

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

**June 27, 2023**

**Campus Connector Segments 6  
Design Phase**

**Project No.: 2167 (Segment 6)  
SAP 118-090-027**

**Bid Number: 23-99533**

**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 the Federally funded transportation alternative project, Campus Connector 6. This project is a Transportation Alternative project that includes construction of a shared use path. Work also includes relocation of a water hydrant, street reconstruction and ADA curb ramp extensions and associated storm sewer improvements. See the attached location map “Overall Location Map No. 1”.

## BACKGROUND

### CAMPUS CONNECTOR 6

The Campus Connector 6 project consists of the installation of a shared use path along Congdon Park Drive from the Lakewalk to East 1st Street and enhance the crossing on Superior Street at Congdon Park Drive with curb extensions and potentially a center median on E. Superior Street. See the attached drawing “Curb Extensions for Congdon Park School”. The project is adjacent to Tischer Creek from the Lakewalk to East 1st Street. See attached map “Attachment C-Campus Connector Segment 6 2026”. It is expected that a retaining wall will need to be constructed in order to install the path between the existing curb and Tischer Creek. See attached 2 typical sections for Segment 6 and South Congdon Park Drive. This location will require the relocation of a Minnesota Power pole. Work also includes reconstruction of Congdon Park Drive between East 1st Street and East Superior Street. This street will be reconstructed to the city of Duluth typical bituminous street section 20-feet wide with curb and gutter, with the 8-foot shared use path on the north side of the street.

The non-participating road improvement will be funded 100% with local funds. The shared use path is funded by FHWA funds, so 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, 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 structure(s) will need to be designed and installed along this route, and the locations and design approved by the City Stormwater Engineer.

This project will be constructed in 2027.

The City of Duluth will provide the following:

- 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.)

## 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 residents as well as one-on-one meetings with business owners and residents if needed. The Consultant should also expect at least two meetings with the Duluth School District.
- 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 6 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

will be needed from the Duluth School District. 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 requirements with Congdon School. Survey and utility investigation in this area will be required.
- 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 plan for the cutting of the trees, if necessary. This work will be coordinated with the City Forester.

#### 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.

#### 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 Duluth School District ISD 709.
- g. The consultant shall coordinate with the power company and any telecommunication companies with facilities in the right of way.

7. Cost Estimates

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 hours of construction administration assistance in the cost proposal.

PROJECT COMPLETION DATES Campus Connector 6

June 27, 2023	RFP Issued
July 26, 2023	Proposals Due
August 4, 2023	Selection of Consultant
August 14, 2023	Council Approval to Award Contract
February 1, 2024	Preliminary recommendations and cost estimate #1 submitted to the City for review
November 1, 2024	Project Memorandum approved Preliminary plans and cost estimates #2 (30%) for Campus Connector 6

May 1, 2025	60% plans and cost estimate #3 for Campus Connector 6
December 1, 2025	90% plans and cost estimate #4 for Campus Connector 6
April 1, 2026	Final plans and 100% cost Estimate #5 submitted for initial City and MNDOT State Aid review Campus Connector 6
May 1, 2026	Plans and Specifications complete, submitted for City and State Aid signature Campus Connector 6
August 1, 2026	Advertise for bids
September 1, 2026	Receive bids
September 15, 2026	Award Contract
November 1, 2026	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 of 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 of the project.

#### 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 with the City of Duluth History completing past projects on budget, drafting easements	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 6 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. 1<sup>st</sup> Street, Room 240 City Hall  
Duluth, Minnesota 55802-1191  
[ploomis@duluthmn.gov](mailto: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.

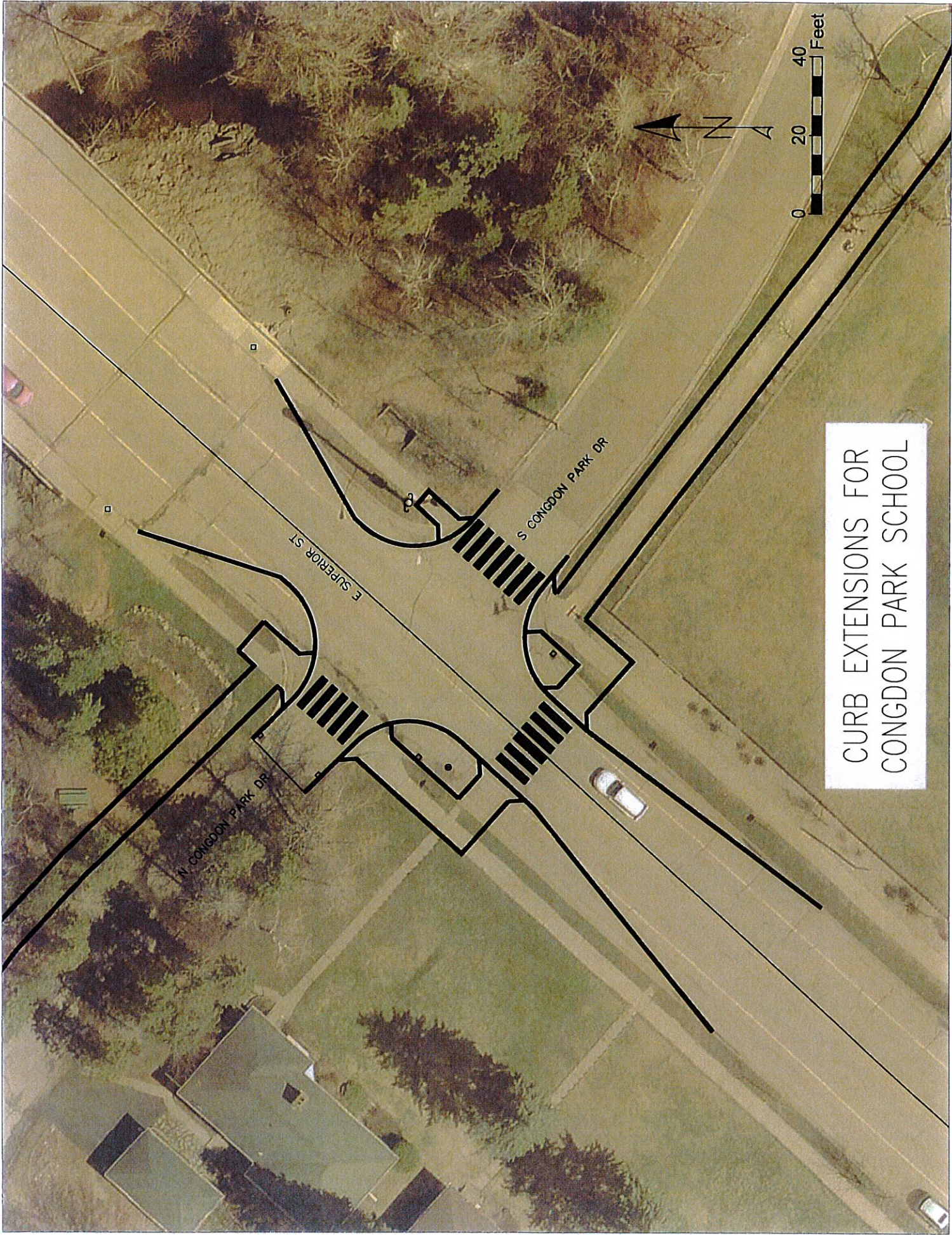
All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

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.



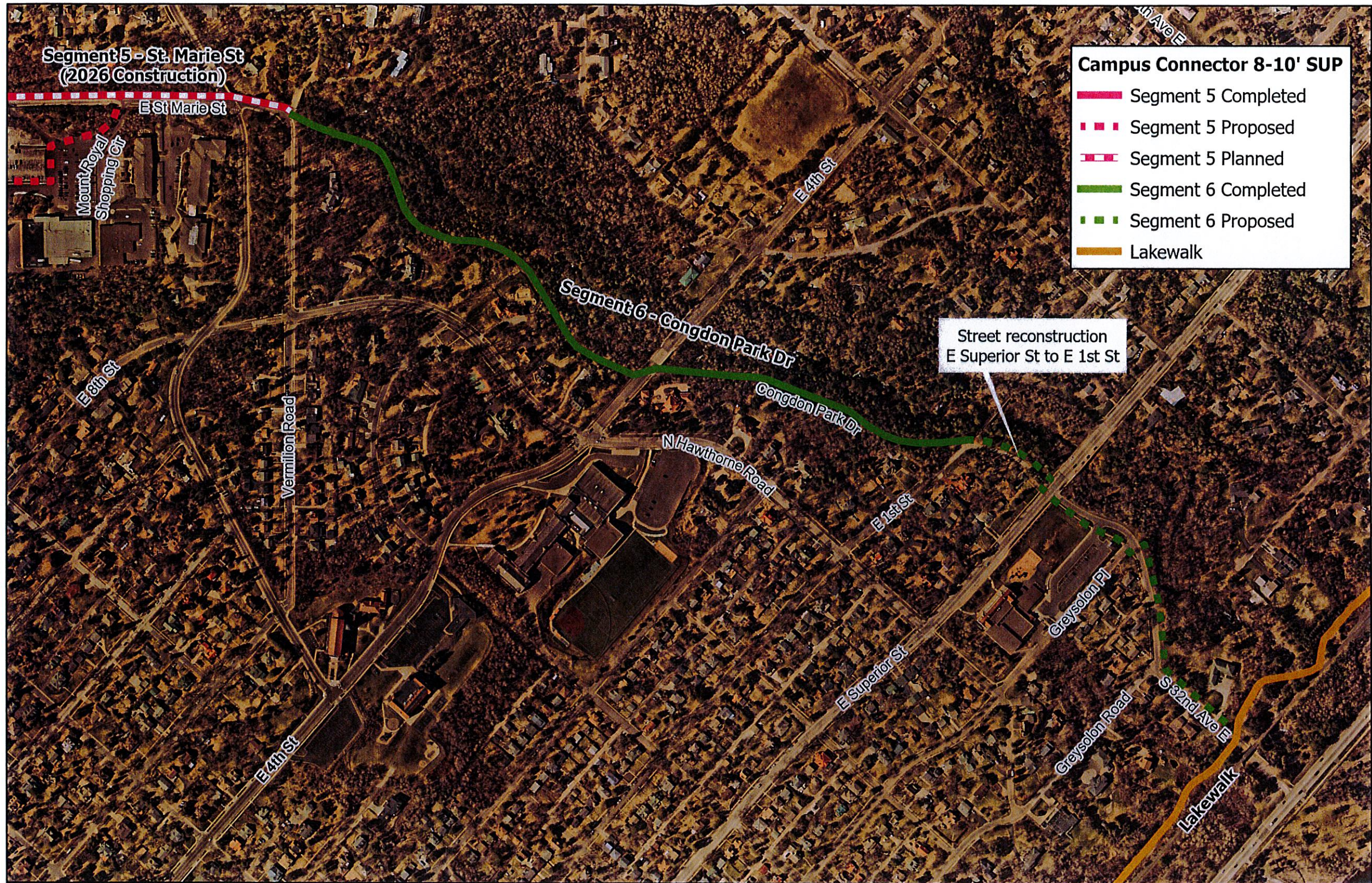






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**Campus Connector 8-10' SUP**

- Segment 5 Completed
- Segment 5 Proposed
- Segment 5 Planned
- Segment 6 Completed
- Segment 6 Proposed
- Lakewalk

0 250 500 Feet

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

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

**Attachment C - Campus Connector Segment 6 2020**

City of Duluth, MN

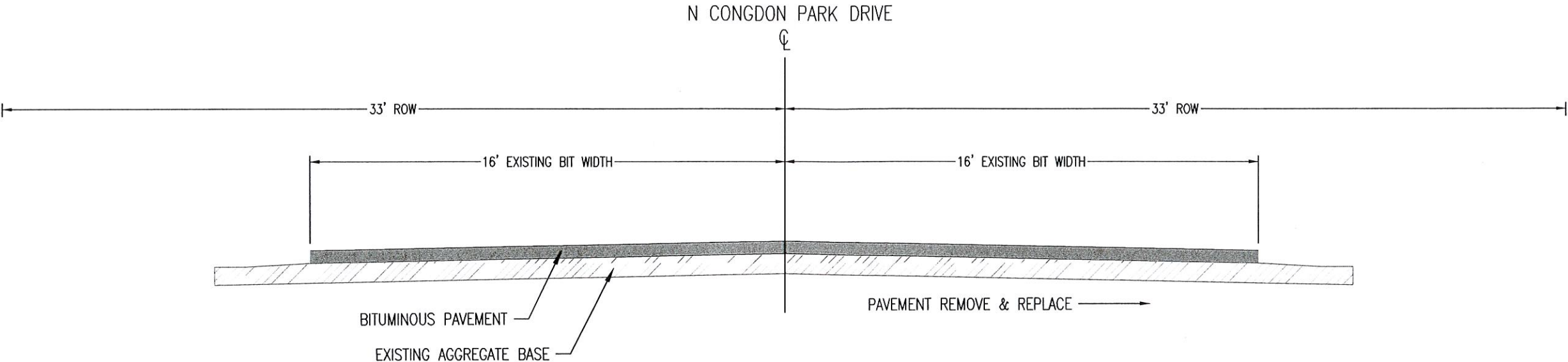
The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used 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.

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164	3,000,000
165	Project Total
166	2.2

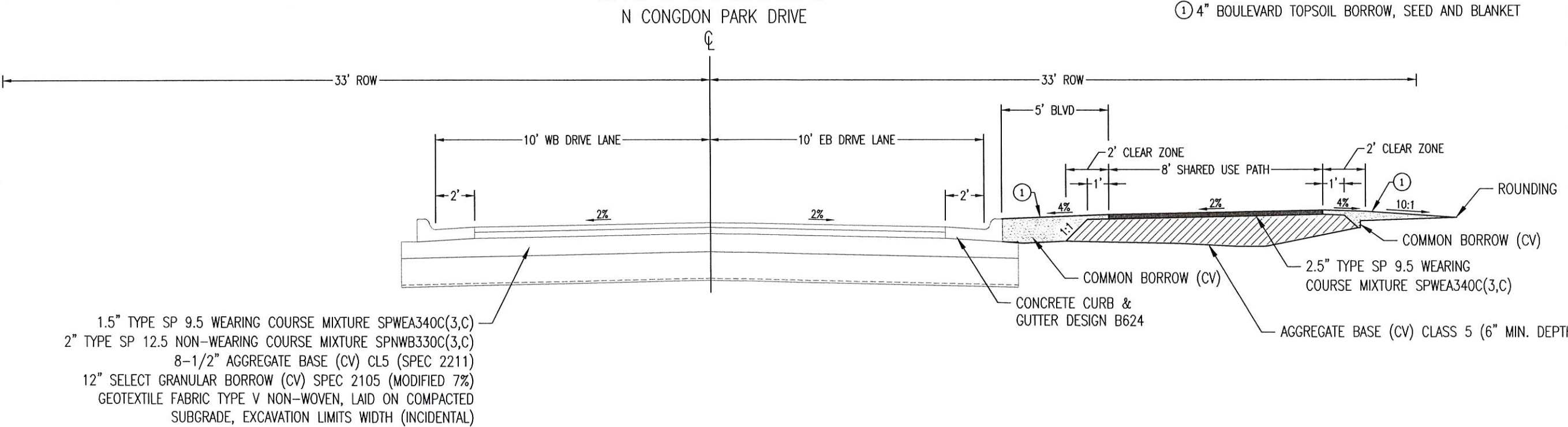


I:\PW\ENGINEER\TRANSPORTATION\Federal STIP and Earmarks\2026 Safe routes and TE\Campus Connector Segment 6\North Congdon Park Drive - Shared Use Path Typical.dwg, TS-1, 1/5/2023 10:06:02 AM

EXISTING TYPICAL SECTION  
N. CONGDON PARK DRIVE RECONSTRUCTION  
E. 1ST ST TO E SUPERIOR ST



PROPOSED TYPICAL SECTION  
N. CONGDON PARK DRIVE RECONSTRUCTION  
E. 1ST ST TO E SUPERIOR ST  
N CONGDON PARK DRIVE



1.5" TYPE SP 9.5 WEARING COURSE MIXTURE SPWEA340C(3,C)  
2" TYPE SP 12.5 NON-WEARING COURSE MIXTURE SPNWB330C(3,C)  
8-1/2" AGGREGATE BASE (CV) CL5 (SPEC 2211)  
12" SELECT GRANULAR BORROW (CV) SPEC 2105 (MODIFIED 7%)  
GEOTEXTILE FABRIC TYPE V NON-WOVEN, LAID ON COMPACTED  
SUBGRADE, EXCAVATION LIMITS WIDTH (INCIDENTAL)

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: #####

LIC. NO: #####



CITY OF DULUTH  
ENGINEERING DIVISION  
411 W. 1ST ST. STE. 211  
DULUTH, MN 55802

2026 TA APPLICATION - SEGMENT 6 CAMPUS CONNECTOR SHARED USE PATH

CITY PROJECT NO.: #####

STATE AID PROJECT NO.: #####

DRAWN BY: MLT

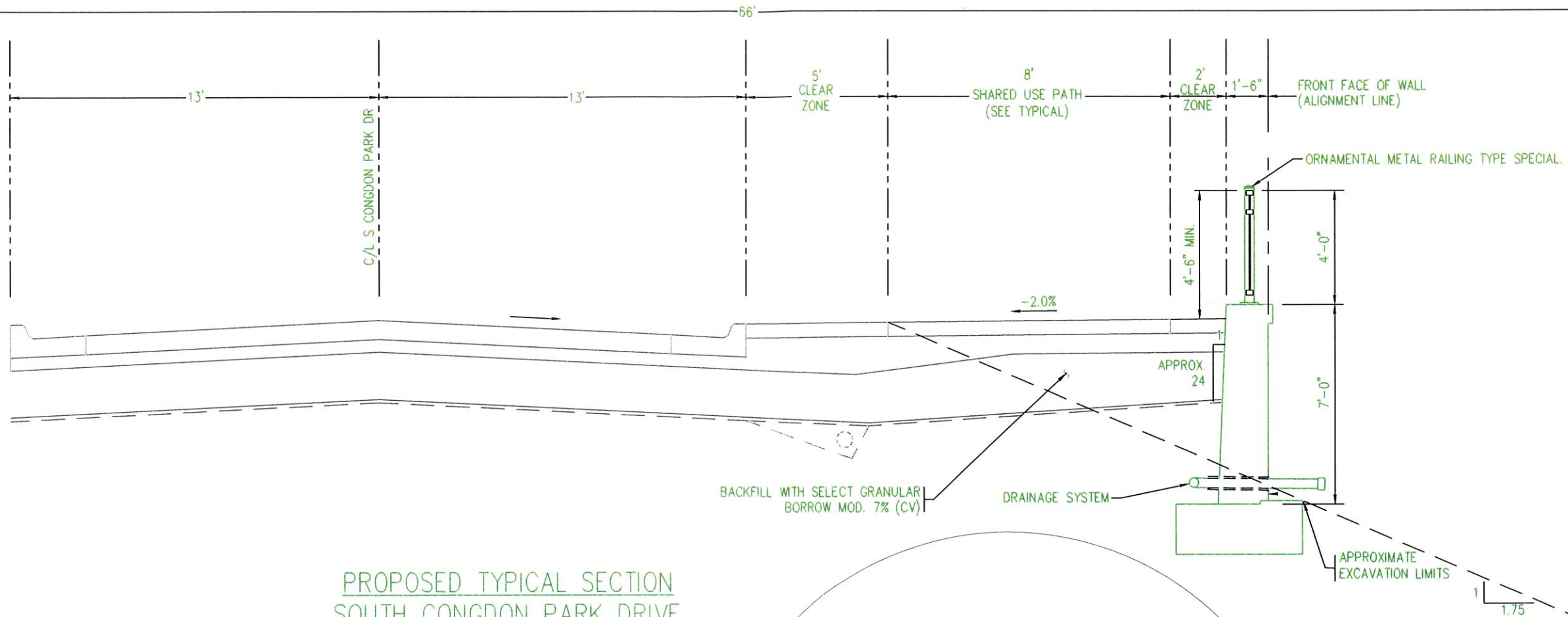
TYPICAL SECTIONS

SHEET NO. 1 OF X

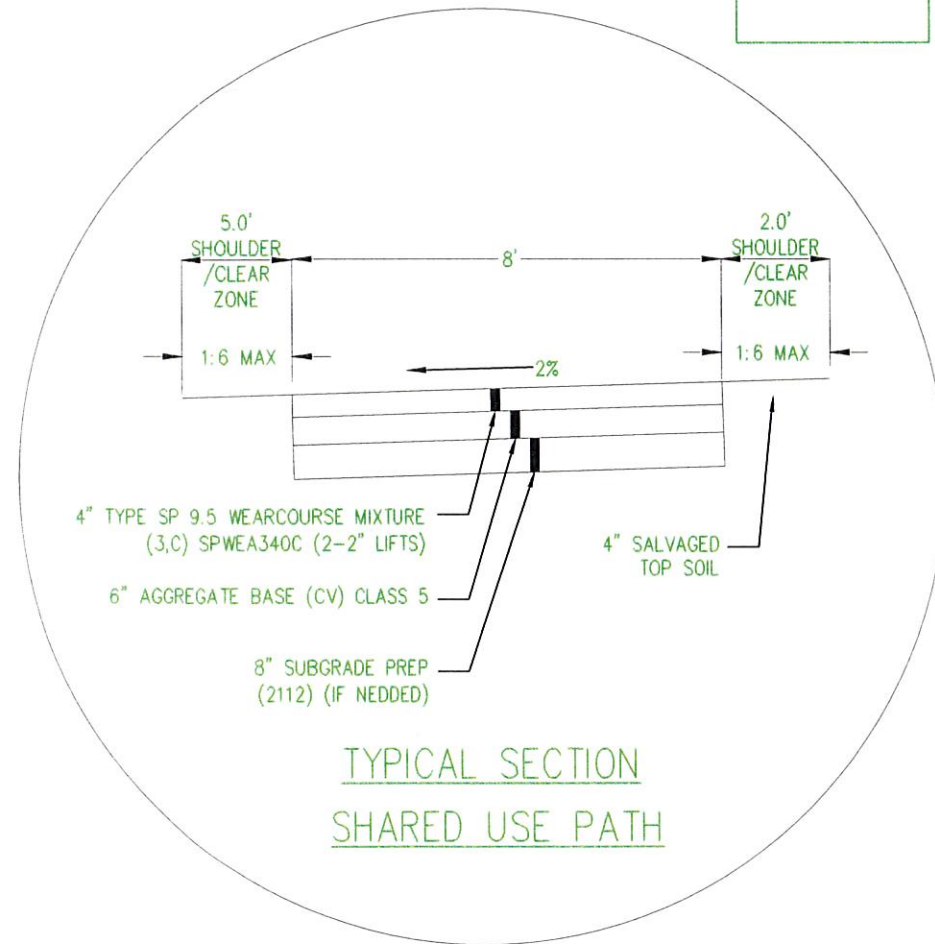
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157	1,912,500
156	300,000
155	8,200,000
154	1,900,000
9	Project Total

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R/W ALIGNMENT (LT)



PROPOSED TYPICAL SECTION  
SOUTH CONGDON PARK DRIVE



R/W ALIGNMENT (RT)

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE: \_\_\_\_\_

??  
TYPE NAME

DATE: ??

LIC. NO: ??



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

SOUTH CONGDON PARK DRIVE SHARED USE PATH

CITY PROJECT NO.: ????

STATE AID PROJECT NO.: NA

DRAWN BY: MLT

??

SHEET NO. ---- OF xx

Project Total