



CITY OF DULUTH, MN

**Request for Proposals
for**

**Engineering Services for the Ideal Street Reconstruction Project
From Eklund Avenue to Swan Lake Road
Duluth, Minnesota**

RFP 25-00721

City of Duluth Project No. 2340

Proposals Due: Monday, September 29, 2025, at 2:00 pm local time

PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant to provide preliminary survey and preliminary design services to the 30% design stage for the reconstruction of Ideal Street from Eklund Ave to Swan Lake Road (MSAS 211). Final design and bidding phases may be amended into the contract after a decision is made on the storm water and road design. The Ideal Street project is planned to be bid in February of 2027 and constructed in the summer of 2027.

BACKGROUND

Ideal Street, from Eklund Avenue to Swan Lake Road (MSAS 211) is a rural, local City street that runs west to east through the Duluth Heights neighborhood. The roadway section is low grade bituminous. There are two 11' driving lanes, the road does not have parking lanes or pedestrian or bike accommodations. This roadway has never been constructed to modern pavement design standards.

To complete the design for Ideal Street, the first step is to determine stormwater **quantity and quality** treatment methods and locations, pipe and culvert sizing, outfall locations and sizing. The City is requesting that the consultant provide two drainage scenarios for Ideal Street. Scenario 1 would model the basin if Ideal Street was constructed with curb and gutter. Scenario 2 would model the basin if Ideal Street was kept as a rural section with improvements to the existing ditches.

Traffic counts have not been conducted for Ideal Street. It serves as access to homes along the corridor. The bituminous pavement is in poor condition. Some form of pedestrian accommodation will need to be considered. This route has not been identified in any planning documents for implementing bike accommodations along the corridor.

The Ideal Street project will be funded with local City road and utility funds. A hydraulic analysis of local road drainage will be required, and catch basins will most likely be needed to capture runoff from the 10 year storm design for an urban road section. The hydraulic analysis will need to be submitted and approved by City staff. In addition, one or more stormwater quality structures (and possibly a stormwater detention facility) will need to be identified along the corridor. The locations and design must be approved by the City Stormwater Engineer. The conversion of Ideal Street from a rural street section to an urban section will impact drainage characteristics and will need to be accounted for if that is the option selected.

Utility work will include water main replacement for the full project length of the project. For sanitary sewer, if the sewer main needs to be lined, the City will arrange to have the main lined by a separate project, the consultant should NOT allocate time for this work.

Storm sewer replacement and phasing will have the largest influence on future road work down gradient of the Ideal Street project. The West Branch of Chester Creek is a Minnesota DNR designated trout stream, is the receiving water body for the project **and is located within the project boundaries**. A FEMA detailed floodplain study area (Zone AE) is mapped across Ideal Street within the project limits for Chester Creek, requiring the project to follow FEMA floodplain rules.

MS4 Permit Calculations and Documentation Requirements:

- Calculate water quality volume as required by the MS4 permit for linear projects.
- Identify locations near the corridor to that should be investigated as potential stormwater treatment locations. Potential locations for stormwater treatment include empty lots, tax forfeited property, areas of existing right of way, and other open areas.
- Determine feasibility of each location to be used for stormwater treatment. If a location is determined to be infeasible, document efforts to obtain property, presence of bedrock, soil contamination, wetland, and any other reason the location is infeasible for stormwater treatment.
- If the location is determined to be feasible, design storm treatment as required in the MS4 permit. Design of stormwater treatment outside of the right-of-way will be considered extra work.
- Summarize calculations, documentation, and amount of treatment achieved for the project in a MS4 Compliance Memorandum. Refer to items 20.7 - 20.9 in the MS4 permit for treatment and documentation requirements.

The water main replacement on Ideal Street will be new 8-inch HDPE. The water main on Ideal Street will connect to existing 6-inch CIP at Swan Lake Road and extend to and connect with the 8-inch HDPE pipe at Eklund Avenue. New water services will be installed as required to replace existing lead services or as required due to shifts in the water main alignment. All lead services will be replaced as part of the project, and copper services will be reconnected at the main as the alignment allows. A review of the lead service status on the public side of the service for Ideal Street was completed and no lead services were identified. The status of service material (lead/copper) on the private side of the services has not been reviewed and will need to be confirmed by the consultant prior to final design.

Phasing of construction is anticipated to be as follows: The intention is that this project will be constructed during the 2027 construction season.

The City of Duluth will provide the following:

- Monumentation and ties.
- 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 complete a full topographical survey, hydrological study of stream flows and preliminary storm sewer collection system, provide preliminary design plans (30%) for Ideal Street to meet City standards, identify any easements required, and complete preliminary cost estimates. 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.)

These include, but are not limited to 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 the Consultant.
3. Preliminary Surveys and Information Gathering.
4. Preliminary Engineering Design, including sending the required environmental letters and providing responses to the City.

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 and previously prepared reports.
- 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 should plan on two (2) public meetings to coordinate and communicate design issues and schedule with residents.

2. Reconnaissance, Field Surveys & Geotechnical Exploration

- a. 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 the plans. If existing documentation regarding ROW limits is not sufficient for ROW certification the Consultant shall tie in or provide such survey information in order to complete the required ROW certification form. The construction plans shall preserve or re-set all monuments and their boxes that are disturbed with the project. The Consultant shall review/document condition and make recommendations on repairing structures to remain in place for all existing utility structures in the ROW. The Consultant shall survey the existing storm sewer system and document all private (roof and footing drains) and public connections to it. Driveways and side streets will be surveyed to a sufficient distance to allow for connections to the new roadway (including utilities).
- b. The Consultant shall identify all ROW conflicts early in the design process. The Consultant shall prepare easement language and exhibits for any locations that are identified for the City to send to the property owners.

- c. 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.
- d. The Consultant shall do all necessary geotechnical exploration to determine/verify the existing section and to provide recommendations for the proposed section and utility construction. Assume for this proposal the total number of subsurface explorations is one (1) per 400 ft.
- e. The Consultant shall determine if the road project changes the runoff characteristics in the down gradient drainage area significantly enough that it will require improvements to the storm infrastructures located within the FEMA mapping boundaries/trout stream channel. **There are mapped wetlands within the FEMA and trout stream boundaries that may require wetland delineation depending on what improvements are proposed.** If so, then consultation with all regulatory agencies to determine required information for permit applications as it relates to the design and execution of the Ideal Street project and for the downstream structures at Chester Creek will be required. Permits from the DNR, Corps of Engineers and FEMA for work within the floodway for improvements to the storm infrastructure and grading at the West Branch of Chester Creek will be required. The Consultant shall be responsible for all permit applications and fees that may be required of the City.
- f. The Consultant shall identify any trees that will require removal.

3. Project Meetings

- a. The Consultant should plan to attend all public meetings and stakeholder discussions. The Consultant should prepare concept designs, typical sections, and illustrations as required to show design direction and solicit feedback on options from the general public.

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 (30%) preliminary construction cost estimates 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 pedestrian accommodations along Ideal Street., including a shared use path and sidewalk(s). The other alternative that needs to be analyzed is the typical road section, rural vs urban.

- d. Once the cost estimate is prepared, meet with the project engineer to determine if pedestrian accommodations are desired and to pick the typical section for Ideal Street, and decide how the work will be split into bid phases, if deemed necessary.
- e. Full design can commence only after an amendment to the PESA has been approved.

5. Preliminary Design

- a. The Consultant shall perform preliminary design and layout based upon the data and information collected. Preliminary layout shall be produced for Engineering staff review prior to the project meetings. Drainage design modeling/calculations shall accompany preliminary design plans.

6. Preliminary Plans

- a. The Consultant shall prepare construction drawings as necessary to provide for the complete project scope. These drawings shall include all details, plans and specifications necessary for all work as required by appropriate approval agencies.
- b. The drawings shall include all necessary site maps, plans, elevations, sections, details, temporary and permanent easements, and notes as needed or necessary to adequately show, explain or describe all features of the project.
- c. The contract drawing sequence shall follow the standard City of Duluth format. 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.
- d. A licensed Professional Engineer registered in the State of Minnesota with experience in Civil Engineering and preparation of state aid funded plans and specifications must supervise all work.
- e. A licensed Professional Land Surveyor registered in the State of Minnesota with experience in easement descriptions and exhibits must be available to provide any temporary or permanent easements.
- f. The work may require construction in several phases, potentially over more than one construction season. The consultant should plan to consider the phasing and timing of the project to minimize the impacts to the residents and phasing of watermain shutdowns.
- g. A preliminary cost estimate with detailed itemized construction costs is required. Each preliminary plan review set requires an updated cost estimate, for a minimum of two (2) submittals. These cost estimates should have both a rural and urban road scenario included. See Project Completion Dates. The Engineer’s Opinion of

Construction Cost and the Statement of Estimated Quantities shall be submitted in Excel format as well as pdf.

PROJECT COMPLETION DATES

September 10, 2025	RFP Issued
September 29, 2025	Proposals Due (2:00 PM)
October 3, 2025	Selection of Consultant
October 14, 2025	Council Approval to Award Contract
January 15, 2025	Preliminary Cost Estimate (Rural vs Urban Scenarios)
March 15, 2025	Ideal Street 30% plan review +Updated Cost Estimate (Rural vs. Urban Scenarios)

*After a preferred alternative is selected, the final design and bidding phases will be amended into the agreement.

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 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). This would be 10 single-sided 8.5" X 11" pages, 5 double-sided 8.5" X 11" pages, or a mixture thereof. One single-sided page can be replaced with a single-sided 11" X 17" page if necessary for a project layout or other graphical design. The separate cost proposal can be an 11" X 17" page. 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 of key staff and their role. Within the experience the Consultant should demonstrate and provide proof of competency in the following areas:

- Street and road design
- Planning for effective public participation
- Cost estimating and cost control
- Project management experience and dealing effectively with residents
- Design and inspection of HDPE watermain projects
- Hydraulic modeling of both closed and open channel systems, in order to properly size the storm water system for the watershed. **Familiarity with FEMA floodplain rules and DNR trout stream requirements.**

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. 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 through 30% plans. 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. City staff intend to be actively involved with the project and three (3) status meetings held at City Hall at to be contained in the work plan in addition to any data collection or input/review meetings. The City project manager intends to have virtual bi-weekly check-in meetings with the Consultant throughout the design to ensure that information requests are answered in a timely manner and the design stays on schedule. Do NOT include any costs in the work plan.

6. Work Schedule

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

7. References

Provide names, 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 be City of Duluth staff.

COST PROPOSAL CONTENTS

Provide one 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	Experience and knowledge of public entities requirements	10%
2	Personnel	10%
3	Work Plan and Work Schedule	30%
4	History (completeness and timeliness) of past work History completing past projects on budget	20%
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. Cost proposals will only be opened for the three top ranked firms. The City anticipates that the evaluation and selection will be completed by October 3, 2025

SUBMITTAL DATE

Proposers shall submit one (1) unbound original and two (2) copies of the Technical Proposal and one (1) original and two (2) copies of the Cost Proposal **in a separately sealed envelope**. Proposals should be marked, “25-00721 RFP for Eng Svcs for The Ideal Street Reconstruction Project” and must be received by Purchasing by 2:00 PM CDT, September 29, 2025.

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

Digital copies may be requested after proposal due date.

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.

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 email notification will be sent, it is the Bidder's responsibility to periodically check the website for any new information. Any addenda issued must be acknowledged on the Proposal Sheet attached as Appendix A

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 Purchasing@duluthmn.gov in the City Engineering Office. Answers to the questions will be posted as Addendum to the RFP.

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

The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucp.metc.state.mn.us/>