REQUEST FOR PROPOSAL

CITY OF DULUTH, MN

April 10, 2024

RFP 24-99430

Engineering Services for Railroad Street Reconditioning

From Fifth Ave W to Canal Park Drive/Lake Avenue

Duluth, Minnesota

State Project No. 118-118-005

City of Duluth Project No. 1463

Proposals Due: May 7, 2024, at 4:00 pm local time

PROJECT OVERVIEW

The City of Duluth is interested in retaining a consultant to provide design services for the reconditioning of Railroad Street, from Fifth Avenue West to Canal Park Drive/Lake Avenue. This project will be bid in February of 2025 and constructed in the summer of 2025.

BACKGROUND

Railroad Street, from Canal Park Drive to Fifth Avenue West, is a major collector route and state aid street (MSAS 118), carrying approximately 10,000 cars per day. Railroad Street runs parallel to I-35 and acts as a frontage road to provide access from the two I-35 ramps for downtown Duluth, Canal Park, Park Point, and the Port of Duluth off of Garfield Avenue. Construction of Railroad Street has occurred in multiple years:

- 1984: S Lake Avenue to Harbor Drive
- 1987: Harbor Drive to the end of the divided roadway west of 5th Ave W
- 1990: Canal Park Drive to S Lake Avenue

After more than thirty years since the last paving work was done on the majority of the roadway, Railroad Street has a condition that requires preservation effort. The current street is a 56' wide bituminous street with two 12-foot driving lanes in each direction with concrete curb and gutter. A portion of the street has a center median and turn lanes. Pedestrian facilities, including the Cross City Trail and other bituminous and concrete sidewalks are present in the corridor either on one or both sides of the street. Two traffic signal systems are located within the project limits, located at the intersections of Railroad Street and N Lake Avenue/Canal Park Drive and S. Lake Avenue.

The proposed project will entail a reclamation and paving of the existing street including the following:

- Reclamation of the existing pavement section
- Bituminous re-paving of the existing street section
- Replacement/improvement of the two traffic signals
- Replacement/improvement of street lighting
- ADA crossing improvements at the intersections including APS systems at signals
- Misc. concrete pavement repairs including at intersections with street with concrete pavement and spot repairs of existing concrete curb and gutter
- Replacement of signage and striping
- Surface adjustments of existing utilities within the corridor.

Multiple utilities existing within the road corridor within the area of work including: potable water, sanitary sewer, storm, gas, streetlighting, electric power, telecommunications, and steam heat. Significant replacement of underground City utilities is not envisioned to be part of this project and work should be limited to investigation and adjustment of these utilities to match the final road or restoration surface. Coordination of work with these utilities will be included within the scope of work and other utilities may choose to perform improvements in conjunction with this work.

The project will be funded through a combination of Federal, Municipal State Aid, Street Lighting, and Utility funds. The road shall be designed and constructed to State-Aid Standards. A project memorandum and all required submittals will need to be submitted by October 2024.

The City of Duluth will provide the following:

- Previous surveys, reports, and studies, if available.
- All available street and utility record drawings.
- Monumentation and ties.
- Aerial photography
- 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 provide final design including plans, specifications, and bidding services; including but not limited to the following:

1. Project initiation, site visits and other meetings as necessary with City Engineering Staff.
2. Evaluate existing studies of project corridor and present designs showing options where conflicts occur between plans.
3. Lead public and stakeholder meetings to share design and schedule.
4. Preliminary Surveys and Information Gathering.
5. Preliminary Engineering Design and Project memo, including sending the required environmental letters and providing responses to the City.
6. Preparation of an intersection control evaluation (ICE)/signal justification report (SJR) for signalized intersections.
7. Production of Construction Plans and Specifications (Special Provisions).
8. Bidding technical assistance

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.)

SCOPE OF SERVICES

The scope of work shall consist of the following tasks:

1. Initial Site Visit and Consultations

   The Consultant shall meet with City of Duluth representatives to review project scope and complexity, design criteria, related requirements, view existing conditions, gather data from the City engineering files and previously prepared reports. Additional consultations shall, where necessary, clarify the technical requirements and objectives of the contract and may be in the form of letters, emails and/or telephone conversations.

The Consultant shall provide documentation of meetings and data provided.

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 one (1) public meeting to coordinate and communicate design issues and schedule with residents and businesses.

The Consultant should plan on additional stakeholder coordination meetings with the DECC, local business groups, and effected utilities to discuss the design and construction schedule and coordination of any concurrent improvements. Consultant should present a plan on how to approach these meetings and stakeholder engagement in the proposal.

3. Reconnaissance, Field Surveys & Geotechnical Exploration

   a. Field Survey:
      i. The 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 plans. The construction plans shall preserve or re-set all monuments and their boxes that are disturbed with the project. Coordinate monument treatments with Project Engineer and City Surveyor and include in plan set. The Consultant shall survey all existing utility structures in the ROW. The Consultant shall perform survey as necessary for driveways, curbs, road and drainage work, including all manhole and valve locations. Consultant will also collect all survey information of existing ditches and yard slopes as needed for proposed sidewalks and ADA ramps including any retaining walls or v-curb needed and include in construction plans. Driveways and side streets will be surveyed far enough beyond the ROW (includes utilities) to allow for design.
      ii. 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.

   b. Reconnaissance:
      i. The Consultant shall identify any retaining walls that currently exist within or immediately adjacent to the project ROW. All retaining walls within the ROW shall be evaluated for sufficiency and structural condition. Design of replacement walls if needed will be considered extra work.

   c. Geotechnical Exploration:
      i. 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.

ii. The Consultant shall do all necessary geotechnical exploration to determine/verify the existing section and to provide recommendations for the proposed section, including pipe bedding in areas of poor subsurface conditions. Assume for this proposal the total number of subsurface explorations is one (1) per 800 ft.

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.

   c. Once the cost estimates are prepared, meet with the project engineer to select the preferred alternative. Full design can commence following that meeting.

5. Preliminary Design

   The consultant shall perform preliminary design and prepare layouts based upon the data and information collected. Preliminary layouts shall be produced for Engineering Staff review prior to the project meeting dates.

6. Plans and Specifications

   The consultant shall prepare construction drawings as necessary to construct the project. Plans and all work shall be in accordance with the current version of the City of Duluth Guidelines for Engineering Requirements, City Standard Specifications and Minnesota State Aid Standards. The current edition of the Minnesota Department of Transportation "Standard Specifications for Construction" and any supplements shall be utilized and referenced. Current edition means the edition on the date when plans are finalized by the City and MnDOT.

   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 standards, which shall be made available to the consultant.

   Pedestrian ramps will be improved to meet current ADA standards where sidewalks currently exist. The Consultant will be required to complete preliminary design for the curb ramps with approval of the ramp type prior to final design by the project engineer. If the proposed ramp won't meet ADA standards, the Consultant shall submit to the city an ADA Compliance Checklist for that site in PDF format. All curb ramps shall be designed to meet a level 2 design unless a level 3 design is required to provide sufficient information for the ramp to be correctly constructed.

   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. Consulting firm, or have a specific subconsultant, listed on the following Minnesota DOT pre-qualification lists:

- Traffic Signal Design
- Roadway Lighting Design

7. Cost Estimate

   Each plan review submittal requires an updated cost estimate, for a total of six (6) submittals. (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.

   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.

8. Project Bidding

   Upon completion of plans and specifications, the consultant shall provide all documents and services to provide for bidding and award for construction. The bid form shall be provided in CSV format without any extra or empty spaces between cells. The MnDOT pay item number, with the corresponding description, units and quantities provided in their own columns in capital letters, in numerical order.

   City staff will coordinate bidding efforts but the consultant shall be available to answer any questions during bidding and attend a pre-bid conference. Consultant shall include 40 hours of the project manager's time for assistance during this phase within the submitted workplan. This design phase shall be considered complete upon award of the project following bidding.

9. Construction Services

   At this time, consultant services during construction are not included in this review.

PROJECT COMPLETION DATES

The project shall be bid and constructed in the 2025 construction season and the Consultant shall comply and prepare a project schedule with that in mind. The following schedule shall be used as a guide only:

• May 7, 2024	Proposals Due
• May 14, 2024	Selection Complete
• May 28, 2024	Council awards consultant contracts
• May 29, 2024	Notice to Proceed
• September 16, 2024	Project Memo Draft due to City of Duluth
• October 4, 2024	Final Project Memo Due to MnDOT + 30% Plan review + updated Cost Estimate (#2). Traffic study and signal justification review completed and submitted to the city.
• November 15, 2024	60% Plan review + updated Cost Estimate (#3)
• January 3, 2025	90% Plan Review + updated Cost Estimate (#4)

- February 3, 2025 — Plan submittal to City and MnDOT for final review + updated Cost Estimate (#5)
- February 17, 2025 — Final Plans, Specifications and SWPPP delivered to City + Final Cost Estimate (#6)
- February-April 2025 — Bid assistance
- Summer 2025 — Construction Administration assistance (if requested)

PROJECT PROPOSAL CONTENTS

The proposal shall be submitted with two separate pieces, a project qualifications proposal and a cost proposal. The cost proposal shall be submitted in a separate **sealed** envelope.

QUALIFICATIONS PROPOSAL CONTENTS

The qualifications proposal shall address the 7 sections identified below. Proposals not addressing these issues the specified format will not be reviewed. No additional sections or appendices are allowed. The qualifications 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 cover letters are not included in the page limitation).

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 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
   - Traffic engineering knowledge and experience, either by firm or a subconsultant
   - Pedestrian facility design
   - Cost estimating and cost control
   - Project management experience
   - Public engagement experience and dealing effectively with businesses
   - Municipal State Aid and Federal Aid project experience

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. No change in personnel assigned to the project will be permitted without approval of the City.

4. Knowledge of Duluth, State and Federal Requirements

   Include a description of the firm's knowledge, and identified personnel's knowledge, of City of Duluth street and utility standards in additional to the relevant state and federal requirements.

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. 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 intends to be actively involved with the project and three (3) status meetings held at City Hall are to be contained in the work plan in addition to any data collection or input/review meetings. 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 and any concerns with the listed schedule presented within this RFP.

7. References

   A listing of names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar street design services. Projects should be similar in size and scope and have been designed to Minnesota State Aid standards.

COST PROPOSAL CONTENTS

Provide, in separate **SEALED** 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 consultant must include a not to exceed total project cost, as well as subtotals for design services and 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.
- The Consultant must have the cost proposal/cover letter/transmittal signed in ink by an authorized member of the firm.
- The Consultant must not include any cost information within the body of the RFP 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	Understanding of the project scope and work plan	30%
2	Qualifications/experience of the personnel and company working on the project	30%
3	Completeness of the proposal	5%
4	History (completeness and timeliness) of past work with the City of Duluth, or similar project types with similar jurisdictions within Minnesota.	5%
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.**

SUBMITTAL INFORMATION

Submit a flash drive, plus the original and two (2) copies in an envelope marked, "RFP 24-99430, Eng Svcs for Railroad Street Reconditioning Project" by May 7, 2024 at 4:00 p.m. local time, to:

City of Duluth Purchasing
City Hall
411 W. 1st Street, Room 120
Duluth, MN 55802

CONTACT

All questions concerning the project shall be directed to:

Joe Jurewicz, PE, Senior Engineer
jjurewicz@duluthmn.gov
City of Duluth - Engineering Division
411 W. 1st Street, Room 240 City Hall
Duluth, Minnesota 55802-1191
(218) 730-5095

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.

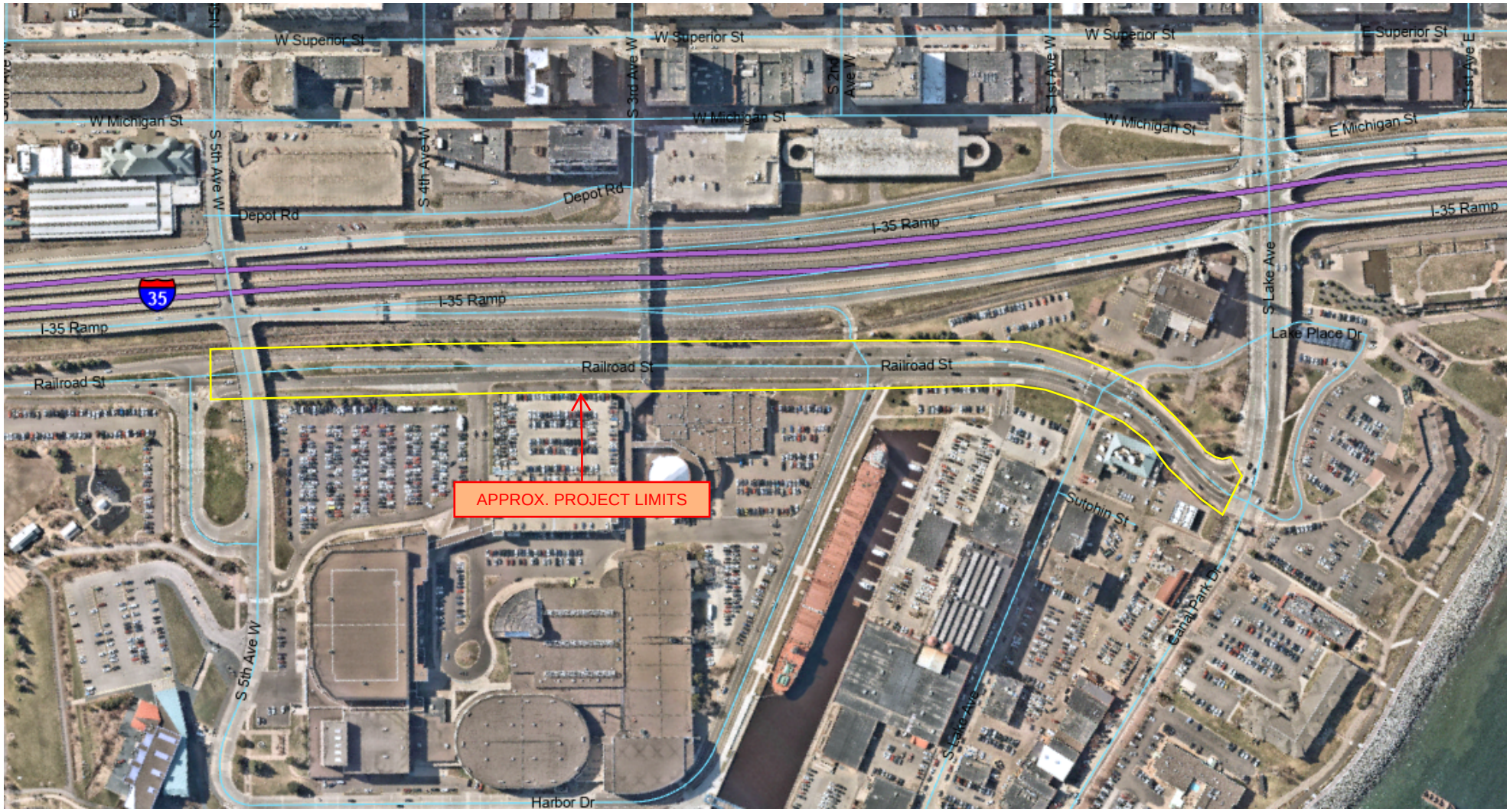
The Proposal shall not in any way include any restrictions on the City of Duluth. The Consultant shall NOT provide proposed contract language.

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. 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 completed and an award decision made.

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.


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S 1st Ave W
S 1st Ave E
Depot Rd
Depot Rd
I-35 Ramp
I-35 Ramp
I-35 Ramp
I-35 Ramp
35
S Lake Ave
Lake Place Dr
Railroad St
Railroad St
Railroad St
APPROX. PROJECT LIMITS
Sutphin St
Canal Park Dr
S 5th Ave W
S Lake Ave
Harbor Dr