota Statute, Government corner monuments are to have certificate filed with County Land Surveyors Office. St. Louis County Land Surveyors Office will also accept certificates on Plat Monuments.
    b. Indicate any changes in control points.
        i. Show final alignment points installed.
        ii. Show final dimensions, alignments, elevations, coordinates for control points, alignment points and plat monuments.
        iii. Show ties to monuments, control points and alignment points.
    c. Include electronic copy of final coordinates for alignment points, control points, and monuments on compact disk in a .txt or .asc format.
    d. Indicate corrected or replaced Temporary Bench Marks.
    e. Notify appropriate governmental agency (County, MnDOT, USGS, etc.) of changes and or additions.

The City of Duluth Engineering Division shall receive all original survey field notes, including all monument ties.

January 5, 2004