

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

**September 3, 2019**

**Replace Bridge No. L8514  
St. Andrews Street over Tischer Creek  
Design Phase**

**RFP 19-16AA  
Project No.: 1861**

**Proposals Due: September 24, 2019 at 2:00 PM, Local Time**

## PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant to provide design services for the replacement of Bridge No. L8514, St. Andrews Street over Tischer Creek. Construction services may be amended to the agreement once bridge bond funds are secured.

## BACKGROUND

Bridge No. L8514 has reached the end of its useful life and needs to be replaced. The bridge consists of three steel pipe arch culverts, 72" x 44" by 46 feet in length. The roadway over consists of a standard city of Duluth residential street section with curb and gutter. The consultant will need to select the replacement bridge type based on hydraulic and DNR trout stream requirements, as well as the existing street grade and in place utilities.

The project will be funded through State Bridge Bond funds and matched with local City funds.

The City of Duluth will provide the following:

- All available engineering plans for St. Andrews Street and Bridge L8514, as well as the latest bridge inspection and inventory sheets.
- Aerial photography.
- 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, as well as bidding services. Construction services may be amended into the agreement once bridge bond funding is available.

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), as well as MNDOT State Aid and State Aid Bridge Office requirements. The State Aid Bridge Engineer will sign off on the plan set. A plan review checklist is available on the MNDOT Bridge State Aid website.

## SCOPE OF SERVICES

### 1. Initial Site Visit and Consultations

- a. The Consultant shall meet with City of Duluth and DNR 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 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.

2. Public Participation and meetings

The Consultant should plan on one (1) public meeting to coordinate and communicate the project with residents.

The consultant should plan an appropriate number of meetings with MNDOT State Aid and the DNR to ensure the plans meet both agencies' approvals.

3. Reconnaissance, Field Surveys, Geotechnical Exploration and Hydraulic Modeling

- a. The Consultant shall perform survey as necessary for road and bridge work. The construction plans shall preserve or re-set all monuments and their boxes that are disturbed with the project.
- b. Tischer Creek is a DNR designated trout stream and shall meet all DNR requirements.
- c. The Consultant shall be responsible for all waterway hydraulics and permit applications that may be required of the City. The project is located in a FEMA mapped floodplain, and shall work with the DNR's area hydrologist to determine FEMA mapping requirements. FEMA is currently updating the flood maps for the City of Duluth, and will produce new mapping for the existing bridge structure. The proposed structure will require a Letter of Map Revision (LOMR) to be completed by the consultant, therefore modeling efforts shall be consistent with the FEMA LOMR process.
- d. The Consultant shall do all necessary geotechnical exploration.

4. Plans and Specifications

- a. The consultant shall prepare construction drawings. These drawings shall include all details, plans and specifications necessary for work as required by the 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. Provide all necessary MNDOT bridge submittals for approval.

## 5. Cost Estimate

A cost estimate is required at each plan review submittal. Following the completion of the plans and specifications a quantity takeoff and a detailed itemized construction cost estimate for each individual segment of the project shall be provided.

## 6. 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.

### PROJECT COMPLETION DATES

September 3, 2019	RFP Issued
September 24, 2019	Proposals Due
October 1, 2019	Selection of Consultant
October 14, 2019	Council Approval to Award Contract
October 16, 2019	Notice to Proceed
December 4, 2019	30% Plan review and Cost Est
January 24, 2020	90% Plan review and Cost Est
February 14, 2020	Plans and Cost Est submitted for final City review
February 28, 2020	Final Plan, Specification, Cost Estimate, MNDOT bridge forms, DNR permit and SWPPP delivered to City

At this time, the Bridge will be placed on the Bridge Bond Waiting List; once approved for funding, the project will be advertised for bids and awarded.

### QUALIFICATION PROPOSAL CONTENTS

The proposal shall be submitted in the following format broken into the 5 sections identified below. The proposal shall be limited to 15 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. Knowledge, Experience, and Personnel

An outline of the responder's background and experience with similar projects. Project descriptions shall include a list key staff and their role. Include a description of the firm's knowledge of City of Duluth street and utility standards. Within the experience, the consultant should demonstrate and provide proof of competency in the following areas:

- MNDOT State Aid Road and State Aid Bridge design and construction experience

- DNR hydraulics and permitting experience, including LOMRs
- Cost estimating and cost control

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. 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.

### 3. 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 bridge and roadway 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. Do NOT include any costs in the work plan.

### 4. Work Schedule

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

### 5. References

A listing of names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar street and bridge 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.
- 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	Knowledge, Experience, and Personnel	25%
3	Work Plan	25%
4	Work Schedule	15%
5	Project costs/fees	30%

Proposals will be evaluated on a best value basis with 70% qualifications and 30% cost consideration. The review committee will not open the cost proposal until after the qualification points have been awarded.

#### SUBMITTAL DATE

Submit original and five (5) copies in an envelope marked, Replace Bridge No. L8514, City Project No. 1861 by 2:00 PM CDT, September 24, 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:

Taryn Erickson, PE  
tjerickson@duluthmn.gov  
City of Duluth - Engineering Division  
411 W. 1<sup>st</sup> Street, Room 211 City Hall  
Duluth, Minnesota 55802-1191  
(218) 730-5087, FAX (218) 730-5907

#### 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.

**PROPOSER INFORMATION  
CITY OF DULUTH  
RFP# 19-16AA**

Bidder Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Title	