



CITY OF DULUTH

**BEST VALUE PROCUREMENT
REQUEST FOR PROPOSALS**

**“DEAD SHIP” TOWING
TEMPORARY RELOCATION OF THE WILLIAM A. IRVIN**

RFP NUMBER 18-10AA

ISSUED JUNE 20, 2018

PROPOSALS DUE JULY 12, 2018

SUBMIT TO

**CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 120
411 WEST 1ST STREET
DULUTH, MN 55802**

PART I - GENERAL INFORMATION

I-1. Project Overview. The Project consists of temporarily relocating the vessel SS William A. Irvin (“Irvin”) from the Minnesota Slip in Duluth, MN to Fraser Shipyards in Superior, WI during the fall of 2018. The selected Contractor will be required to move the vessel back to Minnesota Slip in the spring of 2019. The vessel is a retired Great Lakes bulk carrier that currently operates as a museum. Additional detail is provided in **Part IV** of this RFP.

The project will be completed in three separate phases. Phase I will include the bidding of the project to potential Contractors. In this first phase, potential Contractors will be required to submit a cover letter, background information on their company, resumes, references, and a preliminary tow plan. The preliminary tow plan shall include sufficient high-level details on the means and methods that will be used to remove the vessel from the MN Slip, transport it to Fraser Shipyards this fall and then return the vessel back to the MN Slip in the spring of 2019. After each proposal is evaluated and bidder interviews have been performed (if necessary), the City will award the project. Additional detail is provided in **Part II & III** of this RFP.

Once awarded, Phase II of the project will begin. As part of Phase II, the Contractor will need to provide a detailed tow plan for relocating the Irvin. The intent of the project specification is to provide the minimum standards required for a Contractor. The items presented in the drawing set shall be utilized as a general guideline. Bidders are responsible for providing a tow plan that will be subjected to review and approval by the City of Duluth, the Duluth Entertainment Convention Center (DECC), the United States Coast Guard (USCG), the United States Army Corps of Engineers Marine Design Center (USACE MDC) and other Regulatory Agencies. The Contractor will also be expected to verify the existing conditions of the MN Slip Pedestrian Bridge and the Irvin and comply with all the internal and external requirements as detailed in the project specification. The installation of temporary structures to guide the vessel in and out of the slip will also be considered part of Phase II.

The third and final phase of the project will be the actual movement of the vessel out of the MN Slip to Fraser Shipyards in the fall of 2018, and the return from Fraser Shipyards to the MN Slip in the spring of 2019. During this phase, the Contractor is expected to comply with the project specifications and all City of Duluth, DECC, USACE MDC, USCG and Regulatory Agencies requirements. Additional information on Phase II & III are available in the project specifications.

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

Activity	Date
Pre-proposal Conference	Tuesday June 26, 2018 at 2:00 PM
Deadline to submit Questions via email to purchasing@duluthmn.gov	Thursday June 28, 2018
Answers to questions will be posted to the City website no later than this date.	Monday July 2, 2018
Proposals must be received in the Purchasing Office by 2:00 PM on this date.	Thursday July 12, 2018
Proposal evaluation; bidder interviews (if needed)	July 16 th through July 27 th
City Council Approval of Contract Award (anticipated)	August 13, 2018

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 Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-4. Pre-proposal Conference. The City will hold a **MANDATORY pre-proposal conference on Tuesday, June 26, 2018 at 2:00 pm local time in the Admin Conference Room on the 4th floor of City Hall, 411 West 1st Street, Duluth, MN 55802.** Interested Bidders can attend via conference call; please contact the purchasing office at 218-730-5340 for more information. A site visit will follow the conference, attendance at the site visit is not mandatory.

I-5. 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-6. 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 Bidder's responsibility to periodically check the website for any new information

I-7. Proposals. To be considered, SEALED proposals must be mailed to or dropped off at the City Purchasing office, located at 411 West 1st Street, Room 120, Duluth, MN

55802 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 authorized official. If the official signs the Proposal Cover Sheet, 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 Bid Proposal Form. The Bid Proposal Form should be in a separate sealed envelope. In addition, Bidders shall submit one copy of the entire proposal (Technical Submittal and Bid Proposal Form, along with all requested documents) on 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-8. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by June 30, 2019. The selected Bidder shall not start the performance of any work nor shall the City be liable to pay the selected Bidder for any service or work performed or expenses incurred before the Notice to Proceed is issued.

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

- A. Their proposal has been developed by the Bidder 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 Bidder or its employees or agents to any person not an employee or agent of the Bidder.
- B. There is no conflict of interest. A conflict of interest exists if a Bidder 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-10. Notification of Selection. Bidders whose proposals are not selected will be notified in writing.

PART II - PROPOSAL REQUIREMENTS

Potential Contractors will be required to submit the following items as part of Phase I Proposal Request:

- Cover Letter which should include state of objectives, goals and tasks to demonstrate the potential Contractor's understanding of the project.
- Background Information on Company.
- Resumes of Personnel Completing the Project.
- References.
- Preliminary Tow Plan that provides high-level details on how the Irvin will be removed from and returned to MN Slip. The preliminary tow plan should be in a presentable form if interviews are necessary. At a minimum the preliminary tow plan should include the following:
 - Acknowledgment of restrictions detailed in the project specifications.
 - Preliminary drawings showing the overall layout of temporary guide structures and protection of existing structures.
 - Means and methods for slowly moving the vessel between the narrow opening of the MN Slip Pedestrian Bridge.
 - Quality Control Plan that includes an organization flow chart.
 - Information on Third Party Marine Surveyor and their qualifications.
- Comparable Project Experience.
- Bid Form with Total Project Costs.

PART III - CRITERIA FOR 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 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:

Qualifications of the Bidder and Personnel	40%
Tow Plan	20%
Cost	40%

PART IV – PROJECT DETAIL

The Project consists of temporarily relocating the vessel SS William A. Irvin from its permanent location in Minnesota Slip (Duluth, MN) to Fraser Shipyards' facility in Superior, WI. The selected Contractor will be responsible for moving the vessel to

Fraser Shipyards during the fall of 2018 and back to MN Slip in the early spring of 2019. The Irvin is classified as a "Dead Ship" (i.e., it's engines have been removed) and it will therefore need to be towed. The selected Contractor shall develop a tow plan for the vessel and present the finalized tow plan to the City, USACE MDC & USCG for review. The Contractor will be responsible for verifying the exact width of the vessel and the opening between the concrete abutments & the steel members of the Pedestrian Bridge which spans across MN Slip, as well as any other required measurements required to perform the Work. The Contractor will be required to install temporary structures to guide the vessel in and out of the slip as well as protect the existing structures.

The following Attachments are part of this RFP:

1. TECHNICAL SPECIFICATIONS FOR: Temporary Relocation of the William A. Irvin; including associated Appendices and Reference Drawings
2. Insurance Requirements
3. Bid Proposal Form (please return in a separately sealed envelope)
4. Proposed form of Contract (to be provided via Addendum)

**PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 18-10AA**

Bidder Information:	
Bidder 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	