



CITY OF DULUTH

REQUEST FOR PROPOSALS FOR

**PROFESSIONAL SERVICES FOR
WOODLAND AVENUE / CALVARY ROAD INTERSECTION
RIGHT OF WAY EXHIBITS
CITY PROJECT NUMBER 0940**

RFP NUMBER 16-0629

ISSUED NOVEMBER 1, 2016

PROPOSALS DUE NOVEMBER 22, 2016

SUBMIT TO

**CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 100
411 WEST 1ST STREET
DULUTH, MN 55802**

PART I - GENERAL INFORMATION

I-1. Project Overview. Provide professional land surveying services to assist City with acquisition of right of way vacations and dedications at the Woodland Avenue/Calvary Road intersection. Additional detail is provided in **Part IV** of this RFP.

I-2. Calendar of Events. The City will make every effort to adhere to the following schedule:

Activity	Date
Deadline to submit Questions via email to purchasing@duluthmn.gov	Nov. 14, 2016
Answers to questions will be posted to the City website no later than this date.	Nov. 15, 2016
Proposals must be received in the Purchasing Office by 4:00 PM on this date.	Nov. 22, 2016

I-3. Rejection of Proposals. The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-4. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at purchasing@duluthmn.gov **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

I-5. Addenda to the RFP. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> . Although an e-mail notification will be sent, it is the Proposer's responsibility to periodically check the website for any new information

I-6. Proposals. To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals via email or facsimile transmission. The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an official authorized to bind the Proposer to its provisions. If the official signs the Proposal Cover Sheet attached as Appendix B, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed.

Please submit one (1) paper copy of the Technical Submittal and one (1) paper copy of the Cost Submittal. In addition, Proposers shall submit one copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on CD-ROM or Flash drive in Microsoft Office-compatible or pdf format.

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.

I-7. Small Diverse Business Information. The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/> .

I-8. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by December 31, 2017. The selected Proposer shall not start the performance of any work nor shall the City be liable to pay the selected Proposer for any service or work performed or expenses incurred before the contract is executed.

I-9. Mandatory Disclosures. By submitting a proposal, each Proposer understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Proposer independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent of the Proposer.
- B. There is no conflict of interest. A conflict of interest exists if a Proposer has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.

I-10. Notification of Selection. Proposers whose proposals are not selected will be notified in writing when contract negotiations have been successfully completed and the City has received the final negotiated contract signed by the selected Proposer.

PART II - PROPOSAL REQUIREMENTS

Provide cover letter and resumes of staff proposed for project.

Provide summary tabulation of work tasks and proposed cost of each task to provide finished right-of-way, vacation or dedication exhibits.

Suggested task list:

- Meeting to gather information from City.
- Three meetings with City, County representatives or adjacent property owners as required right-of-way parcel vacation or dedication limits are developed.
- Provide a minimum of nine exhibits to accompany agreements prepared by City Attorney's office.

Address in cover letter how extra work cost will be charged. Use cost basis in task list or use hourly rates per staff person and equipment?

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals submitted by at least three qualified consultants and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

Cost	50%
Resumes of assigned staff	50%

PART IV – PROJECT DETAIL

In past public meetings with adjacent property owners at the Woodland Avenue/Calvary Road intersection, it became apparent the dedicated right-of-ways do not align with existing street and sidewalk improvements. City of Duluth surveyor did preliminary research and survey in 2010. Recent discussions with St. Louis County and adjacent business owners resulted in St. Louis County programming a reconstruction of Woodland Avenue in 2019. We want to start the right-of-way work now, in advance of that project.

The City requests survey assistance in confirming and expanding the 2010 survey to include the new project limits. Topographic survey beyond 2010 survey limits consists of street and driveway curb lines and sidewalks. With this survey information and right-of-way requirements by City of Duluth and St. Louis County, we assume the surveyor consultant will provide right-of-way vacation and easement dedication legal descriptions and exhibits.

Assume easement dedication or vacation exhibits are required for a maximum of nine adjacent parcels. The goal is to set new right-of-way limits at a uniform offset from existing street center lines. At this time, adjacent owners have improvements in public right-of-way or have public improvements on private parcels.

The City is providing in the Request for Proposal:

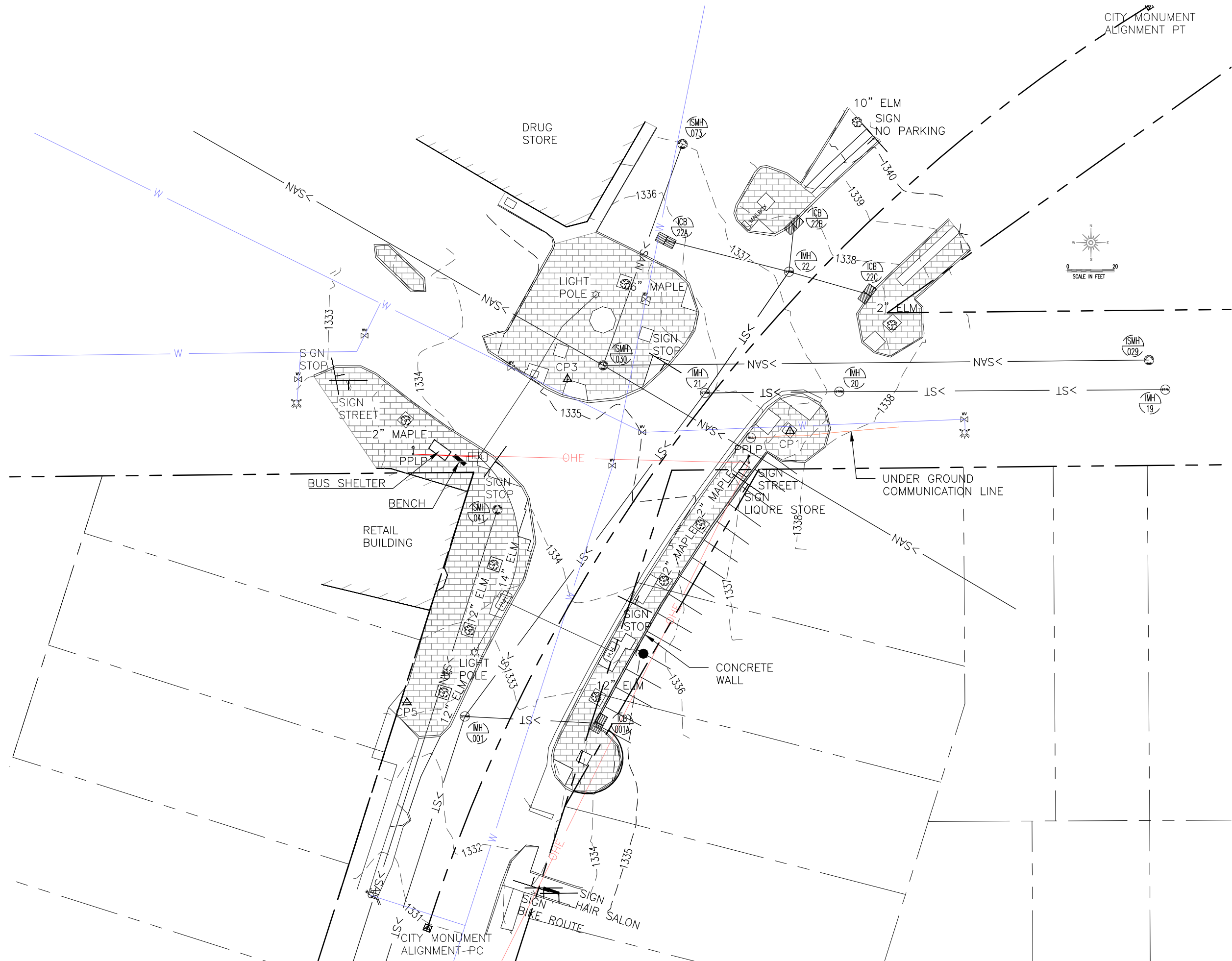
- CAD drawing of 2010 survey and mapping
- St. Louis County concept sketch
- City GIS mapping of site
- City Monument Location maps, Sec. 2, 50-14 and Sec. 35, 51-14
- Condemnation 305 mapping

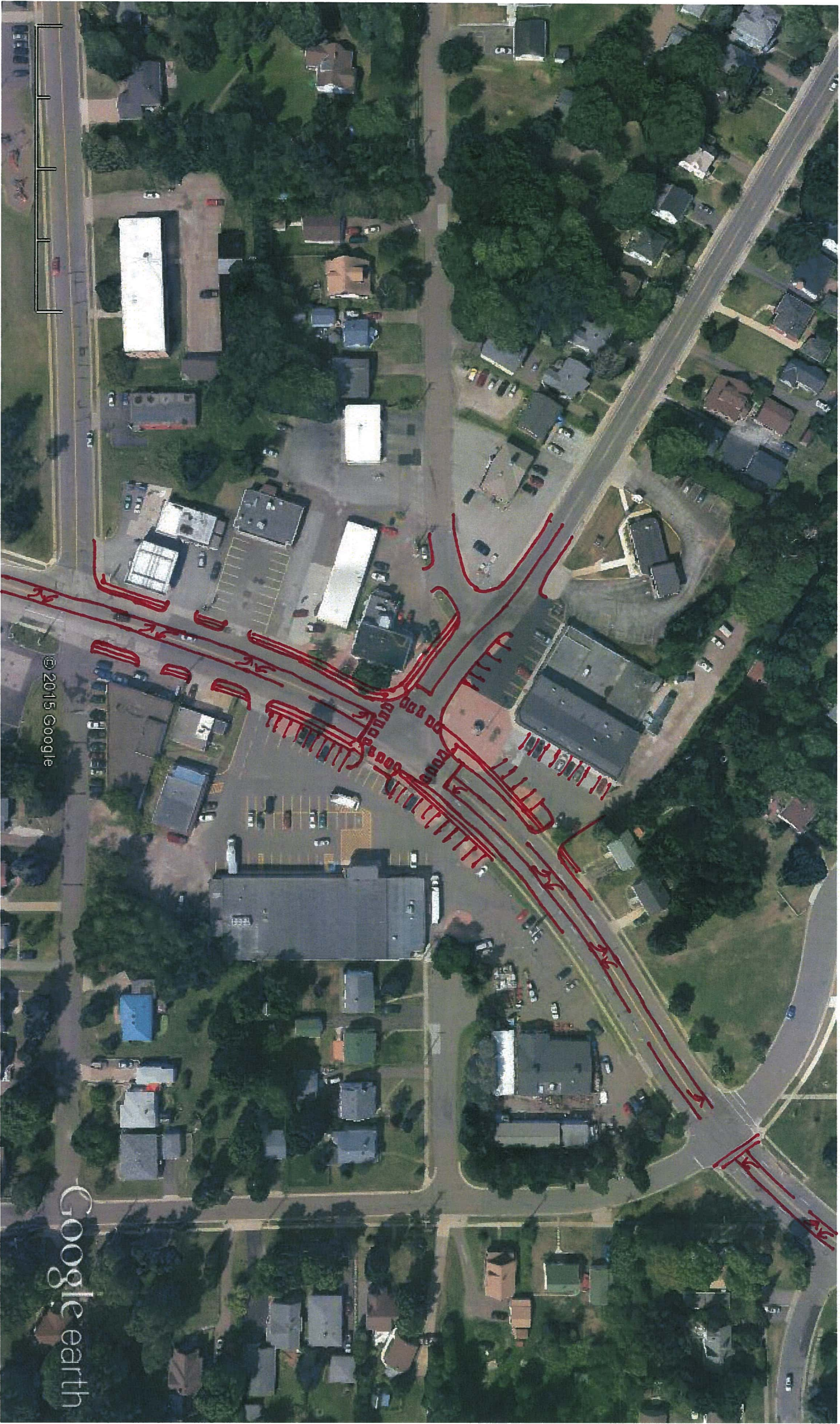
Exhibits are anticipated for Parcels:

- | | | |
|------------------|--------------------------------|-----------------------|
| • 010-4670-00140 | Ly Lai and Nam | Cert. of Title 288079 |
| • 010-4670-00150 | David Lukovsky | Cert. of Title 316224 |
| • 010-4670-00370 | RWT Holdings LLC | Cert. of Title 315610 |
| • 010-4670-00375 | Peterson Woodland Property LLC | Cert. of Title 312759 |
| • 010-0650-00410 | Moran Rentals LLC | |
| • 010-0660-00010 | Falks Woodland Pharmacy Inc. | Cert. of Title 157027 |
| • 010-0660-00030 | Donald Goenner | |
| • 010-0660-00170 | City of Duluth | |
| • 010-0660-00175 | Moran Rentals LLC | Cert. of Title 313849 |

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 16-0629**

Proposer Information:	
Proposer Name	
Mailing Address	
Website	
Contact Person	
Contact Person's Phone Number	
Contact Person's Fax Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Title	





Google earth

feet
meters

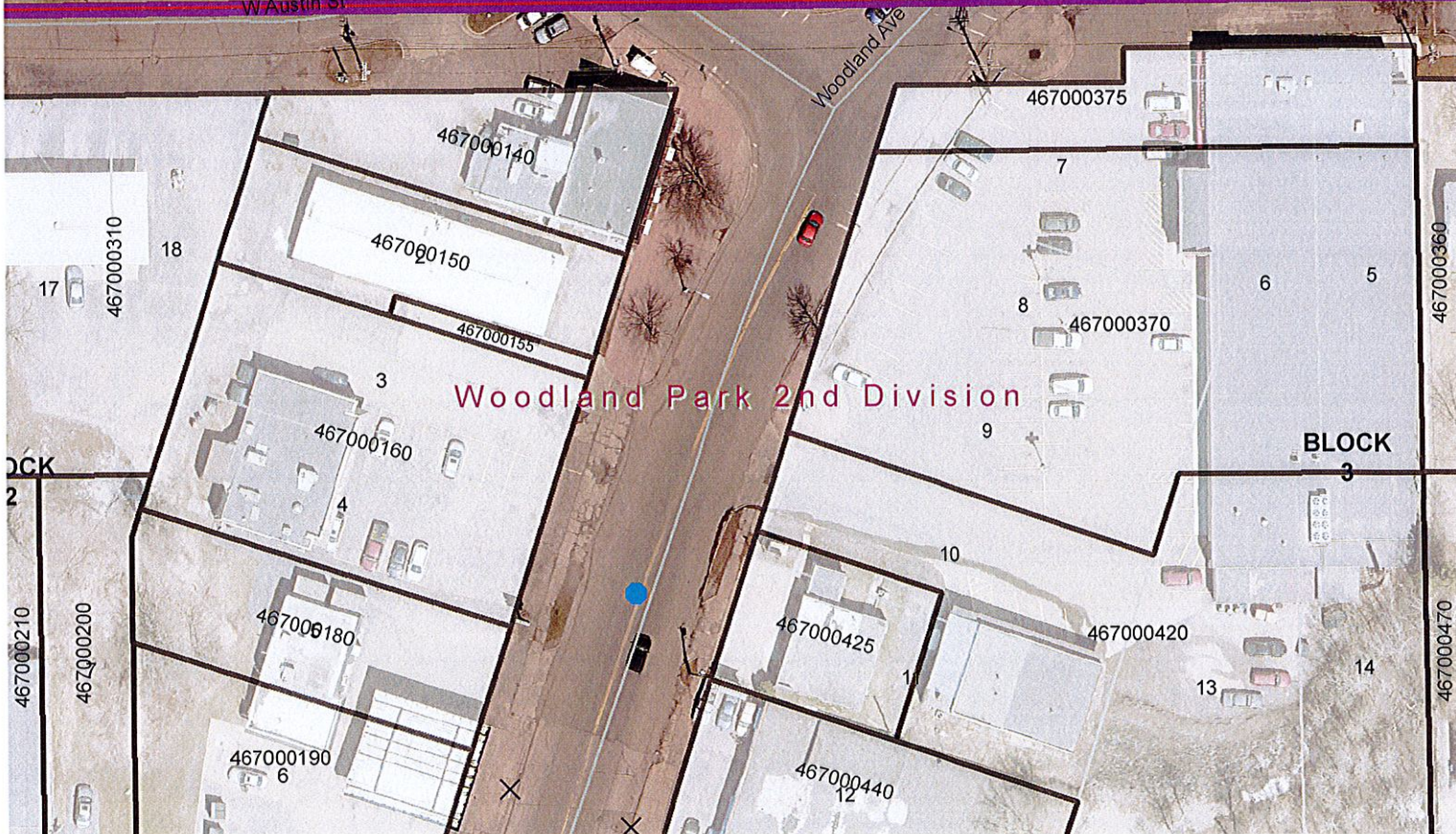
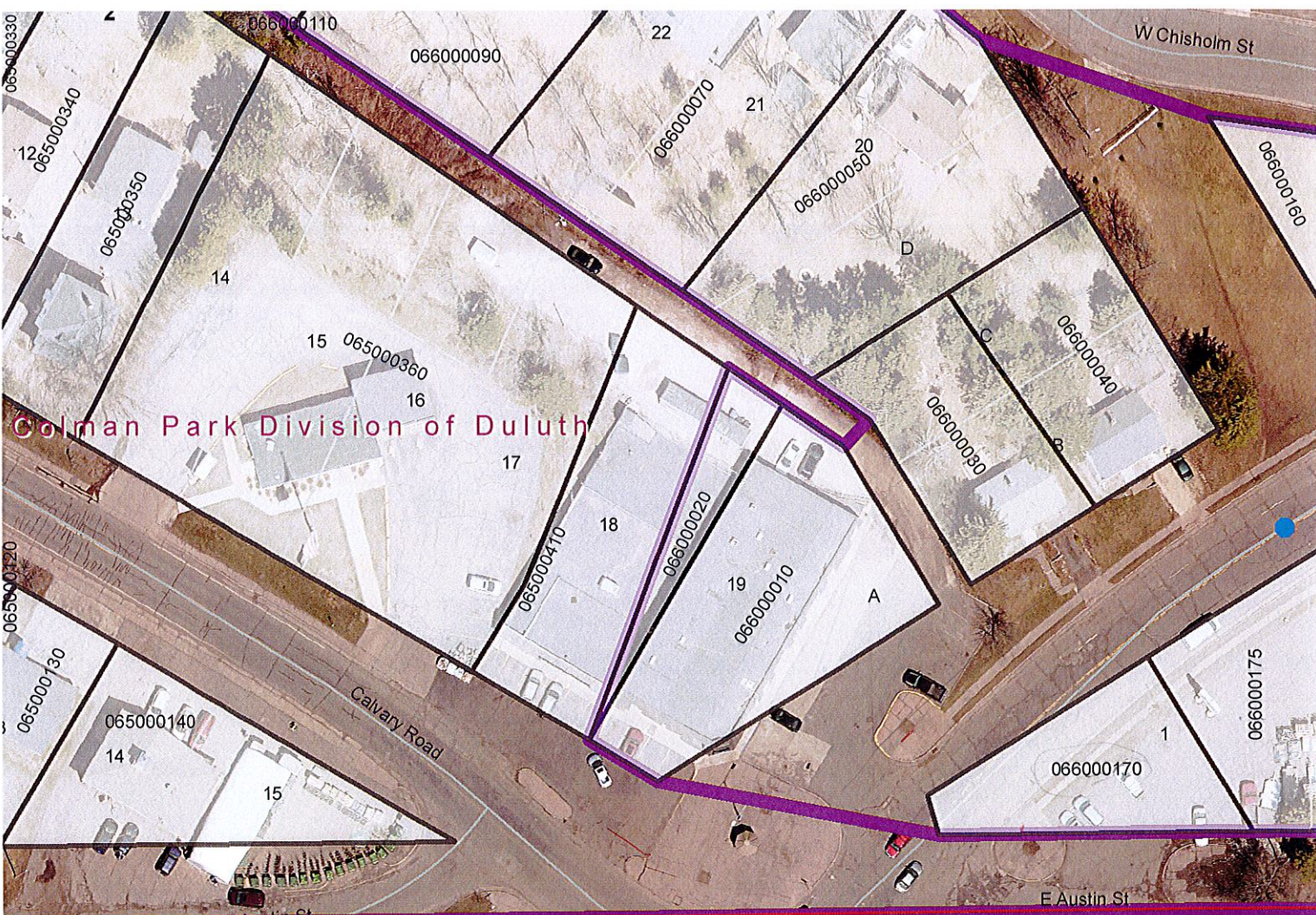


200

800



Concept C

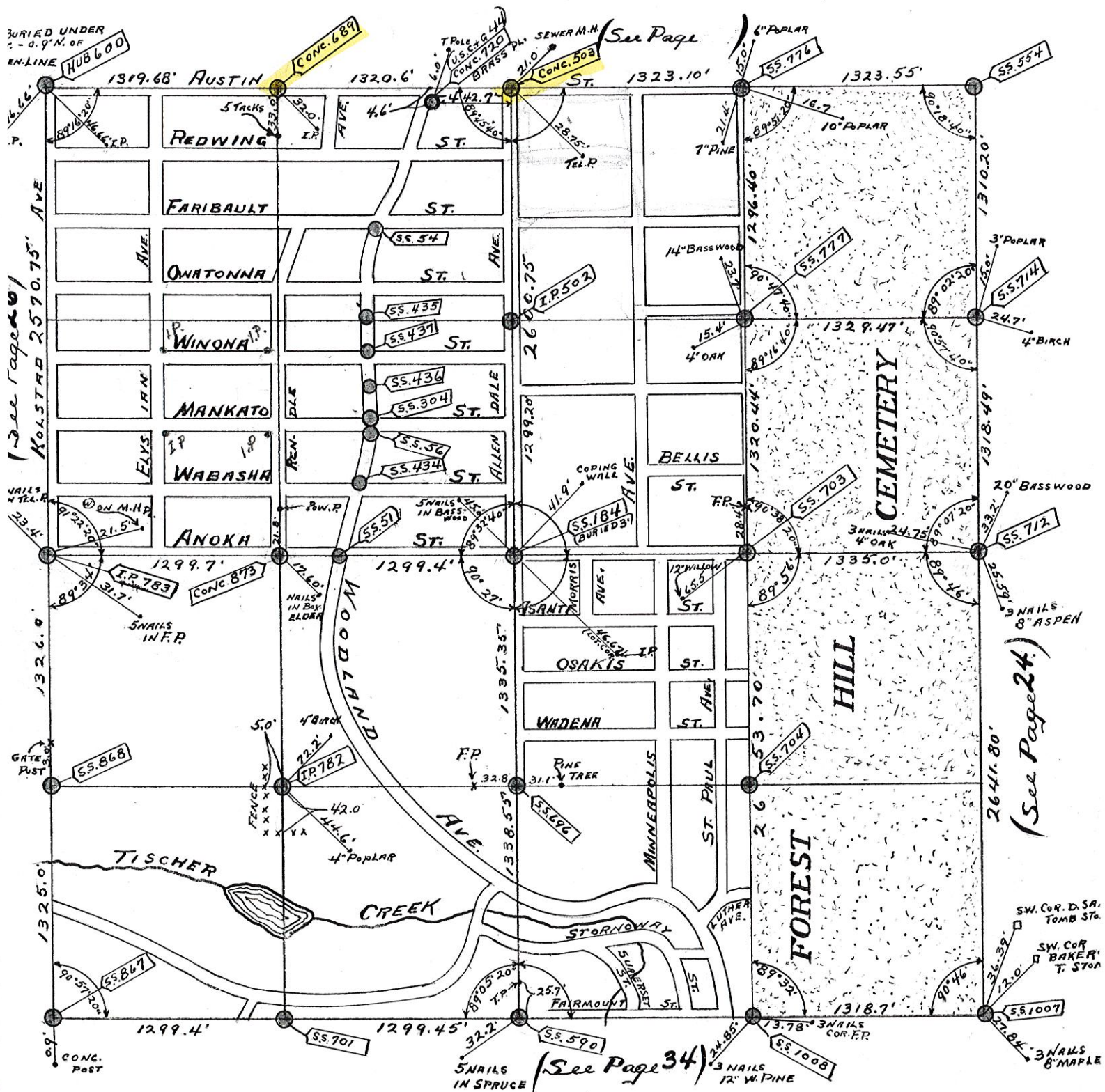


0940 TR

DULUTH, MINNESOTA.

DATE _____

19



REMARKS

N.E. $\frac{1}{4}$

43 345

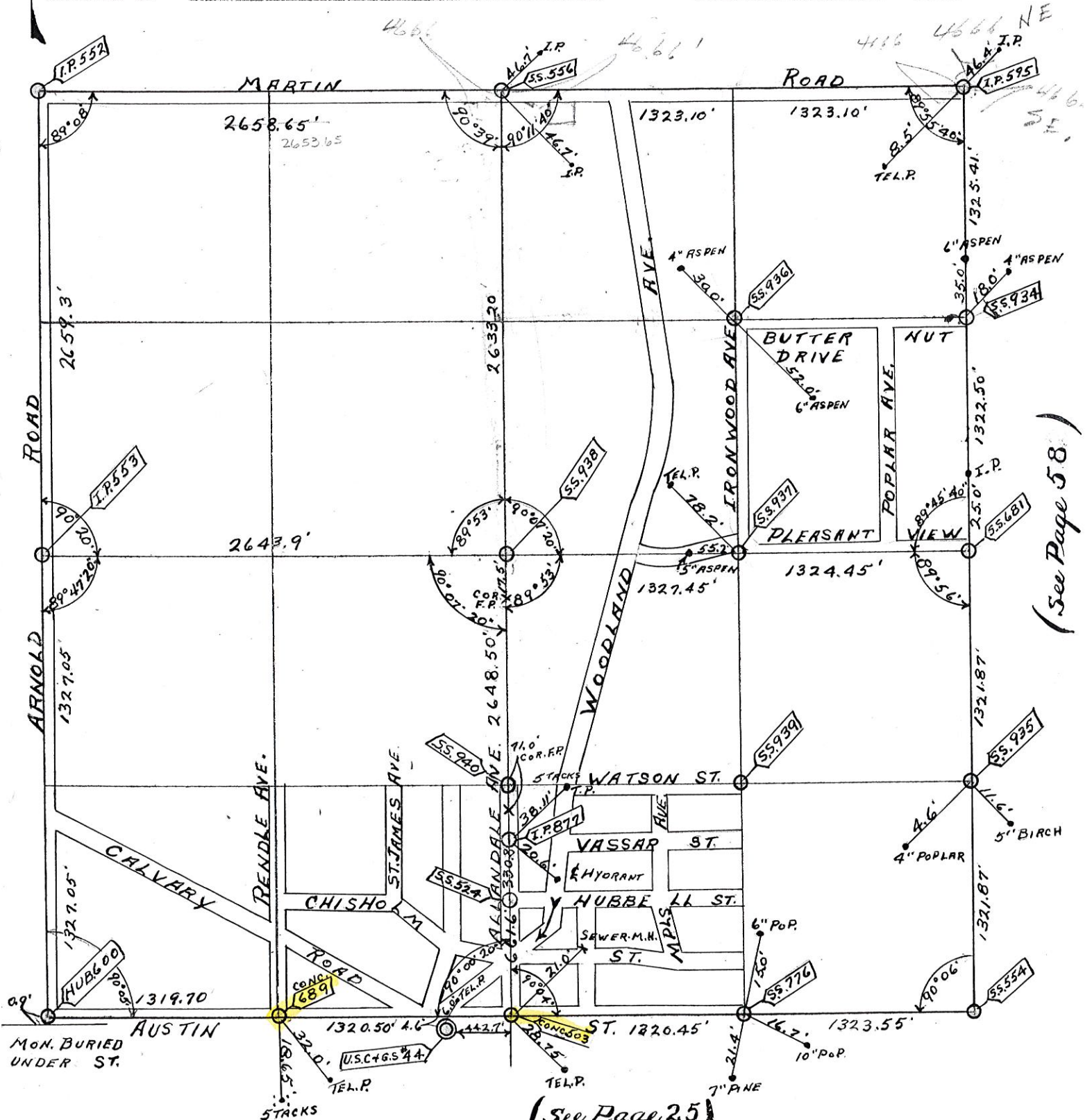
43 345

MONUMENT LOCATION

SEC. **35** T. **51** R. **14**

DULUTH, MINNESOTA.

CHECKED BY _____ DATE _____ 19__



(See Page 25)

(See Page 58)

ANGLES
BOOK PAGE

DISTANCES
BOOK PAGE

REMARKS

N. E. $\frac{1}{4}$ OF N. W. $\frac{1}{4}$ SEC. 2. T. 51. R. 14.

-1319.52-

Austin

5

Wing

Red

(Rearranged)
See Book 9 of Plots Page 21.

