



CITY OF DULUTH
REQUEST FOR PROPOSALS FOR
CROSS CITY TRAIL TEMPORARY RELOCATION

RFP NUMBER 19-99349
ISSUED April 12, 2019

PROPOSALS DUE May 3, 2019

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. Prepare plans and specifications for the temporary relocation of the Cross City Trail. See attached location maps. 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	April 26, 2019
Answers to questions will be posted to the City website no later than this date.	April 25, 2019
Proposals must be received in the Purchasing Office by 4:00 PM on this date.	May 3, 2019

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 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. Cost Submittal shall have a detailed cost estimate that shows personnel hours broken into preliminary design and meetings, plans and specifications, bid and construction assistance.

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 June 15, 2020. 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. The proposal shall not exceed 10 pages, which shall include the cover letter and any resumes.

Provide summary tabulation of the work tasks (see Part IV) and proposed cost of each task to provide plans and special provisions signed by a professional engineer registered in the state of Minnesota. (Cost proposal must be sealed separately.)

Address in cover letter how extra work cost will be charged. (I.e. 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	30%
Resumes of assigned staff	50%

PART IV – PROJECT DETAIL

MnDOT, as part of the Twin Ports Interchange (TPI) construction project of I-35/I-535, will necessitate the closure of Lower Michigan Street from roughly the intersection of Superior Street and Lower Michigan to 22nd Ave. West. The city, in advance of the work to be performed in 2020 by MnDOT, will be completing a gas main relocation late summer/early fall of this year. This smaller closure area is shown in red on the Twin Ports Interchange Bike Detour Location Map (attached). The city's east-west shared use path, the Cross City Trail, constructed in 2014, is adjacent to W. Michigan Street, as shown by the location map. The TPI construction work is expected to occur between 2020 and 2023, and the portion of Cross City Trail along Lower Michigan will be unavailable for use until the TPI project is complete and the Cross City Trail is restored to the general vicinity along Lower Michigan Street.

In anticipation of the bike detour of such significant length, the city, in conjunction with Lincoln Park Business Group and Duluth Bikes, met on several occasions and narrowed down routes and options for the bike detour. Attached are two of the most supported options, Options B and C. These concepts show the segment in the heart of the business district between 19th and 22nd Ave. West, which is a modified two-way cycle track that in some places uses the sidewalk. The portion between W. Michigan Street and 19th Ave. West is intended to be a two-way protected bike facility. During the last public meeting, the comment was made to explore other routes beside Superior Street. One of the tasks of the selected consultant is to explore all options for routes, type of facility, and suggest any alternatives as may be appropriate.

Other information that may be of interest includes the following:

- Expect the ADT on Superior Street during TPI project to be between 8,000 and 10,000.
- The intersection of W. Superior and Lower Michigan St. near the M&H gas station is being modified for the TPI work.
- It is anticipated that the avenues will be closed just above Lower Michigan between 13th Ave. West and 22nd Ave. West.
- The signed vehicular detour route location for the closure of Lower Michigan St. is currently undetermined. We expect to know more prior to notice to proceed.
- This temporary bike facility detour to be installed by early June of 2020.
- Loss of any existing legal parking spaces is of concern to the businesses.
- Piedmont/1st Street intersection will be reconstructed in 2020.
- The city does not have survey or AutoCadd files of the record drawings that would be of use. The files are outdated versions.

Suggested task list:

- Public meeting to go over proposed temporary route and show typical section and type of bike facility proposed.
- Coordinate final MnDOT detour plans for W. Superior St. and W. Michigan Street intersection so that the temporary bike lane is coordinated with the detour layout or traffic control or intersection changes.
- Review intersection traffic control along the entire bike detour route and make recommendations for any changes.
- Confirm locations of storm grates, light poles and other obstructions that are within the bike facility or clear zones that are not easily relocated during the temporary detour. This confirmation may require survey work.
- Meet with city staff at 30% complete to review proposed facility type and location prior to proceeding with plans and specifications.

- Provide plans for detouring the temporary facility when US 53 bridge over Superior St., 1st and 2nd Streets are closed for construction.
- Review lane configurations for W. Superior Street east of Garfield Ave. to allow for on road protected two-way bike facility.
- Public meeting with adjacent property owners to review 90% plans.
- Provide plans and special provisions for letting of project. Provide cost estimates, including at 60% and 100% completion of design.
- Provide bidding assistance and respond to questions through the award of bids to contractor.
- Provide technical assistance during installation of temporary bike facility construction.

The following documents are included:

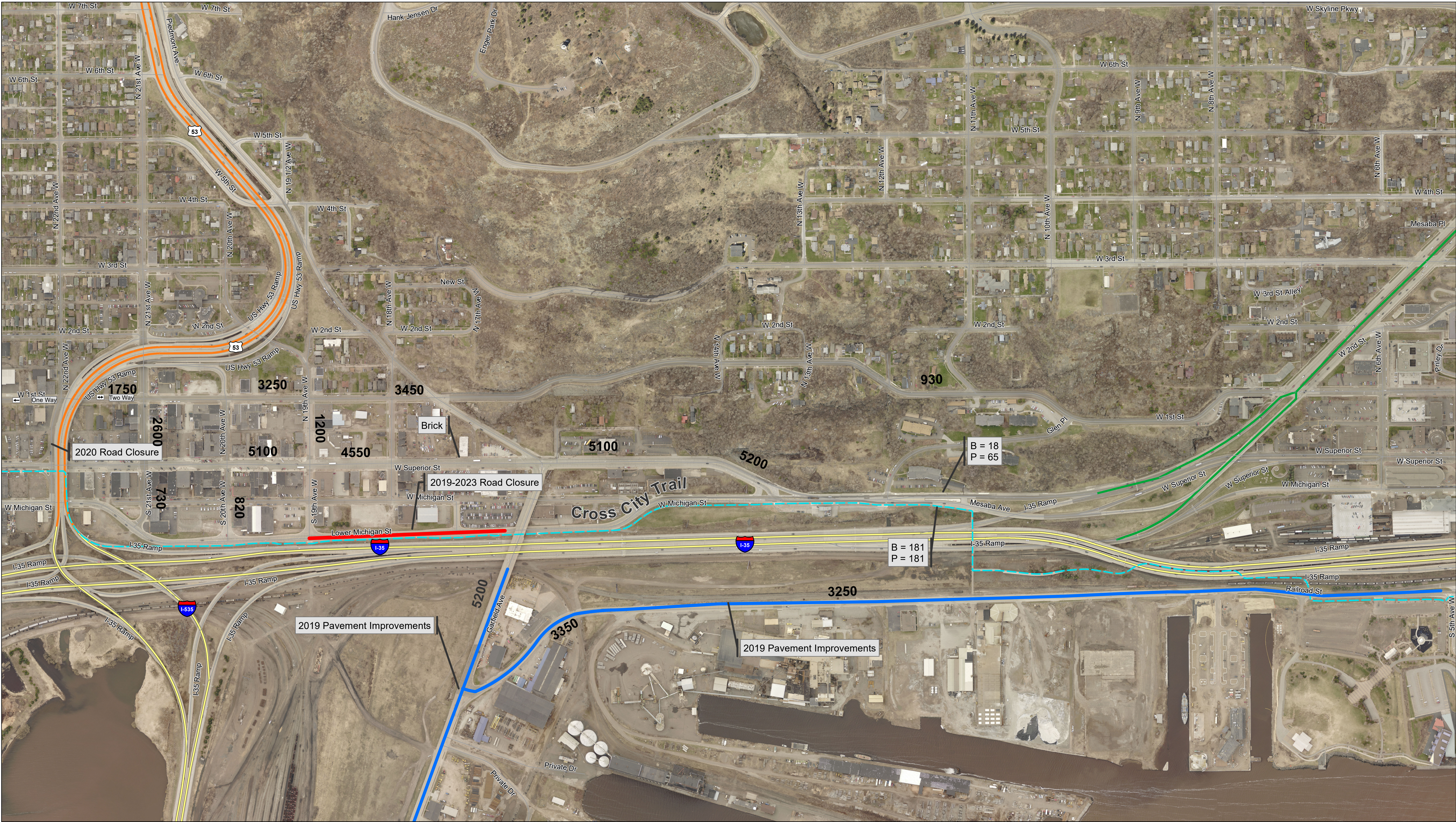
- Twin Ports Interchange Bike Detour Location Map
- Option B and Option C
- Summary of Prior Meetings

The following documents are available as separate files on the City website:

- Record Drawings for SAP 118-109-15, City Project 0094TR
- Record Drawings for SAP118-173-06, City Project 0155 TR
- Record Drawings for City Project 8062RS85
- Record Drawings for City Project 8155RS86

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 19-99349**

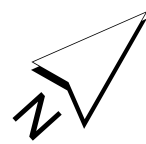
Proposer Information:	
Proposer Name	
Mailing Address	
Website	
Contact Person	
Contact Person's Phone Number	
Contact Person's Fax Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Title	



1 inch = 0.05 miles

Twin Ports Interchange Bike Detour Location Map

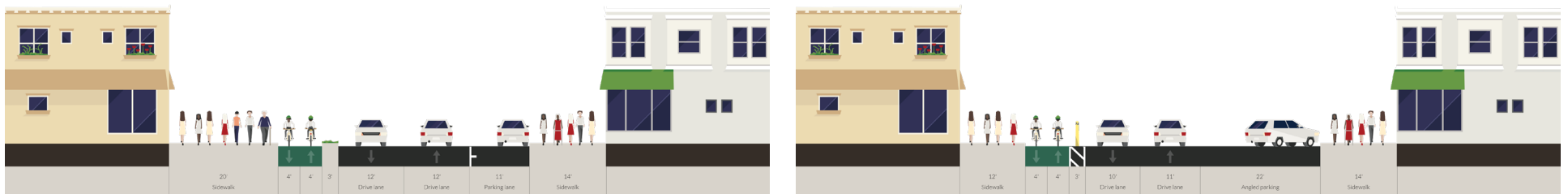
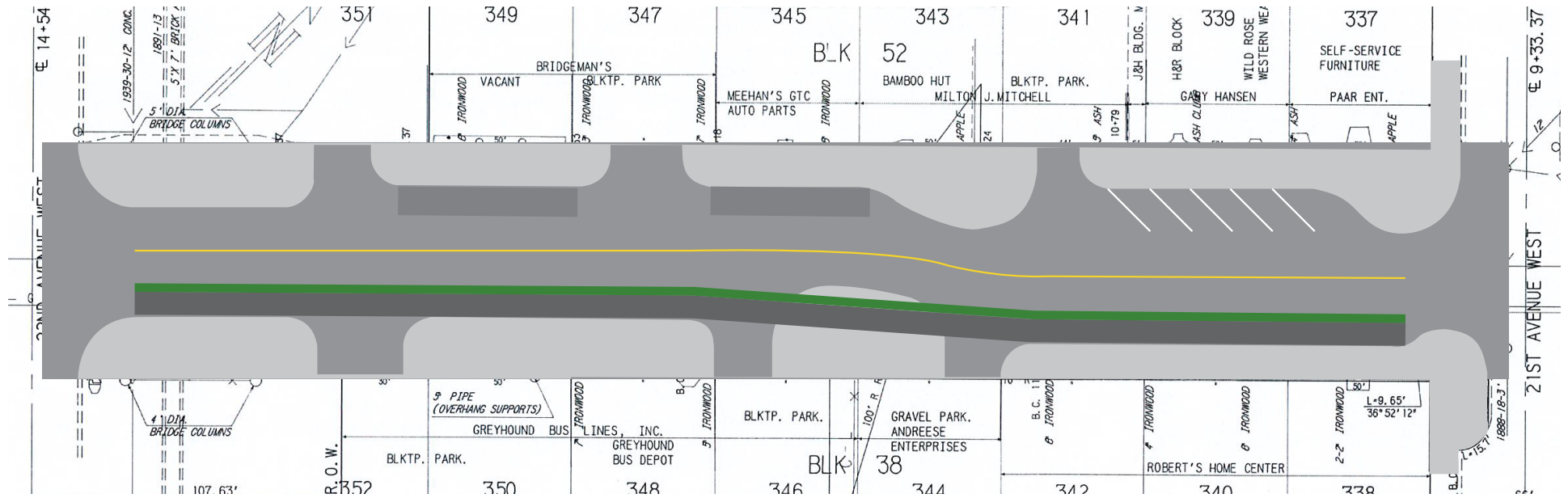
The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing/data is a compilation of records, information and data located in various City, County and State offices and other sources affecting the area shown and is to be used for reference purposes only. The City of Duluth shall not be liable for errors contained within this data provided or for any damages in connection with the use of this information contained within.



Date: 4/12/2019

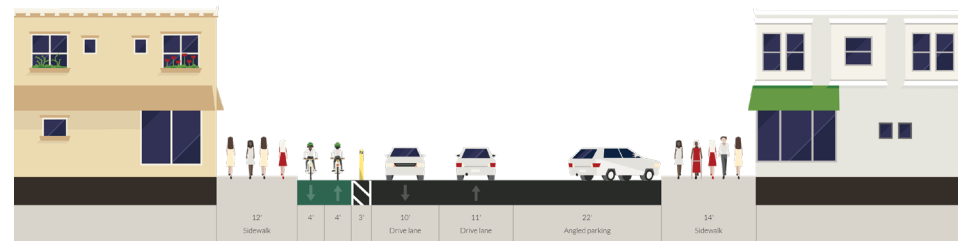
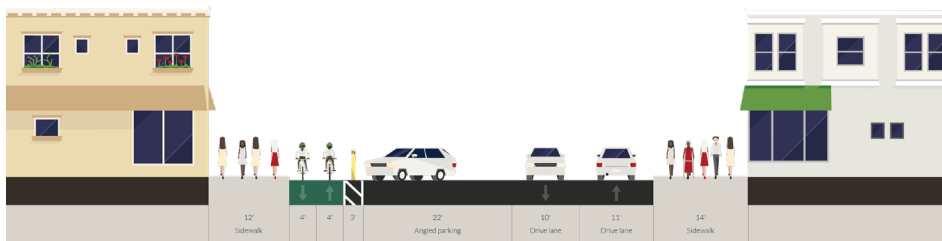
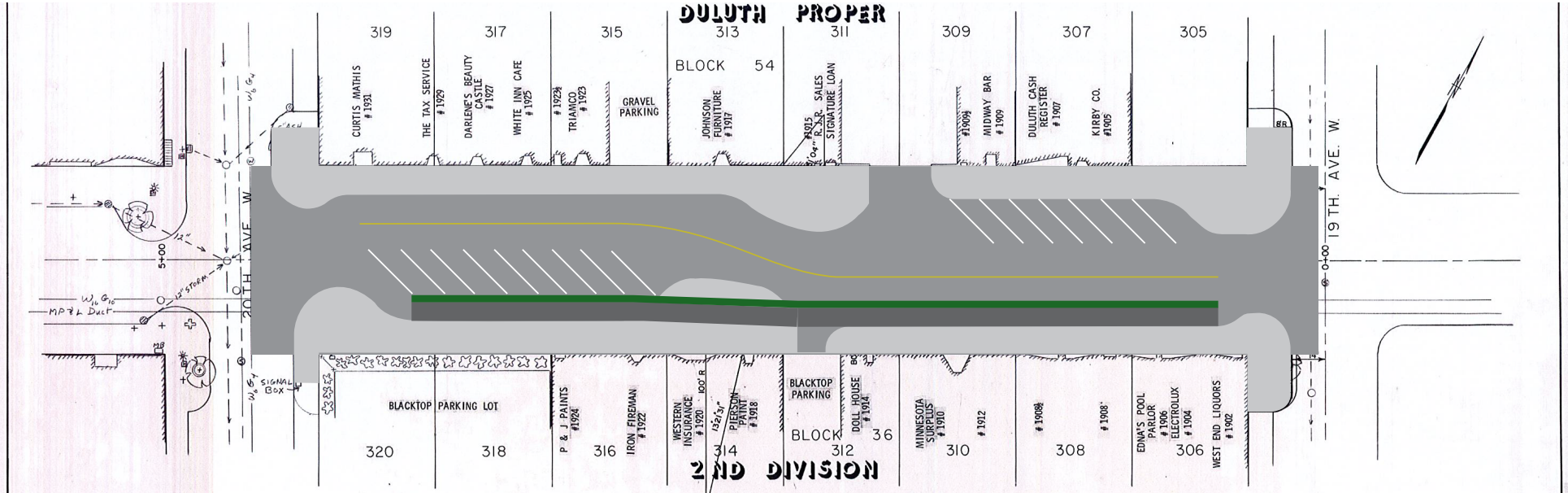
Mixed ParkingUpper Side

2100 Block



Option B: Angled Parking Alternating Sides of Street

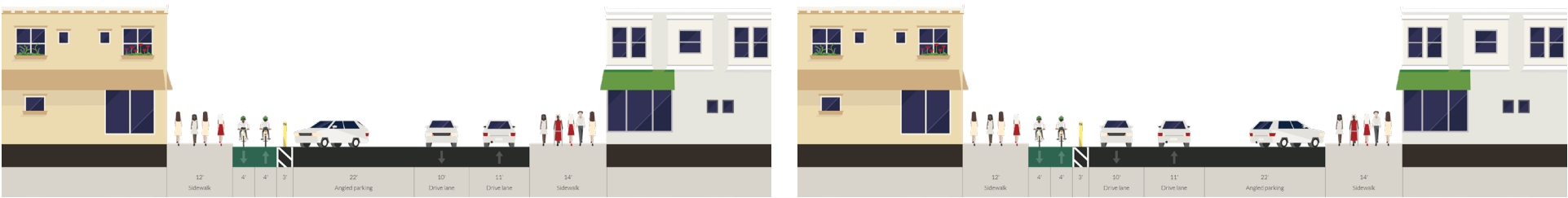
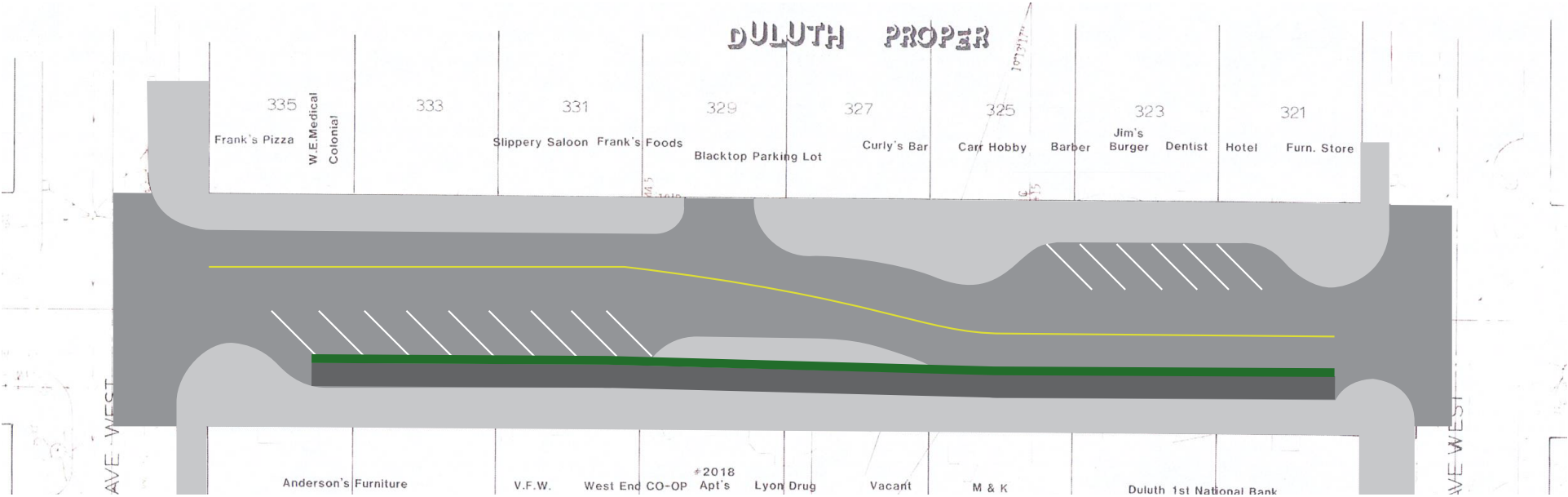
1900 Block



Option B:

Angled Parking Alternating Sides of Street

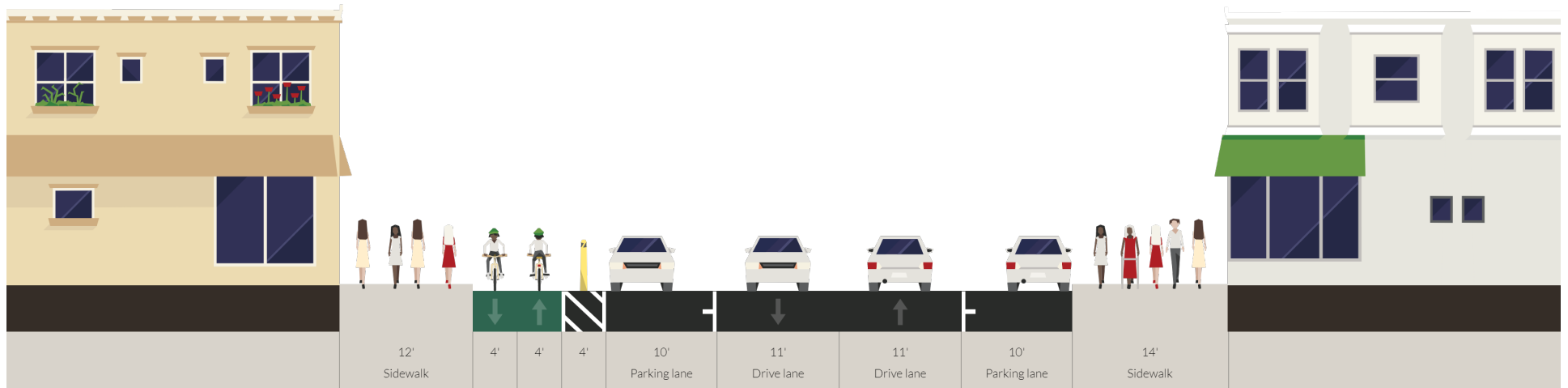
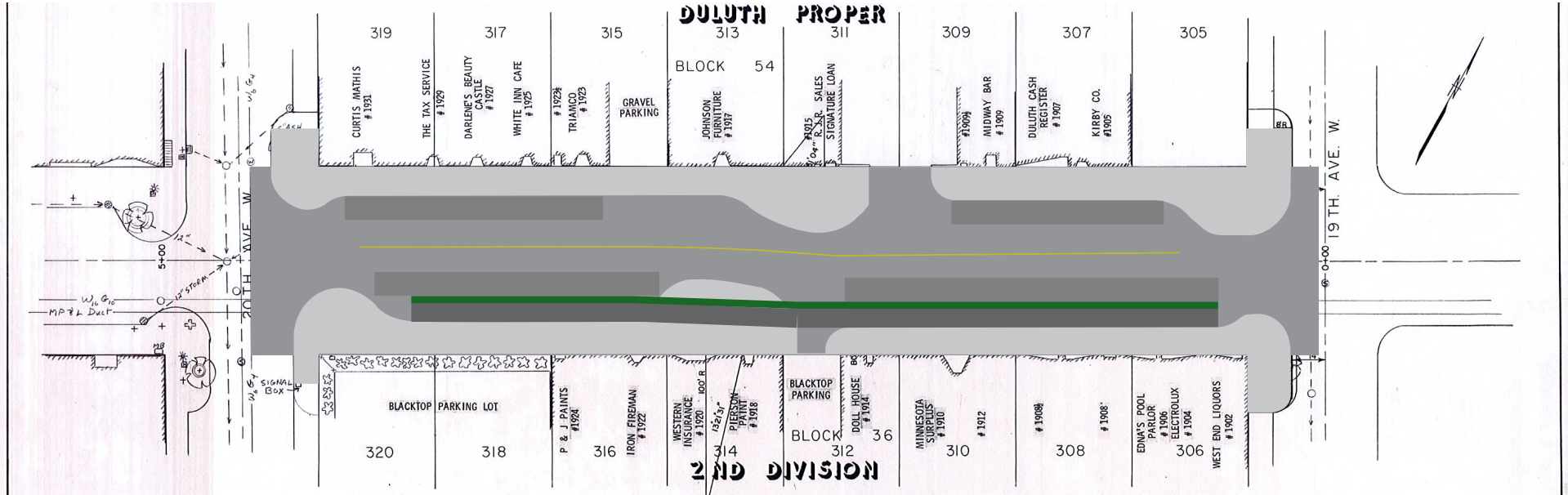
2000 Block



Option C:

Parallel Parking on Both Sides

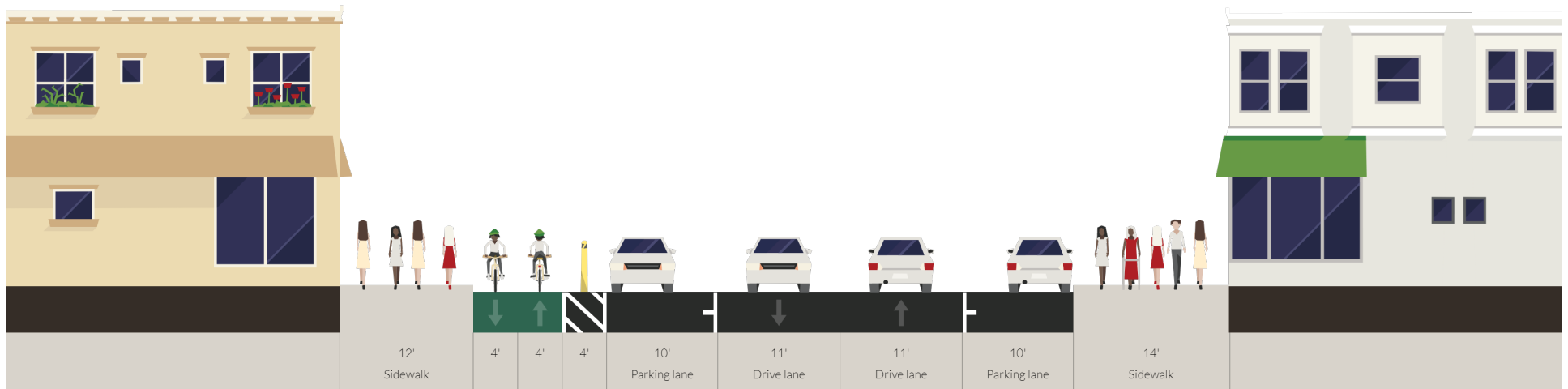
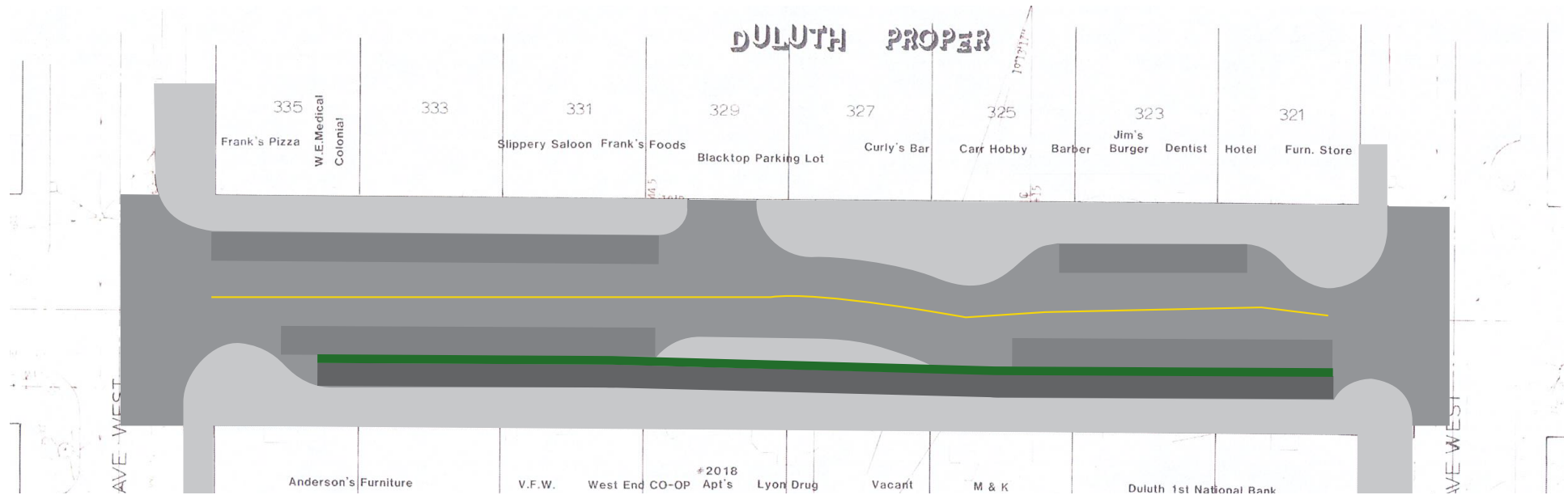
1900 Block

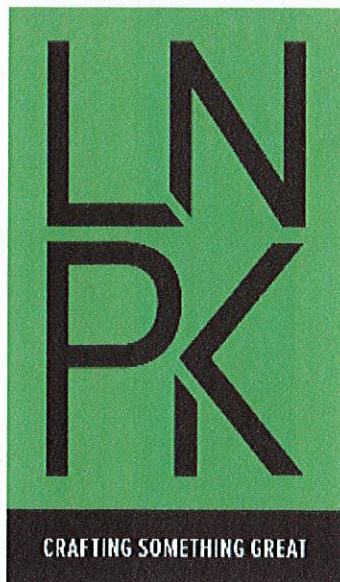


Option C:

Parallel Parking on Both Sides

2000 Block





The #CraftingCommunity Process

February 5, 2019- City engineering, city parks, city planning, Ecolibrium3, Bikes for People, Lincoln Park Business Group, Friends of the Western Parks and Trails, Zeitgeist Center for Arts and Community Active Transportation, the Metropolitan Interstate Council, and MNDOT convene for initial discussion on Cross City Trail Detour route.

February 6-March 15- Ecolibrium3 has one-on-one meetings with multiple Lincoln Park business owners to solicit options.

February 14, 2019- Ecolibrium3 convenes bike advocates to discuss route options and design.

March 5- City engineering, city parks, Bikes for People, Ecolibrium3, Zeitgeist Center for Arts and Community Active Transportation, and the Metropolitan Interstate Council go over design concepts and discuss next steps for community engagement.

March 29- Ecolibrium3 hosts input session for Lincoln Park businesses and bike advocates with City staff. Second input session is held with MNDOT and Mayor on larger Twin Ports Interchange traffic and construction.

Next Steps

Preliminary Engineering- Take input from March 29th session and have preliminary engineering work complete.

Public Engagement- Host public input session after completion of preliminary engineering.

Final Engineering- Complete final engineering, construction, and bid documents.

Schedule- Develop construction schedule.

Public Updates- Ecolibrium3 will work with the City to distribute project updates to Lincoln Park businesses.

Celebration Event and Public Education- Opening of the detour event and ongoing public education about trail option and etiquette.

