

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

March 12, 2019

Trunk Highway 53 & Interstate 35 Utility Relocations

**From 19th Ave West to 22nd Ave West; And
From Michigan Street to W 3rd Street**

Project No.: 1825

RFP Number: 19-07AA

**Proposals Due: April 5, 2019
2:00 PM, Local Time**

PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant to provide design services for the relocation of City water main, sanitary sewer, and gas main under Trunk Highway 53 near the Interstate 35 interchange. City utility relocations may occur in the area from 19th Avenue West to 22nd Avenue West; and from Michigan Street to W 3rd Street. The relocations will facilitate the construction of the new Twin Ports Interchange (TPI) for Trunk Highway 53 and Interstate 35. Disadvantaged Business Enterprises are encouraged to submit.

BACKGROUND

The City of Duluth has numerous water mains, sanitary sewers, and gas mains located in the streets, avenues, and alleys under the existing Trunk Highway 53 structure and approach ramps. Many of the City pipes are more than 100 years old, fragile, and will likely break during construction of the new Trunk Highway 53 foundation structures. Some of the City pipes may also be in conflict with new bridge/retaining wall foundations. The City and State mutually agree that the utility relocations are necessary to complete the TPI project.

All new facilities shall meet the current edition of the City of Duluth Construction Standard.

The project has Federal Highway funds through the Minnesota Department of Transportation. Buy American clauses will apply.

The City of Duluth will provide the following:

- All available street and utility drawings from previous projects.
- Assistance in obtaining other related information in City files pertaining to the project.
- Forward existing survey mapping and proposed bridge drawing files provided by MN/DOT.

GENERAL PROJECT SCOPE

Consulting Engineering Services shall include all work necessary to provide final design including plans and specifications. We expect the State will incorporate the City Utility Relocation Plans into State contracts for the highway reconstruction. Construction management and inspection are NOT included in this proposal.

All work shall be in accordance with the most recent version of the City Construction Standards and Engineering Guidelines (available on the City of Duluth website.)

SCOPE OF SERVICES

1. Initial Site Visit and Consultations

- a. The Consultant shall meet with City of Duluth representatives to review project scope and complexity, design criteria, related requirements, view existing conditions, gather data from the City engineering files and previously prepared reports. Additional consultations shall, where necessary, clarify the technical requirements and objectives of the contract and may be in the form of letters, emails 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 existing topographic survey. If information is found to be missing, the City will determine if this information should be collected as additional work.
2. Plans and Specifications
- a. The consultant shall prepare construction drawings as necessary to provide for the complete reconstruction of water main, gas main, and sanitary sewer as directed by the City. These drawings shall include all details, plans and specifications necessary for all work as required by appropriate approval agencies.
 - b. The specification preparation shall include special provisions for utility work, in conformance with the MN/DOT Standard Specifications for Construction. These special provisions shall meet the City Construction Standards, or modifications as directed by the Chief Engineer of Utilities.
 - c. The drawings shall include all necessary site maps, plans, elevations, sections, details, quantity tabulation charts, and notes as needed or necessary to adequately show, explain or describe all features of the project.
 - d. The contract drawing sequence shall follow the MN/DOT and City of Duluth standard format, or as directed by the Chief Engineer of Utilities.
 - e. The contract drawings shall be in two separate work packages (plan sets) to correlate with the State's work packages. In general, Work Package One (WP-1) will include the utility relocations along and crossing 22nd Avenue West from W 1st Street to Michigan Street. Work Package Two (WP-2) will include all other utility relocations.
3. Cost Estimate
- Following the completion of the plans at each milestone, provide a construction cost estimate for each separate work package based on a detailed quantity takeoff and historic unit prices for similar work in the Duluth region.
4. Project Bidding
- Upon completion of plans and specifications, the consultant shall provide all documents in both printed (paper) and electronic format (MS Word, PDF and ACAD) files. The utility relocation documents will become part of the State's proposal package. The consultant will answer potential bidder's questions only through the State's project manager. This design phase shall be complete upon award of the project following bidding.
5. Construction Administration
- Construction Administration services are NOT a part of this proposal.
6. Construction Inspection
- Construction Inspection services are NOT a part of this proposal.

PROJECT COMPLETION DATES

March 12, 2019	RFP Issued
April 5, 2019	Proposals Due
April 10, 2019	Selection of Consultant
April 22, 2019	Council Approval to Award Contract

Work Package One:

June 21, 2019	30 % Plans (WP-1) submitted for City review
August 13, 2019	60 % Plans (WP-1) submitted for City & MN/DOT review
November 1, 2019	90 % Plans (WP-1) submitted for City & MN/DOT review
January 6, 2020	Final Plans (WP-1) and Special Provisions complete
April 9, 2020	WP-1 Price Proposal Date (aka bids open)
May 31, 2020	WP-1 Contract Awarded by MN/DOT

Work Package Two:

June 21, 2019	30 % Plans (WP-2) submitted for City review
November 1, 2019	60 % Plans (WP-2) submitted for City & MN/DOT review
February 23, 2020	90 % Plans (WP-2) submitted for City & MN/DOT review
May 31, 2020	Final Plans (WP-2) and Special Provisions complete
November 13, 2020	WP-2 Price Proposal Date (aka bids open)
December 31, 2020	WP-2 Contract Awarded by MN/DOT

QUALIFICATION PROPOSAL CONTENTS

The proposal shall be submitted in the following format broken into the 7 sections identified below. Proposals not following the specified format will not be reviewed. No additional sections or appendices are allowed. The proposal shall be limited to 20 pages plus a single page cover letter (The page limit includes all resumes. Proposals that exceed this limit will not be reviewed. Dividers and covers are not included in the page limitation). The proposal format shall be as follows:

1. Goals and Objectives

A restatement of the goals and objectives and the project tasks to demonstrate the responder's view and understanding of the project.

2. Experience

An outline of the responder's background and experience with similar projects. Project descriptions shall include a list of key staff and their role. Within the experience section, the consultant should demonstrate and provide proof of competency in the following areas:

- Municipal water main and sanitary sewer design.
- Design of HDPE water mains.
- Familiarity with City of Duluth Construction Standards.
- Familiarity with MN/DOT Standard Specifications, Bid Items, and Plan Sequence.

3. Personnel

Identify personnel to conduct the project, detail their training, and work experience. Identify how personnel proposed for this project were involved with the projects listed as experience.

Identify a professional engineer registered in the State of Minnesota who will oversee the

overall project. No change in personnel assigned to the project will be permitted without approval of the City.

4. Knowledge of Duluth Requirements

Include a description of the firm's knowledge of City of Duluth street and utility standards.

5. Work Plan

Include a detailed work plan identifying the work tasks to accomplish and the budget hours on each task and subtask for all utility design. The work plan shall be in spreadsheet format and shall list each task and the number of hours for each staff person on that task. 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 staff intends to be actively involved with the project and twelve (12) status meetings held at City Hall or MN/DOT's TPI project office in Duluth are to be contained in the work plan in addition to any data collection or input/review meetings. Do **NOT** include any costs in the work plan for this qualification proposal.

6. Work Schedule

An anticipated work schedule shall also be provided. The work schedule shall identify all key milestone dates.

7. References

A listing of names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar water main and sanitary sewer design.

COST PROPOSAL CONTENTS

Provide, in separate, sealed envelope, one copy of the cost proposal, 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 project length of time.

The consultant must include a not to exceed total project cost, as well as subtotals for design services and bidding and any sub consultant fees. The cost proposal shall include all of the following:

- A cover/transmittal letter
- A breakdown of the hours by task for each employee. The format shall be the same as the work plan in the Qualifications Proposal with the addition of costs.
- Hourly rates for each specific employee proposed. (not general rates by category)
- Identification of anticipated direct expenses and rates for 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.
- The Consultant must have the cost proposal/cover letter/transmittal signed in ink by an authorized member of the firm.
- The consultant must not include any cost information within the body of the RFP qualification proposal response.

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 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:

	Item	Percent
1	Goals and Objectives	10%
2	Experience	25%
3	Personnel	15%
4	Knowledge of Duluth requirements	10%
5	Work Plan	20%
6	Work Schedule	10%
7	Inclusion of DBE team member	5%
8	Completeness of the proposal	5%

Proposals will be evaluated based upon qualifications. The review committee will not open the cost proposal until after the qualification points have been awarded. The cost proposal will only be opened for the top ranked firm. The City will then negotiate a price with the top ranked firm. If negotiations are not successful, the City will begin negotiations with the second ranked firm.

SUBMITTAL DATE

Submit original and three (3) copies in an envelope marked, RFP 19-07AA, Trunk Highway 53 & Interstate 35 Utility Relocations, by 2:00 PM CDT, April 5, 2019 to:

Amanda Ashbach, Purchasing Agent
City Purchasing
Room 120 City Hall
Duluth, MN 55802

CONTACT

All questions concerning the project shall be directed to:

Tom Pfeffer, Senior Engineer
City of Duluth – PW&U/Engineering Division
411 W. 1st Street, Room 211 City Hall
Duluth, Minnesota 55802-1191
(218) 730-5104
tpfeffer@duluthmn.gov

LIMITATIONS

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

The Proposal shall not in any way include any restrictions on the City of Duluth. The Consultant shall NOT provide proposed contract language.

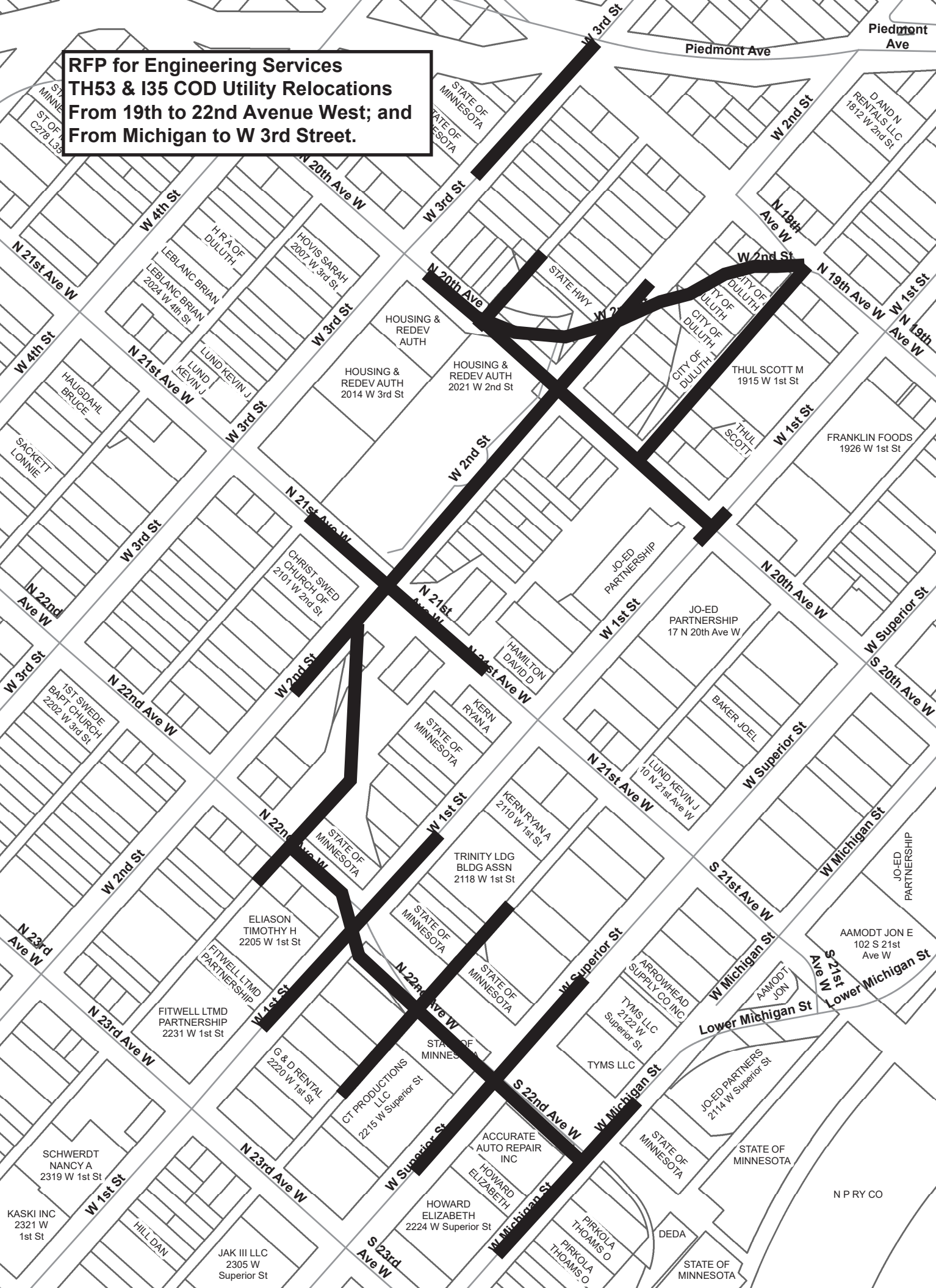
The City of Duluth specifically reserves the right to accept or reject any or all proposals, to negotiate with any qualified source, to cancel in part or in its entirety the Request for Proposal, to waive any requirements, to investigate the qualifications of any proposal, to obtain new proposals, or proceed to have the service provided in any way as necessary to serve the best interests of the City of Duluth.

The selected consultant must sign the City of Duluth standard Professional Engineering Services Agreement. The template is available for viewing at <http://www.duluthmn.gov/purchasing/forms/>. Any questions concerning this agreement should be asked PRIOR to proposal submittal. Agreement questions must go to either Tom Pfeffer or Eric Shaffer in the City Engineering Office.

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.

Prior to entering into an agreement with the City, the Consultant shall furnish proof that it has all legal requirements for transacting business in the State of Minnesota.

**RFP for Engineering Services
TH53 & I35 COD Utility Relocations
From 19th to 22nd Avenue West; and
From Michigan to W 3rd Street.**



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