



**CITY OF DULUTH**

**REQUEST FOR QUALIFICATIONS (RFQu)**

**on Behalf of the City of Duluth Engineering  
for**

**ENGINEERING SERVICES FOR FEDERAL AND STATE AID FUNDED  
TRANSPORTATION ALTERNATIVE (TA) PROJECTS**

**RFQu NUMBER 25-AA21**

**ISSUED Wednesday, August 20, 2025**

**SUBMISSIONS DUE Friday, October 10, 2025**

**SUBMIT TO**

**[Purchasing@DuluthMN.gov](mailto:Purchasing@DuluthMN.gov)**

## PART I - GENERAL INFORMATION

**I-1. Project Overview.** The City, on behalf of the Engineering Department, is seeking proposals from engineering firms regarding their available services, qualifications and capacity to support the Engineering Department for the design and construction of existing and future Transportation Alternative (TA) projects funded by Federal, Municipal State Aid or State Local Road Improvement or Active Transportation funds. Please note that the construction projects designed may be federally funded, but this solicitation will not award any federally funded *engineering* services due to federal requirements.

TA projects will generally consist of pedestrian, bike or traffic-calming improvement projects. Work may also include right-of-way or easement acquisition, and, if required, construction engineering services. Work would be dependent on current and future success in obtaining grant awards, and the workload of city staff. We expect the city to require assistance with at least one TA project this year. This RFQu is NOT for the design of street and utility reconstruction or preservation projects.

The selection and retention of Consultants for professional services will be completed in accordance with City Policy and will be for a period of five (5) years. The City intends to retain up to three (3) firms for TA service, and will choose to retain at least one firm, however we are expecting to retain multiple firms. Selected firms will be on a list for potential TA design and construction inspection to assist the City with the work. During the time the list is held, certificates of insurance proving ongoing required coverage must be provided to the City, and annual fee schedules will need to be provided and updated every year.

Selection and future work assignments will take into consideration the workload, expertise, cost and past performance of proposing consulting firms and their representatives.

Additional details are provided in **Part IV** of this RFQu.

**I-2. Calendar of Events.** The City will make every effort to adhere to the following schedule (all times are central time):

Activity	Date
Deadline to submit Questions via email to <a href="mailto:purchasing@duluthmn.gov">purchasing@duluthmn.gov</a>	September 15, 2025
Answers to questions will be posted to the City website no later than this date.	September 22, 2025
Submissions must be received in the Purchasing Office by 3:00 PM on this date.	Friday, October 10, 2025

**I-3. Interviews.** The City reserves the right to interview proposers if it's deemed to be in the best interest of the City.

**I-4. Rejection of Submissions.** The City reserves the right, in its sole and complete discretion, to reject any and all submissions or cancel the request for qualifications (RFQu). The City is not liable for any costs incurred by Submitter in preparation or submission of the response to this RFQu, or in participating in the RFQu process or in anticipation of award of a contract.

**I-5. Questions & Answers.** Any questions regarding this RFQu must be submitted by e-mail to the City of Duluth at [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov) **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFQu.

**I-6. Addenda to the RFQu.** If the City deems it necessary to revise any part of this RFQu before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/>. Although an e-mail notification will be sent, it is the Submitter's responsibility to periodically check the website for any new information

**I-7. Submissions.** To be considered, submissions must arrive at the City on or before the time and date specified in the Calendar of Events. The City reserves the right to reject or to deduct evaluation points for late proposals.

Submissions must be signed by an authorized official. If the official signs the Submission Cover Sheet attached as Appendix A, this requirement will be met.

Please email your submission in Microsoft Office-compatible or pdf format to [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov). Include 25-AA21 RFQu for Engineering Services for Federal and State-Aid Funded TA Projects in the subject line of the email.

All materials submitted in response to this RFQu will become property of the City and will become public record after the evaluation process is completed.

**I-8. Notification of Selection.** Submitters whose submissions are not selected will be notified in writing.

**I-9. Mandatory Disclosures.** By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.
- B. There is no conflict of interest. A conflict of interest exists if a Bidder has

any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts or if the Bidder is later selected for a project and becomes aware of a conflict, the Bidder must notify Purchasing of the potential conflict and may need to identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.

- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

## **PART II - SUBMISSION REQUIREMENTS**

### **Cover letter-**

List RFQ title, name of the proposer or proposing entity, address, telephone numbers, email address, name of the contact person and the date the response is being submitted.

### **Background with TA design and inspection or prior City of Duluth experience working on federal or state aid funded projects-**

Provide a narrative that describes your qualifications and past experience with project design and inspection for similar project types. This narrative shall be ten (10) pages or less in length. Specifically provide information detailing the firm's experience with public engagement, bicycle design, sidewalk, ADA and traffic calming experience including signal and lighting improvements as it applies to TA projects. Include a description of the firm's knowledge of the City of Duluth's street and utility standards.

### **Resumes-**

Brief description of your entity's professionals' details, including education and project experience in similar projects, including construction inspection and record drawings. Include resumes from specific staff that would be assigned to lead a TA design effort and key project support staff only. Resumes should consist of no more than six (6) pages.

### **References-**

Provide contact names and email addresses with a brief description, that accounts for your firm's professional roles, responsibilities and certifications for whom the respondent has performed similar TA project work.

### **Cost-**

Not included in criteria for selection. Firms selected will be required to provide current fee schedule including hourly rates based on job title, all equipment, vehicle rates and overhead costs.

## **PART III - CRITERIA FOR SELECTION**

The submissions will be reviewed by City Staff. The intent of the selection process is to review submissions and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which submissions will be judged are:

Qualifications of the Submitter and Assigned Personnel	30 points
Prior experience with similar work	20 points
Services Offered	30 points
Previous Experience and Past Performance with government entities	20 points

#### **PART IV – SUBMITTAL DETAIL**

**PROGRAM DETAILS:** This RFQu will support the Engineering Department with the design and inspection of TA projects, including bicycle, sidewalk, lighting, signal, curb extensions, ADA ramps, pedestrian or bicycle bridges or tunnels.

Design and inspection work shall meet the criteria listed in the most current version of the City of Duluth “Engineering Guidelines for Professional Engineering Services and Developments” available at <https://duluthmn.gov/engineering/> under Engineering Guidelines. In addition, All work shall be performed in accordance with the most recent version of the City Standard Construction Specifications and the Engineering Guidelines (available on the City of Duluth website), as well as current MNDOT specifications.

Firms who are selected will be on a list for the City to contract with for TA project design and inspection projects for up to five (5) years.

**AWARDING PROJECTS:** The city will invite all firms from the pre-qualified list to provide a project-specific scope and estimated cost for each specific project. These costs should be consistent with the rates provided by the pre-qualified consultants annually, unless opportunities for cost savings are available to the City. At no time should the estimated costs be based on rates higher than the rate sheets provided. If factors other than cost need to be considered as part of the selection process, the scoring criteria will be identified in the invitation. In most instances, the submissions will only need to be one or two pages.

**APPENDIX A - SUBMISSION COVER SHEET  
ENGINEERING SERVICES FOR FEDERAL AND STATE  
AID FUNDED TA PROJECTS  
RFQu 25-AA21**

<b>Submitter Information:</b>	
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	