

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

**September 11, 2019**

**2020 STREET PRESERVATION PROJECT  
Design and Construction Phase**

**RFP #19-17AA  
Project No.: 1692**

**Proposals Due: September 30, 2019 at 10:00 AM, Local Time**

## PROJECT OVERVIEW AND BACKGROUND

The City of Duluth is interested in retaining a consultant to provide design and construction services for the 2020 Street Preservation Project.

Road type	Street Segment	Est Mileage	Const type
Local	Oakley St- 43rd Ave E to 47th Ave E	0.35	Mill/Overlay
Local	Norwood St- 45th Ave E to 48th Ave E	0.49	Mill/Overlay
MSA	Crosley St- Glenwood to Avondale	0.4	Mill/Overlay
Local	47th Ave E- Glenwood to Norwood St	0.3	Mill/Overlay
Local	Vermillion Rd, from end of concrete past Oxford to Claymore	1.09	Overlay
Local	Elk, Vermillion to Lochaire	0.69	Overlay
Local	Melrose Ave- Arrowhead Road to Brookline	0.13	Overlay
Local	Stuart Ct, from Brookline St to W St Marie St	0.13	Overlay
Local	Norton- Howard Gnesen to Rice Lake Road	2.23	Reclaim
Local	South Road, Pavement change to Kenwood Dr	0.4	Overlay
Local	Lower Kenwood, Catherine to South Rd	0.14	Overlay
Local	W 5th Ave- 4th St to 6th St	0.13	Reclaim
Local	W 6th Street- 466 feet E of 8th Ave W to 932 feet E of 8th Ave W	0.09	Reclaim
MSA/Local	Basswood- Central Entrance to W Ideal St	0.63	Reclaim
Local	Basswood-Orange St to Quince St.	0.1	Reclaim
Local	Mulberry- Basswood to Arlington	0.15	Reclaim
Local	Hillcrest, Gearhart to Springvale	0.61	Overlay
Local	Adirondack, full length	0.47	Overlay
Local	Tyrol, Hutchinson to cul-de-sac	0.32	Overlay
Local	Wellington, Pacific to Grand Forks	0.26	Overlay
Local	Exeter, Pacific to Grand Forks	0.26	Overlay
Local	Upper Michigan, 17th Ave W to 21 1/2 Ave W	0.4	Overlay
Local	Ideal, Joshua to Eklund	0.24	Overlay
Local	Restormal St- Third St to dead end 264' West of Anson Ave	0.41	Overlay
Local	Stanford- Swan Lake Road to Terrace St	0.2	Reclaim
Local	Pacific Ave- Third Street to Exeter St	0.25	Mill/Overlay
Local	131st Ave W- TH23 to Mission Ck Pkwy	0.4	Overlay
Local	78th Ave W- TH23 to RR Tracks	0.25	Mill/Overlay
Local	E Carterett St- Commonwealth to gate	0.07	Mill/Overlay
Local	Medina St- from 6th to 7th St	0.11	Overlay
Local	N 46th Ave W - from 8th St to Medina St	0.03	Reclaim
Local	Medina St- from 57th Ave W to dead end west	0.19	Reclaim
Local	Medina St- from 57th Ave W to W 8th St	0.14	Reclaim
Local	N 56th Ave W- from Highland to Medina St	0.09	Reclaim
Local	S 63rd Ave W- from Grand Ave to RR tracks	0.3	Mill/Overlay
Local	Prescott St- TH23 to 96th Ave W	0.35	Overlay
Local	96th Ave W, from Heard St to Prescott St	0.18	Overlay
Local	W Skyline Parkway, Spirit to 100th Ave W	0.65	Overlay
Local	W 9th St, from 128th to 131st Ave W	0.27	Overlay
Local	97th Ave W, from Prescott to McCuen	0.09	Overlay
Local	Heard St- TH23 to dead end past 96th Ave W	0.35	Overlay

Street work may include, but is not limited to: material removal, reclamation, milling, bituminous paving, spot storm water drainage improvements and ditching, spot curb and gutter replacement, pedestrian ramps, turf establishment as necessary, and re-striping if present at this time.

The project will be funded through City of Duluth Sales Tax Funding (local funds).

The City of Duluth will provide the following:

- All available street and utility drawings from previous projects.
- Aerial photography.
- City is in the process of televising storm water pipes on the reclaim sections.
- 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, and construction inspection.

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 current MNDOT specifications.

### 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. Public Participation

The Consultant should plan on five neighborhood meetings to coordinate and communicate the project with residents.

#### 3. Reconnaissance, Field Surveys & Geotechnical Exploration

- a. The Consultant shall perform survey as necessary for road and drainage work. The construction plans shall preserve or re-set all monuments and their boxes that are disturbed with the project.
- b. Review project sites for drainage issues- where they exist, work will be included in these plans to improve drainage.
- c. The pedestrian ramps will be improved to meet current ADA standards, if feasible, where sidewalks currently exist. The contractor will be required to design and construct these ramps in the field, with approval by the project engineer.
- d. The Consultant shall be responsible for all permit applications that may be required of the City.
- e. The Consultant shall do all necessary geotechnical exploration to determine/verify the existing section on the reclaim and mill/overlay sections. Assume for this proposal the total number of subsurface explorations is one (1) per 400 ft.
- f. There are two major Tischer Creek crossings on Norton Road. The drainage study and pipe replacement at those locations are not included in this project, and will take place in a later year.
- g. The construction type noted for each street segment provides initial guidance to the consultant on the project scope. However, this can be modified if the same number of miles are accomplished using different construction techniques, within the project budget.
- h. For purposes of the RFP, plan to break the work into two bid sets. This can be approached a couple of different ways, and will be decided once the consultant has had time to analyze the sites as well as the work planned.

#### 4. Preliminary Design Recommendations and Costs

- a. The Consultant shall analyze all appropriate data, and prepare recommendations and a **preliminary construction cost estimate broken down per street 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. Once the recommendations and cost estimate is prepared, meet with the project engineer to confirm direction.
- d. Full design can commence following that meeting.

#### 5. 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 City. On past similar locally funded projects, an aerial photo of the project site with the work depicted on that aerial photo is sufficient for bidding. An SEQ with each project site

in its own column will be necessary. This will allow a contingency if bids come in over budget and scope must be decreased.

- 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. An example plan set can be provided to interested consultants.
- d. The contract drawing sequence shall follow the standard City of Duluth format.

#### 6. Cost Estimate

A preliminary cost estimate (broken down by street) is required prior to preparing plans and specifications (Section 4 above). Each plan review submittal also requires an updated cost estimate, for a total of five (5) submittals. 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.

#### 7. 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.

#### 8. 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 14 weeks.

#### 9. Construction Inspection

The Consultant shall provide full time construction inspection services. The proposal shall be based upon 14 weeks of construction and a total of 60 hours per week of inspection.

### PROJECT COMPLETION DATES

September 11, 2019	RFP Issued
September 30, 2019	Proposals Due
October 3, 2019	Selection of Consultant
October 14, 2019	Council Approval to Award Contract
October 16, 2019	Notice to Proceed
November 6, 2019	Prelim Cost Est and meeting
December 4, 2019	30% Plan review and Cost Est 2
January 24, 2020	90% Plan review and Cost Est 3
February 14, 2020	Plans and Cost Est 4 submitted for final City review
February 28, 2020	Final Plan, Specification, Cost Estimate 5 and SWPPP delivered to City
March 11, 2020	Advertise for bids
April 2, 2020	Receive bids
May 18, 2020	Start Construction
August 21, 2020	Construction Completion
December 15, 2020	Submittal of record drawings.

## 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 10 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:

- Road Design and Construction, including knowledge of reclamation and milling projects
- Planning for effective Public Participation
- Cost estimating and cost control
- Project management experience and dealing effectively with residents

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 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 utility construction services.

## COST PROPOSAL CONTENTS

Provide, in separate sealed envelope, one copy of the cost proposal, clearly marked on the outside “RFP 19-17AA 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	20%

3	Work Plan	15%
4	Work Schedule	10%
5	Project costs/fees	50%

Proposals will be evaluated on a best value basis with 50% qualifications and 50% 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 a sealed envelope marked, RFP 19-17AA, 2020 Street Preservation Project, Project Number 1692 by 10:00 AM CDT, September 30, 2019 to:

Amanda Ashbach, Purchasing Agent  
City Purchasing  
Room 100 City Hall  
Duluth, MN 55802

### CONTACT

All questions concerning the project shall be directed to:

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