

**REQUEST FOR PROPOSALS  
FOR  
8<sup>TH</sup> STREET / 8<sup>TH</sup> AVENUE NW INFRASTRUCTURE IMPROVEMENT PROJECT**

**1. PROJECT INFORMATION**

**A. Project Description:**

This project includes the rehabilitation or replacement of the total City infrastructure (sanitary sewer & watermain including service stubs, storm sewer, streets and sidewalk) within the Public right-of-way (66' wide) of 8<sup>th</sup> Street NW between 1<sup>st</sup> Avenue NW / CSAH #67 and 8<sup>th</sup> Avenue NW and along 8<sup>th</sup> Avenue NW from 8<sup>th</sup> Street NW North to Cemetery / Sever Road – a total length of approximately 1.2 miles. Both streets are a part of Chisholm's Municipal State Aid System and will require the approval of the project's plans and specifications by MnDOT. The project budget is approximately \$2 million dollars.

The City has retained the services of Braun Intertec to conduct soil borings at about 500' intervals, to a depth of 15' or refusal, along both streets with a geotechnical report to follow which will be made available to the selected firm. A local firm has conducted the preliminary survey of the entire project and that data will also be made available to the selected firm.

**B. SCOPE OF SERVICES:**

The scope of services to be provided by the selected firm shall include:

1. The preparation and presentation of a feasibility study at a public informational meeting and at a formal Public Hearing conducted in accordance with the Chapter 429 assessment process of the Minnesota State Statutes;
2. The preparation of the project plans and specification which will require the approval of MnDOT, and the City of Chisholm.
3. The preparation of utility extension permits to the Minnesota Department of Health and to the Minnesota Pollution Control Agency; and
4. The provision of bidding assistance in the solicitation, receipt and tabulation of bids.

The City intends to utilize the same selected firm to provide construction services (administration, staking and observation) for this project. However, the Professional Services Agreement for those construction services will be negotiated following the construction contract bid award when the true project scope and schedule is known.

**C. SERVICES PROVIDED BY OTHERS:**

1. Soil borings and geotechnical report;
2. Preliminary survey data;
3. Permit/application fees paid by City;
4. Assessment rolls prepared by City;
5. Council resolutions prepared by City staff; and
6. Funding application prepared by City staff.

**D. PROJECT BUDGET**

The City of Chisholm has secured a \$500,000 Local Road Improvement Program (LRIP) grant from MnDOT and intends to use \$1.1 - \$1.2 million in Municipal State Aid Funds as well as assessment to abutting and benefiting property owners to finance this project. The City will also be applying for Public Works Infrastructure Improvements funding from the Iron Range Resources & Rehabilitation Board (IRRRB), if and when it becomes available. The amount of funding secured will then determine the project budget which is expected to be in the range of \$1.6 - \$2.5 million.

**E. PROPOSED PROJECT SCHEDULE:**

1. Submit RFP to League of MN Cities (LMC) Website: Tuesday, November 24, 2015
2. Hold pre-proposal informational meeting: Wednesday, December 9, 2015
3. Receive proposals by: 12:00 Noon, Wednesday, December 23, 2015
4. Select Finalists for interview and notify by: Wednesday, January 6, 2016
5. Conduct interviews and select firm: Wednesday, January 20, 2016
6. Council approve a selected firm, and authorize preparation of feasibility study and project plans and specifications: Tuesday, January 26, 2016
7. Present feasibility study to Council: Wednesday, March 9, 2016
8. Hold Public Hearing, approve plans and specifications and authorize bidding: Wednesday, April 6, 2016
9. Receive bids: Wednesday, May 4, 2016
10. Award construction contract: Wednesday, May 11, 2016
11. Commence construction: Wednesday, June 1, 2016
12. Achieve substantial completion (complete except for bituminous wear course) Saturday, October 1, 2016
13. Final construction completion by: Saturday, July 1, 2017

**F. PROJECT INFORMATIONAL MEETING / SITE VISIT**

A mandatory informational meeting will be held on Wednesday, December 9, 2016 at 1:30 p.m. at Chisholm City Hall, located at 316 West Lake Street (1 block east of water tower). The meeting will include a tour of the proposed project area, and review of the scope of work and a question/answer period.

## **G. QUESTIONS REGARDING THE PROJECT**

Questions concerning the project should be referred to Jim Johnson, Consultant City Engineer at:

City Hall Phone No: 218-254-7907 with voicemail (Tuesday and/or Wednesday only)

Home Phone No: 218-566-4103 with voicemail

City Hall Fax No: 218-254-7955

City Hall email address: [jjohnson@ci.chisholm.mn.us](mailto:jjohnson@ci.chisholm.mn.us)

Questions must be received by Jim Johnson by 12:00 noon on Wednesday, December 16, 2015 to ensure an email response by 5:00 p.m. that same day. This is the only person authorized to respond to questions regarding the RFP.

### **2. PROPOSAL FORMAT**

- a. 10 paper copies
- b. 8 ½ x 11, plastic comb bound or stapled only, portrait format, no plastic dividers or covers
- c. Maximum 20 faces (excluding cover letter, front and back covers & blank dividers)
- d. All pages numbered
- e. Font size no smaller than 10 point
- f. Responders are highly encouraged to follow the order of proposal contents found in section 3 of this RFP.

### **3. PROPOSAL CONTENTS**

#### **a. COVER LETTER:**

Single face cover letter, including:

- Brief overview of proposal

#### **b. RESPONDER'S PROPOSAL: (BY SECTION)**

##### **1. INFORMATION ON FIRM(S)**

For prime firm and each consultant firm provide brief description including:

- Name and location
- Year established
- Legal status
- Ownership
- Staffing by discipline, total staff, and how many employees are located in Minnesota
- For each firm with multiple offices, briefly summarize which office will be the primary firm location, which office will do what parts of the project and how many employees in each office will be working on the project.

## 2. PROJECT TEAM

- a. Brief statement of team's past or present working relationships
- b. For each team member provide:
  - Name and position in firm, include name of firm
  - Home base (if in multi-office firm)
  - Responsibility on this project
  - Years of experience
  - Relevant recent experience (if in another firm, so note)
  - Registration (including specialty if engineer)

## 3. TEAM ORGANIZATION

If planning or design consultants are a part of the team, explain how they will be utilized (e.g. major role during design, absent during construction, etc.). Matrix or chart is suggested.

## 4. PROJECT EXPERIENCE

For municipal engineering firms, please provide examples of relevant projects recently completed or in progress including:

1. Photographs, sketches and/or plans
2. Name and location
3. Brief description (e.g. size, cost, relevance)
4. Firm of record indicating the role of each proposed team member on the relevant project.
5. Completion date or current status

## 6. APPROACH/METHODOLOGY

Describe your understanding of the project, significant issues to be addressed and your *specific* approach to the planning, design and construction process for *this* project.

## 7. UNIQUE QUALIFICATIONS

Briefly summarize your team's unique qualifications for this project.

## 8. TASK/BUDGET/BILLING RATES

The primary components/phases of this project are anticipated to be:

1. Preparation and presentation of a project feasibility study;
2. Preparation of the project plans and specifications;
3. Providing bidding assistance to the City;
4. Providing construction services including administration, staking and observation.

The City is requesting a task/budget worksheet identifying your firm's proposed tasks to be performed in conjunction with the first three (3) components/phases (excluding construction services) listed above. Each listed task should indicate the estimated hours

by job description/job title and total estimated cost (aggregate cost not estimated cost for each position/title for that task).

Each of the three (3) components/phases should include a subtotal of anticipated/estimated hours and cost followed by a total for all three (3) components/phases should include a subtotal of anticipated/estimated hours and cost followed by a total for all three (3) components/phases.

In addition, a listing of all job titles/position within your firm, which might be billed in current and future project phases including construction services, with associated hourly billing rates (or range of hourly billing rates per each job title/position) should be provided.

#### 4. SELECTION CRITERIA

In making its selection, the City will consider the following criteria and whether it is of primary or secondary importance. The order of the criteria does not imply priority, nor are they necessarily weighed equally.

1. Qualifications and technical competence in the required field of design. This is demonstrated by experience of the proposed team on similar projects. **(Primary importance)**
2. Availability of appropriate personnel and capacity to accomplish the work within the required constraints. This is demonstrated by the organization and work plan of the project team and commitment to assign and support the team members proposed. **(Secondary importance)**
3. Understanding of the constraints and issues affecting the proposed project. This is demonstrated by the team's proposal and discussion in the interview. **(Primary importance)**
4. Leadership, integration and cohesiveness of the proposed team. This is demonstrated by the team dynamics, previous experience of the team working together and by the leadership style shown in the interview. **(Secondary importance)**
5. Approach/methodology of the proposed team. This is demonstrated by the proposed team's discussion in the proposal and in the interview **(Primary importance)**
6. Unique qualifications of the proposed team. This is demonstrated by qualifications of the proposed team that sets it apart from the other teams. **(Primary importance)**
7. Past performance of the team on projects for others. **(Secondary importance)**
8. The compatibility between the proposed team and the City. This is measured by the City's perception of the style demonstrated at the interview as well as previous positive working relationships. **(Secondary importance)**
9. Geographic relationship of the firm's base to the project site. This is demonstrated by the location of the prime firm and/or its consultants with respect to the project site. **(Secondary importance)**