

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

August 2, 2013

**Superior Street Reconstruction – Planning and Preliminary Design
Phase**

Project No.: 0923TR

RFP Number: 13-0470

**Proposals Due: August 23, 2013
2:00 PM, Local Time**

PURPOSE

The City of Duluth is interested in retaining a consultant to provide planning and preliminary engineering services for the reconstruction of Superior Street from 4th Avenue East to 6th Avenue West through the heart of historic downtown Duluth. The City is planning a total street and utility reconstruction with a construction start date of 2015. This project will engage multiple stakeholder groups to create a transformative, user-friendly, and feasible streetscape design that reflects the character of downtown.

Background

The City of Duluth, located on the shores of Lake Superior, has a population of 86,000. It is the fourth largest city in Minnesota and the largest city in northern Minnesota.

Duluth had its beginnings as a late 1800s boomtown due to its location as a seaport and railroad hub. This history is reflected in its downtown buildings, 107 of which are designated as the Duluth Commercial Historic District by the National Park Service.

Superior Street runs roughly parallel to the Lake Superior shoreline but separated from the lake by Interstate 35. It serves as the “main street” of downtown Duluth, with street-level retail and restaurants, frequent events such as Sidewalk Days and a farmer’s market, and pedestrian connections to parks and trails. It is anchored on the west end by the historic “Civic Center” complex and on the east end by “Old Downtown.” A network of pedestrian skywalks crosses the street throughout downtown. The street is the backbone of the Duluth Transit Authority’s local bus service, with a Transit Center located between 2nd and 3rd Avenues West. However, the DTA is currently designing a new multimodal transit center on Michigan Avenue, one block below Superior Street, that will likely result in minor realignments of the bus service.

From 1989-1991, Superior Street was redesigned and reconstructed with red brick pavers, angled parking, wide sidewalks, and historic street lighting. Years of extreme temperatures have taken a toll on the brick pavers, and in 2013 portions of the bricks were removed and replaced with asphalt to provide a smooth surface in advance of Grandma’s Marathon. This temporary solution was initiated with the understanding that a long-term design process would be undertaken, starting in 2013.

As part of the proposed reconstruction project, all City of Duluth public utilities will be replaced including sanitary sewer and water main. Storm sewer will be replaced as necessary to accommodate updated storm water design flows or revised elevations. It is anticipated that the new water main shall be 20-inch HDPE and each building or business shall be served with a new 6- or 8-inch fire/domestic service. Existing brick arch sanitary sewers will be replaced with new PVC sanitary sewers. All sanitary laterals will be replaced.

Input will be sought from all private utility owners to determine if their utilities will be upgraded prior to or during the project.

Superior Street is a Municipal State Aid route, and carries the following AADT:

West of 6th Ave W	11600
4th Ave W to 3 rd Ave W	10600
3 rd Ave W to 2nd Ave W	10800
East of 4 th Ave E	11,200

All the intersections within the project area are signalized.

Construction sequencing will be an important aspect of the project as the City will strive to lessen impacts on businesses within the downtown areas and provide continued access to the businesses during construction. It is anticipated that construction will take 2 to 4 construction seasons.

Project Phasing - The project has been initiated in phases as follows:

- Survey Phase – underway, to be completed in August 2013. A preliminary Autocad file of the survey is available upon request from the City's Project Engineer, Patrick Loomis.
- Planning and Preliminary Engineering – as requested in this RFP
- Design Plans and Specifications – Consultant selection following Planning and Preliminary Design
- Construction Administration – by City of Duluth Engineering Department.

GENERAL PROJECT SCOPE

Consulting Engineering Services are expected to include all work necessary to provide complete planning and a preliminary design for both the streets and utilities. All work shall be performed in accordance with the most recent version of the City Standard Specifications and Engineering Guidelines. Project funding is by State Aid funds, utility funds and assessments to property owners.

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 and the final design survey. 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.

2. Public and Stakeholder Involvement

- a. The Consultant will facilitate a comprehensive, ongoing public process. This will include gaining input and information from a variety of stakeholder groups to aid in the design process, as well as ongoing coordination with groups such as the Greater Downtown Council that will be directly impacted by the design and construction. Six public meetings should be expected.
- b. The Consultant will also work with City staff, including planning, economic development, engineering, and utility staff throughout the process.

- c. The Consultant will meet with city staff and all utility owners within Superior Street to determine the status of the utilities and what, if any, improvements will be made prior to or during construction.

3. Reconnaissance and Field Surveys & Geotechnical Exploration

- a. An auto cad file will be supplied by the City for the project areas. City of Duluth aerial photography is also available for use by the selected consultant. No additional field survey will be performed by the selected consultant.
- b. The Consultant shall do necessary geotechnical exploration. The consultant should plan on gathering 33 soil borings as well as 20 flight augers, with specific locations determined after award. The proposal should provide a price per boring/flight auger.

4. Traffic Study

- a. The consultant shall perform a traffic study, including turning movement counts at each intersection, to determine lane layout and turning control within the study area.

5. Preliminary Design

The Consultant shall analyze all available records, record drawings, inspection reports, input from the public and City staff and all other appropriate data for the project area. The consultant shall prepare a context-sensitive preliminary street design that meets the needs of the various user groups, and enhances the Downtown area. Road and sidewalk surface materials shall be selected based on several factors to include initial installation cost, long term maintenance considerations, as well as city staff and public input. Coordination with the fire department is required to determine acceptable interruptions in fire service to project area. The Consultant shall prepare preliminary design and layouts based upon the data and information collected. Preliminary layouts and illustrations which depict the project graphically shall be produced for City staff review and for presentation at public meetings. The preliminary design shall include the following:

- Streetscape design (note that design elements for Superior Street will, in the future, be carried forward to other areas of Downtown); the street and sidewalk surface material must be selected, and approved by Council, as part of this preliminary design phase;
- Designation of driving areas, sidewalks, bike lanes, bus lanes, and parking areas, where applicable; the street typical section must be selected, and approved by Council, as part of this preliminary design phase;
- Any variances necessary from MN/DOT State Aid standards;
- Proposed utility locations/relocations and elevation, including both city and private utilities;
- Street lighting and power;
- Traffic signals and intersection lighting;
- Transit connections and coordination with DTA;
- Construction sequencing;
- Access during construction;

- Temporary utility requirements;
- Fire service requirements;
- Traffic control plan for each proposed phase.

6. City Council Approval of Preliminary Design

The Consultant will be required to attend two Council meetings to present the preliminary design and answer any questions. City Council approval of the preliminary design will be required prior to the completion of the final report.

7. Recommendations

The Consultant will provide a final letter report/design memo that outlines all recommendations for use during the design phase of the project. The report should discuss all items required above as part of the preliminary design. The report should also discuss in detail construction phasing including number of years anticipated for construction, designation of each construction area, traffic flow patterns, accessibility of businesses during construction, utility relocation and temporary utility services required. Each construction operation (water, sewer, subcut, etc.) should be outlined on a block by block basis to estimate the amount of time each activity will take and what effect it will have on that block during construction.

8. Cost Estimate

The Consultant will provide preliminary costs estimates throughout the project. Following the selection of a final layout and construction schedule, the Consultant will provide a quantity takeoff and a detailed itemized construction cost estimate for the entire project by construction phase.

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 Consultant's view of the project.
2. An outline of the Consultant'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. The Consultant should demonstrate and provide proof of competency in the following areas:
 - * Multi-phased projects
 - * Construction planning
 - * Urban streetscape design in mid-sized cities
 - * Experience with MN/DOT State Aid projects
 - * Design and inspection of large diameter HDPE water main

- * Cost estimating and cost control
- * Construction management

3. A detailed “spreadsheet type” work plan identifying the work tasks to be accomplished and the budget hours to be expended on each task and subtask. The work plan shall include a breakdown of the hours by task for each employee. The work plan shall also identify the deliverables at key milestones in the project.
4. An anticipated work schedule shall be provided.
5. A listing of names, addresses and telephone numbers of at least three (3) references for whom the Consultant has performed similar street and utility projects.
6. In separate envelope, provide one copy of the cost proposal, clearly marked on the outside Cost Proposal, along with the Consultant’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 hourly rates for each employee identified in the work plan, a summary of additional direct or reimbursable expenses, sub consultant costs and a list of any assumptions used in developing the cost proposal

Consultant must have the cost proposal signed in ink by an authorized member of the firm. The consultant must not include any cost information within the body of the RFP technical proposal response.

7. 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.
8. The proposal shall be limited to 25 pages plus a cover letter. The cost proposal shall be limited to 5 pages.

SELECTION

The proposals will be reviewed by the 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 judge are:

Work plan	30%
Qualifications/experience/location of personnel working on the project/ knowledge of project area and Duluth utility and street requirements	20%
Understanding of the project scope	20%
Completeness of the proposal	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. Cost proposals will only be opened for the three top ranked firms. The City of Duluth anticipates that the evaluation and selection will be completed by August 30, 2013.

PROJECT COMPLETION DATES

August 1, 2013	RFP Issued
August 23, 2013	Proposals Due
August 30, 2013	Selection of Consultant
September 9, 2013	Council Approval to Award Contract
October 7, 2013	First Public Meeting
March 14, 2014	Project Completion

SUBMITTAL DATE

Submit original and five (5) copies in an envelope marked, "RFP 13-0470, Superior Street Reconstruction – Planning and Preliminary Design Phase", by 2:00 PM CDT, August 23, 2013 to:

Dennis Sears, Purchasing Agent
City Purchasing
Room 100 City Hall
Duluth, MN 55802

CONTACT:

All questions concerning the project shall be directed to:

Patrick Loomis, Project Engineer
City of Duluth - Engineering Division
411 W. 1st Street, Room 211 City Hall
Duluth, Minnesota 55802-1191
(218) 730-5094, 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.

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.