CITY OF DULUTH

REQUEST FOR QUALIFICATIONS (RFQu)

on Behalf of the City Of Duluth Engineering
for

FIBER OPTIC PLAN REVIEW AND CONSTRUCTION INSPECTION SERVICES

CITY PROJECT NO. 1964

RFQu NUMBER 24-AA09

ISSUED WEDNESDAY, SEPTEMBER 18th, 2024

SUBMISSIONS DUE THURSDAY, OCTOBER 17th, 2024

SUBMIT TO

Purchasing@DuluthMN.gov

PART I - GENERAL INFORMATION

I-1. Project Overview. The City, on behalf of the Engineering Department, is seeking requests for proposals from engineering firms regarding their available services, qualifications and capacity to support the Engineering Department in reviewing fiber optic plans for backhaul installation within city right-of-way. Work also includes construction inspection of the work within the right-of-way. The intention is that the same staff that reviews the drawings would also perform the construction inspection. The design review would be completed in the winter months, with full-time inspection in the summer months. Depending on the workload, this may require more than one construction inspector. Work would be dependent on private telecommunication projects with which the city may need assistance in this capacity. Although we expect one or more large fiber projects to occur within the city in the next few years, there is no guarantee we need these services. This RFQu is NOT for the design of city-lead public fiber optic design or construction.

Selected firms will be on a list for potential fiber design review and construction inspection to assist the City with the work. The list of firms is intended to be held for three (3) years. During the time the list is held, certificates of insurance proving ongoing required coverage must be provided to the City, and annual fees will need to be provided and updated every year.

Additional detail is provided in **Part IV** of this RFQu.

I-2. Calendar of Events. The City will make every effort to adhere to the following schedule (all times are central time):

Activity	Date
Deadline to submit Questions via email to purchasing@duluthmn.gov	October 1, 2024
Answers to questions will be posted to the City website no later than this date.	October 3, 2024
Submissions must be received in the Purchasing Office by 3:00 PM on this date.	October 17, 2024

I-3. Rejection of Submissions. The City reserves the right, in its sole and complete discretion, to reject any and all submissions or cancel the request for proposal (RFQu). The City is not liable for any costs incurred by Submitter in preparation or submission of the response to this RFQu, or in participating in the RFQu process or in anticipation of award of a contract.

I-4. Questions & Answers. Any questions regarding this RFQu must be submitted by e-mail to the City of Duluth at purchasing@duluthmn.gov **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFQu.

I-5. Addenda to the RFQu. If the City deems it necessary to revise any part of this RFQu 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 Submitter's responsibility to periodically check the website for any new information

I-6. Submissions. To be considered, submissions must arrive at the City on or before the time and date specified in the RFQu Calendar of Events. The City reserves the right to reject or to deduct evaluation points for late proposals.

Submissions must be signed by an authorized official. If the official signs the Submission Cover Sheet attached as Appendix A, this requirement will be met.

Please email your submission in Microsoft Office-compatible or pdf format to purchasing@duluthmn.gov. Include 24-AA09 RFQu for Fiber Review and Inspection Services in the subject line of the email.

All materials submitted in response to this RFI will become property of the City and will become public record after the evaluation process is completed.

I-7. Notification of Selection. Submitters whose submissions are not selected will be notified in writing.

I-8. Mandatory Disclosures. 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 interest 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.

PART II - SUBMISSION REQUIREMENTS

Cover letter-
List RFQu title, name of the proposer or proposing entity, address, telephone numbers, email address, name of the contact person and the date the response is being submitted.

Background with Fiber Optic Installation or Prior City of Duluth Experience-
Three pages or less narrative that describes your services, qualifications, skills and experience with fiber optic design and installation. Please explain your experience with directional drilling, City of Duluth utilities, sidewalk and street restoration as it applies to the City of Duluth Standard Construction Specifications.

Resumes-
Brief description of your entity's professionals' details, including education and jobs performed related to design of fiber optic installations, including construction inspection and record drawings.

References-
Provide contact names and email addresses with a brief description, that account for your firm's professional roles, responsibilities and certifications.

Cost-
Not included in criteria for selection. Firms selected will be required to provide current hourly rates based on job title, all equipment, vehicle rates and overhead costs.

PART III - CRITERIA FOR SELECTION

The submissions will be reviewed by City Staff. The intent of the selection process is to review submissions and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which submissions will be judged are:

Qualifications of the Submitter and Personnel	40 points
Prior experience with similar work	30 points
Services Offered	30 points

PART IV – PROJECT DETAIL

PROGRAM DETAILS: This RFQu will support the Engineering Department in reviewing potential fiber plans for upcoming construction, including on-site inspection and record drawing completion. Record drawing work includes taking GPS shots of conduits and handholes for all fiber-related infrastructure installed. Horizontal and vertical accuracy shall meet the criteria for "Utilities" listed in the most current version of the City of Duluth "Engineering Guidelines for Professional Engineering Services and Developments" available at https://duluthmn.gov/engineering/ under Engineering Guidelines. Firms who are selected will be on a list for the City to contract with for fiber design and inspection projects for up to three (3) years.

APPENDIX A - SUBMISSION COVER SHEET
REVIEW FIBER PLANS & CONSTRUCTION INSPECTION
CITY OF DULUTH PROJECT 1964
RFQu 24-AA09

Submitter Information:	
Submitter 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	