



CITY OF DULUTH, MN

Monday, May 11, 2026

**Request for Proposals
for**

Engineering Services for Medical District Lighting Improvements

Duluth, Minnesota

RFP 26-99484

City of Duluth Project No. 2238

Proposals Due: Thursday, May 28, 2026 at 3:00 pm local time

PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant to provide professional engineering services to complete a design of a lighting system along 2nd Street, 3rd Street, 4th Ave East and 5th Ave E. The lighting system will be bounded by 4th Ave E, 4th Street, Superior Street, and 6th Ave East. Consultant services are expected to include design and include limited construction support services, as noted within this request.

BACKGROUND

The area around St Mary's Medical Center experiences a large amount of pedestrian traffic. At night, pedestrians walk along the sidewalk system and concerns regarding safety both along the sidewalks and crossing streets are regular reports to City staff and hospital administration. The City is committed to pedestrian safety and proposes to improve the lighting within the designated medical district area. This project will design a new lighting system in this area to be constructed and bid.

The proposed design would replace most (but not all) of the existing street lighting within these areas, including those owned by the City and Minnesota Power. Conceptually, the City would be looking to provide "cobrahead" style lighting at each intersection (assumed to be two at each location listed) and pedestrian scale post-top style lighting along the sidewalks. The signal systems within the area of study (6th Ave East at 3rd Street and 2nd Street) will remain as-is and is generally consistent with the design goals for this project. No work will be done on 4th Street as that would be completed as part of the on-going 4th Street reconstruction project. Please see the attached map (Exhibit A) illustrating the area of work.

The selected consultant will be tasked with preparing the design plans and specifications, suitable for bidding the project, and with providing limited construction administration support during the construction phase of the project.

GENERAL PROJECT SCOPE

Consulting engineering services are expected to include all work necessary to provide final design including plans and specifications for the project as described, as well as limited assistance during bidding and construction services. These include, but are not limited to the following:

1. Project Meetings, Management and Coordination
2. Project Reconnaissance
3. Preliminary and Final Engineering Design
4. Limited Bidding Assistance
5. Limited Construction Administration Assistance

These tasks will be defined in greater detail within this solicitation. 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, <https://duluthmn.gov/engineering/>).

SCOPE OF SERVICES

1. Project Meetings, Management and Coordination

Proposers shall manage their effort to complete the design effort required to produce the project. This shall include the overall management effort, project meetings and coordination with stakeholders.

Project Management

The consultant is expected to manage their project effort in an efficient manner and within the schedule proposed. This includes tasks such as timely invoicing, coordination of internal resources, scheduling of the project and required resources, and providing quality control of the deliverables.

Meetings

The consultant shall attend a minimum of two (2) meetings. This will include a kickoff meeting with City staff and a stakeholder coordination meeting. The consultant will be expected to prepare agendas and other meeting exhibits, schedule the meeting, and provide meeting minutes for review. The consultant may opt to host additional, brief, coordination meetings with City staff to ensure that the project timeline is met. Remote meeting options, such as Microsoft Teams, can be utilized by the consultant.

Stakeholder Coordination

The consultant will be responsible for coordination with the various stakeholders for this project. The City has identified both Essentia Health, the primary adjacent property owner and Minnesota Power, provider of electrical power and owner of some existing street lighting, as the primary stakeholders. The City does not expect to hold public meetings specific to this project. Proposer shall be aware that the City is currently under contract with Short Elliot Hendrickson (SEH) to perform design services for a reconstruction of 4th Street. Coordination with that design team may be required to complete a cohesive project.

2. Project Reconnaissance

Proposer shall be responsible for visiting the site to identify the existing conditions. The City will provide available as-built information for the proposer's review. The proposer should expect to provide some survey services in this project – both to locate existing utilities and any potential impacts to accessible facilities that are required to complete the lighting installation. The City will provide geotechnical information, to the extent available, for adjacent streets. Any subsequent geotechnical work will be considered extra work and outside of the scope of this proposal.

3. Preliminary and Final Engineering Design

The consultant will be responsible for preparing full engineering design plans and project special provisions for this project, suitable for bidding and construction. This design will supplement existing City standard specifications, and applicable MnDOT standards specifications and standard plans. The City will provide boilerplate special provisions language for consultant use in preparing these documents.

The City has prepared this proposal with the following basic lighting assumptions:

- Each intersection will have two (2) cobrahead style lighting fixtures, located at opposite corners. These will be standard light poles, 30-feet in height.
- Each street will have pedestrian scale lighting, of a post-top style, consistent with existing City luminaire standards.
- This project will not replace the existing intersection lighting at the following intersections:
 - 2nd Street and 5th Avenue East
 - 2nd Street and 6th Ave East
 - 3rd Street and 6th Ave East
- This project will specifically replace the lighting at the intersection of 3rd Street and 5th Ave East.

The project will specifically stop short of 4th Street in all locations, as the lighting on that street will be addressed by the 4th Street project. The consultant can assume that all lighting work within this project stops 75 feet away from 4th Street. The consultant may be required to perform coordination with that consultant, and such coordination is included in the scope of work.

The consultant shall provide photometrics plans after a preliminary layout is prepared. The City assumes a project deliverable for review at the following stages:

- 30% Design Review: Preliminary layout and photometrics. Significant design detail is not included. Preliminary cost estimate is prepared.
- 60% Design Review: Final layout and photometrics. Final design layout review and stakeholder coordination review. Design development cost-estimate is prepared.
- 90% Design Review: Final design review, draft project special provisions review. Final cost estimate is prepared.

A final deliverable, after all reviews are completed, will consist of the design plans (in PDF format) signed by the engineer of record, special provisions (PDF and Microsoft Word format) and a final cost estimate, with individual bid items matching the bid quantities (PDF and Microsoft Excel format). City staff will route the design plans for internal signatures.

4. Project Bidding

The City will oversee bidding the project. The consultant will be available to answer clarification questions and if needed, preparing addendum responses. The proposers should include 16 hours of the project manager's time within their cost proposal for addressing questions. Actual effort will be billed hourly as needed.

5. Construction Administration

The City is planning to provide field representation for this project's construction phase at this time. The consultant will be required to provide review of construction concerns and project submittals as requested by City staff. The proposers should include 32 hours of the project manager's time within their cost proposal for addressing questions. Actual effort will be billed hourly as needed.

PROJECT COMPLETION DATES

May 12, 2026	RFP Issued
May 26, 2026	Questions Due
May 28, 2026	Proposals Due
June 4, 2026	Selection of Consultant
June 15, 2026	Council Approval to Award Contract
July 31, 2026	30% Plan Review
August 28, 2026	60% Plan Review
September 25, 2026	90% Plan Review
October/November 2026	Advertise for Bids
December 2026	Receive Bids
April 2027	Start Construction
September 2027	Construction Completion
November 2027	Submittal of Record Drawings

QUALIFICATION PROPOSAL CONTENTS

The proposal shall be submitted in the following format broken into the sections identified below. Proposals not following the specified format will not be reviewed. No additional sections or appendices are allowed.

- Proposers shall include three (3) paper copies of the qualification proposal with the submittal.
 - One (1) copy shall be unbound. The unbound copy may be secured with a binder clip or other method that is easily removed for scanning.
- The proposal shall be limited to ten (10) single-sided pages, not including a cover letter.
- Proposers may opt to include one (1) single-sided page may be a single-sided 11" X 17" page if necessary for a project layout, workplan or other graphical design.
- The separate cost proposal can be an 11" X 17" page.
- Proposals that exceed the page limit will not be reviewed.
- Proposers may use Appendix A as a cover letter, or should include all information from Appendix A on their cover letters, including addenda acknowledgements.

The proposal format shall be as follows:

1. Goals and Objectives

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

2. Similar Project Experience

An outline of the responder's background and experience with similar projects, providing lighting design on roadways in urban areas.

3. Personnel

Identify key 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 and be responsible for certifying the plans and special provisions. Once the project is awarded, no change in key personnel assigned to the project will be permitted without approval of the City.

4. Knowledge of Duluth Requirements and Pre-qualification

Include a description of the firm's knowledge of City of Duluth Engineering Guidelines and Construction Standards. Firms must hold prequalification 14.3 with the Minnesota Department of Transportation (Roadway Lighting Design). Proposers that do not hold prequalification 14.3 will not be considered for this project.

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. The budget hours shall be in chart/spreadsheet format, including each proposed task and the number of hours for each staff person on that task. The work plan shall also identify the deliverables of key milestones in the project as well as any key information or responsibilities identified within this request that are the City's responsibility.

6. Work Schedule

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

7. References

Provide names, email addresses, and telephone numbers of at least three (3) references for whom the respondent has performed similar street and utility construction services. References shall not include City of Duluth staff.

COST PROPOSAL CONTENTS

Provide one (1) unbound copy of the cost proposal in a separate sealed envelope, 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, 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.

- Proposals must be signed by an authorized official. If the official signs the Proposal Cover Sheet attached as Appendix A, this requirement will be met.
- 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	Personnel and firm experience	15%
2	Work Plan and Schedule	15%
3	Project Understanding	20%
4	History (completeness, timeliness and budget compliance) of past work on a similar government project	10%
5	Project costs/fees	40%

Proposals will be evaluated on a best value basis with 60% qualifications and 40% cost consideration. The review committee will not open the cost proposal until after the qualification points have been awarded. Cost proposals will only be opened for the three top ranked firms. The City anticipates that the evaluation and selection will be completed by June 4, 2026.

SUBMITTAL DATE

Submit unbound original in an envelope marked, “26-99484 RFP for Eng Svcs for Medical District Lighting Improvements” by 3:00 PM CDT, May 28, 2026 to:

Patrice Stalvig, Purchasing Agent
City of Duluth – Purchasing Department
411 W 1st Street, Room 120 City Hall
Duluth, MN 55802

Digital copies of proposals may be requested of proposers after proposal due date.

CONTACT

All questions concerning the project shall be submitted before Tuesday, May 26 and shall be directed to:

Joe Jurewicz, P.E., Senior Engineer
City of Duluth – Engineering Division
411 W 1st Street, Room 240 City Hall

Duluth, Minnesota 55802
jjurewicz@duluthmn.gov
(218) 730-5095

ADDENDA

If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/>. Although an e-mail notification will be sent, it is the Proposer's responsibility to periodically check the website for any new information. Any addenda issued must be acknowledged on the proposal cover sheet (attached as Appendix A).

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, a sample of which is available at <https://duluthmn.gov/purchasing/forms/>. Any questions concerning this agreement should be asked PRIOR to proposal submittal. These questions should be directed to Joe Jurewicz 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 complete and an award decision made.

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

By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- a. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.

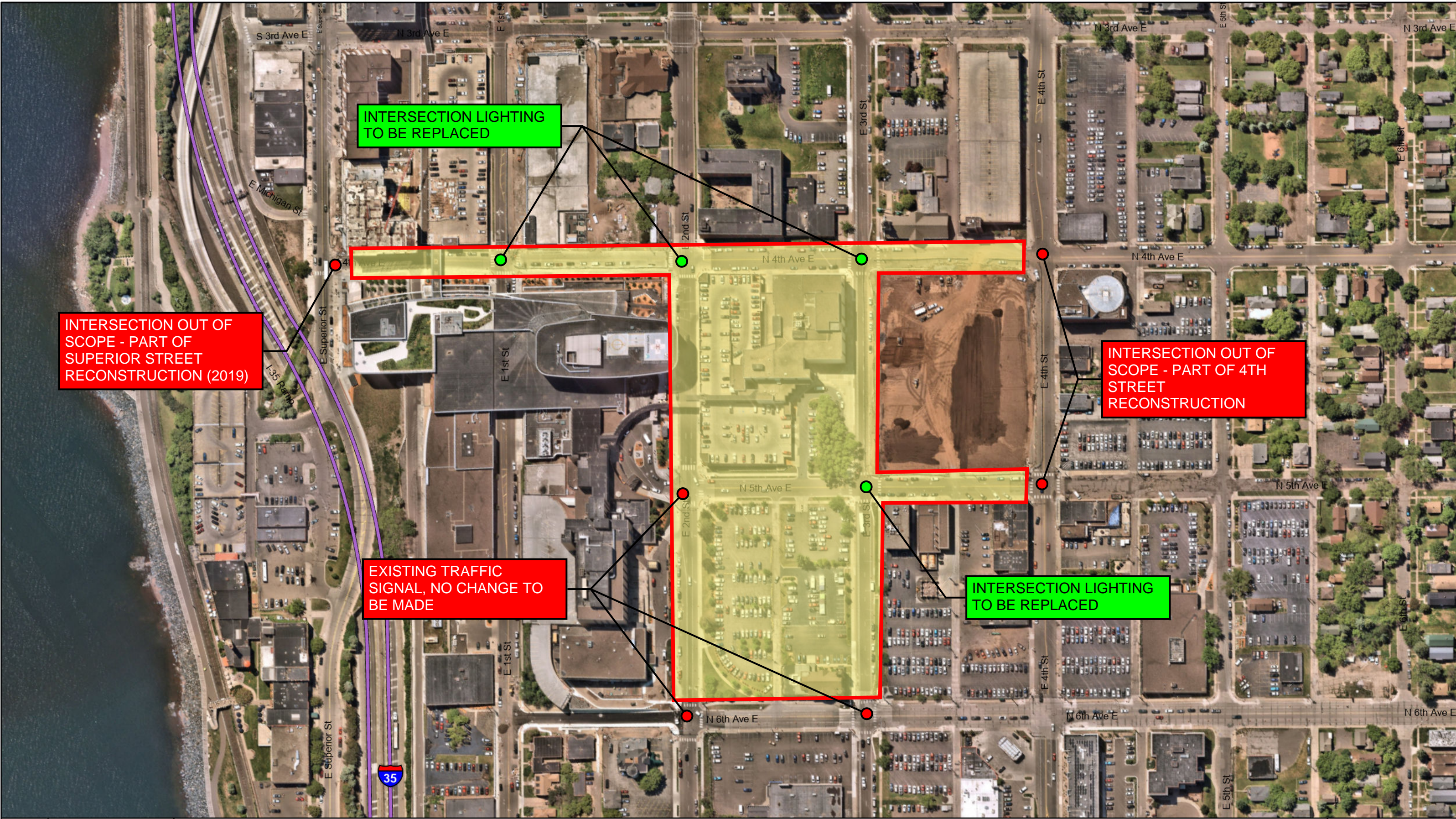
- b. There is no conflict of interest. A conflict of interests exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
- c. It is not currently under suspension or debarment by the State of Minnesota, any other state, or the federal government.
- d. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03

**APPENDIX A – PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 26-99484 for Engineering Services for Medical District Lighting Improvements**

Bidder Information:	
Bidder Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Name & Title of Authorized Signer	
Email of Authorized Signer	

ACKNOWLEDGEMENT OF ADDENDA

ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE



INTERSECTION LIGHTING TO BE REPLACED

INTERSECTION OUT OF SCOPE - PART OF SUPERIOR STREET RECONSTRUCTION (2019)

INTERSECTION OUT OF SCOPE - PART OF 4TH STREET RECONSTRUCTION

EXISTING TRAFFIC SIGNAL, NO CHANGE TO BE MADE

INTERSECTION LIGHTING TO BE REPLACED

MEDICAL DISTRICT LIGHTING IMPROVEMENTS

CITY PROJECT: 2338

 **AERIAL PHOTO:**
FALL 2025

411 W 1st St,
DULUTH, MN 55802
PHONE: (218) 730-5000
www.duluthmn.gov

Source: City of Duluth



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