

Request for Proposals
City of Northfield, MN
Trunk Highway 246 and Jefferson Parkway
Roundabout Improvement Project
February 6, 2019

I. Introduction

The City of Northfield is requesting professional consulting services related to the TH 246 and Jefferson Parkway Project. The City of Northfield is seeking a proposal for Project Development, Project Design, and Project Construction Phase Services. This project is scheduled for construction in 2020.

The City of Northfield performed an Intersection Control Evaluation (ICE) on the State TH 246 and Jefferson Parkway in 2016. This ICE report concluded that a single-lane roundabout would provide the greatest safety and operation benefit at the intersection. The City Council ultimately adopted the ICE study in early 2017, indicating the installation of a roundabout as the selected option. Additionally, the City of Northfield also took a broader look at the TH 246/Jefferson Parkway area, and performed a Traffic Impact analysis for the intersections surrounding the TH 246/Jefferson Parkway intersection. This report identified additional near term and long-term projects recommended for the area. One of the near term improvements identified the addition of a sidewalk on the east side of TH 246 from Marvin Lane to a proposed marked Northfield High School pedestrian crossing. The City of Northfield would like to consider this for the design and installation of this improvement at this time as well.

There is a lot going on in the area around this intersection, there are three public schools; Northfield High School, Northfield Middle School, Bridgewater Elementary, in addition Spring Creek Soccer Complex to the east, Northfield Community Resource Center (NCRC) which has community services, early childhood education, head start, community action center and the Senior Center to the west. In addition, Mill Towns State Trail routing will most likely follow Jefferson Parkway alignment, which drives the need for a possible underpass at TH 246. Agricultural traffic also utilizes TH 246 to make connections to HWY 3 and travel out of the City to the south.

It is important for this design to thoroughly understand the context of the area, and bring forward improvements that meet the City's Complete Street Policy and provide a facility that serves all ages and different travel modes.

The City of Northfield applied for, and received \$483,480 from MnDOT's Local Partnership Program (LPP) to be used on this project. These funds are appropriated for the 2020 fiscal year. In addition, The City of Northfield received \$900,000 from MnDOT's Local Road Improvement Program (LRIP) appropriated for this project. The City expects to use State Aid funds, enterprise funds including water, sanitary, and storm sewer to fund the remaining portions of the work.

The Consultant will be required to present the design and options to City Council for approval. Once a design option is approved by City Council, the Consultant will provide final design documents for that option as described below.

The consultant is requested to submit a proposal to provide a detailed Scope of Services clearly detailing the understanding and approach to the work detailed below.

II. Goals and Objectives

The project shall complement City plans such as the Gateway Improvement Plan, Complete Streets, Safe Routes to School, and Parks, Open Space and Trail System Plan and have thorough review and incorporation of the best management practices for pedestrian and bicycling in through and around the intersection. All modes of travel must be considered in context to the area.

The project improvements shall provide the City of Northfield with the streets being brought up to a condition with a service life of 25-30 years for these improvements.

III. Project Scope

Phase 1 - Preliminary Design

The consultant will prepare a 30% plan set and cost estimate submittal for analysis by City Council for the feasibility and constructability of a roundabout with an East/West underpass under TH 246, and a North/South underpass under Jefferson Parkway connecting the Northfield School District campuses. The consultant shall perform the Topographic Survey of the project area, and submit design documents up to a 30% design plan set and cost estimate for all elements listed below in the Design portion of this proposal included in sections 2.1 through 2.2.17

Phase II – Final Design

Once the City Council has approved a design option, preparation of detailed plans and specifications shall be completed by the Consultant. The plans shall be completed using AutoCAD Civil 3D. The Project Item Management and specifications shall be developed using the City's One Office Software and bid utilizing the City's eGram website. The plans shall be approved by MnDOT, and MnDOT State Aid. Also required will be completion and submittal of applications to obtain the required permits from the Minnesota Department of Health, and the Minnesota Pollution Control Agency for water supply, sanitary sewer, and storm sewer components of the projects, and any other additional requirements of the LPP and LRIP process. Additional requirements are detailed below in Section 2 – Design.

Phase III:

Construction Phase Services shall also be included in the Consultant Proposal. Services including but not limited to attendance of the preconstruction meeting and ongoing site visits by the Project Engineer, to assist with plan and specification interpretation as needed during construction along with all submittal/shop drawing reviews. Construction staking services are also to be included. Construction Phase Services will also provide fulltime daily onsite inspection services, including monitoring construction activity to assure conformance to the plans and specifications, maintaining good public relations with

residents and/or property owners during construction activity, keeping a daily diary of activity, and documenting daily completion of pay item quantities, working with the Contactor and city staff to prepare and process partial pay estimates, coordinating materials testing requirements, and tracking and documenting certification of materials, as necessary. This is a project for which there will be substantial effort required to properly and completely document the Contractor's compliance with all State-Aid administrative rules. Additional duties are detailed below in Section 5 – Construction Services.

The City is requesting proposals for the following engineering services related to the project.

- 1. Topographic Survey** – Perform a field control survey and develop horizontal and vertical control points at convenient intervals throughout the roadway project and perform topographic survey of the project boundaries.
 - 1.1. Consultant shall prepare preliminary and final permanent easement descriptions and depictions should Right-of-Way acquisition be necessary for construction.
 - 1.2. Consultant shall prepare preliminary and final temporary easement descriptions and depictions should temporary easement acquisition be necessary for construction.
 - 1.3. Consultant shall stake all temporary and permanent easements prior to acquisition for property owner's review.
- 2. Design** – The successful consultant shall design a full set of plans and Specifications that meet State Aid Design Standards for Jefferson Parkway, and Trunk Highway Design Standards for TH 246.
 - 2.1. Existing Plans – Using topographic and right-of-way survey information, prepare base plans showing:
 - 2.1.1. Locations and elevations of all physical features.
 - 2.1.2. Existing right-of-way.
 - 2.1.3. Existing profiles.
 - 2.2. Preliminary and final design plans and specifications – Prepare plans and specifications. Specifications shall supplement City's standard construction documents.
 - 2.2.1. Alignment – set the alignment for all project areas.
 - 2.2.2. Profiles –set the profiles for the project.
 - 2.2.3. Cross-sections –develop cross sections for the entire project.
 - 2.2.4. Removals – develop a removals plan for all portions of the project.
 - 2.2.5. Storm drainage system – Storm sizing will need to be confirmed prior to replacement. Careful consideration should be taken so that all Storm Drainage issues are addressed during this improvement project. Innovative storm water practices and BMP's should also be considered.
 - 2.2.6. Utilities (electric, gas, telephone, cable TV) – All utilities should be coordinated to allow adequate time for relocations if necessary. Working with City staff utilities should be shown based on information provided by utility companies and marked in the field.

- 2.2.6.1. This should include organizing a small utility meeting, and working with the small utility companies on relocation and schedule.
- 2.2.7. Sanitary sewer will be replaced/realigned as needed.
- 2.2.8. Water main will be replaced/realigned as needed.
- 2.2.9. Signing and striping - The consultant selected will develop a signing and striping Plan for all portions of the project.
- 2.2.10. Intersection Design – The consultant selected will develop an intersection design plan for the Project. This should also include ADA design of all pedestrian ramp facilities. Additionally, Rectangular Rapid Flashing Beacons (RRFB's) at all pedestrian crossings shall be included if allowed by MnDOT.
- 2.2.11. Sidewalk Improvements – The consultant shall install a sidewalk and marked crossing on the east side of TH 246 by the High School. This mid-block crosswalk should consider other supplemental safety measure that increase vehicle yielding rates such as bumpouts, RRFB's, Hawk Signal, etc.
- 2.2.12. Trail/Underpass Improvements – Trail and underpass improvements shall be designed once City Council has chosen an underpass option at the 30% plan phase. The Consultant should also note, that the Mill Towns State Trail approved corridor includes Jefferson Parkway. The Mill Town State Trail shall follow MnDNR trail design guidelines.
 - 2.2.12.1. The Consultant should also schedule a meeting with DNR and City officials to discuss trail alignment and design requirements and/or possible funding options during the design phase.
- 2.2.13. Landscape/Streetscape - The consultant selected will incorporate Landscape/Streetscape – Complete Streets enhancements into the proposed design. The consultant shall reference the City Council approved Gateway Enhancement Plans for TH 246 and the adopted City of Northfield Complete Streets Policy to aid in the intersection design.
 - 2.2.13.1. The Consultant shall account for a public input process providing a Landscape Concept Plan for review prior to final design for City Council approval.
- 2.2.14. Stormwater Pollution Prevention Plan - The consultant selected will develop a Stormwater Pollution Prevention Plan for all portions of the project.
- 2.2.15. Street Lighting Plan – The consultant selected will develop a street lighting plan for the project intersection that conform to the current City of Northfield & MnDOT Standards for lighting. (Dark Sky Fixtures and Warm Temperature LED Lighting). In addition the lighting plan should follow best practices for pedestrian/bike lighting at the intersection, crosswalks, and underpass.
- 2.2.16. Traffic control plans during construction including phasing plan – The consultant selected will develop a traffic control and construction-phasing plan that minimizes closures to the fullest extent.
- 2.2.17. Estimated Quantities – estimate the quantities for the project.

- 2.2.18. Prepare contract documents - the consultant selected will prepare contract documents based on the City of Northfield and MnDOT standards.
 - 2.2.19. Submit to City for review and approval.
 - 2.2.20. Obtain all required permits – The consultant selected will prepare and submit applications for all required permits. The City of Northfield will pay for all permit fees.
 - 2.2.21. Prepare opinion of probable construction costs - The consultant selected will prepare an opinion of probable construction costs.
 - 2.2.22. The City will produce copies of the plans and specifications for bidding purposes and distribute plans and specifications to potential bidders utilizing the City of Northfield’s One Office Software. The City will maintain and provide a plan holders’ list.
 - 2.2.23. The Consultant shall familiarize themselves with the LPP process, and shall be responsible for preparation of any and all documents/reports that may be required by the LPP process
 - 2.2.24. The Consultant shall familiarize themselves with the LRIP process, and shall be responsible for preparation of any and all documents/reports that may be required by the LRIP process.
- 3. Public Engagement** – The Consultant will be responsible leading a Public Engagement Process including but not limited to:
- 3.1. City Council Meetings
 - 3.1.1. Consultant shall present at City Council with 30% Plans and Design, including cost estimates reviewing the feasibility of the east/west and north/south pedestrian underpass at the intersection.
 - 3.1.2. Consultant shall present at City Council when Approving Plans and Specifications and Authorize for Bids.
 - 3.2. Public Input Meetings
 - 3.2.1. Consultant shall hold one Public Input Meeting to gather input on a Landscaping/Streetscaping concept plan for the project corridor.
 - 3.2.1.1. In addition to the Public Input Meeting, the Consultant shall be available for additional meetings with various Citizen Groups to gather input on a proposed Landscape/Streetscape concept Plan.
 - 3.2.2. Consultant shall hold one Public Input Meeting prior to presenting City Council with the Design Concepts
 - 3.2.3. School District - Consultant shall organize and lead a meeting with Northfield School District officials to gather data on future improvements with the abutting School District Property.
- 4. Bidding Administration** – Limited bidding administration will be required of the consultant selected:
- 4.1. Prepare advertisement for bids and submit to required publications – The Consultant will prepare the advertisement for bids using the City of Northfield’s format and

submit to the City of Northfield. The City of Northfield will submit the Ad for Bid to the required publications.

- 4.2. Answer bidder's questions – The consultant selected will be required to answer all bidders' questions.
- 4.3. Issue addenda, if required – The consultant selected will be required to prepare any addendums. The City will distribute addendums.
- 4.4. Bid opening and tabulation – The City will open and tabulate bids.
- 4.5. Prepare letter of award recommendation – The Consultant will prepare a letter of award recommendation.

5. Construction Services

5.1. Construction Administration –The consultant will be required to:

- 5.1.1. Attend preconstruction conference.
- 5.1.2. Perform on-site review of project's work and status as needed.
- 5.1.3. Attend progress meetings as needed.
- 5.1.4. Approve shop drawings, material list reports and all information on material to be used for construction in accordance with the plans and specifications.

5.2. Field Staking

- 5.2.1. Stake limits of construction.
- 5.2.2. Stake temporary and permanent easements for construction.
- 5.2.3. Stake for grading.
- 5.2.4. Stake alignment and grades for new storm sewer, sanitary sewer and watermain replacement and/or repairs.
- 5.2.5. Stake alignment and grades for curb and gutter.
- 5.2.6. Stake alignment and grades for all new sidewalk and pedestrian amenities.
- 5.2.7. Stake locations for signage.
- 5.2.8. Stake landscaping amenities as necessary.
- 5.2.9. Stake pavement markings as necessary
- 5.2.10. Stake other facilities as necessary.

5.3. Construction Observation Support - The successful consultant will provide construction observation and day-to-day project coordination. Task include but are not limited to:

- 5.3.1. Fulltime daily on-site inspection services
- 5.3.2. Maintain good public relations with residents and/or property owners
- 5.3.3. Maintaining a daily diary of construction activity
- 5.3.4. Daily documentation of pay item quantities
- 5.3.5. Working with the Contractor and City Staff to prepare partial pay estimates
- 5.3.6. Coordinate and documentation of materials testing requirements
- 5.3.7. Documenting certification of materials

- 5.3.8. Verify conformity of materials and construction outcomes conform specifically to MnDOT standards and requirements.

6. Project Close-out

- 6.1. Conduct final review of project.
- 6.2. Obtain record information from field representatives.
- 6.3. Submit all final documents to MnDOT to satisfy the LPP & LRIP process.
- 6.4. Record drawings - The Consultant will prepare record drawings. Submittals shall be in AutoCAD form and GIS consistent with the City of Northfield Record Plan Requirements.

7. Geotechnical Testing Services

- 7.1. Geotechnical Testing Services - The Consultant shall submit a fee for Geotechnical Testing Services for all phases of the project. Services included, but not limited to:
 - 7.1.1. Soil borings on all project areas prior to design
 - 7.1.2. Field testing services for all facets of construction that meets MnDOT Schedule for Materials Control. Consultant shall take into consideration the amount of small concrete pours required per ADA conformance.
 - 7.1.3. Pavement design based on R-values (where applicable)
 - 7.1.4. Design recommendations for any scope of project work.

8. Project Schedule

- 8.1. City Council Request for Proposal Authorization – February 5, 2019
- 8.2. Proposals Due - March 1, 2019
- 8.3. Proposal Award - March 19, 2019
- 8.4. 30% Design Plans – June 1, 2019
- 8.5. 60% Design Plans – August 15, 2019
- 8.6. 100% Design Plans and submitted for MnDOT Review – October 1, 2019
- 8.7. Design Completion/Bid – November/December 2019
- 8.8. Approve Plans and Spec's – January 7, 2020
- 8.9. Construction – Summer 2020

IV. Proposal Contents

The following must 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 and understanding of the project(s).
2. An outline of the responder's background and experience with particular emphasis on federal, county and local government work.

3. Identify personnel that will work on the project and detail their training and work experience. Include professional biographies and resumes for all primary staff involved in the project. As the stated qualifications of the personnel to be assigned to the project will have bearing on the City's award of contract, no change in personnel assigned to the project will be permitted without approval of the city.
4. A detailed work plan identifying the work tasks to be accomplished within each Phase, and the budget hours to be expended on each task and subtask. A cost breakdown to complete each phase of the project should be included in the proposal.
5. A proposed schedule of the project.
6. A listing of the names, addresses and telephone numbers of at least three (3) references for whom the respondent has completed wells of at least similar size and scope.

V. Evaluation

All proposals received by the deadline will be evaluated by representatives of the City. Factors upon which proposals will be judged include, but are not limited to, the following:

1. An understanding of the project, context of Northfield and the area of this improvement and impact on the community.
2. The firm's background in completing similar projects, such as roundabouts, Safe Routes to Schools, Pedestrian and bike improvements, multi-purpose trails.
3. The qualifications of staff proposed to be involved with the project.
4. The ability to perform the work in the proposed schedule.
5. References.
6. Results of Consultant's respective interviews.
7. Proposed cost of engineering services.

VI. Selection

Selection of a consultant for this project will be based on the criteria noted above. Upon initial ranking of the respondents proposals, the Engineering Department staff will report to the City Council the results of that initial evaluation, and inform the City Council of the ranking of the firms. The Northfield City Council is expected at that point to confirm the ranking of the Consultants, and to authorize staff to negotiate a contract with the highest ranked firm. City will enter into negotiations with the selected consultant to finalize the work plan, including firmly establishing budget hours. Should the City and the selected consultant fail to satisfactorily reach agreement as to the work plan including budget, the City may enter into negotiations with the respondent judged second in the evaluation process.

VII. Contract

Included is Attachment 1, which is the City of Northfield's standard Professional Services Contract. Respondents are to thoroughly familiarize themselves with the provisions contained therein, including the insurance requirements, and will be required to execute this contract prior to presentation of same to the Northfield City Council.

VIII. Department Contacts

Prospective responders who may have questions regarding this Request for Proposals may call, email, or write:

Dave Bennett, P.E.
Public Works Director /City Engineer
801 Washington St.
Northfield, MN 55057
507-645-3006
david.bennett@ci.northfield.mn.us

or

Sean Simonson
Engineering tech Coordinator
801 Washington Street
Northfield, MN 55057
507-645-3049
sean.simonson@ci.northfield.mn.us

IX. Submission of Proposals

All proposals must be sent to and received by:

David Bennett
Public Works Director/City Engineer
801 Washington Street
Northfield, MN 55057

Proposals shall be submitted no later than 2 PM, CST, on 03/01/2019

Late proposals will not be accepted. Submit one (1) hard copy and one (1) digital copy of each proposal. Proposals are to be sealed in mailing envelopes or packages with the responder's name and address clearly written on the outside. Each copy of the proposal must be signed by an authorized member of the firm(s). Terms of the project as stated must be valid for the length of the project.