

Munger Trail Extension Project

ANSWERS TO QUESTIONS about Request for Qualifications (RFQ No. 09-18DS)

June 18, 2009

1. Q: What formal approvals are anticipated by City Departments/Boards (i.e. Park & Rec, Planning Commission, City Council)?
 - a. A: Approvals may include: Approval of the Consultant Contract by City Council, Planning Commission approval on right-of-way acquisition, Approval of bids by Contractor constructing the project, Park Board if construction is on park land, DEDA if construction is on DEDA property.
2. Q: Amenities and landscape design requirements?
 - a. A: The ultimate design elements will unfold throughout the process of developing the trail project.
3. Q: DBE Requirements - Item 3 says "a dollar amount" will be included for each DBE participating - but the RFQ specifically says that no inclusion of monetary estimates should be included in the response. Is the DBE dollar amount to be included in the RFQ or only during the contract negotiation stage?
 - a. A: The six items requested on the top of page 12 are required prior to **Award of Contract**, not in the proposal due on July 2, 2009.
4. Q: In the Work Requested section it states that "The Project consists of developing the Environmental Documentation and Preliminary Engineering to construct the Munger Trail Extension." Task 6 conflicts this statement by stating "The Consultant will be responsible to prepare the final design plan, detailed engineer's estimate and special provisions for construction." Are we to assume that this RFQ is for up to and including Preliminary Engineering, or through Final Design?
 - a. A: The term "preliminary engineering" refers to all things not related to the actual construction. The RFQ is requesting alternatives analysis and alignment identification (task 4), the environmental documentation (task 5), and detail design activities (task 6).
5. Q: Page 6 - Task 6: Design indicates that the City will have aerial flight and mapping completed this fall. What information will be made available from aerial flight and mapping? If topographic information is gathered from mapping, will

- verification of aerial topo be required as a part of the Consultant scope of services?
- a. A: The information made available will be complete mapping of proposed right-of-way. Topography will be gathered and verification of that topography will be a part of the Consultant scope of services.
6. Q: Page 6 - Task 7: Is it the City's intent to acquire right of way for trail alignment for a trail easement? Acquisition of right of way may have a more significant impact and survey component than acquisition of a trail easement from land owners.
- a. A: The exact right-of-way needs (acquisition or easement) will be known once the preferred alignment is selected.
7. Q: Page 6 - Deliverables by City: Please define what preliminary survey information will be provided by the city and in what format. What additional survey requirements does the City anticipate by the selected consultant?
- a. A: The City will provide flyover and complete mapping information in AutoCAD format.
8. Q: Is there a DBE contract requirement for this project?
- a. A: On page 11 of the RFQ under the heading "Disadvantaged Business Enterprise (DBE) Requirements" you will find that the DBE goal established for the project is 10%.
9. Q: Will City provide geotechnical testing/recommendations?
- a. A: Geotechnical testing and recommendations services can be a service recommendation provided in the Consultant proposal, as well as setting targets for the flight this fall.
10. Q: Is a reference list required within the SOQ?
- a. A: References are not required in the proposal. It is up to the Consultant to provide what information they choose regarding references.
11. Q: Since project is federally funded (and that funds are processed through Mn/DOT), do plans need to be prepared to both Duluth and Mn/DOT standards?
- a. A: Yes. The design will need to be to the appropriate standards for FHWA approval.
12. Q: Is there a selection committee that will select preferred firm?

a. A: Yes.

13. Q: Does the City have an exhibit which shows the preferred Trail Alignment and impacted properties?

a. A: A “preferred” alignment has not yet been selected. Task 4 on page 5 of the RFQ states, “the Consultant will be expected to provide an analysis that leads to the identification of a preferred alternative for analysis in the Environmental Documentation.”

14. Q: In the Work Requested section (bottom of page 4) it states that “Upon identification of the selected Consultant, the Consultant will be required to prepare a work plan detailing the components of each task which will be used as a basis for contract negotiations.” This statement is contradicted in the Content of Valid Response, sections 3 and 8, which both state that a work plan is required. Which is correct, will the work plan be part of the proposal, or be developed after consultant selection?

a. A: A work plan will indeed be required and used as a basis for contract negotiations once the successful Consultant is selected. A work plan, as in your concept of the work tasks required and your plan for accomplishing them should also be submitted as a part of the proposal, but no fees associated with those tasks.

15. Q: Would the City provide a map of the trail alignment referred to in the MIC “Munger Trail to Lakewalk Connector” Study?

a. A: A PDF of the map will be placed on the City’s purchasing web site by 11:00 AM on June 19, 2009.