



**CITY OF DULUTH  
PURCHASING DIVISION**

Room 100 City Hall  
411 West First Street  
Duluth, Minnesota 55802-1199  
218/730-5340 218/730-5922 FAX

June 11, 2009

**REQUEST FOR PROPOSAL  
09-19DS  
Municipal State Aid Project  
(Glenwood Street)**

Please provide the City of Duluth with a proposal for **Municipal State Aid Project (Glenwood Street Reconstruction)** per the attached description, requirements and goals.

Please mark your proposal with the above number and title on the outside of the envelope and return to: City of Duluth, Purchasing, Room 100, 411 West 1<sup>st</sup> Street, Duluth, MN 55802 by **4 PM, TUESDAY, JULY 7, 2009.**

All proposals will be acknowledged aloud in room 106A of City Hall. Proposals will be reviewed by committee according to established criteria. Please see time line schedule.

The City of Duluth reserves the right to reject all proposals, to select more than one to give presentations if so desired by the City of Duluth, or to select the best one and enter into further negotiations with the vendor.

RFP information can be obtained by calling Purchasing or visiting our web site at: [www.duluthmn.gov](http://www.duluthmn.gov) under the purchasing office bid location.

Contact: Dennis Sears (218) 730-5003  
Purchasing Agent  
[dsears@duluthmn.gov](mailto:dsears@duluthmn.gov)

or

Matt Decur,  
Project Engineer (218) 730-5104  
[mdecur@duluthmn.gov](mailto:mdecur@duluthmn.gov)

Thank you.

*An Equal Opportunity Employer*

**09-19DS**

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

**2010**

**MUNICIPAL STATE AID PROJECT**

**Glenwood Street** – 45<sup>th</sup> Avenue East to 52<sup>nd</sup> Avenue East  
City Project No. 0647TR  
S. P. 118-162-13

43<sup>rd</sup> Avenue East to 45<sup>th</sup> Avenue East  
52<sup>nd</sup> Avenue East to 60<sup>th</sup> Avenue East  
City Project No. 0244TR  
S.A.P. 118-162-13

## 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 Municipal State Aid project scheduled for construction in the year 2010 and 2011.

Complete services are desired to review existing streets and infrastructure, gather preliminary design data, perform engineering surveys and preliminary engineering, hydraulics, complete final design including construction plans and specifications for roadway and utilities, and perform construction services. Construction services would include construction staking and inspection, utility coordination, testing services, and complete contract project management, including record drawings.

The Municipal State Aid project consists of the reconstruction of a municipal state aid street (Glenwood Street, Route No. 162). The total mileage of the scheduled reconstruction is 1.26 miles. Work shall include, but not be limited to, complete base reconstruction, complete concrete curb and gutter replacement, sidewalk replacement, sanitary sewer replacement, storm sewer replacement, catch basin and catch basin lead replacement, watermain replacement, placement of bituminous pavement, and striping.

Most of the existing Glenwood Street does not meet state aid reconstruction criteria for width. Widening from 34 and 36 feet to 42 feet will be necessary. Design shall be 10 ton. Detours and access will be necessary during construction.

Construction funding for the project is through Federal ISTEA funds, the City of Duluth MSAS account, and the City of Duluth utility funds. Maps showing the scheduled project areas are attached to this RFP.

The City is committed to providing the following:

- Previous reports and studies; surveys and aerial photography, if available.
- 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. Preliminary Surveys and Information Gathering
- III. Preliminary Engineering Design
- IV. Preliminary Design information meetings with neighborhood residents, if necessary
- V. Production of construction plans and specifications
- VI. Complete construction project management, including project coordination, staking and inspection, contract management, progress payments, and all required contract administration and documentation as required. Use of RTVision's OneOffice will be required for submittal of appropriate construction documentation.
- 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. Reconnaissance and Field Surveys & Geotechnical Exploration

a. The Consultant shall perform field surveying and data collection as needed. The City of Duluth will have the site flown by an aerial photography firm. The consultant shall obtain the mapping from the aerial photography firm. Mapping expenses will be funded by the City of Duluth through the project.

b. Consultation with State and local 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.

### 3. 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.

### 4. 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.

### 5. Plans and Specifications

a. The consultant shall prepare construction drawings as necessary to provide for the complete reconstruction. These drawings shall include all details, plans and specifications necessary for all work as required by State Aid Standards, 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 and State Aid format.

d. Any record drawings shall be prepared using AutoCAD Version 2007 or later. Upon completion of the project, record drawings shall be provided to the City in both hard copies and a digital format compatible with AutoCAD Version 2007 or later.

6. 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.

7. Construction (Project) Management

Upon completion of plans and specifications, the consultant shall provide all documents and services to provide for bidding, award, construction, inspection, and project management for final completion and acceptance of the street and utility improvements.

Project Management Services provided by the Consultant shall include but not be limited to the following: contract management, inspection, progress and inspection reports, testing, and project management, including the completed record drawing and final records by December 31, 2011.

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 maximum 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 names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar street and utility construction services (submit only if not on file for 2007).
5. 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 responder must include a "not to exceed" total project cost, as well as subtotals for a) design services through bidding and b) construction inspection and management, and any subconsultant 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 an 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 an agreement with the city, the consultant shall furnish proof that it has met all legal requirements for transacting business in the State of Minnesota.

Please limit proposals to no more than 15 pages in length.

#### DESIGN FAMILIARITY

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

- State Aid Street Design and Construction
- Project Management experience and dealing effectively with contractors
- Cost estimating and cost control
- Construction Management
- Quality Control

In addition, the Consultant will be required to provide references of state aid street improvement projects similar in size that have successfully been completed within the past 3 years (only if not on file with City Engineering).

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, preparation of state aid plans and specifications, and inspection services) must supervise all work.

The inspectors assigned to the work in the field are required to have experience in street and utility inspection work, and hold all MnDOT certifications as required.

### FEES AND EXPENSES REIMBURSEMENT

The proposal shall state, not to exceed, the fee based on the total estimated hourly rates included in the proposal, as well as subtotals for a) design services through bidding, b) construction inspection and management. Include any subconsultant costs. Also to be included is an itemized breakdown of specific tasks for all design, inspection, and management services proposed by the consultant in response to the City's Request for Proposal. Design services shall be considered complete upon award of contract for the project. The proposal should also include a schedule of hourly billing rates for each employee who may be involved in design and construction engineering services (construction administration and construction observation). Include rates of miscellaneous charges, such as copies and mileage.

As stated in the Project Overview, the RFP is for the complete reconstruction (street and utilities) of Glenwood Street. The proposal shall be for a) design services through bidding, b) construction inspection and management. Proposal shall be organized as thus:

- Street Reconstruction. The project length is approximately 6,700 lineal feet. Street reconstruction will include, but is not limited to, common excavation, perforated pipe, geotextile, select granular, curb and gutter, sidewalk, bituminous, turf establishment and striping. The cost shall be stated as the cost per lineal foot of street reconstruction.
- Sanitary sewer replacement. The anticipated replacement length is approximately 6,500 lineal feet (8"). Sanitary sewer replacement will include, but not is limited to, sanitary sewer main, 20 sanitary manholes and 140 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 4,000 lineal feet of 6" main, 860 lineal feet of 8" main, and 780 lineal feet of 10" main. Watermain replacement shall include, but is not limited to, watermain, 140 lead water service replacements, and 8 hydrant replacements. The cost shall be stated as cost per lineal foot of watermain replacement.
- Storm sewer replacement. The anticipated replacement length is approximately 2,500 lineal feet. Storm sewer replacement shall include, but is not limited to, storm sewer, 20 storm manholes, and 50 catch basins which include catch basin leads. The cost shall be stated as cost per lineal foot of 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 judge 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 "best value" basis with 80% qualifications and 20% cost consideration. The review committee will not open the cost proposal until after the qualification points have been awarded. The City of Duluth anticipates that the evaluation and selection will be completed by July 17, 2009.

## PROJECT COMPLETION DATES

- July 07, 2009 Proposals Due (Close of Business, 4:00 PM CDT)
- July 17, 2009 Selection Complete
- July 27, 2009 Council awards consultant contracts
- August 10, 2009 Notice to Proceed
- February 26, 2010 Plan submitted for Initial Review
- March 19, 2010 Plan, Specifications and SWWP completed for submittal to State Aid
- October 15, 2011 Construction to be completed on or prior to this date.
- December 31, 2011 Record Drawings and Final records submitted to Engineering

## SUBMITTAL DATE

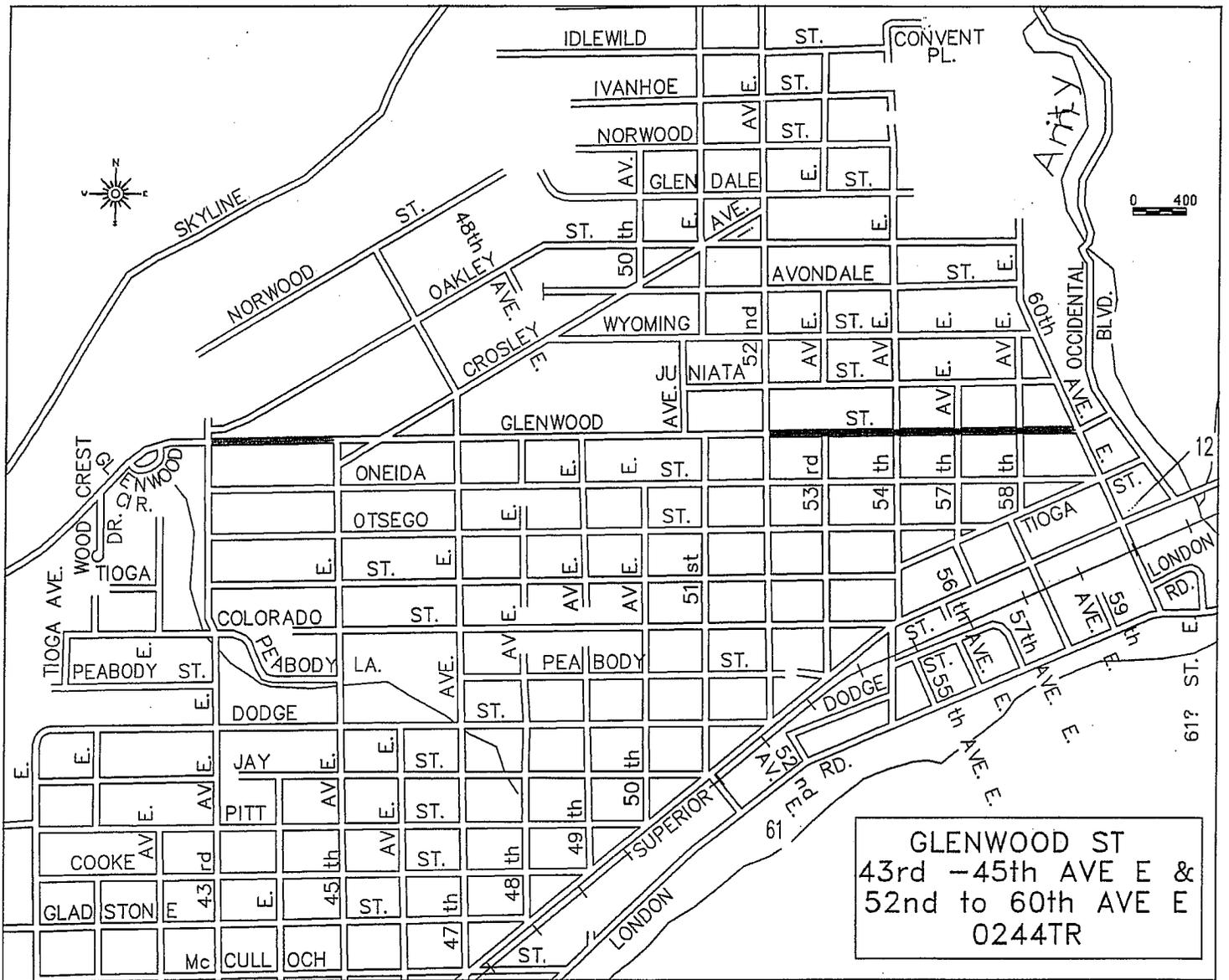
Three (3) copies to the above address, by July 07, 2009, 4:00 p.m. CDT

CONTACT: Matt Decur, Project Engineer  
City of Duluth - Engineering Division  
411 W. 1<sup>st</sup> Street  
Room 211 City Hall  
Duluth, Minnesota 55802-1191  
(218) 730-5104, FAX (218) 730-5907

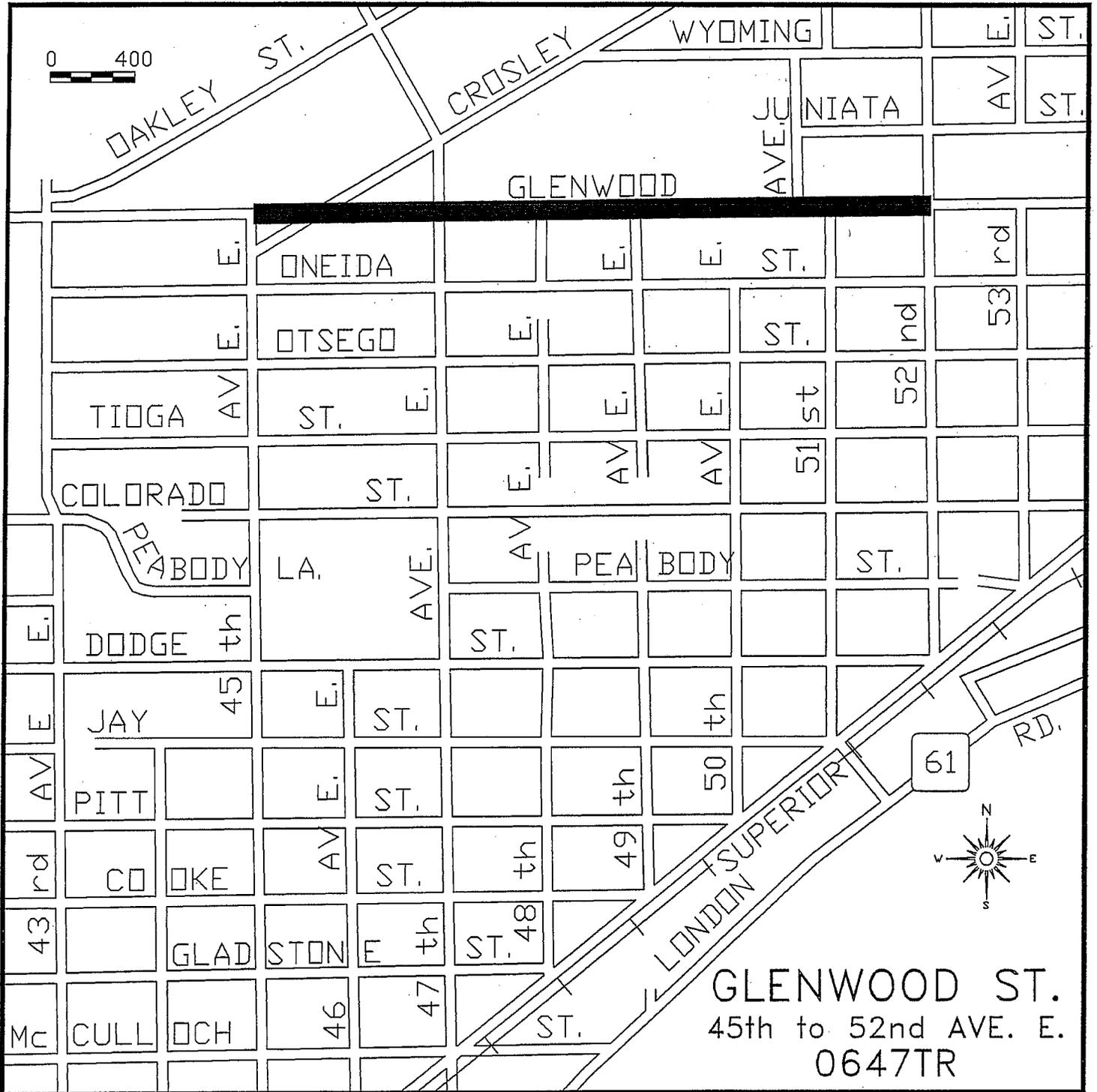
## LIMITATIONS

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



GLENWOOD ST  
 43rd - 45th AVE E &  
 52nd to 60th AVE E  
 0244TR



## 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