



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

March 13, 2024

**RFP 24-99375
Engineering Services for Junction Avenue/St. Marie Street Reconditioning
From West College Street to Carver Avenue
Duluth, Minnesota**

City of Duluth Project No. 1464

Proposals Due: Wednesday, April 3, 2024, at 4:00 pm local time

PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant to provide design services for the reconditioning of Junction Avenue and St. Marie Street, from West College Street to Carver Avenue. This project will be bid in January of 2025 and constructed in the summer of 2025.

BACKGROUND

Street work will include, but is not limited to: bituminous milling, bituminous pavement removal, bituminous paving, curb and gutter replacement, sidewalk replacement, bump out installation, signing, and striping. Utility work will include two storm sewer pipe replacement locations where the existing pipes have failed both to increase capacity and replace the underlying storm sewer as part of a complete reconstruction section.

Junction Avenue/St. Marie Street (MSAS Segment 156), from West College Street (MSAS Segment 155) to Carver Avenue (MSAS Segment 159), is a two-way low speed urban collector that runs along and through the north and west sides of the University of Minnesota-Duluth's campus. The roadway section is a 32' wide bituminous road. The south and east side of the road generally has a 12' driving lane and a 9' parking lane with a sidewalk, the north and west side of the road generally has a 14' driving lane with a sidewalk along St. Marie Street. This roadway was last reconstructed in 1975 and was overlaid in 2002.

There are two intersections with stop conditions, at the intersections with Kirby Drive and Carver Avenue, and a signal at the intersection with College Street. The project will stop short of resurfacing the College Street and Carver Avenue intersections.

The road had two average daily traffic counts taken in 2021, with 4771 on the west end and 6502 on the east end. The roadway serves as one of the primary access routes around UMD's campus and as part of the Skyline Parkway Scenic Byway. It is bordered by UMD's student housing, churches, single family homes, and parking lots. There are six DTA routes that use this segment of road. The bituminous pavement is in poor condition. The existing curb is in fair to poor condition and in some places the gutter line was filled in as part of a previous overlay project. Work will include replacement of existing 6-foot sidewalk in poor condition and not previously replaced by UMD in 2023. The existing 4-5 foot sidewalk on the north side of St. Marie Street will also be replaced with 5-foot sidewalk. Curb extensions will be installed at Oakland Avenue.

The project will complement the existing and upcoming programmed shared use paths and road construction work. These projects will provide the final alternative transportation connection to the College of St. Scholastica, and complete the city pedestrian network down to Duluth's Lakewalk.

Work will also include reconstruction of two segments of road that have pavement failures due to the existing storm sewer pipes. The locations of the work are shown on the attached project map and will be defined in the field as part of the initial site visit. Some of the storm sewer on Junction Avenue that is located within the 330-foot full reconstruction area was built over railroad ties in 1975 to bridge the poor soils. This project will remove the old timbers and storm sewer in that location, and reinstall new pipes, both there and also where the pavement is rutting on St. Marie Street. The combined reconstruction length of the two areas is expected to be approximately 830 LF.

The project will be planned to be funded through a combination of Municipal State Aid, Street Sales Tax, and stormwater utility funds. The City has applied for a Local Road Improvement Grant but will not know if it was successful until May. The road shall be designed and constructed to State-Aid Standards.

The City of Duluth will provide the following:

- Previous surveys, reports, and studies, if available.
- All available street and utility drawings from previous projects.
- Aerial photography
- 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, specifications, and bidding services; including but not limited to the following:

1. Project initiation, site visits and other meetings as necessary with City Engineering Staff.
2. Evaluate existing studies of project corridor and present designs showing options where conflicts occur between plans.
2. One (1) public meeting to share design and schedule, to be run by consultant.
3. Preliminary Surveys and Information Gathering.
4. Preliminary Engineering Design.
5. Production of Construction Plans and Specifications (Special Provisions).
6. Bid and Construction assistance (Provide 40 hrs. for bid and construction assistance).

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 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 meet with City of Duluth representatives, and invite UMD representatives, to complete a site visit in order to determine reconstruction limits and the locations of spot sidewalk and curb replacements.
 - c. The Consultant shall provide documentation of meetings and data provided.
 - d. The Consultant shall ascertain the applicability of information provided, review data for completeness, and notify the City of any additional data required.

2. Public Participation

- a. The Consultant should plan on one (1) public meeting to coordinate and communicate design issues and schedule with residents.
- b. The Consultant should plan on coordination meetings with UMD to discuss design and construction schedule.

3. Reconnaissance, Field Surveys & Geotechnical Exploration

- a. The Consultant shall perform a full topographic survey. The consultant shall map the existing right-of-way, based on existing monuments and documents for inclusion in plans. The construction plans shall preserve or re-set all monuments and their boxes that are disturbed with the project. Coordinate monument treatments with Project Engineer and City Surveyor and include in plan set. The Consultant shall survey all existing utility structures in the ROW. The Consultant shall perform survey as necessary for driveways, curbs, road and drainage work, including all manhole and valve locations. Consultant will also collect all survey information of existing ditches and yard slopes as needed for proposed sidewalks and ADA ramps including any retaining walls or v-curb needed and include in construction plans. Driveways and side streets will be surveyed far enough beyond the ROW (includes utilities) to allow for design.
- b. The Consultant shall identify all ROW conflicts early in the design process. The Consultant shall prepare easement language and exhibits for any locations that are identified for the City to send to the property owners.
- c. The Consultant shall do all necessary geotechnical exploration to determine/verify the existing section and to provide recommendations for the proposed section, including pipe bedding in areas of poor subsurface conditions. Assume for this proposal the total number of subsurface explorations is two (2) per reconstruction section and one (1) per 600 ft outside of those areas.
- d. The Consultant, as part of design services, shall arrange for and include the cost to televise all the storm water pipes and drainage structures, including inspection of the structures on ONLY those segments of road identified for reclamation. The consultant shall provide a “Storm Video Inspection and Drainage Assessment Report” that will include high resolution video logs, manhole/structure reports, and repair and/or replacement recommendations, as appropriate. Pipe and drainage structure inspections and defect and feature coding shall be in accordance with NASSCO MACP / PACP Level 1 standards. The inspection and all forms, reports, photos, exhibits, diagrams, required viewer software, etc. shall be provided early in the design process so repairs and replacements can be assessed and incorporated in the project design to meet the City’s overall project schedule.
- e. The Consultant shall prepare a hydraulic analysis of the existing storm sewer system to size the replacement pipes using the current stormwater intensity curves. Depending upon the results of the analysis the City may include upsizing the outlet pipe near University Drive in the project. This outlet connects to Tischer Creek, a trout stream.

5. Plans and Specifications

- a. The consultant shall prepare construction drawings as necessary to construct the project including replacement of the storm sewer and a detailed layout of the curb extension. Plans shall be at a scale of 1"=40'. These drawings shall include all details, plans and specifications necessary for all work as required by appropriate approval agencies.
- b. The specification preparation shall also include appropriate sections for bidding, bonding, 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.
- c. 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.
- d. Pedestrian ramps will be improved to meet current ADA standards where sidewalks currently exist and do not meet current standards. The Consultant will be required to complete preliminary design for the curb ramps with approval of the ramp type prior to final design by the project engineer. If the proposed ramp won't meet ADA standards, the Consultant shall submit to the city an ADA Compliance Checklist for that site in PDF format. All curb ramps shall be designed to meet a level 2 design unless a level 3 design is required to provide sufficient information for the ramp to be correctly constructed.
- e. The contract drawing sequence shall follow the standard City of Duluth format. The drawings shall be prepared to meet all Minnesota State Aid Standards.
- f. Plans and all work shall be in accordance with the current version of the City of Duluth Guidelines for Engineering Requirements and the City Standard Specifications. The current edition of the Minnesota Department of Transportation "Standard Specifications for Construction" and the current edition of the "Materials Lab Supplemental Specifications for Construction" shall be used. Current edition means the edition on the date when plans are finalized by the City and MnDOT.
- g. A licensed Professional Engineer registered in the State of Minnesota with experience in Civil Engineering and preparation of state aid funded plans and specifications must supervise all work.

6. Cost Estimate

Each plan review submittal requires an updated cost estimate, for a total of five (5) submittals. See Project Completion Dates. Following the completion of the plans and specifications, a quantity takeoff and a final detailed itemized construction cost estimate for the entire complete project shall be provided. The Engineer's Opinion of Construction Cost and the Statement of Estimated Quantities shall be submitted in Excel format as well as pdf.

7. 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 bid form shall be provided in CSV format without any extra or empty spaces between cells. The MnDOT item number, with the corresponding description, units and quantities provided in their own columns in capital letters, in numerical order. The consultant shall answer any questions brought up during bidding and attend a pre-bid conference. This design phase shall be considered complete upon award of the project following bidding.

PROJECT COMPLETION DATES

- March 29, 2024 Last day for RFP questions
- April 3, 2024 **Proposals Due (4:00 PM)**
- April 10, 2024 Selection Complete
- April 22, 2024 Council awards consultant contracts
- April 26, 2024 Notice to Proceed
- July 12, 2024 30% Plan review + updated Cost Estimate (#1)
- August 1, 2024 Public meeting
- August 30, 2024 60% Plan review + updated Cost Estimate (#2)
- October 25, 2024 90% Plan review + updated Cost Estimate (#3)
- November 22, 2024 Plan submittal to City and MnDOT (if required) for final review + updated Cost Estimate (#4)
- December 20, 2024 Final Plans, Specifications and SWPPP delivered to City + Final Cost Estimate (#5)
- January, 2025 Bid assistance

QUALIFICATION PROPOSAL CONTENTS

The proposal shall be submitted in the following format broken into the 7 sections identified below. Proposals not following the specified format will not be reviewed. No additional sections or appendices are allowed. The proposal shall be limited to 10 pages plus a cover letter (The page limit includes all resumes. Proposals that exceed this limit will not be reviewed. Dividers and covers are not included in the page limitation). The proposal format shall be as follows:

1. Goals and Objectives

A restatement of the goals and objectives and the project tasks to demonstrate the responder's view and understanding of the project.

2. Experience

An outline of the responder's background and experience with similar projects. Project descriptions shall include a list key staff and their role. Within the experience, the consultant should demonstrate and provide proof of competency in the following areas:

- Street and road design
- Design and construction of storm sewer and roads in areas of poor subgrade soils
- Pedestrian facility design
- Cost estimating and cost control
- Project management experience and dealing effectively with institutional neighbors

- Minnesota State Aid
3. Personnel
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. Knowledge of Duluth Requirements
Include a description of the firm's knowledge of City of Duluth street and utility standards.
 5. Work Plan
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 both roadway and utility design. The work plan shall be in spreadsheet format and shall list each task and the number of hours for each staff person on that task. 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 intends to be actively involved with the project and three (3) status meetings held at City Hall 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. Work Schedule
An anticipated work schedule shall also be provided. The work schedule shall identify all key milestone dates.
 7. References
A listing of names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar street and utility construction services. Projects should be similar in size and scope and have been designed to Minnesota State Aid standards.

COST PROPOSAL CONTENTS

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 project length of time.

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

- A cover/transmittal letter
- A breakdown of the hours by task for each employee. This shall be in the same format as the work plan in the Qualifications proposal with the addition of costs.
- 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/cover letter/transmittal signed in ink by an authorized member of the firm.
- The consultant must not include any cost information within the body of the RFP qualification proposal response.

SELECTION

The proposals will be reviewed by 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 judged are:

	Item	Percent
1	Understanding of the project scope and work plan	30%
2	Qualifications/experience of the personnel and company working on the project	20%
3	Completeness of the proposal	10%
4	History (completeness and timeliness) of past work with the City of Duluth History completing past projects on budget	10%
5	Project costs/fees	30%

Proposals will be evaluated on a best value basis with 70% qualifications and 30% 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 a flash drive, plus the original and two (2) copies in an envelope marked, “**RFP 24-99375, Junction Avenue/St. Marie Street Reconditioning Project**” by April 3, 2024 at 4:00 p.m. local time, to:

City of Duluth Purchasing
City Hall
411 W. 1st Street, Room 120
Duluth, MN 55802

CONTACT

All questions concerning the project shall be directed to:

Alex Popp, PE, Project Engineer
apopp@duluthmn.gov
City of Duluth - Engineering Division
411 W. 1st Street, Room 240 City Hall
Duluth, Minnesota 55802-1191
(218) 730-5087
Junction Ave RFP

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.

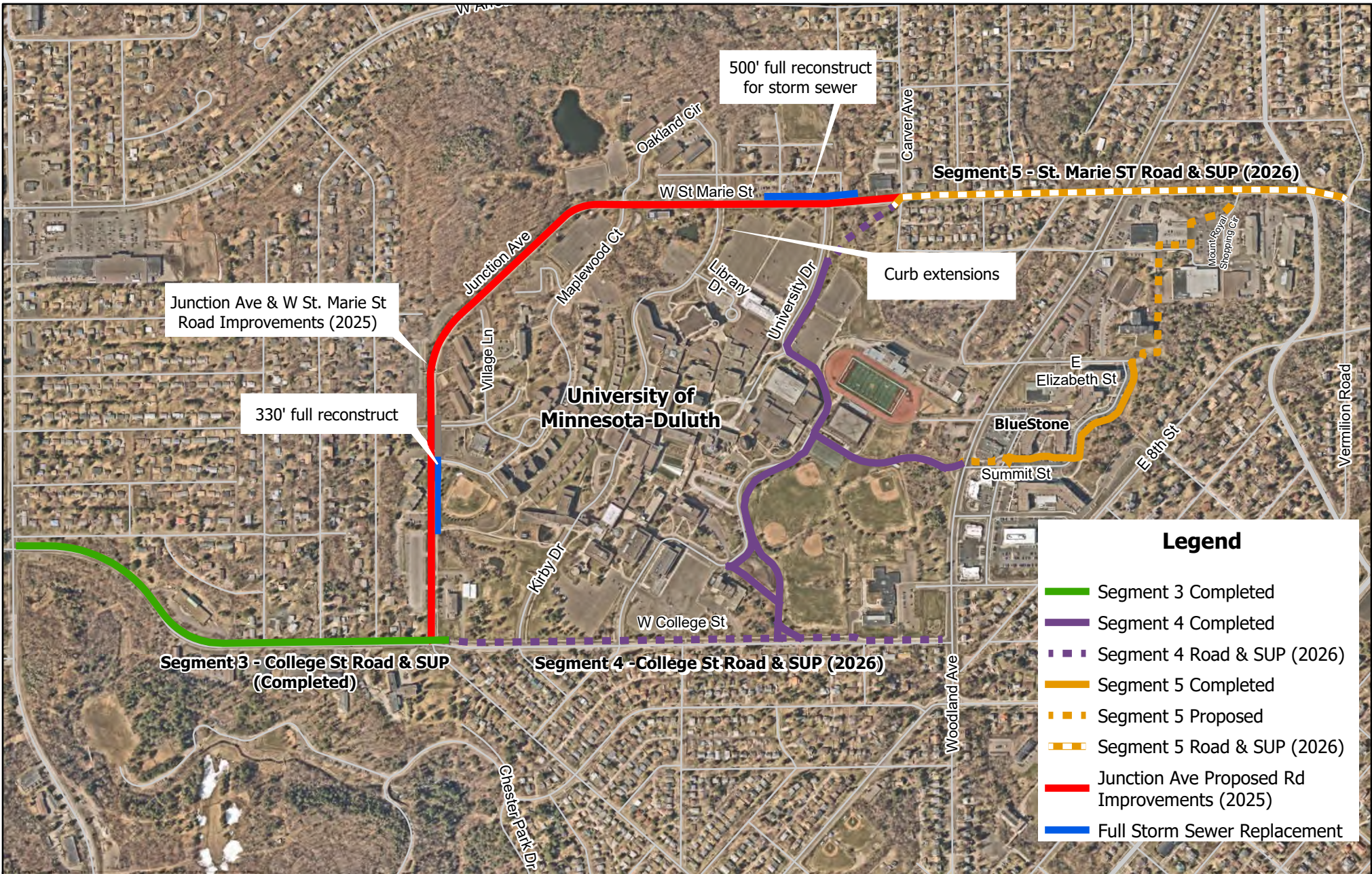
The Proposal shall not in any way include any restrictions on the City of Duluth. The Consultant shall NOT provide proposed contract language.

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 Alex Popp 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.



Legend

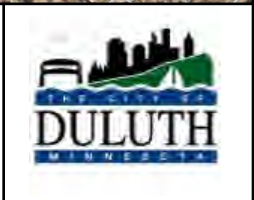
- Segment 3 Completed
- Segment 4 Completed
- - - Segment 4 Road & SUP (2026)
- Segment 5 Completed
- - - Segment 5 Proposed
- - - Segment 5 Road & SUP (2026)
- Junction Ave Proposed Rd Improvements (2025)
- Full Storm Sewer Replacement

0 | 385 | 770 Feet

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DULUTH, MN 55803
PHONE: (218) 730-5000
www.duluthmn.gov

Source: City of Duluth
Date Created: 5/15/2023
Author: kgates

Junction Ave/W St. Marie ST 2025
City of Duluth, MN



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