

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

November 24, 2015

**Arrowhead/Kenwood and West Cleveland Street and Signal
Improvements – Design and Construction Phase**

Project No.: 1468

Bid Number: 15-0695

**Proposals Due: December 18, 2015
2:00 PM, Local Time**

PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant to provide design engineering services for the signal improvements at Kenwood Avenue and Arrowhead Road, for a new signalized intersection at Cleveland Street and Kenwood Avenue and reconstruction of Cleveland Street from Kenwood Avenue west approximately 380 feet, and replacement of 450 LF of 6" CIP watermain with 8" of HDPE under Cleveland Avenue west of Kenwood Avenue. Additional work may include the construction of an alternate driveway off of Warren Avenue to serve Wells Fargo and US Bank, and improvements to the public portion of Cleveland Street east of Kenwood Avenue. The Cleveland Street reconstruction project must be substantially complete by the contractor by October 15, 2016, and 100% complete by December 31, 2016. The signal improvements must be constructed and complete by December 31, 2017. All the work will be bid together as one package. Construction engineering services are not included in this request.

BACKGROUND

United Properties is currently developing the SW corner of Kenwood Avenue and Arrowhead Road. Those improvements necessitate signal and street improvements. The City of Duluth Planning Division held a neighborhood meeting in July of 2015 that outlined some of the potential options to improve the conditions for vehicles and pedestrians in the area. The presentation used at the neighborhood meeting and the exhibit showing the proposed improvements are attached. Westwood Professional Services was hired by the Developer to complete a Traffic Impact Study for Kenwood Village. The final report, including addendums, is also attached.

City Planning staff has met with most of the businesses impacted by the improvements, including US Bank and Wells Fargo, the Holiday Station, and the Kenwood Shopping Center. The banks are open to the idea of constructing a shared driveway, but would like to review some of the layouts before moving forward with final design. The Holiday Station is open to closure of some of the driveways, but due to fuel deliveries, the closures will most likely be limited to the driveway along Arrowhead Road.

City Engineering has supplemented the survey points gathered by the developer's engineer. The majority of the city topo survey included Cleveland Street on both sides of Kenwood Avenue, the existing sidewalk and ramps for the Kenwood/Arrowhead intersection, Warren Avenue, and the bank properties. An AutoCad drawing showing the points is available on CD at the front counter in Engineering.

St. Louis County is the road authority for Kenwood Avenue north of Arrowhead Road. As such they will be working closely with the city to implement the signal improvements.

Minimum Design Services

The city has studied the Kenwood/Arrowhead and Kenwood/Cleveland intersections and desires that at a minimum, the following design services for the improvements shall include:

- A new signalized intersection at Cleveland Street and Kenwood Avenue.
- The installation of dedicated left-turn phases and left-turn lanes on all four legs of the intersection of Arrowhead and Kenwood within the existing road footprint. This work will require at a complete signal replacement. The existing detection system will also be upgraded to a camera system from the existing loops, add the EVP capability and interconnect both signals.

- Consultant will also design and prepare a full complement of engineering plan sheets for traffic signal confirmation lights. This work will include preparation of specifications for the confirmation light system components. The confirmation light will likely be installed under a separate contract.
- Design of pavement markings on all four legs.
- Traffic control during construction, including temporary signals.
- The pedestrian ramps will be upgraded to include ADA compliant pedestrian push buttons.
- Consultant shall develop the signal timing plan for the signal interconnection, test and implement the timing in order to verify it operates as efficiently as possible.
- Reconstruction of 380 LF of Cleveland Street to city standards including curb and gutter with sidewalk on only the north side of the street. The curb to curb width will be 24 feet. The Installation of 400 LF of storm sewer and 450 LF of 8" HDPE water main.
- Concepts for the shared driveway to serve Wells Fargo and Us Banks that can be presented to the banks for review and approval prior to final design.
- Easement descriptions and exhibits are expected to be needed for the curb ramp improvements at Wells Fargo, for the existing traffic signal control cabinet on the Kenwood Village property, and from US Bank. The city will negotiate with the owners and obtain the easements after the legal descriptions and exhibits are provided by the consultant.

Additional Design Services

Additional improvements for which the city may require design services include the following:

- Final design plans for closure of existing driveways and design of shared alternate private driveway off Warren Avenue to serve both Wells Fargo and US Bank, including reconstruction of 100 LF of Warren Avenue.
- Improvements to Cleveland Street east of Kenwood Avenue within city right-of-way that better defines the approach to the new signalized intersection from Kenwood Shopping Center and eliminate cut through traffic across the businesses north of Subway. This work has yet to be discussed with the adjacent property owners.
- Closure of the access between the DTCU and Subway.

Phasing of construction is anticipated to be as follows:

- 2015 Private utility service connections for Kenwood Village completed
- 2016 Reconstruction of Cleveland Street west of Kenwood
- 2016 Connection to Kenwood Village storm sewer system
- 2016-2017 Signal System Improvements complete

The project will be funded with Minnesota State Aid funds, city utility funds, St. Louis County, and the developer, United Properties. The intention of the city is to complete all construction by December 31, 2016; however, if it is more cost effective to allow the completion of the signal work in 2017, this will be considered. In any case, all work will be together in one bid package.

The City of Duluth will provide the following:

- Public Meeting Presentation prepared by City Planning Staff in July of 2015.
- Public Meeting exhibit indicating potential improvements.
- Traffic Study prepared by Westwood Professional Services.
- Existing topographic and utility survey points prepared by LHB, Inc, city of Duluth, and others (as requested).
- All available street and utility drawings from previous projects.

- Existing traffic signal plans for Kenwood Ave/Arrowhead Road
- Kenwood Village Grading and drainage plan C2.01
- 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 all work necessary to provide final design including plans and specifications and bidding services for both the minimum and additional services listed above.

All work shall be performed in accordance with the most recent version of the City Standard Specifications and Engineering Guidelines (available on the City of Duluth website.)

SCOPE OF SERVICES

1. Initial Site Visit and Consultations

- a. The Consultant shall meet with City of Duluth and St. Louis County representatives to review project scope and complexity, design criteria, related requirements, view existing conditions, gather data from the City engineering files and previously prepared reports. Additional consultations shall, where necessary, clarify the technical requirements and objectives of the contract and may be in the form of letters, emails 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 existing topographic survey. If information is found to be missing, the City will determine if this information should be collected as additional work.

2. Plans and Specifications

- a. The Consultant shall prepare construction drawings as necessary to provide for the complete reconstruction of Cleveland Street, the signal improvements, and any work listed under “additional services”. These drawings shall include all details, plans and specifications necessary for all work as required by appropriate approval agencies.
- b. The Consultant shall assume the project will be bid in one bid package.
- c. The specification preparation shall also include appropriate sections for bidding, agreements, general and special provisions, and other appropriate contract provisions as well. These sections shall be developed in accordance with the City standards, which shall be made available to the consultant.
- d. 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

format. The plans will require approval by MnDOT for the signal improvements, including a break-out for all non-participating items.

3. Meetings

- a. The Consultant will be required to hold at least one public informational meeting with adjacent property owners and interested parties. The city will compile the mailing list and send out the invitations. Expect this to occur once the final concept and designs are finalized but prior to 50% completion of the plans.
- b. The Consultant is expected to attend individual meetings with the existing contractor and/or representative of the Kenwood Village development to work out match points, drainage and timing of Cleveland Street with their plans and schedule for the development.
- c. The Consultant will also be expected to attend 3 individual meetings with the adjacent business owners.

4. Cost Estimate

Following the completion of the plans and specifications a quantity takeoff and a detailed itemized construction cost estimate shall be submitted and include a separate schedule for the Cleveland Street Reconstruction, the watermain, and any additional improvements the city authorized.

5. Project Bidding

Upon completion of plans and specifications, the Consultant shall provide all documents and services to provide for bidding and award for construction. The Consultant shall answer any questions brought up during bidding and attend a pre-bid conference.

PROJECT COMPLETION DATES

November 24, 2015	RFP Issued
December 18, 2015	Proposals Due
December 31, 2015	Selection of Consultant
January 11, 2016	Council Approval to Award Contract
April 1, 2016	Plans submitted for initial City review
May 1, 2016	Plans and Specifications complete
May 1, 2016	Plans and Specifications submitted to Minnesota State Aid
June 2016	Advertise for bids
July 2016	Receive bids

PROPOSAL CONTENTS

The following will be considered minimal contents of the Proposal:

1. A restatement of the goals, objectives, and project tasks to demonstrate the responder's view and understanding of the project.
2. An outline of the responder's background and experience with similar projects. Within the experience section, the Consultant should demonstrate and provide proof of competency in the following areas:
 - Traffic Signal Design and experience with MnDOT requirements and Warrants
Traffic Signal timing, including experience with interconnects, EVP and camera detection systems.
 - Urban reconstruction projects
 - Design of HDPE water main and storm water systems
 - Easement descriptions and easement exhibits
3. Identify personnel to conduct the project, and detail their training and work experience. Identify how personnel proposed for this project were involved with the projects listed as experience. Identify a professional engineer registered in the State of Minnesota who will oversee the overall project. No change in personnel assigned to the project will be permitted without approval of the City.
4. Demonstrate knowledge of the City of Duluth's street and utility standards.
5. Include a detailed work plan identifying the work tasks to be accomplished and the budget hours to be expended on each task and subtask for signal, roadway, utility, additional services design, and easement work. 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 and St. Louis County intend 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. Do NOT include any costs in the work plan.
6. A listing of names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar services.
7. 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 duration of the project.

The Consultant must include a not to exceed total project cost, as well as subtotals for minimum design services, additional design services and bidding and any sub consultant fees. The cost proposal shall include all of the following:

- A breakdown of the hours by task for each employee.
- Hourly rates for each specific employee proposed. (not general rates by category)
- Identification of anticipated direct expenses and rates for miscellaneous charges such as mileage and copies.
- 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.

- The 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.

The design phase shall be considered complete upon award of the construction project to a contractor.

8. The proposal shall be limited to 20 pages plus a cover letter.

SELECTION

The proposals will be reviewed by City and St. Louis County 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:

Item	Percent
Restatement of Project goals and Objectives and understanding of project scope	10%
Outline of Consultants background and experience with similar projects	10%
Qualification/location of personnel working on the project	10%
Knowledge of project area and Duluth signal, utility and street requirements	10%
Work Plan	30%
Completeness of the Proposal	10%
History (completeness and timeliness) of past work with the City of Duluth	10%
History completing past projects on budget	
Project costs/fees	10%

Proposals will be evaluated on a best value basis with 90% qualifications and 10% 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.

SUBMITTAL DATE

Submit original and five (5) copies in an envelope marked, RFP 15-0695, Arrowhead/Kenwood and West Cleveland Street and Signal Improvements – Design Services, by 2:00 PM CDT, December 18, 2015 to:

Amanda Ashbach, Purchasing Agent
City Purchasing
Room 100 City Hall
Duluth, MN 55802

CONTACT

All questions concerning the project shall be directed to:

Cindy Voigt, City Engineer
City of Duluth - Engineering Division
411 W. 1st Street, Room 211 City Hall
Duluth, Minnesota 55802-1191
(218) 730-5071, 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.

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.