

REQUEST FOR PROPOSAL
CITY OF DULUTH, MN

OCTOBER, 2010

SANITARY SEWER, WATER MAIN, STORM SEWER AND STREET
IMPROVEMENTS FOR DULUTH'S RIVERSIDE COMMUNITY

Project No.: 0699SN/0699TR

Bid Number: 10-0496

Proposals Due: November 3, 2010
2:00 PM, Local Time

PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant to provide engineering services to design, prepare plans and specifications and provide construction engineering services for the reconstruction of Duluth's Riverside community sanitary sewer collection system, storm sewer, water distribution system and streets.

Complete services are desired to review existing infrastructure and streets, gather preliminary design data, perform engineering surveys and preliminary engineering, hydraulics, complete final design including construction plans and specifications for utilities and roadways, and perform construction services. Construction services would include construction staking and inspection, utility coordination, testing services, and complete contract project management, including record drawings.

The Riverside community was established over ninety years ago by McDougal for his ship building company. The sanitary sewer collection system comprised of approximately 7,500 lineal feet of six and eight inch pipe. The average dry weather flow and wet weather flow for the community is 0.210 MGD and 0.599 MGD respectively. The majority of the piping was constructed in the early 1920's and consists of two-foot sections of nongasketed vitrified clay pipe. The water distribution system consists of approximate 8,900 feet of water main. Approximately 3,200 feet was installed in 1917 and the remaining water in the late 1940's. The system is at the end of its useful life as deteriorating pipe has contributed to a significant number of leaks and spot repairs.

The project would include abandonment of all sanitary sewers from their current location and construction of new sewer lines within the roadways. Water main replacement within the roadway will also occur at this time. Sanitary sewer services and water services would be extended to the property lines. As a result of the utility improvements, approximately 7,800 feet of roadway will be reconstructed. Street work is to include complete base reconstruction, curb and gutter replacement, bituminous pavement, sidewalk replacement, striping and storm sewer to City Standards. Existing street widths are 22, 24 and 28 feet. East Penton Boulevard Alley is 16 feet. Street widths are expected to remain the same except for Penton Boulevard Alley which would be widened to accommodate new sewer and water mains.

Construction will be approached in two phases spread over two construction seasons to match funding. Construction funding for the project is through the Minnesota Public Facilities Authority for the sewer and water utilities, the City's Storm Sewer fund and the City's Street Improvement Project fund for the street work. Maps showing the scheduled project areas are attached to this RFP.

The City is committed to providing the following to the selected consultant:

- Previous reports and studies; surveys and aerial photography.
- All available street and utility record drawings for the scheduled project.
- Assistance in obtaining other related information in City files pertaining to the project if needed.

To aid in proposal preparation, the City will provide a copy of a portion of the Riverside Sanitary Sewer Facility Plan and the Water Utility Assessment Report. This packet may be picked up at the Engineering Department office front counter, 211 City Hall.

GENERAL PROJECT SCOPE

Consulting Engineering Services are expected to include all work necessary to provide survey, preliminary and final design including plans and specifications and complete construction project management including project coordination, staking, inspection, contract management, progress payments and all required contract administration and documentation.

All work shall be performed in accordance with the most recent version of the City Standard Specifications and Engineering Guidelines.

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. Additional consultations shall, where necessary, clarify the technical requirements and objectives of the contract and may be in the form of letters 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 drawings and information which they choose as reference.
- d. The Consultant will design and perform a Public Participation process to determine the typical street section. The process and out come shall be in accordance with City of Duluth Completes Streets policy.

2. Reconnaissance and Field Surveys & Geotechnical Exploration

- a. The Consultant shall perform field surveying and data collection as needed. The City of Duluth will have the site flown by an aerial photography firm.
- b. Consultation with State and local 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 permit applications that may be required of the City.

c. The Consultant shall do necessary geotechnical exploration.

3. Recommendations and Costs

The Consultant shall analyze all available records, record drawings, inspection reports and all other appropriate data, and prepare recommendations and a cost estimate prior to preparing plans and specifications. 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.

4. Preliminary Design

The consultant shall perform preliminary design and layouts based upon the data and information collected. Preliminary layouts shall be produced for Engineering staff review and for presentation to neighborhood informational meetings.

5. Plans and Specifications

a. The consultant shall prepare construction drawings as necessary to provide for the complete reconstruction. 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's 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. The contract drawing sequence shall follow the standard City of Duluth format.

d. Record drawings shall be prepared using AutoCAD Version 2007 or later. Upon completion of the project, record drawings shall be provided to the City in both hard copies and a digital format compatible with AutoCAD Version 2007 or later. All additional submittals required in the Engineering Guidelines shall be provided prior to final payment to the consultant.

e. The City of Duluth hopes to obtain a WIF grant from the PFA for the sanitary sewer work and PFA loan for water improvements. The Consultant will be required to submit plans/specifications to the MPCA for approval for the sanitary sewer improvements and plans/specifications to the DOH for water improvements by March 29, 2011.

6. Cost Estimate

Following the completion of the plans and specifications a quantity takeoff and a detailed itemized construction cost estimate for the entire project shall be provided.

7. Construction (Project) Management

Upon completion of plans and specifications, the consultant shall provide all documents and services to provide for bidding, award, 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, inspection, progress and inspection reports, testing and project management, including the completed record drawing and final records by December 31, 2012.

PROPOSAL CONTENTS

The following will be considered minimal contents of the proposal:

1. A restatement of the goals and objectives and the project tasks to demonstrate the responder's view of the project.
2. An outline of the responder's background and experience with similar projects. Identify personnel to conduct the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without approval of the City.
3. 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. An anticipated work schedule shall also be provided. 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 a maximum of three (3) status meetings are to be contained in the work plan in addition to any data collection or input/review meetings.
4. 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.
5. An opinion of probable construction costs.
6. 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 responder must include a not to exceed total project cost, as well as subtotals for a) design services through bidding and b) construction inspection and management, and any sub consultant fees broken down between sanitary sewer, water main, storm sewer, gas and street, along with the following information:

- A breakdown of the hours by task for each employee.
 - Hourly rates for each employee.
 - Identification of anticipated direct expenses.
 - 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.
 - Responder must have the cost proposal signed in ink by an authorized member of the firm. The responder must not include any cost information within the body of the RFP technical proposal response.
7. 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.
8. The proposal shall be limited to 20 pages plus a cover letter.

DESIGN FAMILIARITY

The Consultant selected will be required to demonstrate and provide proof of competency in the following areas:

- * Multi-phased projects
- * Project Management experience and dealing effectively with contractors
- * Design and inspection of HDPE water main – a minimum of 15,000 of 8-inch or larger water main or forcemain within the past 5 years by staff proposed for this project
- * Cost estimating and cost control
- * Construction Management
- * Quality Control

In addition, the Consultant will be required to provide references of three projects similar in size and scope that have successfully been completed within the past three years. These projects must include the use of HDPE pipe.

The following additional qualifications and provisions of the consultant are also required:

- * A Professional Engineer (registered in the State of Minnesota with experience in engineering, preparation of state aid plans and specifications, and inspection services) must supervise all work.

- * The inspectors assigned to the work in the field are required to have experience in street and utility inspection work, and hold all Mn/Dot certifications as required and have inspected a minimum of 5,000 feet of 8-inch or larger water main or forcemain within the past 5 years.

FEES AND EXPENSES REIMBURSEMENT

The proposal shall state, not to exceed, the fee based on the total estimated hourly rates included in the proposal, as well as subtotals for a) design services through bidding, b) construction inspection and management. Include any sub-consultant costs. Also to be included is an itemized breakdown of specific tasks for all design, inspection, and management services proposed by the consultant in response to the City's Request for Proposal. Design services shall be considered complete upon award of contract for the project.

The fee for construction services shall be based upon the schedule outlined in this request. The City believes this is a reasonable schedule and all proposals will be evaluated on this schedule. Construction should be based on taking place from July 11, 2011 to November 30, 2011 and from March 1, 2012 to November 30, 2012. Only proposals using this time frame will be considered.

The proposal should also include a schedule of hourly billing rates for each employee who may be involved in design and construction engineering services (construction administration and construction observation). Include rates of miscellaneous charges, such as copies and mileage.

As stated in the Project Overview, the RFP is for the complete reconstruction (utilities and street) of the Riverside community. The proposal shall be for a) design services through bidding, b) construction inspection and management. Proposal shall include the following:

- Sanitary Sewer Construction. Approximately 7,500 feet of sanitary sewer will be abandoned. The anticipated replacement length is approximately 6,930 lineal feet. Sanitary sewer replacement will include, but not limited to, sanitary sewer main, 50 sanitary manholes and 160 sanitary sewer services (wyes and service pipe).
- Water Main Replacement. The anticipated replacement length is approximately 7,300 lineal feet of 8 inch main and 1,600 feet of 10 inch main. Water main replacement shall include, but not limited to, water main, 160 water service replacements and 15 new hydrants.
- Storm Sewer Replacement. The anticipated replacement length is approximately 7,800 lineal feet. Storm sewer replacement shall include, but not limited to, storm sewer, 10 storm manholes, and 26 catch basins which includes catch basin leads.
- Street Reconstruction. The project length is approximately 7,800 feet. Street reconstruction will include, but not limited to, common excavation, perforated pipe, geotextile, select granular, curb and gutter, sidewalk, bituminous, turf establishment and striping.

SELECTION

The proposals will be reviewed by the City Engineering 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 judge are:

Work Plan	30%
Qualifications/experience/location of personnel working on the project/ Knowledge of project area and Duluth utility and street requirements	20%
Understanding of the project scope	20%
Completeness of the proposal	10%
History (completeness and timeliness) of past work with the City of Duluth/ And history completing past projects on budget	10%
Project costs/fees	10%

Proposals will be evaluated on "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. Cost proposals will only be opened for the three top ranked firms. The City of Duluth anticipates that the evaluation and selection will be completed by November 22, 2010.

PROJECT COMPLETION DATES

* November 3, 2010	Proposals Due (2:00 PM)
* November 22, 2010	Selection Complete
* November 22, 2010	Council awards consultant contracts
* November 23, 2010	Notice to Proceed
* March 8, 2011	Plan submitted for Initial Review
* March 29, 2011	Plans submitted to MPCA & DOH
* May 27, 2011	Plan, Specifications Complete
* June 15, 2011	Bid
* July 11, 2011	Start Construction
* November 30, 2012	Construction Complete

SUBMITTAL DATE

Submit original and three (3) copies in an envelope marked, RFP 10-0496, Riverside Community Engineering Services, by 2:00 PM CDT, November 3, 2010 to:

Dennis Sears, Purchasing Agent
City Purchasing
Room 100 City Hall
Duluth, MN 55802

CONTACT:

All questions concerning the project shall be directed to:

Mark Guisfredi, Project Engineer
City of Duluth - Engineering Division
411 W. 1st Street, Room 211 City Hall
Duluth, Minnesota 55802-1191
(218) 730-5076, FAX (218) 730-5907

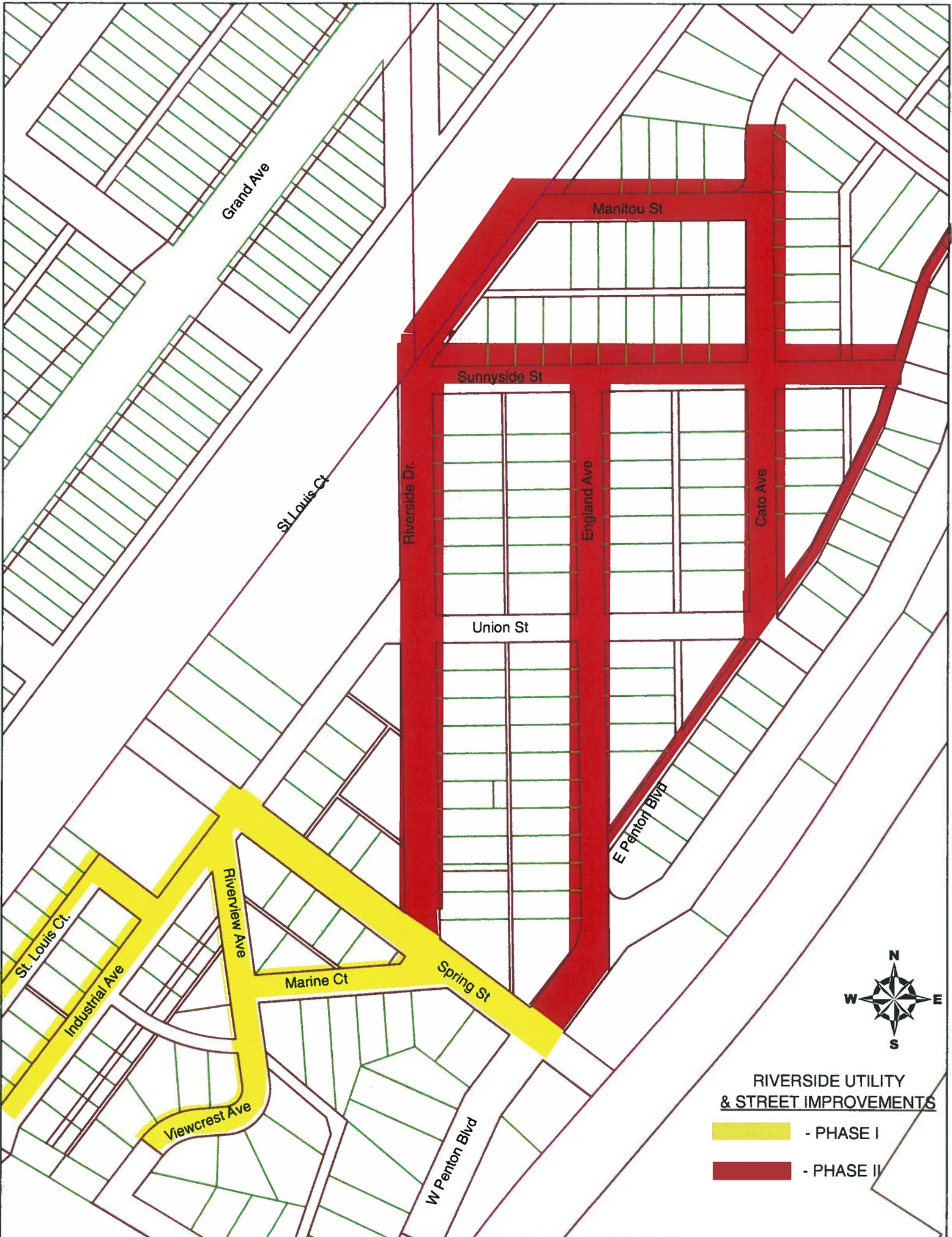
LIMITATIONS

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.

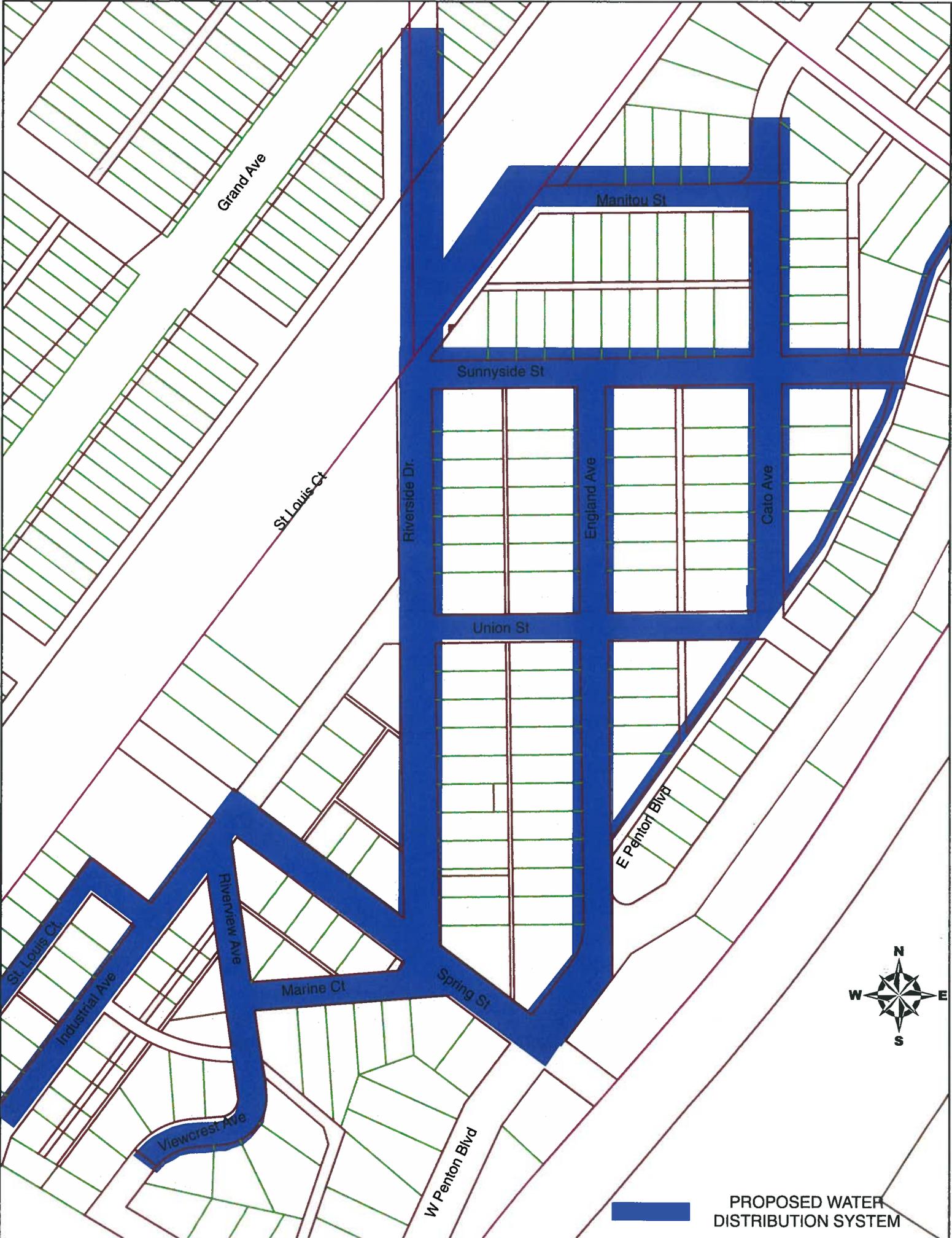
The City of Duluth specifically reserves the right to accept or reject any or all proposals, to negotiate with any qualified source, to cancel in part or in its entirety the Request for Proposal, to waive any requirements, to investigate the qualifications of any proposal, to obtain new proposals, or 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.







Grand Ave

St. Louis Ct

Manitou St

Sunnyside St

Riverside Dr.

England Ave

Cato Ave

Union St

E Penton Blvd

St. Louis Ct

Industrial Ave

Riverview Ave

Marine Ct

Spring St

Viewcrest Ave

W Penton Blvd



PROPOSED WATER DISTRIBUTION SYSTEM