

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

May 5, 2014

Stream Engineering Design and Construction Engineering: Chester, Amity, Miller

RFP Number: 14-08DS

**Proposals Due: Monday, June 2, 2014
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 twelve (12) project sites funded by the Board of Water and Soil Resources (BWSR) for streambank stabilization within the City of Duluth as a result of the June 2012 flood.

On June 19-21, 2012 the City of Duluth experienced a 6.91 inch, 24 hour 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 damages to Duluth's 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 sections of stream channel and have changed the flow patterns of some areas.

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

In October of 2012, the City of Duluth submitted applications to the Minnesota Recovers Task Force (MRTF) 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. **The plans and specs for each project site must be able to be modified to fit within the available budget.** For example, if \$100,000 is the construction budget for a site and bids come in at \$125,000, the project must be able to be "scaled back" to become a \$100,000 project.

This project consists of design as well as construction engineering for the locations attached in Appendix A. Please note that the City of Duluth continues to actively seek additional funding for these and other sites. **Therefore, the scope of these projects may change if additional funding is received.** The City will bid the construction on 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 Minnesota Department of Natural Resources (DNR) and Minnesota Pollution Control Agency (MPCA) if applicable. The selected consultant shall work with MN DNR staff to ensure that these projects fit into overall stream health goals.

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

- Access to City GIS data as needed.
- Access to all previous MRTF submittals and documentation.
- Access to damage documentation and photos for these sites from the June 2012 flood.

- Assistance with securing additional permits, potential 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 spreadsheet list of locations and basic project descriptions.
2. Complete design, permitting, and construction engineering (including construction inspection) of all projects.
3. Designs completed and ready for bid on or before due date. This will be 2015 construction, specific due dates can be agreed upon after design contract is awarded.
4. Bank stabilization design should incorporate vegetation. If stream channel relocation is required, incorporate a natural channel design whenever feasible.

SPECIAL NOTES

1. On attached spreadsheet, column J is construction budget. You are bidding on column K, entitled "BID". This bid is your price to complete all of the necessary design and construction engineering work. We will track project costs by site, but proposals will be scored only on the **total bid**.
2. A flash drive will be made available to all interested proposers. It contains the electronic version of the spreadsheet with hyperlinks to maps and photos of these sites.
3. For Chester Creek, the selected consultant shall work with Stantec, the DNR's stream design consultant. Stantec is expected to have stream channel designs for Chester to approximately 60% for the stream location and elevation.
4. Chester creek has a tremendous amount of public interest. Expect significant effort to coordinate with the Chester Bowl Improvement Club and to work within Chester Park's Master Planning process.
5. Expect to prepare an EAW for both Chester and Amity. City staff will assist.
6. Amity creek has numerous projects occurring on it including GLRI funded work by the South St Louis County SWCD. Expect to coordinate with the SWCD and other projects in the area.
7. Trout Unlimited is working with the City to seek additional funding to add aquatic habitat features to these project sites (especially Chester and Amity). If this habitat funding is approved we will work with you to incorporate these features and fund the additional design and permitting costs.
8. Barr Engineering has already been awarded design contract for the reach "Chester K" which is the section of creek immediately upstream of the soccer field.
9. This funding is for streambank stabilization. The City recognizes that a bank stabilization project may include minor relocation of the stream channel, but the general purpose and intent of this funding is not to perform stream channel work.
10. Chester project involves two historic dam structures that were damaged by the June 2012 flood. This project may involve a SHPO review depending on how the stream is designed. Please anticipate this in your proposal.

11. The City would prefer to bid the construction on these sites as one or two packages. Please anticipate this in your proposal.
12. The City has also received funding from the MN DNR for removal of debris and sediment from public waters. Although this funding is not directly included in these projects, if the selected design consultant identifies a need for debris removal this funding could potentially be utilized. This will be determined on a case by case basis.
13. Assume that DNR permits, USGS permits, and EAWs should be completed and “in hand” before the project goes to bid.
14. Letters of Map Revision (LOMRs) will almost certainly be a requirement of the Chester and Amity areas. Please anticipate this in your proposal.
15. Engineering Project #1170 (Chester Park Ski Bridge) on the attached spreadsheet is substantially complete, the replacement ski bridge was installed December 2013. Final determination on this line item is still uncertain so respondents should assume that this funding item may or may not be available.
16. The selected consultant must track and bill their hours by site based on the Engineering Project number.

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.** Pre-bid is scheduled for May 13th at 11:00 in Room 106A in Duluth City Hall. If you cannot attend on this date another time can be arranged.
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 of Duluth.**

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	30%
Similar stream restoration experience	20%
Project costs/fees	50%

The City reserves to the right to interview proposers.

PROJECT COMPLETION DATES

June 2, 2014	Proposals due (2:00 PM)
Spring 2015	Permits complete and "in hand"
Spring 2015	Plans complete and ready for bid
Summer 2015	Project construction

SUBMITTAL DATE

Submit original and three (3) copies in an envelope marked, RFP Number **14-08DS** Stream Engineering Design and Construction Engineering: Chester, Amity, Miller , by 2:00 PM CDT, June 2, 2014 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 West First Street, Room 211 City Hall
Duluth, Minnesota 55802
(218) 730-4063
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 (preferably via email) 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