

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

**July, 2013**

**Stream Engineering Design and Construction Engineering - East**

**RFP Number: 13-20DS Proposal**

**Proposals Due: July 29, 2013  
2:00 PM, CDT Time**

## PROJECT OVERVIEW

The City of Duluth is seeking to retain a consultant to provide design and construction engineering services for eight projects funded by the Board of Water and Soil Resources (BWSR) and the Minnesota Department of Natural Resources (DNR) for stream work on the City of Duluth's Eastern trout streams as a result of the June 2012 flood.

On June 19-21, 2012 the City of Duluth experienced a 6-10 inch rainfall which resulted in major damage to roads, bridges, storm sewers, and other infrastructure. The tremendous volume of water rushing down Duluth's steep hillside also caused significant damage to the trout streams and natural drainages. Major erosion along streambanks and the exposed soils are now contributing excess sediment to the water and (in many cases) the steep, unstable slopes are causing a safety concern. Debris and sediment deposits have filled some areas and are causing streams to flow into parks and public areas.

The City has a long-range goal of restoring these areas while balancing protection of public safety, preservation of infrastructure, and improvement of habitat for fish and wildlife whenever possible.

In October of 2012 the City of Duluth submitted applications to the Minnesota Recovers Task Force (MRTF) and NRCS for funding to stabilize streambanks as well as remove debris and sediment. The subsequent financial awards to the City of Duluth identify specific sites and funding amounts for design and construction. **The City will work within the amounts of the funding award to perform bank stabilization and debris removal on funded sites within the City. The project scopes will be modified to fit within the available budget.**

This project consists of design as well as construction engineering for the locations attached in Appendix A. **Please note that the scope of the projects may change if additional funding for these sites is received.** The City will bid these sites based on the designs and award a construction contract(s).

All work shall be performed in accordance with the most recent version of the City Standard Specifications and Engineering Guidelines, as well as within all requirements of the MN DNR and MPCA (if applicable). The selected consultant shall work with MN DNR staff to ensure that these projects whenever possible fit into overall stream health goals.

The City is committed to providing the following to the selected consultant:

- Access to City GIS layers as needed.
- Access to all previous MRTF and NRCS submittals.
- Access to damage documentation from the June 2012 flood.
- Assistance with securing additional permits, internal City funding, or survey if needed.
- All available street and utility record drawings if applicable.
- Assistance in obtaining other related information in City files pertaining to the project if needed.

## SCOPE OF SERVICES

1. See attached list of locations and basic descriptions.
2. Complete design, permitting, and construction engineering of all projects.
3. Designs completed and ready for bid on or before due date.
4. **NRCS funded sites must have construction completed by January 2014. Design for these sites must be complete and ready for bid through standard City Purchasing practices to meet this schedule.**
5. Bank stabilization design should incorporate vegetation whenever possible.

## PROPOSAL CONTENTS

The following will be considered minimal contents of the proposal:

1. A detailed work plan identifying the following:
  - a) A statement of the goals and objectives to demonstrate the responder's view of the project
  - b) An outline of the responder's background and experience with similar projects.
  - c) Work tasks to be accomplished (since many sites are similar, the same basic tasks can apply to multiple sites)
  - d) Budget hours to be expended on each task and subtask;
  - e) The deliverables at key milestones;
  - f) Any services to be provided by the City;
  - g) A not to exceed total project cost;
  - h) A breakdown of the tasks and hours by task for each employee in spreadsheet format;
  - i) Hourly rates for each employee;
  - j) Identification of anticipated direct expenses;
  - k) Identification of any assumptions made while developing this cost proposal.
  - l) 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;
  - m) An anticipated work schedule shall also be provided.
  - n) The proposal shall be limited to fifteen (15) pages plus a cover letter.
2. Responder must have the cost proposal signed in ink by an authorized member of the firm.
3. **Respondent must attend a pre-bid meeting in person.**
4. A listing of names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar streambank stabilization work if the respondent has not previously provided these or similar services directly to the City.

## SELECTION

The proposals will be reviewed by the City Engineering 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:

Work Plan	20%
History (completeness and timeliness) of past work with City of Duluth	20%
Similar stream restoration experience	20%
Knowledge of and experience working in Duluth	20%
Project costs/fees	20%

The City reserves to the right to interview proposers.

## PROJECT COMPLETION DATES

July 29, 2013	Proposals due (2:00 PM)
September 1, 2013	Designs due for NRCS funded projects
December 1, 2013	All Deliverables received by the City

## SUBMITTAL DATE

Submit original and three (3) copies in an envelope marked, RFP Number **13-20DS** Stream Engineering Design and Construction Services - East Proposal, by 2:00 PM CDT, July 29, 2013 to:

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

## CONTACT:

All questions concerning the project or this RFP shall be directed (preferably via email) to:

Chris Kleist, Program Coordinator  
City of Duluth - Engineering Division  
411 W. 1<sup>st</sup> Street, Room 211 City Hall  
Duluth, Minnesota 55802  
(218) 730-4063  
[ckleist@duluthmn.gov](mailto:ckleist@duluthmn.gov)

## 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 this Request for Proposal, to waive any requirements, to investigate the qualifications of any proposal, to obtain new proposals, to award a partial proposal, 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 via email prior to proposal submittal. Those questions should be directed to Chris Kleist 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.

## ATTACHMENTS

Appendix A – Spreadsheet list of sites and funding amounts

Appendix B – BWSR Contract

Appendix C – DNR Contract