

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

February 17, 2016

RFP No. 16-0228

**SKYLINE PARKWAY RETAINING WALL RESTORATIONS
Bardon's Peak, Oneota, and Section 3 Turnout Overlooks
Duluth, Minnesota**

**S.P. No. 118-113-015
S.A.P. No. 118-080-062**

City of Duluth Project No. 1494

Proposals Due: March 9, 2016

PROJECT OVERVIEW

Three historic rock retaining walls are in need of restoration along Skyline Parkway Scenic Byway. *Bardon's Peak Overlook (SAP 118-080-062)*: The project length is approximately 700 feet and the existing structure is about 4 feet high. *Oneota Overlook (SP 118-113-015)*: The project length is approximately 320 feet and the existing structure ranges between about 3 and 8 feet high. *Section 3 Turnout Overlook (SP 118-113-015)*: The project length is approximately 2,100 feet; of this length, the existing structure is about 1000 feet long and is generally about 8 to 9 feet high, tapering at the ends to about 3 feet high. See attached Appendix A for locations of each site.

Restoration work is anticipated to include, but is not limited to: tuck pointing, reconstruction, guard stone replacement, pavement repair, and installation/repair of monuments/markers.

The City of Duluth (City) is interested in retaining an engineering consultant (Consultant) to provide design engineering services and construction documents for restoration of the three retaining walls to be bid in January 2017 and constructed the summer of 2017. Design services are desired to review the existing structures; gather preliminary design data; perform engineering surveys and preliminary design; complete final design, construction plans and specifications; perform bidding assistance; and may include assistance with construction administration, which would be added at a later date.

BACKGROUND

Funding for the Scenic Byways Project will be by the Transportation Alternatives Program (Federal) and Municipal State Aid (MSA) funds, as well as local funds. A Project Memorandum and all of the necessary submittals will be required.

The City is committed to providing the following:

- Previous surveys, reports and studies, if available.
- Aerial photography.
- All available street and utility record drawings for the scheduled project.
- Assistance in obtaining other related information in City files pertaining to the project if needed.

GENERAL PROJECT SCOPE

Consultant is expected to perform the following:

1. Project initiation and other meetings as necessary with City Engineering Staff
2. Public meetings to share design and schedule
3. Preliminary surveys and information gathering
4. Preliminary engineering design and project memorandum
5. Survey data
6. Production of construction plans and specifications
7. Bid assistance
8. Construction assistance, if necessary (would be added at a later date)

SCOPE OF SERVICES

1. Initial Site Visit and Consultations

- a. The Consultant shall meet with City representatives to review project scope and complexity, design criteria, related requirements, view existing conditions, and gather data from the City engineering files. Additional consultations shall, where necessary, clarify the technical requirements and objectives of the contract and may be in the form of letters 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 drawings and information which they choose as reference.

2. Public Participation

The Consultant should plan on one public meeting.

3. Reconnaissance, Field Surveys & Geotechnical Exploration

- a. The Consultant shall perform field surveying and data collection. 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. The Consultant shall survey all existing utility structures and verify all pipe/conduit inverts and diameters. Road survey includes, but not limited to: Survey of centerline and shoulders as well as horizontal and vertical alignments of existing road and all entry roads in the ROW to the existing ROW.
- b. Consultation with all regulatory agencies to determine required information for permit applications as it relates to the design and execution of the entire project will be required. The Consultant shall be responsible for permit applications that may be required of the City.
- c. The Consultant shall do necessary geotechnical exploration. State assumed number of subsurface explorations, depths, and types of samples.

4. Preliminary Recommendations and Costs

- a. The Consultant shall analyze all available records, record drawings, inspection reports and all other appropriate data, and prepare recommendations and a **preliminary construction cost estimate prior to preparing plans and specifications.**
- b. The consultant shall work with City Engineering Staff to provide design and cost alternatives to assist the City in meeting the City's desired objectives and budget constraints. The project budget is 1.2 million dollars. Scope of improvement may vary to fit the available funding.

Additional work or sites will be added if the Consultant believes the three sites will cost significantly less than the 1.2 million available.

5. Preliminary Design

The Consultant shall perform preliminary design and layouts based upon the data and information collected. Preliminary layouts shall be produced for City Engineering Staff review per the project meeting dates.

6. Plans and Specifications

- a. The Consultant shall prepare construction drawings as necessary to provide for the restoration of the three rock retaining walls and other improvements, as required. These drawings shall include all details, plans, traffic control and specifications necessary for all work as required, to the satisfaction of the City and all other appropriate approval agencies.
- b. The City will take the Consultant's special provisions and combine them into appropriate sections for bidding, bonding, agreements, general and special provisions, and other appropriate contract provisions as well. The special provisions shall be developed in accordance with the State Aid Standards for Federal funding.
- 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. The contract drawing sequence shall follow the standard City of Duluth format. Provide to the City the electronic files of plans, for construction layout and record drawing purposes.
- d. 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.
- e. A licensed Professional Engineer registered in the State of Minnesota with experience in Civil Engineering and preparation of plans and specifications must supervise all work.

7. Cost Estimates

A preliminary cost estimate is required prior to preparing plans and specifications. Each plan review submittal also requires an updated cost estimate; 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.

8. Bidding Assistance and Construction Support

Upon completion of plans and specifications, the Consultant shall provide all documents and services to provide for bidding and award of construction. The Consultant shall answer any questions brought up during bidding and attend a pre-bid conference. Bidding assistance is included; construction support may or may not be needed and would be added at a later date if necessary.

DESIGN FAMILIARITY

The Consultant selected will be required to demonstrate and provide proof of competency in the following areas:

- Bluestone bridge and/or retaining wall rehabilitation
- Historic bridge and/or wall experience
- Planning for effective Public Participation
- Cost estimating and cost control
- Project management experience and dealing effectively with residents

In addition, the Consultant will be required to provide references of State Aid or Federal Aid projects similar in size that have successfully been completed within the past 10 years.

PROPOSAL CONTENTS

The following will be considered minimal contents of the Qualifications and Cost Proposal:

1. A **restatement of the goals and objectives** and the project tasks to demonstrate the responder's view of the project.
2. An outline of the responder's **background and experience** with similar projects. Identify personnel to conduct the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without approval of the City.
3. A **detailed work plan** identifying the work tasks to be accomplished and the budget hours to be expended on each task and subtask for retaining wall design. **Each employee should be identified as well as hours on each task by employee.** 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 intends to be actively involved with the project, and a minimum of three (3) status meetings are to be contained in the work plan in addition to any data collection or input/review meetings.
4. A listing of the names, addresses and telephone numbers of at least three (3) **references** for whom the respondent has performed similar services.
5. Provide, **in a separate envelope**, one copy of the cost proposal (which can be a copy of the work plan but with costs added), 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 length of the project. With the hourly rate, include a breakdown (labor, overhead, profit and expenses) showing how the rate was derived.

The Consultant must also include a "not to exceed" total project cost and any sub consultant fees, along with the following information:

- A breakdown of the hours by task for each employee.
- Identification of anticipated direct expenses.
- 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.

Consultant must have the Cost Proposal signed in ink by authorized member of the firm. The Consultant **must not** include any cost information within the body of the RFP Qualifications proposal response.

6. The delivered Qualifications Proposal (excluding front cover, cover letter, back cover and separate Cost Proposal) shall be limited to 10 pages. This would be 10 single-side 8.5" X 11" pages, 5 double-sided 8.5" X 11" pages or a mixture thereof. The separate cost proposal can be an 11" X 17" sheet.

QUESTIONS

All questions regarding this RFP must be sent by electronic mail to:

Taryn J. Erickson, PE
tjerickson@duluthmn.gov

SELECTION

The proposals will be reviewed by the City Engineering 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 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 | 25% |
| • Qualifications/experience of the personnel and company working on the project | 20% |
| • Understanding of the project scope | 10% |
| • Completeness of the proposal. | 10% |
| • History (completeness & timeliness) of past work with the City of Duluth | 10% |
| • Project costs/fees | 25% |

Proposals will be evaluated on a “best value” basis with 75% qualifications and 25% cost considerations. The review committee will not open the cost proposal of the top three until after the qualification points are awarded. The City anticipates that the evaluation and selection will be completed by March 16, 2016.

PROJECT COMPLETION DATES

- March 9, 2016 Proposals Due (2:00 PM)
- March 16, 2016 Selection Complete
- March 28, 2016 Council Awards Consultant Contracts
- April 4, 2016 Notice to Proceed
- May 16, 2016 Preliminary Cost Estimate
- July 15, 2016 30% Plan Review + Updated Cost Estimate
- September 1, 2016 60% Plan Review + Updated Cost Estimate
- September 1, 2016 Project Memo Draft due to City
- October 13, 2016 Final Project Memo Due to MnDOT + 90% Plan Review + Updated Cost Estimate
- November 10, 2016 Plan Submitted for City and MnDOT for final review (100%) + Updated Cost Estimate
- December 1, 2016 Final Plan, Specifications and SWPPP delivered to City + Final Cost Estimate
- January, 2017 Bid Assistance
- Summer, 2017 Construction Administration Assistance, if necessary

SUBMITTAL DATE

Submit original (Qualifications and Cost Proposal in sealed separate envelope) and three (3) copies of Qualifications in an envelope marked “**RFP 16-0228, Skyline Parkway Retaining Walls**” **March 9, 2016, 2:00 p.m.** local time to:

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

CITY CONTACT:

Taryn J. Erickson, PE
tjerickson@duluthmn.gov
City of Duluth - Engineering Division
211 City Hall, 411 W. 1st Street
Duluth, Minnesota 55802-1191
(218) 730-5087 FAX (218) 730-5907

LIMITATIONS

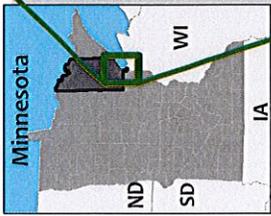
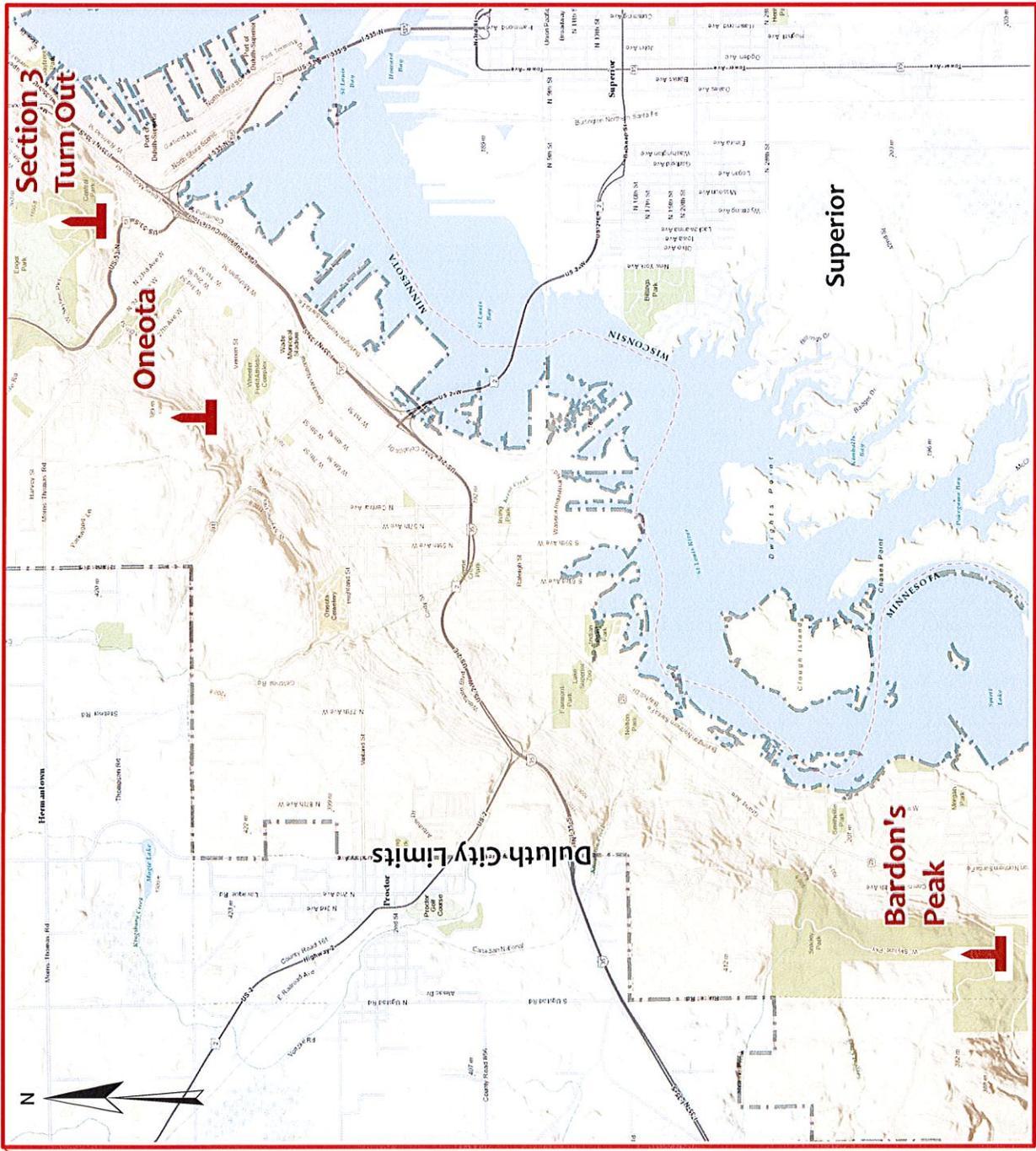
This Request for Proposal does not commit the City to award a contract and pay costs incurred in the preparation of the proposal of this request, or to procure a contract for services or supplies.

The City specifically reserves the right to accept or reject any or all proposals, to negotiate with any qualified source, to cancel in part or its entirety this RFP, to waive any proposal 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.

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.

The selected Consultant must sign the City Standard Professional Engineering Services Agreement. Any questions concerning this agreement should be asked prior to proposal submittal. These questions should be directed to Taryn J. Erickson in the City Engineering Office.

Prior to entering into a contract with the City, the Consultant shall furnish proof of legal requirements for transacting business in the State of Minnesota.



**Skyline Parkway Scenic Byway
Historic Wall Restoration Locations**

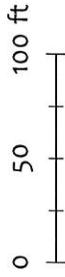
Location Map

City of Duluth GIS

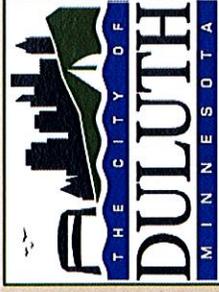
Created by K. Sundeen on Date: 7/10/2015



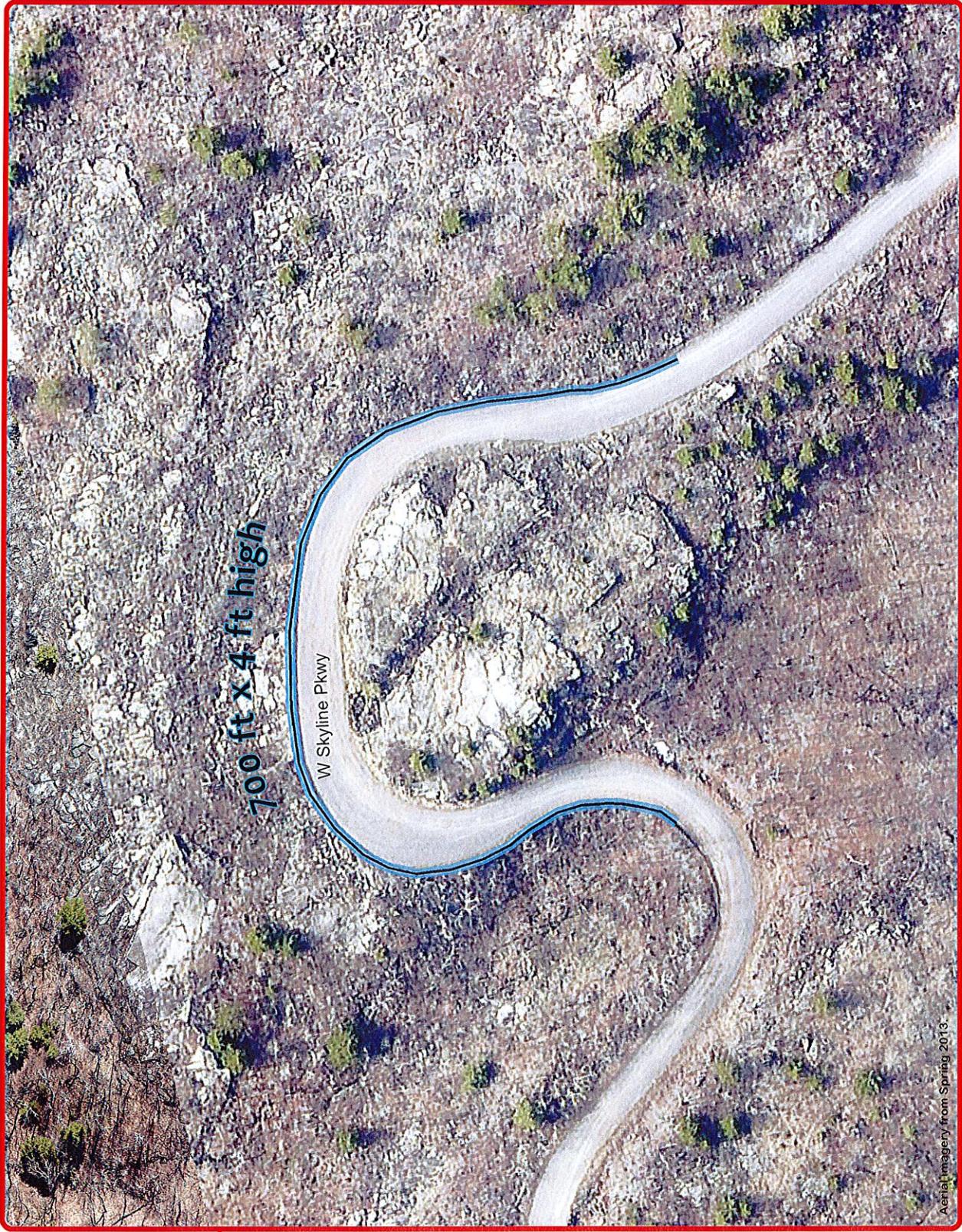
Bardon's Peak



City of Duluth GIS



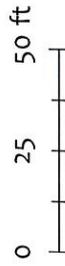
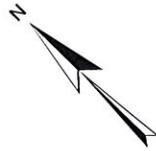
Created by K. Sundeen on Date: 7/9/2015



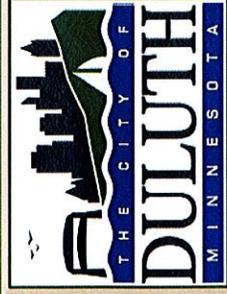
Aerial Imagery from Spring 2013.



Oneota



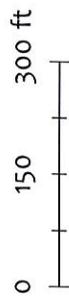
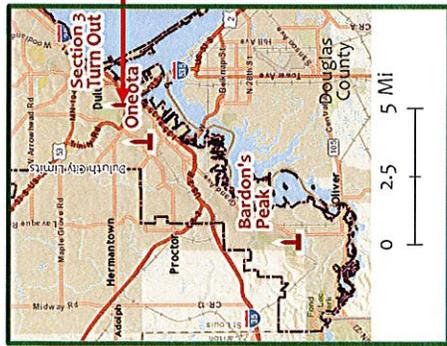
City of Duluth GIS



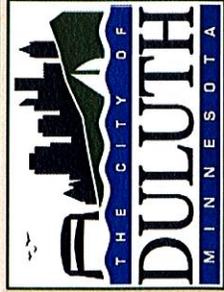
Created by K. Sumdeen on Date: 7/9/2015



Aerial imagery from Spring 2015



City of Duluth GIS



Created by K. Sundeen on Date: 2/17/2016