

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

May 30, 2019

RFP No. 19-99422

**East Superior Street Reconditioning
From Lester River Road to the Expressway
Duluth, Minnesota**

State Project No. 118-164-003

City of Duluth Project No. 1820

Proposals Due: June 18, 2019

PROJECT OVERVIEW

The City of Duluth is interested in retaining an engineering consultant to provide design-engineering services and provide construction documents for a reconditioning project of East Superior Street, from the Lester River Road to TH61. This project will be bid in March of 2020, and constructed in the summer of 2020.

BACKGROUND

Street work will include, but is not limited to: material removal, reclamation, bituminous paving, concrete pavement repairs, spot driveway replacement, storm improvements and ditching, spot curb and gutter replacement, pedestrian ramps, utility coordination, sidewalk extensions, turf establishment as necessary, and striping.

The purpose of this project is to extend the serviceable life of the street while also improving ride quality and safety, reducing maintenance costs, and improving accessibility.

East Superior Street (MSAS 164), from the Lester River Road (CSAH 12) to TH 61 (the Expressway), is a low speed urban minor arterial that runs west to east through the Lester Park neighborhood. The roadway section has two distinct sections. The first is a 36' wide integrant-curb concrete street from the Lester River Road to 2515 feet easterly. There are two 11' driving lanes, two 7' parking lanes, and sidewalks on both sides for most of the length. This section was constructed in 1982. The pavement section then changes for the final 634 feet to tie into TH 61 with a 24' wide rural bituminous pavement section. This section was also constructed in 1982, and had a thin overlay applied in 2001. There are no signalized intersections. There is one stop condition at the intersection with TH 61.

The roadway carries 4,150 vehicles per day (2018), and serves as a connection between the Lakeside and Lester Park neighborhoods to the North Shore. Intersecting and then running parallel to TH 61, it acts as the detour route for TH 61 during construction and maintenance activities, as well as special events such as Grandma's Marathon and the Inline Marathon. On high volume tourist weekends in the summer and fall months, it is used as a reliever route to TH 61 going into Duluth. It is bordered by residential homes, the Lester River Medical Clinic, Diamond Willow (assisted living facility), the Lester River Golf Course, and the St. Louis Lake County Regional Rail Authority. There are no DTA or bike routes on this segment of road.

The concrete pavement is in fair to poor condition, and widespread panel cracking and joint distress is evident throughout the project limits. The existing curb is in fair condition, and will need spot repairs to correct drainage issues. The sidewalk system is also in fair condition, but needs ADA upgrades and spot repairs. If budget allows, the sidewalk will be extended on both sides of the street to connect the last two homes on the lower side, and the Lester River Medical Clinic on the upper side. St. Louis County is reconditioning their portion of East Superior Street, between 60th Ave E and the Lester River Road, in 2019.

Design services are desired to review existing street and infrastructure, gather preliminary design data, perform preliminary design, cost estimates, complete final design, construction plans and specifications, all permits as well as bidding assistance. Add 40 hours of construction administration to proposal to be used as needed during construction.

Funding is from Federal and MSA funds. A **Project Memo** and all the required submittals will be required and submitted by **December 1, 2019**. The road shall be constructed to State-Aid Standards.

The City is committed to providing the following:

- Previous surveys, reports and studies, if available.
- Aerial photography and existing ground survey.
- All available street and utility record drawings for the scheduled project.
- City is in the process of televising storm and sanitary. Scheduled completion June 2019.
- City has mailed the letters required in the PM template. City will provide these emails and responses as they are received by City to be used for PM preparation by consultant.
- Assistance in obtaining other related information in City files pertaining to the project if needed.

GENERAL PROJECT SCOPE

Consulting Engineering Services will include the following:

1. Project initiation, site visits and other meetings as necessary with City Engineering Staff.
2. Two (2) Public meetings to share design and schedule to be run by consultant.
4. Attend one (1) SAB meeting dealing with assessment of project.
5. Preliminary Surveys and Information Gathering.
6. Preliminary Engineering Design and Project Memo.
7. Production of Construction Plans and Specifications (Special Provisions).
8. Bid and Construction assistance (Provide 40 hrs. for bid and construction assistance).

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, and gather data from the City engineering files. Additional consultations shall clarify the technical requirements and objectives of the contract and may be in the form of letters and/or telephone conversations. The Consultant shall meet with public utilities to coordinate improvements, acquire design locates and show their utilities in the construction documents.
- 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 two (2) public meetings to coordinate and communicate design issues and schedule with residents. Attend one (1) SAB meeting dealing with the assessments on the project.

3. Reconnaissance, Field Surveys & Geotechnical Exploration

- a. The Consultant shall perform a full topographic survey. 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 in the ROW. Driveways and side streets will be surveyed to the ROW (includes utilities). Road survey includes, but not limited to: ADA survey at intersections, curb, driveways and catch basin repair locations as well as utility structures.
- 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 all permit applications that may be required of the City.
- c. The Consultant shall do all necessary geotechnical exploration to determine/verify the existing section. Assume for this proposal the total number of subsurface explorations is one (1) per 400 ft. A minimum of two (2) borings required on bituminous portion.

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 two **preliminary construction cost estimates (see paragraph c below) prior to preparing plans and specifications.**
- b. The consultant shall work with City staff to provide design and cost alternatives to assist the City in meeting the City's desired objectives and budget constraints.
- c. Alternatives the City would like analyzed include a) a **full** CPR on the concrete portion (2515 LF) versus b) a **partial** CPR with a chip seal, leveling course and final wear course overlay. The concern in that replacing panels and joint repairs might not improve ride due to settling of road in certain areas.
- d. Once the cost estimates are prepared, meet with the project engineer to select the preferred alternative. Full design can commence following that meeting.

5. Preliminary Design

The consultant shall perform preliminary design and layouts based upon the data and information collected. Preliminary layouts shall be produced for 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 complete work as required. Plans shall be at a scale of 1"=40' and shall identify the resurfacing and concrete improvements by type and location. CPR work shall follow the MnDOT guidelines for concrete rehabilitation repair and type per MnDOT CPR guidance and boilerplates available at: <https://www.dot.state.mn.us/materials/concretepavementrehabilitation.html>. These drawings shall include all details, plans and specifications necessary for all work as required, to the satisfaction of the City and all other appropriate approval agencies.
- b. The special provisions shall be developed in accordance with the City's standard, which shall be made available to the consultant.
- 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.
- 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, for a total of six (6) submittals. 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 and Construction Administration

Upon completion of plans and specifications, the consultant shall also assemble all required Federal, MnDOT and City of Duluth documents into a bid package that Purchasing will use to post on line. Consultant will provide all services required for bidding and award of construction. Provide 40 hours for Construction Administration assistance.

DESIGN FAMILIARITY

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

- Street and Road Design, including knowledge of Concrete Pavement Rehabilitation, Reclamation and Milling projects
- 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 Minnesota State Aid street improvement projects similar in size that have successfully been completed within the past 3 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 during the project, 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 both roadway and utility 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 staff 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, sealed 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 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 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.
- Responder must have the Cost Proposal signed in ink by authorized member of the firm. The responder **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:

Patrick F. Loomis, PE
ploomis@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:

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| • Work Plan | 20% |
| • 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 | 30% |

Proposals will be evaluated on a “best value” basis with 70% qualifications and 30% cost considerations. The review committee will not open the cost proposal until after the qualification points are awarded. The City of Duluth anticipates that the evaluation and selection will be completed by Friday, June 28, 2019.

PROJECT COMPLETION DATES

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| • | Tuesday, June 18, 2019 | <u>Proposals Due (10:00 AM)</u> |
| • | Friday, June 28, 2019 | Selection Complete |
| • | Monday, July 8, 2019 | Council awards consultant contracts |
| • | Friday, July 12, 2019 | Notice to Proceed |
| • | Friday, August 9, 2019 | Preliminary Cost Estimate (#1) |
| • | November 15, 2019 | Project Memo Draft due to City of Duluth |
| • | December 1, 2019 | Final Project Memo Due to MnDOT + 30% Plan review
+ updated Cost Estimate (#2) |
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| • | December 15, 2019 | 60% Plan review + updated Cost Est. (#3) |
| • | January 15, 2020 | 90% Plan Review + updated Cost Estimate (#4) |
| • | February 15, 2020 | Plan submittal to City and MnDOT for final review
+ updated Cost Estimate (#5) |
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| • | March 1, 2020 | Final Plan, Specifications and SWPPP delivered to City
+ Final Cost Estimate (#6) |
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| • | March, 2020 | Bid assistance |
| • | Summer 2020 | Construction Administration assistance |

SUBMITTAL DATE

Submit one (1) original and three (3) copies of the Qualifications Proposal, and one Cost Proposal (in a separate sealed envelope) in a sealed envelope marked “**RFP 2019-99000422, East Superior Street Reconditioning**” by **June 18, 2019 at 10:00 a.m.** local time to:

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

CITY CONTACT:

Patrick F. Loomis, PE
ploomis@duluthmn.gov
City of Duluth - Engineering Division
211 City Hall, 411 W. 1st Street
Duluth, Minnesota 55802-1191
(218) 730-5094

LIMITATIONS

This Request for Proposal does not commit the City of Duluth 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 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 its entirety this Request for Proposal, 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 of Duluth.

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 of Duluth standard Professional Engineering Services Agreement. Any questions concerning this agreement should be asked prior to proposal submittal. These questions should be directed to Patrick F. Loomis in the City Engineering Office.

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