

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

July 17, 2019

East Second Street – Design and Construction Phase

Project No.: 1851

Bid Number: 19-99516

**Proposals Due: August 26, 2019
2:00 PM, Local Time**

PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant to provide design and construction services for the reconstruction of Second Street from Sixth Avenue East to Twelfth Avenue East.

BACKGROUND

As part of an overall plan for improvements within the City of Duluth Medical District, the City plans to reconstruct Second Street from Sixth Avenue East to Twelfth Avenue East. In addition to street improvements, the existing water main will be replaced with a 20-inch HDPE main for the entire route. Water improvements will include replacement of any lead services. Existing copper services will be reconnected to the new main as the alignment allows. The sanitary sewer has previously had a cured in place liner installed and will remain. It is anticipated that any clay tile or cast iron sanitary laterals will be replaced from the main to the right of way line within this project. Storm sewer will be replaced as necessary to facilitate the street construction. A hydraulic analysis of local road drainage will be required. In addition, it is anticipated that concrete water quality structures similar to previous city projects will be installed along the route at approximately 2 to 3 locations.

Brewery Creek crosses E Second Street between 7th and 8th Avenue East. No repairs are currently planned to this structure. The Consultant shall include an inspection of this portion of the tunnel and a summary report within the scope of services. It is anticipated that replacement water main will cross over the top of Brewery Creek.

Gray's Creek crosses E Second Street on 9th Avenue East in a 36-inch pipe. It is assumed the new water main will go under this pipe. Review of the 36-inch pipe should be included as part of the scope of the project.

In addition to City improvements, Duluth Energy will also be installing hot water and steam lines from 6th Avenue East to 10th Avenue East. It is anticipated that Evergreen Energy will prepare the construction documents for these facilities for incorporation into the City plan set. The consultant will be required to coordinate with Evergreen to incorporate these plans and prevent utility conflicts.

It is anticipated that construction will occur over two construction seasons (2020 to 2021) and the plans and specifications will be broken into 2 phases.

Design and construction efforts will have to be coordinated with design and construction work occurring for the West Hospital District on East Second Street, between Fourth Avenue East and Sixth Avenue East, the extension of Sixth Avenue East between First and Second Streets, and work which will close East First Street between Fourth Avenue East and Sixth Avenue East.

Second Street is a Minnesota State Aid route. Therefore all plans must be prepared according to state aid standards. Funding for the project is 100% City funds and as such, review by the State Aid Office will not be required.

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 if needed.

GENERAL PROJECT SCOPE

Consulting Engineering Services are expected to include all work necessary to provide final design including plans and specifications, bidding services, construction survey, construction administration,

construction inspection, a geo-technical report and construction and compaction testing of all materials.

All work shall be performed in accordance with the most recent version of the City Standard Specifications 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.
- d. The Consultant shall conduct a three public meetings with businesses and residents along the route. The Consultant shall include time for additional meetings to coordinate directly with St. Luke's Hospital to develop a schedule of the work in this area to minimize disruption of hospital services.

2. 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. A geotechnical report shall be included as part of the design. Soil borings shall be of sufficient quantity to determine the rock profile along the route.

3. Plans and Specifications

- a. The consultant shall prepare construction drawings as necessary to provide for the complete reconstruction including replacement of water and storm water utilities and sanitary laterals. Natural gas lines will be relocated as necessary where conflicts exist. The majority of sidewalks will be replaced, except where recent construction occurred,

the work complies with ADA, and there are no conflicts with the new design.. These drawings shall include all details, plans and specifications necessary for all work as required by appropriate approval agencies.

- b. The specification preparation shall also include appropriate sections for bidding, bonding, agreements, general and special provisions, and other appropriate contract provisions as well. These sections shall be developed in accordance with the City standards, 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.
- d. The contract drawing sequence shall follow the standard City of Duluth format. The drawings shall be prepared to meet all Minnesota State Aid Standards.
- e. The consultant shall review/coordinate the hot water/steam system design for conflicts with City and private utilities.
- f. The consultant shall coordinate with the power company and any telecommunication companies with facilities in the right of way.

4. Cost Estimate

At 50% complete plans and specifications, the consultant shall provide a preliminary cost estimate for budgeting purposes. Following the completion of the plans and specifications a quantity takeoff and a detailed itemized construction cost estimate for each individual phase of the project shall be provided.

5. Project Bidding

Upon completion of plans and specifications, the consultant shall provide all documents and services to provide for bidding and award for construction. The consultant shall answer any questions brought up during bidding and attend a pre-bid conference. This design phase shall be considered complete upon award of the project following bidding.

6. Construction Administration

Upon completion of plans and specifications, the consultant shall provide all documents and services to provide for construction survey layout, construction inspection, and project management for final completion and acceptance of the street and utility improvements.

Project Management Services provided by the Consultant shall include but not be limited to the following: contract management, progress reports, shop drawing review, testing and project management, including the completed record drawings and final records.

Construction services shall be based upon an assumed construction duration of 48 weeks (24 weeks per summer). **The city will immediately disqualify any proposal where the construction time is shortened to one season.** Past experience has demonstrated that installation of the hot water system for this distance will require two construction seasons.

7. Construction Inspection

The Consultant shall provide full time construction inspection services. The proposal shall be based upon 48 weeks of construction and a total of 60 hours per week of inspection.

PROJECT COMPLETION DATES

July 17, 2019	RFP Issued
August 26, 2019	Proposals Due
August 29, 2019	Selection of Consultant
September 9, 2019	Council Approval to Award Contract
November 1, 2019	50% plans and cost estimate
January 15, 2020	Plans submitted for initial City review
February 1, 2020	Plans and Specifications complete
February 1, 2020	Advertise for bids
March 1, 2020	Receive bids
May 1, 2020	Start Construction
October, 2021	Construction Completion
February, 2022	Submittal of record drawings.

QUALIFICATION PROPOSAL CONTENTS

The proposal shall be submitted in the following format broken into the seven (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 twenty (20) pages plus a 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 key staff and their role. Within the experience section, the consultant should demonstrate and provide proof of competency in the following areas:

- Multi-phased projects
- Downtown urban projects
- Minnesota State Aid
- Design and inspection of HDPE water main or sanitary forcemain projects. This experience section shall specifically include experience with HDPE pipes LARGER THAN twelve (12) inches in diameter. **Consultants without large diameter HDPE pipe experience will not be awarded the project.**

3. Personnel

Identify personnel to conduct the project and detail their training and work experience Identify how personnel proposed for this project were involved with the projects listed as experience. Specifically identify staff with large diameter HDPE pipe experience and how they will be involved in the project. Identify a construction inspector to be used on the project and their experience inspecting HDPE pipe and list their MNDOT certifications. 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 be accomplished and the budget hours to be expended on each task and subtask for both roadway and 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 detail ALL tasks that the consultant will perform as part of the project. **Lack of detail within the work plan will result in zero points awarded in the scoring of this item.** 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 three (3) status meetings held at City Hall 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. The work plan shall clearly split construction related engineering work into two separate years.

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 street and utility construction services.

COST PROPOSAL CONTENTS

Provide, in separate 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. This shall be in the same format 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.
- The construction engineering costs shall be clearly divided into 2 separate phases of the project for 2020 and 2021.
- 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	5%
2	Experience	15%
3	Personnel	20%
4	Knowledge of Duluth requirements	10%
5	Work Plan	20%
6	Work Schedule	5%
7	History (completeness and timeliness) of past work with the City of Duluth History completing past projects on budget	10%
8	Project costs/fees	10%
9	Completeness of the proposal	5%

Proposals will be evaluated on a best value basis with 90% qualifications and 10% cost consideration. The review committee will not open the cost proposal until after the qualification points have been awarded.

SUBMITTAL DATE

Submit original and three (3) copies in an envelope marked, RFP, East Second Street Project by 2:00 PM CDT, August 26, 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:

Eric Shaffer, Chief Engineer
City of Duluth - Engineering Division
411 W. 1st Street, Room 211 City Hall
Duluth, Minnesota 55802-1191
(218) 730-5072

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. Any questions concerning this agreement should be asked PRIOR to proposal submittal. These questions should be directed to 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.