

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

November 20, 2015

RFP No. 15-0700

**CONGDON BOULEVARD RECLAIM
From intersection of Congdon Boulevard/Highway 61 to 9616 Congdon
Boulevard (City Limits)
Duluth, Minnesota**

State Project No. 118-060-011

City of Duluth Project No. 1035

Proposals Due: December 11, 2015

PROJECT OVERVIEW

Congdon Boulevard: The project length is approximately 22,490 lineal feet (4.26 miles). See attached Appendix A.

The City of Duluth is interested in retaining an engineering consultant to provide design engineering services and provide construction documents for full depth Pavement Reclamation of Congdon Boulevard to be bid January, 2017 and constructed the summer of 2017.

BACKGROUND

Street work will include, but is not limited to: milling, material removal, reclamation, grading (road and any ditching), bituminous pavement, guardrail reconditioning, driveway culvert replacement, turf establishment and striping. Proposed street layout will be two-12 foot driving lanes with two-8 foot shoulders/bike lanes as well as clearance for guardrail. Current widths are 12' driving lane with about a 7+' paved shoulder so some shoulder widening will be required. Plan shall include bringing all guardrails up to current MnDOT standards.

Design services are desired to review existing roads and infrastructure, gather preliminary design data, perform engineering surveys and preliminary design, complete final design, construction plans and specifications and bidding assistance. Add 40 hours of construction administration to proposal to be used as needed during construction.

Funding is by National Scenic Byways Program (Federal) and MSA funds. A Project Memo and all the required submittals will be required. The road shall be constructed to State-Aid Standards.

The City is committed to providing the following:

- Previous surveys, reports and studies, if available.
- Aerial photography and existing ground survey.
- 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.

GENERAL PROJECT SCOPE

Consulting Engineering Services are expected to include the following:

1. Project initiation and other meetings as necessary with City Engineering Staff
2. Public meetings to share design and schedule
3. Preliminary Surveys and Information Gathering
4. Preliminary Engineering Design and Project Memo
5. Survey Data
6. Production of Construction Plans and Specifications
7. Bid and Construction assistance

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. The Consultant shall meet with public utilities to coordinate improvements, acquire design locates and show their utilities in the construction documents.
- 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.

2. Public Participation

The Consultant should plan on two public meetings to coordinate and communicate design issues and schedule with residents.

3. Reconnaissance, Field Surveys & Geotechnical Exploration

- a. The Consultant shall perform field surveying and data collection. The consultant shall map the existing right-of-way, based on existing monuments and documents for inclusion in plans. The construction plans shall preserve or re-set all monuments and their boxes that are disturbed with the project. The Consultant shall survey all existing utility structures in the road and all driveways and side streets to the ROW. An exception to this is mainline culverts are being worked on in 2016 by the City and do not require survey, only driveways and side street culverts require review and survey. Verify all pipe/conduit inverts and diameters and do a complete survey of the road within the project limits. Road survey includes, but not limited to: Survey of centerline and shoulders as well as horizontal and vertical alignments of existing road and all entry roads in the ROW to the existing ROW.
- b. 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 permit applications that may be required of the City.
- c. The Consultant shall do necessary geotechnical exploration to determine/verify the existing section. Assume for this proposal the total number of subsurface explorations is 22; indicate depths and types of samples recommended. There is approximately 12" of bituminous pavement over 6"-30" of granular material. Below this granular material is an existing

6” x 18 foot wide concrete pavement in the center section of the road that will remain in place during the reclamation process.

- d. The City would like to maintain the road elevation or lower the road up to 6” to provide a safer wider shoulder on the road. One effect of this will be utilities, entry road and driveway culverts will need to be reviewed and corrected if needed.

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 a **preliminary construction cost estimate 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.

5. 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 per the project meeting dates.

6. Plans and Specifications

- a. The consultant shall prepare construction drawings as necessary to provide for the complete reconstruction of all streets and utilities as required. These drawings shall include all details, plans and specifications necessary for all work as required, to the satisfaction of the City and all other appropriate approval agencies.
- b. The City will take the Consultant’s special provisions and combine them into appropriate sections for bidding, bonding, agreements, general and special provisions, and other appropriate contract provisions as well. The special provisions shall be developed in accordance with the City’s standard, 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. Plans and all work shall be in accordance with the current version of the City of Duluth Guidelines for Engineering Requirements and the City Standard Specifications. 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 and MnDOT.
- e. A licensed Professional Engineer registered in the State of Minnesota with experience in Civil Engineering and preparation of plans and specifications must supervise all work.

7. Cost Estimates

A preliminary cost estimate is required prior to preparing plans and specifications. Each plan review submittal also requires an updated cost estimate. See Project Completion Dates. Following the completion of the plans and specifications, a quantity takeoff and a final detailed itemized construction cost estimate for the entire complete project shall be provided. The Engineer's Opinion of Construction Cost and the Statement of Estimated Quantities shall be submitted in Excel format as well as pdf.

8. Bidding

Upon completion of plans and specifications, the consultant shall provide all documents and services to provide for bidding and award of construction. The consultant shall answer any questions brought up during bidding and attend a pre-bid conference.

DESIGN FAMILIARITY

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

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

In addition, the Consultant will be required to provide references of State Aid street improvement projects similar in size that have successfully been completed within the past 3 years.

PROPOSAL CONTENTS

The following will be considered minimal contents of the Qualifications and Cost 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 minimum 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 the names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar services.

5. Provide, **in a 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 length of the project. With the hourly rate, include a breakdown (labor, overhead, profit and expenses) showing how the rate was derived.

The responder must also include a “not to exceed” total project cost and any sub consultant fees, along with the following information:

- A breakdown of the hours by task for each employee.
 - Identification of anticipated direct expenses.
 - Include 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.
 - Responder must have the Cost Proposal signed in ink by authorized member of the firm. The responder **must not** include any cost information within the body of the RFP Qualifications proposal response.
6. The delivered Qualifications Proposal (excluding front cover, cover letter, back cover and separate Cost Proposal) shall be limited to 10 pages. This would be 10 single-side 8.5” X 11” pages, 5 double-sided 8.5” X 11” pages or a mixture thereof. The separate cost proposal can be an 11” X 17” sheet.

QUESTIONS

All questions regarding this RFP must be sent by electronic mail to:

Patrick F. Loomis, PE
ploomis@duluthmn.gov

SELECTION

The proposals will be reviewed by the City Engineering Staff. The intent of the selection process is to review proposals submitted by at least three qualified consultants, 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:

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|---|-----|
| • Work Plan | 25% |
| • Qualifications/experience of the personnel and company working on the project | 20% |
| • Understanding of the project scope | 10% |
| • Completeness of the proposal. | 10% |
| • History (completeness & timeliness) of past work with the City of Duluth | 10% |
| • Project costs/fees | 25% |

Proposals will be evaluated on a “best value” basis with 75% qualifications and 25% cost considerations. The review committee will not open the cost proposal until after the qualification points are awarded. The City of Duluth anticipates that the evaluation and selection will be completed by December 18, 2015.

PROJECT COMPLETION DATES

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| • December, 11, 2015 | Proposals Due (2:00 PM) |
| • December, 18, 2015 | Selection Complete |
| • January 11, 2016 | Council awards consultant contracts |
| • January 18, 2016 | Notice to Proceed |
| • Jan-June | Preliminary Cost Estimate |
| • June 1, 2016 | 30% Plan Review + updated Cost Estimate |
| • July 15, 2016 | 60% Plan Review + updated Cost Estimate |
| • August 1, 2016 | Project Memo Draft due to City of Duluth |
| • September 15, 2016 | Final Project Memo Due to MnDOT + 90% Plan Review
+ updated Cost Estimate |
| • October 1, 2016 | Plan submitted for City and MnDOT for final review (100%)
+ updated Cost Estimate |
| • November 1, 2016 | Final Plan, Specifications and SWPPP delivered to City
+ Final Cost Estimate |
| • November, 2016 | Bid assistance |
| • Summer, 2017 | Construction Administration assistance |

SUBMITTAL DATE

Submit original (Qualifications and Cost Proposal in sealed separate envelope) and three (3) copies of Qualifications in an envelope marked “**RFP 15-0700, Congdon Boulevard Reclaim**”
December 11, 2015, 2:00 p.m. local time to:

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

CITY CONTACT:

Patrick F. Loomis, PE
ploomis@duluthmn.gov
City of Duluth - Engineering Division
211 City Hall, 411 W. 1st Street
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 and pay costs incurred in the preparation of the proposal of this request, 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 its entirety this Request for Proposal, to waive any proposal 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.

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.

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 Patrick F. Loomis in the City Engineering Office.

Prior to entering into a contract with the City of Duluth, the consultant shall furnish proof of legal requirements for transacting business in the State of Minnesota.

Appendix A

