

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

June 27, 2023

**Campus Connector Segments 4&5
Design Phase**

**Project No.: 2166 (Segment 4)
SAP 118-155-009**

**Project No.: 2055 (Segment 5)
SAP 118-156-012**

Bid Number: 23-99532

**Proposals Due:
July 26, 2023
2:00 PM, Local Time**

PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant to provide design services for two Federally funded transportation alternative projects, Campus Connector 4, and Campus Connector 5. Both projects are Transportation Alternative projects that include construction of shared use paths. Work also includes reconstruction or rehabilitation of several streets, replacement of an existing pedestrian bridge, and watermain replacement. See the attached location map “Overall Location Map No. 1”.

BACKGROUND

CAMPUS CONNECTOR 4

This project consists of improvements at two different locations on/adjacent to the UMD campus. One portion of the work includes the installation of a shared use path along College Street corridor from Junction Ave/19th Ave East to 675 feet west of Woodland Avenue. This location will also include the reconstruction of College Street from Woodland Avenue to Junction Ave, and includes replacement of 213 feet of existing 4”, and 1450 feet of existing 6” watermain with 8” HDPE watermain. The watermain is located on the south side of W. College Street between 16 W. College Street and University Drive. There are five known lead services in public right-of-way, one known service on the private side, and five possible lead services on the private side. All lead services will be replaced as part of the project, and copper services will be reconnected at the main as the alignment allows. See location map “Attachment C-Campus Connector Segment 4 2027”.

The second location for the Campus Connector 4 project is from St. Marie Street west to University Drive, and includes the removal of the existing narrow pedestrian bridge with a wider shared use path bridge over the West Branch of Tischer Creek. This work will require that the bridge be designed to incorporate FEMA and DNR requirements given the bridge is located within the flood plain. See location map “Attachment C-Campus Connector Segment 4 2027”.

The non-participating road improvement will be funded with Municipal State Aid funds. The plans must be prepared to State Aid standards, and review and signature will be required by the State Aid Office. Bid items for Federal, State Aid, Storm Sewer and non-participating items will need to be tracked in separate columns on the SEQ.

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 most likely be needed to capture runoff from the 10 year storm design. The hydraulic analysis will need to be submitted and approved by the State Aid Hydrologist. In addition, one or more stormwater quality structures will need to be designed and installed along this route, and locations and design approved by the City Stormwater Engineer.

This project will be constructed in 2026.

CAMPUS CONNECTOR 5

This project consists of the installation of a shared-use path along the St. Marie Street corridor from Carver Ave. to Wallace Ave, and installing an on-road shared bike lane between Vermillion Road and Wallace Avenue. See attached exhibit “Attachment C-Campus Connector 5” that indicates the Segment 5 construction limits. Sidewalk currently exists on both sides of St. Marie Street between Vermillion Road and Wallace Avenue. Widening the road below Wallace Avenue is not viable due to the bedrock, lack of sight distance, and existing bridge structures on each end.

Proposed shared use path improvements would be similar in construction as the previously completed (2016) Segment 3 of the Campus Connector on College Street. See the three attached proposed typical sections for St. Marie Street. The work will consist of removing a portion of the existing driving lane and moving the curbline in order to install a 10-foot wide bituminous shared-use path. The portion of the shared-use path through existing driveways will be concrete, which is consistent with the existing apron material. This project would also consist of a “non-participating” mill and overlay or reclamation improvement, also similar to what we completed on Segment 3 in 2016. This will require pavement markings and crosswalks to be placed. The non-participating road improvement will be funded with Municipal State Aid funds. Traffic signals will need to be modified at the intersection of Woodland Avenue and St. Marie Street to accommodate the lane reconfiguration and the trail crossing. APS will need to be installed at this intersection as well. The plans must be prepared to State Aid standards, and review and signature will be required by the State Aid Office. Bid items for Federal, State Aid, Storm Sewer and non-participating items will need to be tracked in separate columns on the SEQ.

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 most likely be needed to capture runoff from the 10 year storm design. The hydraulic analysis will need to be submitted and approved by the State Aid Hydrologist. One or more stormwater quality structures will need to be designed and installed along this route, and the locations and design approved by the City Stormwater Engineer.

The existing temporary wood pole traffic signal at the intersection of St. Marie Street and Carver Avenue will be removed this summer by the city. The signal will be replaced with 4-way stop control. The consultant should plan on curb ramp replacement to all 4 quadrants of all intersections.

This project will be constructed in 2026.

The City of Duluth will provide the following for both projects:

- All available street and utility drawings from previous projects.
- 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.)

Given that there are 2 different projects, the Consultant shall track and invoice the city separately for each of the 2 projects unless directed otherwise after selection and prior to invoicing the city.

Each project will require their own independent set of plans and specifications to MSA and Federal Aid standards.

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 three public meetings with businesses and residents along both projects. The two projects can be combined for the public meetings if desired. The Consultant should also expect at least three meetings with UMD. Additional meetings with the Fire Department, and the DTA should be included in the proposal.
- e. The project will need to go to the parking commission for parking commission approval, which will require exhibits. The consultant should plan to attend one of their monthly meetings prior to final plan submittal.

2. Reconnaissance, Field Surveys & Geotechnical Exploration

- a. The consultant will perform 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). Additional survey past the ROW will be required in the identified easement and ROW conflict areas in order to prepare easement exhibits and for design of the project. 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. The level of plan detail expected for each of the projects is as follows:

Campus Connector 4 level 3

Campus Connector 5 level 3

Examples and guidance on what level of effort for the various design levels is available and posted on MnDOT's website tab located here: [Design Guidance - Accessibility - MnDOT \(state.mn.us\)](https://www.mn.gov/design-guidance-accessibility-mn-dot)

- b. 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. An easement for the portion of trail

and bridge replacement for Campus Connector 4 on UMD property off of St. Marie Street will be required. In addition, road and utility easements for both St. Marie Street and College Street will be required in order to provide a 66 foot right of way/ easement area. See (2A) for survey requirements in these areas.

- c. 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.
- d. The consultant shall coordinate the location of the shared use path and location of the ADA crossings and any special construction phasing and traffic control requirements with UMD.
- e. 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.
- f. 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 soil borings shall be taken every 400 feet, with additional cores as needed for rock location in the alignment of the shared use path.
- g. The Consultant shall identify any trees that will require removal no later than November 1 of the year preceding construction so that the city can make arrangements for the cutting of the trees, if necessary. This work will be coordinated with the City Forester.
- h. These two projects will be bid separately. The consultant should plan to consider the phasing and timing of the two projects to minimize the impacts to UMD with construction activity on two sides.

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. Drainage design modeling/calculations shall accompany preliminary design plans. State Aid Hydraulic review will be required for cost participation.

6.. Plans and Specifications

- a. The consultant shall prepare construction drawings as necessary to provide for the complete project scope. 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. The current edition of the Minnesota Department of Transportation “Standard Specifications for Construction” and the current edition of the “Materials Lab Supplemental Specifications for Construction” shall be used. Current edition means the edition on the date when plans are finalized by the City and MnDOT.
- e. A licensed Professional Engineer registered in the State of Minnesota with experience in Civil Engineering and preparation of federal aid and state aid funded plans and specifications must supervise all work.
- f. A licensed Professional Land Surveyor registered in the State of Minnesota with experience in easement descriptions and exhibits must be available to provide the easements from UMD.
- g. The consultant shall coordinate with the power company and any telecommunication companies with facilities in the right of way.

7. Cost Estimate

Cost Estimates will be required at the preliminary recommendation stage; at the 30%, 60%, 90% plans stage, and at 100% complete plans and specifications stage. 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. Provide 40 hrs. for Construction Administration assistance in the cost proposal.

PROJECT COMPLETION DATES Campus Connector 4 and Campus Connector 5

June 27, 2023
July 26, 2023

RFP Issued
Proposals Due

August 4, 2023	Selection of Consultant
August 14, 2023	Council Approval to Award Contract
December 1, 2023	Preliminary recommendations and cost estimates #1 submitted to the City for review
October 1, 2024	Project Memorandums approved, Preliminary 30% plans and cost estimates #2 for Campus Connector 4 and Campus Connector 5
February 1, 2025	60% plans and cost estimate#3 for Campus Connector 4 and Campus Connector 5
May 1, 2025	90% plans and cost estimates #4 submitted
June 1, 2025	Final plans and cost estimates #5 submitted for initial City and MNDOT State Aid review Campus Connector 4 and Campus Connector 5
July 1, 2025	Plans and Specifications complete, submitted for City and State Aid signature Campus Connector 4 and Campus Connector 5
August 1, 2025	Advertise for bids
September 1, 2025	Receive bids
September 15, 2025	Award Contract
November 1, 2025	Start tree clearing

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 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. 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, federal aid and municipal state aid plan design requirements and 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. In addition, the Consultant will be required to provide references of Minnesota State Aid street improvement projects similar in size that have successfully been completed within the past 3 years.

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.
- The cost proposal should clearly indicate the total hours and total cost for each of the two projects, including a grand total for the two projects.

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 and knowledge of Duluth, federal and state aid requirements	20%
2	Personnel	20%
3	Work Plan and Work Schedule	15%
4	History (completeness and timeliness) of past work	5%
5	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, Campus Connector 4&5 Project by 2:00 PM CDT, July 26, 2023 to:

Patti Stalvig, Purchasing Agent
City Purchasing
Room 100 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 240 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.

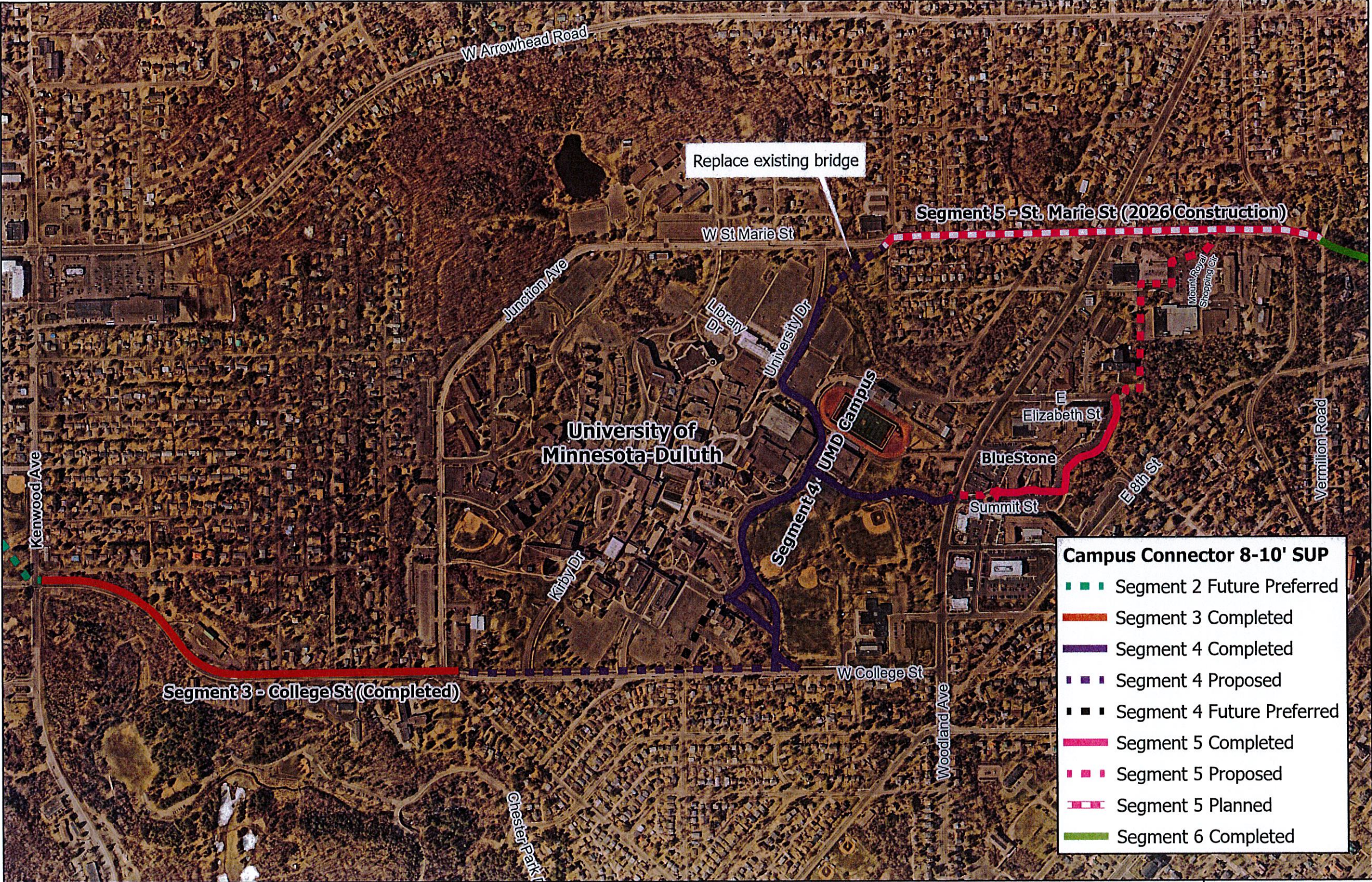
The Proposal shall not in any way include any restrictions on the City of Duluth. The Consultant shall NOT provide proposed contract language.

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.

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.



0 400 800 Feet



411 W 1st St.
DULUTH, MN 55803
PHONE: (218) 730-5000
www.duluthmn.gov

Source: City of Duluth
Author: kgates
Date Printed: 11/15/2022
Coordinate System:
NAD 1983 UTM Zone 15N

Attachment C - Campus Connector Segment 4 2027

City of Duluth, MN



Campus Connector 8-10' SUP

- Segment 2 Future Preferred
- Segment 3 Completed
- Segment 4 Completed
- Segment 4 Proposed
- Segment 4 Future Preferred
- Segment 5 Completed
- Segment 5 Proposed
- Segment 5 Planned
- Segment 6 Completed

The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing/data is a compilation of records, information and data located in various City, County and State offices and other sources affecting the area shown and is to be used for reference purposes only. The City of Duluth shall not be liable for errors contained within this data provided or for any damages in connection with the use of the information contained within. The City of Duluth requires that this map/data not be redistributed to any party in whole or in part, including any derivative works of products generated by combining the data with other data, unless authorized by the City of Duluth GIS office. Map colors based on www.ColorBrewer.org, by Cynthia A. Brewer, Penn State.

35	2,440,000
34	1,000,000
33	750,000
32	1,550,000
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16	150,000
15	100,000
14	325,000
13	800,088
12	800,000
11	1,215,953
10	21,757,460
9	Project Total
A2	



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Miles

Source: ESRI Community Maps, City of Duluth
Author: Rick Bruner
Projection: NAD 1983 HARN Adj MN St Louis (US Feet)
Date: 11/2021

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Attachment C - Campus Connector 5

THE CITY OF

DULUTH

MINNESOTA

411 W 1st St,
Duluth, MN 55803
Phone: (218) 730-5500
www.duluthmn.gov

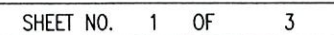
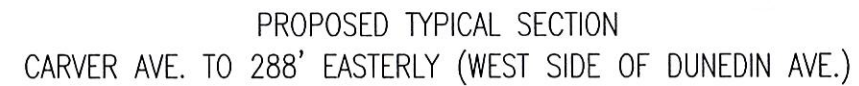
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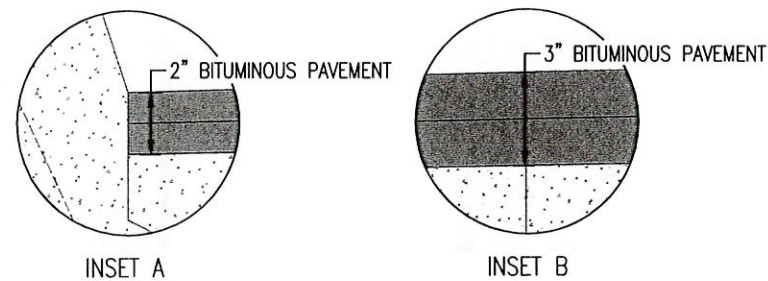
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760,000

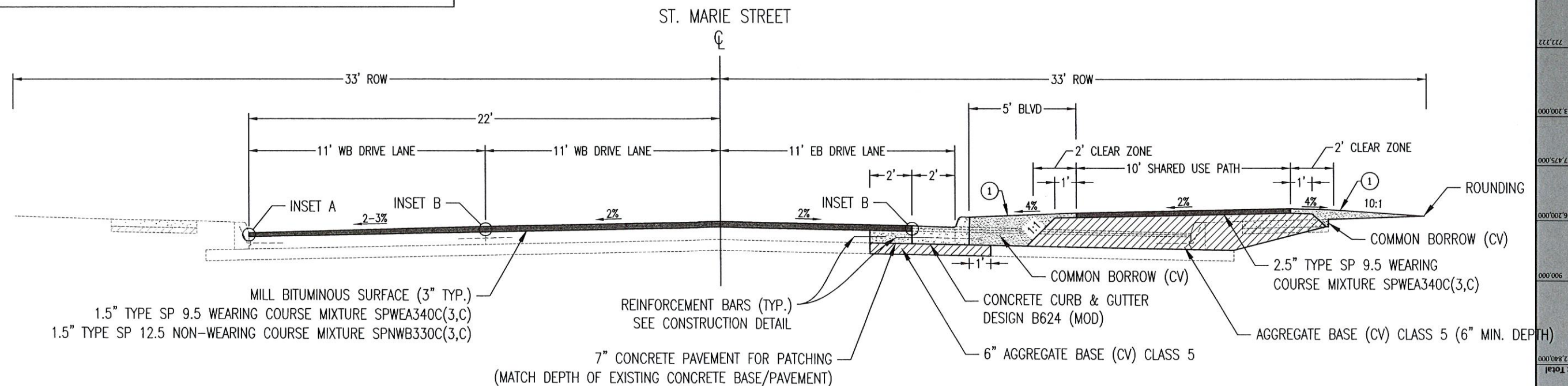
EXISTING TYPICAL SECTION
CARVER AVE. TO 288' EASTERLY (WEST SIDE OF DUNEDIN AVE.)



ST. MARIE STREET



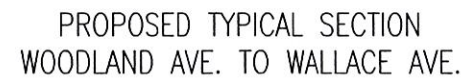
① 4" BOULEVARD TOPSOIL BORROW, SEED AND BLANKET



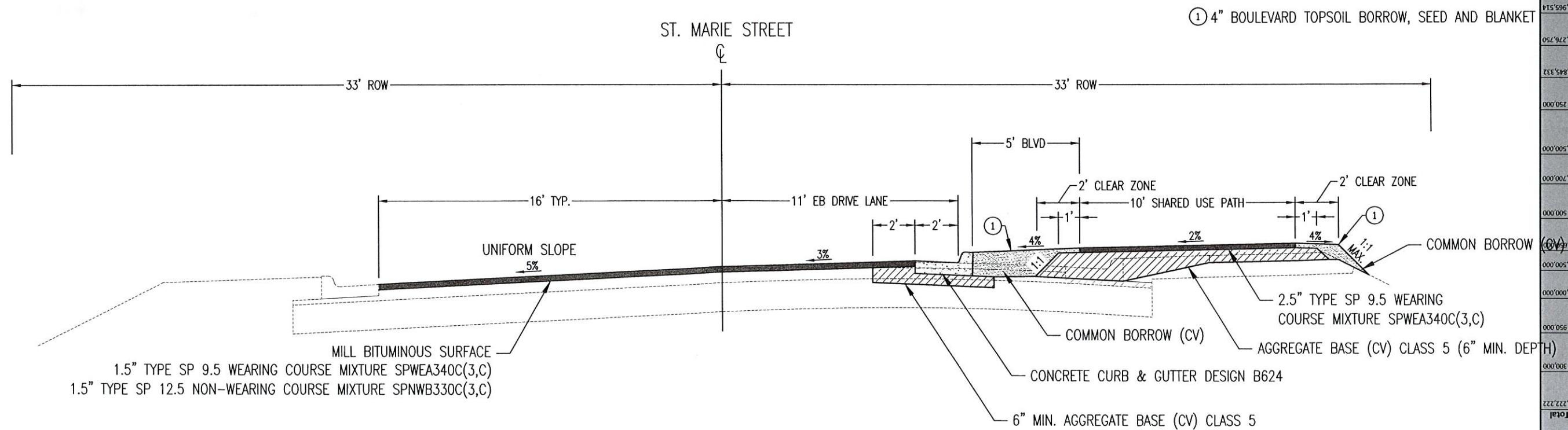
SHEET NO. 2 OF 3

9	Project Total	2,840,000	(H)	70	900,000	71	6,200,000	72	7,475,000	73	3,200,000	74	772,722	75	772,722	76	150,000	77	1,005,555	78	50,000	79	16,000,000	80	900,000	81	900,000	82	1,000,000	83	3,100,000	84	
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ST. MARIE STREET



ST. MARIE STREET



SHEET NO. 2 OF 3

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