



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

August 9, 2023

**RFP 23-99593
Engineering Services for Duluth Heights Stormwater Study and
Eklund Ave. Reconstruction
Duluth, Minnesota**

City of Duluth Project No. 2091

Proposals Due: August 29, 2023

PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant for preliminary survey and preliminary engineering to the 30% design stage for the reconstruction of Eklund Ave, from Swan Lake Road to Maple Grove Road. Design services are also requested for a preliminary engineering design report including a stormwater/drainage study for the area bounded by Walnut Street, Swan Lake Road, Maple Grove Road and Joshua Avenue. Final design and bidding phases will be amended into the contract after a decision is made on the storm water and road design. The results of the stormwater/drainage study will be incorporated into the plans for Eklund Ave., and used in future storm sewer and road improvement projects not part of this RFP. See attached location maps. The Eklund Ave project is planned to be bid in February of 2025 and constructed in the summer of 2025.

BACKGROUND

The existing roads within the stormwater study area are all rural in nature. In order to complete the design for Eklund Ave., the first step is to determine stormwater quality treatment methods and locations, pipe and culvert sizing, outfall locations and sizing. The city is requesting that the consultant provide two drainage Scenarios for Eklund Avenue. Scenario 1 would model the basin if Eklund Ave. was constructed with curb and gutter (urban section). Scenario 2 would be modeled if Eklund Ave was kept as a rural section with improvements to the existing ditches. For the purposes of the drainage study, the consultant shall assume that all the other existing roads (besides Eklund Ave) that are rural in nature now, will maintain that rural status and will NOT have a curb and gutter section for stormwater study and design purposes.

Eklund Ave. (MSAS 214), from Swan Lake Road (MSAS 211) to Maple Grove Road (MSAS 201), is a rural, local State Aid Street that runs north-south through the Duluth Heights neighborhood. The roadway section is low grade bituminous that was overlaid in 1974. There are two 11' driving lanes, that do not have parking lanes or pedestrian or bike accommodations. This roadway has never been constructed to modern pavement design standards.

Eklund Ave. has had two traffic counts, the segment with the largest traffic had 1430 vehicles per day (2022) and serves as one of the primary access points from the neighborhood to the Miller Hill Mall area. It is bordered by residential homes, and one church. There is one DTA route that uses this segment of road, however, that route is expected to be discontinued by the time Eklund Ave. is reconstructed. The bituminous pavement is in poor condition. Some form of pedestrian accommodation will need to be provided. This route has not been identified in any planning documents for implementing bike accommodations along the corridor.

Street work for Eklund Ave. is dependent on the preliminary engineering design report and stormwater/drainage study recommendations. Two options should be studied- an urban section meeting state aid standards for reconstruction, or a rural section meeting state aid standards.

Eklund Ave. was included in the Duluth-Superior Metropolitan Interstate Council "Duluth Heights Traffic Circulation Study (2006)".

The Eklund Ave. project is currently funded with city road and utility funds, but may use State Aid funding if available. As it is a state aid route, it needs to be designed and constructed to State-Aid Standards. A hydraulic analysis of local road drainage will be required, and 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 for the Eklund Ave. project. In addition, one or more stormwater quality structures (and likely stormwater detention facility) will need to be identified within the study area, and locations and design approved by the City Stormwater Engineer for Eklund Ave. The conversion of Eklund Ave. from a rural street section to an urban section will impact drainage characteristics and will need to be accounted for if that is the option selected..

The plans need to be prepared to State Aid standards, and reviewed by the State Aid Office. Bid items for State Aid, Storm Sewer and non-participating items will need to be tracked in separate columns on the SEQ.

Utility work will include water main replacement for the full project length on Eklund Ave. For sanitary sewer, if the sewer main needs to be lined, the City will arrange to have the main lined by a separate project, the consultant should NOT allocate time for this work.

Storm sewer replacement and phasing will have the largest influence on future road work down gradient of the Eklund Ave project. The West Branch of Chester Creek and Miller Creek, both Minnesota DNR designated trout streams, are the receiving water bodies for the project area. In order to design Eklund Ave. and the streets and storm system on the other streets for future projects, the impacts to the down gradient drainage system need to be evaluated and the downstream storm sewer sizes identified. There are FEMA mapped floodplain areas down gradient of Eklund Ave, both for Miller Creek and Chester Creek and are within the stormwater/drainage study project boundary.

The water main replacement on Eklund will be with new 8-inch HDPE. The water main on Eklund Ave. will connect to existing 6 inch CIP at Swan Lake Road and extend to and connect to the 6 inch CIP at Maple Grove Road. New water services will be installed as required to replace existing lead services or as required due to shifts in the water main alignment. All lead services will be replaced as part of the project, and copper services will be reconnected at the main as the alignment allows. A review of the lead service status on the public side of the service for Eklund Ave. was completed and no lead services were identified. The status of service material (lead/copper) on the private side of the services has not been reviewed, and will need to be confirmed by the consultant prior to final design.

The City of Duluth will provide the following:

- Previous surveys, reports, and studies, if available.
- All available street and utility drawings from previous projects.
- Aerial photography
- 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 complete a full topographical survey, stormwater/drainage study of stream flows and preliminary storm sewer collection system, draft and final preliminary engineering design reports, preliminary design plans (30%) for Eklund Ave. to meet MSA standards, identify any easements required, and complete preliminary cost estimates. 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 should plan on two (2) public meetings to coordinate and communicate design issues and schedule with residents.

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 yards will need to be surveyed beyond the existing ROW (includes utilities and services). Additional survey past the ROW will be required in order to prepare temporary and permanent 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 ADA plan detail for intersections and curb ramps for Eklund Ave. shall be level 3 per MnDOT's ADA project design guide.

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-MnDOT-state.mn.us)

- b. The Consultant shall identify all ROW conflicts early in the design process, in order to estimate the level of effort for final design. After the final design amendment is executed, any Easement exhibits and descriptions for any required temporary or permanent road easements or easements for storm water treatment facilities necessitated by the road improvements that are outside of the existing ROW should be prepared and provided as an additional service.

- 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 as an additional service.
- d. The Consultant shall determine if the road project changes the runoff characteristics in the down gradient drainage area significantly enough that it will require improvements to the storm infrastructures located within the FEMA mapping boundaries/trout stream channel. If so, then consultation with all regulatory agencies to determine required information for permit applications as it relates to the design and execution of the Eklund Ave. project and for the downstream structures at Chester Creek/Miller Creek will be required. Permits from the DNR, Corps of Engineers and FEMA for work within the floodway for improvements to the storm infrastructure and grading at the West Branch of Chester Creek/Miller Creek will be required. The Consultant shall be responsible for all permit applications that may be required of the City.
- e. The Consultant shall do all necessary geotechnical exploration to determine/verify the existing section and to provide recommendations for the proposed section. Assume for this proposal the total number of subsurface explorations is one (1) per 200 ft.
- f. The Consultant shall identify any trees that will require removal.

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 (30%) preliminary construction cost estimates 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. Alternatives the City would like analyzed include bike and/or pedestrian accommodations along Eklund Ave., including a shared use path, sidewalk(s) or an on-street bike lane option. The other alternative that needs to be analyzed is the typical road section, rural vs urban.
- d. Preliminary and final project cost estimate will be prepared for both Scenario 1 and Scenario 2 as described elsewhere in this RFP as part of the stormwater/drainage study. Once the cost estimates are prepared, meet with the project engineer to select the preferred alternative and typical section(s) for Eklund Ave, and decide how the work will be split into bid phases, if necessary. Full design can commence only after an amendment to the Professional Engineering Service Agreement has been approved.

5. Preliminary Design

- 1. The consultant shall provide preliminary design and geometric layouts for Scenario 1 and 2 based upon the data and information collected. Preliminary geometric layouts for each Scenario will be provided and will include, at a

minimum, all horizontal and vertical roadway geometry (alignments, lane widths, curb type(s), retaining walls, sidewalks, etc.), roadway typical sections, cross sections (every 50-ft, at changes in geometry, and driveways), proposed utility layouts, existing and proposed right-of-way, and construction limits. These shall be produced for Engineering Staff review prior to the project meetings. Drainage design (hydrology and hydraulics Storm/Drainage Study) modeling/calculations shall be provided for each Scenario.

2. A preliminary engineering design report (draft and final) for the project shall be prepared to accompany the geometric layout submittals for each Scenario that includes a full evaluation of the design alternatives (Scenarios 1 and 2). The design report shall include, at a minimum, a detailed evaluation of each Scenario that summarizes, evaluates, and provides conclusions/recommendations with respect to the major design features of the project including, but not limited to, the public engagement process and input received, horizontal and vertical geometry, roadway typical section(s), intersections, drainage, geotechnical investigation and recommendations, retaining walls or structures needed, constructability, traffic control, utilities, State Aid design variances, permits and regulatory requirements, and right-of-way needs (temporary and permanent easements). Detailed construction cost estimates and final drainage design (hydrology and hydraulic Storm/Drainage Study) reports shall be provided.

6. Preliminary Plans

- a. The consultant shall prepare 30% construction drawings for the preferred alternative as necessary identify the complete project scope. These drawings shall include, at a minimum, title sheet, general layout, existing conditions and removals, in-place utilities with anticipated adjustments/relocations, typical sections, construction plan and profile sheets (with proposed utility layouts), stormwater profiles, and cross sections (with in-place and proposed utilities shown). Any variances from State Aid design standards shall be identified.
- b. The drawings shall include all necessary site maps, plans, elevations, sections, temporary and permanent easements, and notes as needed or necessary to adequately show, explain or describe all features of the project.
- c. 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.
- d. A licensed Professional Engineer registered in the State of Minnesota with experience in Civil Engineering and preparation of state aid funded plans and specifications must supervise all work.
- e. A licensed Professional Land Surveyor registered in the State of Minnesota with experience in easement descriptions and exhibits must be available to provide any temporary or permanent easements.

- f. The work may require construction in several phases, potentially over more than one construction season. The consultant should plan to consider the phasing and timing of the project to minimize the impacts to the residents and phasing of watermain shutdowns.

7. Cost Estimates

A preliminary cost estimate with detailed itemized construction costs is required. Preliminary and final cost estimates shall be provided for Scenarios 1 and 2 and for the 30% design submittal, for a minimum of five (5) submittals. These cost estimates should have both a rural and urban road Scenario included. See Project Completion Dates. The Engineer’s Opinion of Construction Cost and the Statement of Estimated Quantities shall be submitted in Excel format as well as pdf.

PROJECT COMPLETION DATES

August 8, 2023	RFP Issued
August 22, 2023	Last day for RFP questions
August 29, 2023	Proposals Due (4:00 PM)
September 1, 2023	Selection Complete
September 11, 2023	Council awards consultant contracts
December 15, 2023	Draft Preliminary Layouts, Preliminary Costs (#1A and 1B for rural vs urban Scenarios), and Draft Stormwater/Drainage Study complete
February 15, 2024	Final Preliminary Layouts, updated Cost Estimates (#2A and 2B for rural vs urban Scenarios), and Preliminary Engineering Report (Including Final Stormwater/Drainage Study) complete
April 26, 2023	Eklund 30% Plans and Estimate submittal

*After a preferred alternative is selected, the final design and bidding phases will be amended into the agreement.

QUALIFICATION PROPOSAL CONTENTS

The proposal shall be submitted in the following format broken into the 7 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 section, the consultant should demonstrate and provide proof of competency in the following areas:

- Street and road design
- Planning for effective public participation
- Cost estimating and cost control
- Project management experience and dealing effectively with residents
- Minnesota State Aid
- Design and inspection of HDPE watermain or sanitary lining projects
- Hydraulic modeling of both closed and open channel systems, in order to properly size the storm water system for the watershed.

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. Knowledge of Duluth Requirements

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

5. Work Plan

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 through the preliminary and 30% design phases. 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 the stormwater/drainage study related costs and the Eklund Ave. design related engineering work.

6. Work Schedule

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

7. 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 the Eklund Ave. project and the cost for the stormwater/drainage study, including a grand total for the work.

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, and state aid requirements	20%
2	Personnel	20%
3	Work Plan and Work Schedule	20%
4	History (completeness and timeliness) of past work	20%
5	Project costs/fees	20%

Proposals will be evaluated on a best value basis with 70% qualifications and 30% 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 DATE

Submit original and three (3) copies in an envelope marked, RFP, Duluth Heights Stormwater Study and Eklund Ave. Reconstruction Project by 2:00 PM CDT, August 29, 2023 to:

Patti Stalvig, Purchasing Agent
City Purchasing
411 W. 1st St.
Room 120 City Hall
Duluth, MN 55802

CONTACT

All questions concerning the project shall be directed to:

Brad Scott, PE, Senior Engineer
City of Duluth - Engineering Division
411 W. 1st Street, Room 240 City Hall
Duluth, Minnesota 55802-1191
bscott@duluthmn.gov
(218) 730-5025

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.

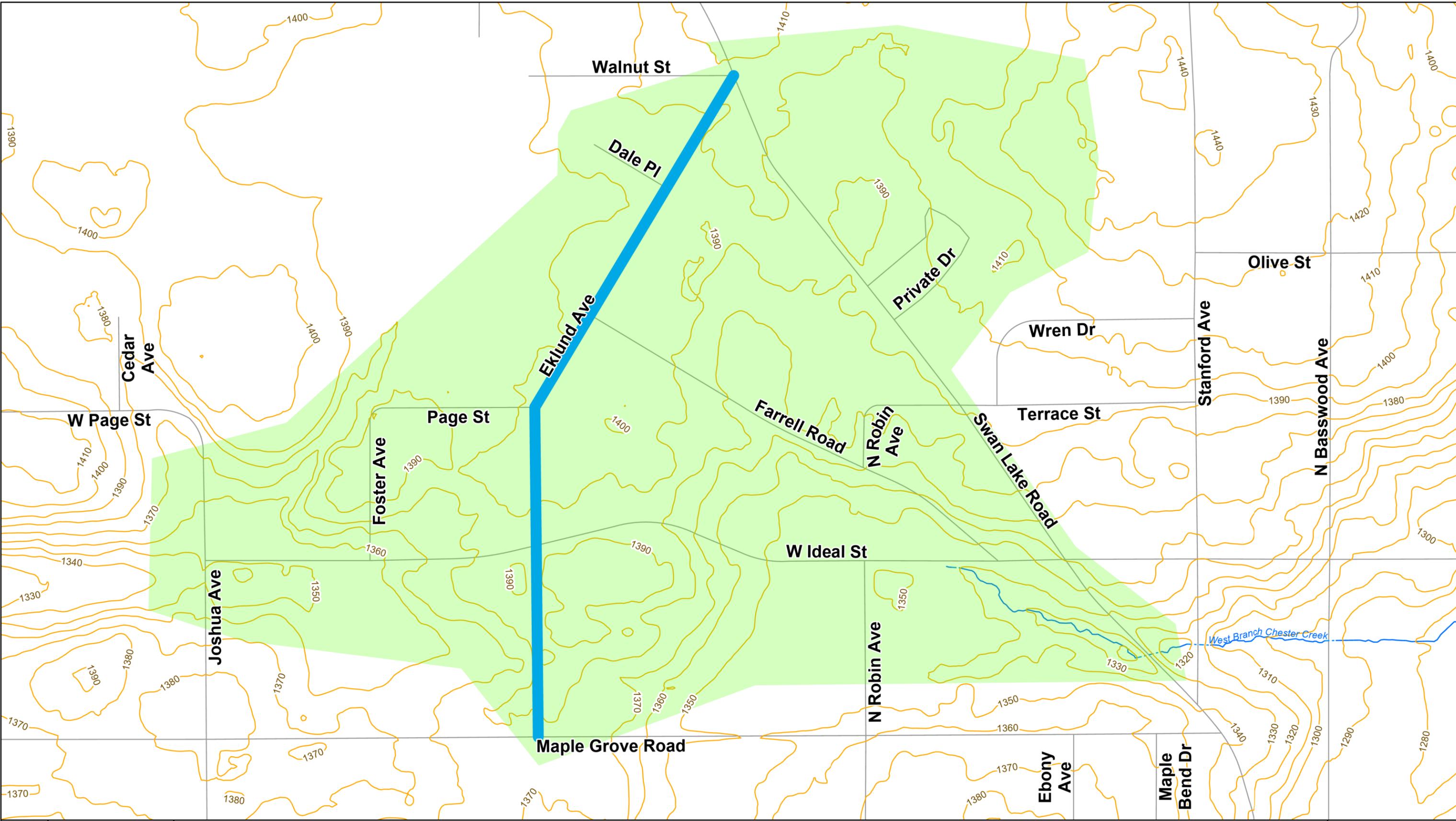
The Proposal shall not in any way include any restrictions on the City of Duluth. The Consultant shall NOT provide proposed contract language.

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 Tom Pfeffer in the City Engineering Office tpfeffer@duluthmn.gov

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.





 0 100 200 300 400 ft

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

Source: City of Duluth
 Author: zborich
 Date: 7/31/2023

- Stormwater Study Area
- Road Reconstruction

LOCATION MAP
 RFP FOR DULUTH HEIGHTS NEIGHBORHOOD
 2 OF 2



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 this information contained within. The City of Duluth requires that this map/data not be redistributed in 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.

**APPENDIX A - SUBMISSION COVER SHEET
CITY OF DULUTH
RFP# 23-99593**

**Engineering Services for Duluth Heights Stormwater Study and Eklund Ave.
Reconstruction, Duluth, Minnesota**

Bidder Information:	
Submitter 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	