



CITY OF DULUTH

REQUEST FOR PROPOSALS FOR

**PROFESSIONAL ENGINEERING SERVICES
DULUTH LAKEWALK & SHORELINE STORM DAMAGE ASSESSMENT**

RFP NUMBER 17-15AA

ISSUED NOVEMBER 3, 2017

PROPOSALS DUE FRIDAY, NOVEMBER 17, 2017

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. The City of Duluth seeks proposals from engineering firms with demonstrated experience in coastal/shoreline engineering to provide damage assessment, reconstruction recommendations, including scopes of work and cost estimates for areas that were damaged by the high winds and storm surge that affected the region on October 26th and 27th, 2017.

This information will be used to support an application for emergency aid from the state of Minnesota, and to assist in the development of both short and long terms strategies for repairing the damage and mitigating future storm events.

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	11/9/17
Answers to questions will be posted to the City website no later than this date.	11/13/17
Proposals must be received in the Purchasing Office by 5:00 PM on this date.	11/17/17
City Council Award (anticipated)	12/4/17

I-3. Contract. The selected Proposer will be expected to execute a city standard Professional Engineering Services Agreement. The agreement can be viewed on the City website at <http://www.duluthmn.gov/purchasing/forms/>

I-4. 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-5. Pre-Proposal Conference/Site Walk-through. There will not be a pre-proposal conference for this RFP. Interested proposers are encouraged to review the photos and information provided and to walk-through the identified sites on their own prior to submitting a proposal.

I-6. 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-7. 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-8. 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 Exhibit A, 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-9. 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-10. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by [DATE]. 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-11. 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.
- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

I-12. 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

The Proposal shall include the following criteria and be structured accordingly:

1. Cover Letter
2. A restatement of the goals and objectives and the project tasks to demonstrate the Proposer's understanding of the project.
3. An outline of the Proposer's background and experience with similar projects. Experience shown should provide proof of competency in large water body coastal/shoreline engineering projects.
4. Identify the personnel that will be conducting the project and detail their training and work experience, particularly in the projects listed to document competency in coastal engineering. Identify a professional engineer licensed in the State of Minnesota who will oversee the project.
No change in personnel assigned to the project will be permitted without approval of the City.
5. Provide a detailed work plan identifying the tasks to be accomplished and the budget hours to be expended on each task. An anticipated work schedule shall also be provided assuming a December 4, 2017 contract award date. The work plan shall also identify the deliverables at key milestones in the project as well as any other services expected to be provided by the City.
6. Provide a minimum of three (3) references, including names, addresses and telephone numbers, for whom the Proposer has performed similar services.
7. Provide one copy of the cost proposal in a separate envelope, clearly marked on the outside with "Cost Proposal". The terms of the proposal as stated must be valid for the length of the project.
The responder 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.
 - Include miscellaneous charges such as mileage and copies.
 - Identification of any assumptions made while developing the 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.
8. The technical proposal shall be limited to 20 single-sided 8 ½ x 11 pages, excluding the front and back covers, the cover letter and the cost proposal. The separate cost proposal can be an 11" X 17" sheet.

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:

Understanding of the Project	10%
Qualifications & Experience of the Proposer and Personnel	30%
Work Plan	30%
Completeness of the Proposal	10%
Cost	20%

PART IV – PROJECT DETAIL

Beginning on the evening of October 26th and continuing through the day on October 27th, 2017, the upper Midwest was hit by a powerful winter storm that caused significant damage to the shoreline areas of Lake Superior. Sustained winds of 35 to 40 mph overnight and waves reaching 10 to 16 feet were

recorded. The near-record water levels on the lake, coupled with the strong winds and storm surge, created waves that were stronger and more destructive than usual. Significant portions of the Duluth Lakewalk were damaged and large areas were covered with rocks and debris. Damage and significant shoreline erosion also occurred on Park Point and at sites further along north shore, including Brighton Beach and McQuade Small Craft Harbor.

City staff conducted an initial damage assessment, including photographs of most of the affected areas. Photos, maps and a list of known damage locations by GPS coordinates are included as Exhibit B to this RFP. The photos and maps provided are based on the city's preliminary damage assessments; additional areas of concern may be added.

The city has issued this RFP for engineering services in support of a more detailed assessment of storm damages to the affected areas, development of scopes of work for design and construction cost estimates associated with necessary repairs to that infrastructure. The damage assessment, scope development, and cost estimation phase of this project may be used to support additional work phases, including the design and development of biddable construction documents, and construction oversight of necessary repairs. Additional work phases to support those activities may be added at a later date via an amendment to the Professional Engineering Services Agreement resulting from this RFP.

Tasks to be included are:

Task 1 - Evaluate and assess the nature and extent of storm damages at all identified areas. This includes assessing bank stabilization and other ancillary infrastructure, such as stormwater conveyance and utilities, that may have been damaged by the storm, or may be impacted by the storm damage repairs due to co-location. Provide a detailed report of all damage to the shoreline, infrastructure and associated stormwater conveyance/utilities, suitable for inclusion/incorporation into the application for State Aid.

Task 2 - Develop project scopes of work for each of the identified areas, including any recommendations to mitigate future storm damage.

Task 3 – Develop engineering cost estimates for the design and construction of repairs associated with Tasks 1 and 2.

Time is of the essence for this project. The awarded engineering firm shall be expected to have the three tasks identified above completed by February 28, 2018, weather permitting. Additional phases, if awarded, will be granted additional time for completion.

EXHIBIT A

**PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 17-15AA
PROFESSIONAL ENGINEERING SERVICES
DULUTH LAKEWALK & SHORELINE STORM DAMAGE ASSESSMENT**

PROPOSER INFORMATION	
Proposer Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Title	

Park Point



Park Point



5th West and Harbor Dr. (DECC/Aquarium)



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Canal Park



Canal Park



Canal Park



Canal Park



Canal Park



Canal Park



Lakewalk



Lakewalk



Lakewalk-16th Ave E



Lakewalk-Oregon Creek Outlet



Lakewalk



Brighton Beach



North shore



North shore





EXHIBIT B



Storm water ou

Leif Erikson bank
erosion under overpass

ene Caffee

Malt shop stairs
bank erosion

Fitgers boardwalk
damage area

Northland Vietnam
Veterans Memorial

Bank erosion
lakeplace LW entrance

Storm sewer outlet
2nd ave e - MNDOT

EXHIBIT B



EXHIBIT B



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Storm Damage Spreadsheet October 2017			
Damage Location	Lat.	Long.	Notes:
Aquarium Damage Area	46.779092	-92.099044	
Seawall Damage Area	46.781101	-92.096624	
Canal Damage Area	46.780079	-92.091425	
Start of Lakewalk	46.781197	-92.09186	
Bad Section #1	46.782473	-92.092293	
Damage Area #2	46.783876	-92.092781	
Rock Area	46.785238	-92.093295	
Endion	46.787014	-92.0944596	
Storm Sewer outlet 2nd Ave E	46.788142	-92.094426	
Lake Place Park LW Entrence	46.789689	-92.092262	Bank Erosion
Boardwalk Damage area	46.7913	-92.090613	Between Fitgers ramp and building on boardwalk
Malt Shop Stairs	46.7928222	-92.0892896	Bank Erosion
Leif Erickson #1	46.795854	-92.085339	Bank Erosion under overpass
Storm Water Outlet	46.796359	-92.082749	Storm water Outlet. Pin dropped within LE park ont on shore line
16th Ave. East	46.800334	-92.073648	Bank Erosion
18th Ave Pumping Station	46.800871	-92.071235	Erosion and Debris
Storm Sewer outlet	46.802474	-92.069236	Plugged Storm Sewer
Brighton Beach	46.840242	-92.99767	