

Request for Proposals
City of Northfield, MN
2018 Street Improvements Projects
July 12, 2017

I. Introduction

The City of Northfield is requesting professional consulting services for the 2018 Street Improvement Projects. The 2018 Street Improvement Projects involve two separate design/specification developed projects. The Projects are as follows: (see attached maps)

1. **Division Street and Seventh Street Reconstruction; Washington Street Mill and Overlay; Various Parking Lot Rehabilitation**

This project will include a complete Reconstruction of Division Street from Sixth Street to Eight Street, and Seventh Street from Water Street to Washington Street. This entire area is included in the C1-B Downtown zoning area, and therefore additional amenities related to the approved Downtown Streetscape Framework Plan will be implemented into the Improvement Project. The Division Street Segment is part of the Municipal State Aid Street System (MSAS), and therefore it is intended to utilize State-Aid funds for construction. This will also require a State-Aid approved plans and specifications.

Also included in the design will be the Washington Street Mill and Overlay from Woodley Street to Second Street. This segment is also part of the City of Northfield MSAS, therefore State-Aid funds will be utilized for construction, and a design with State-Aid approval will be required. **However, this is not a standard Mill and Overlay, it is anticipated that numerous complete street additions will be incorporated into the project.** Included in the mill and overlay will be curb and gutter spot repairs, ADA upgrades to all facilities, and a pedestrian facilities upgrade at the intersection of Washington Street and Fifth Street.

This work will be performed separate from this contract, and will be provided for the development of the Feasibility Report and Design of the Project by the middle of September. A conceptual illustrative plan and illustration typical section of Division Street and Seventh Street, along with Washington Street consistent with the Downtown Streetscape Framework Plan, Northfields Complete Street Policy and best practices in the industry.

Additionally, the Fifth Street and Washington Street Parking lot, and the City Hall Parking are scheduled for a mill and overlay improvement. Furthermore, some storm sewer installations are anticipated in the City Hall Parking Lot. The Washington Street Parking (adjacent to the Grand Event Center) and the Third Street Parking lots are slated for a pavement reclamation. The parking lots portion of the project will utilize local funding.

Special Assessments levied under the authority of Chapter 429 of Minnesota Statutes will also be part of the financing arrangement for this project. The professional services of interest include following the process of Project Development prescribed under Chapter 429, including but not limited to the preparation of the feasibility report, the field topographic survey, and preparation of the detailed plans and specifications to State-Aid Standards, including quantity take offs, and formal Bid Proposal. The plans shall be completed using AutoCAD Civil 3D. The Project Item Management plans and specifications shall be developed using the City's One Office Software and bid utilizing the City's eGram website. 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 project(s).

II. Scope of Work - Division Street and Seventh Street Reconstruction; Washington Street Overlay; Various Parking Lot Rehabilitation

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

- 1. Feasibility Study** – Complete the feasibility study as required by the assessment process. The study should consider whether the project is necessary, feasible, and cost effective. The council will be considering whether all segments of the project should move forward into the design phase with the ordering of the improvement. The feasibility study should be structured to report the findings for each individual segment of the project.
- 2. 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 roadway (Division and Seventh Street, Washington Street from Fifth Street to Second Street, City Hall parking Lot, Third Street Parking Lot, & Grand Parking Lot) project boundaries. This survey shall establish sufficient control to reestablish the street within existing or proposed right-of-way.
- 3. Design** – The successful consultant shall design a full set of State-Aid approved plans including the following but not limited to:
 - 3.1. Existing Plans – Using topographic and right-of-way survey information, prepare base plans showing:
 - 3.1.1. Locations and elevations of all physical features.
 - 3.1.2. Existing right-of-way.
 - 3.1.3. Existing profiles.
 - 3.2. Preliminary and final design plans and specifications – Prepare plans and specifications. Specifications shall supplement City's standard construction documents.
 - 3.2.1. Alignment – The alignment of the road and parking lots are not expected to significantly change, as this is a project in a well established area.
 - 3.2.2. Profiles –set the profiles for the project.
 - 3.2.3. Cross-sections –develop cross sections for the project.
 - 3.2.4. Removals – develop a removals plan for all portions of the project.

- 3.2.5. 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 on the Division Street and Seventh Street Reconstruction Project. Additionally, a perforated sump manhole located in the City Hall parking lot shall be analyzed for connection to the adjacent storm system on either Washington Street or Ninth Street as part of the parking lot rehabilitation portion of the project. Casting adjustments/structure grouting shall be anticipated for all reclamation/mill and overlay areas.
- 3.2.6. 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.
- 3.2.7. Sanitary sewer will be replaced on the Division Street and Seventh Street Reconstruction. Be sure to follow the City of Northfield's Sanitary Sewer Comprehensive Plan when making any Sanitary Sewer upgrades. No anticipated sanitary sewer replacements are scheduled other than possible casting adjustments for the Washington Street Mill and Overlay, or the parking lot rehabilitations, however any deficiencies found during project development shall be addressed.
- 3.2.8. Water main will be replaced on the Division Street and Seventh Street Reconstruction Project. Be sure to follow the City of Northfield Comprehensive Plan when making the Water main upgrades. No anticipated watermain replacements are scheduled other than possible gate valve box adjustments for the Washington Street Mill and Overlay or the parking lot rehabilitations however, any deficiencies found during project development shall be addressed.
- 3.2.9. Signing and striping - The consultant selected will develop a signing and striping Plan for all portions of the project.
- 3.2.10. Intersection Design – The consultant selected will develop an intersection design plan for all project intersections on the Division Street and Seventh Street Reconstruction Project. This should also include ADA design of all pedestrian ramp facilities. ADA upgrades will also be completed on the Washington Street Mill and Overlay and the parking lot rehabilitations where applicable, and design should also be complete that is compliant with current ADA standards.
- 3.2.11. Intersection Analysis – The consultant selected will also perform an all-way stop analysis for both the Sixth Street and Seventh Street intersections of Division Street consistent with procedures in the current version of the Minnesota Manual for Uniform Traffic Control Devices. (MnMUTCD)
- 3.2.12. Landscape/Streetscape - Complete Streets plan – The consultant selected will incorporate Landscape/Streetscape – Complete Streets enhancements information provided by others for both the Division Street and Seventh Street Reconstruction Project and for the Washington Street Mill and Overlay Project and parking lot rehabilitations if applicable.
- 3.2.13. Stormwater Pollution Prevention Plan - The consultant selected will develop a Stormwater Pollution Prevention Plan for all portions of the project.

- 3.2.14. Street Lighting Plan – The consultant selected will develop a street lighting plan for the Division Street and Seventh Street project corridor. No lighting upgrades are anticipated on the Washington Street Mill and Overlay or the parking lot rehabilitations.
- 3.2.15. Traffic control plans during construction including phasing plan – The consultant selected will develop a traffic control and construction-phasing plan. This plan will also analyze continued access to businesses throughout the duration of construction.
- 3.2.16. Estimated Quantities – estimate the quantities for the project.
- 3.3. Prepare contract documents - the consultant selected will prepare contract documents based on the City's standards.
- 3.4. Submit to City for review and approval.
- 3.5. 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.
- 3.6. Prepare opinion of probable construction costs - The consultant selected will prepare an opinion of probable construction costs.
- 3.7. 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.
- 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 City will prepare the advertisement for bids and submit 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 for grading.

- 5.2.3. Stake alignment and grades for new storm sewer, sanitary sewer and watermain replacement and/or repairs.
- 5.2.4. Stake alignment and grades for new curb and gutter.
- 5.2.5. Stake locations for signage.
- 5.2.6. Stake landscaping amenities as necessary.
- 5.2.7. Stake other facilities as necessary.
- 5.3. Construction Observation Support - The City will provide construction observation and day-to-day project coordination. The consultant will be required to provide support to city construction observation personnel, addressing questions as needed.

6. Project Close-out

- 6.1. Conduct final review of project.
- 6.2. Obtain record information from field representatives.
- 6.3. Record drawings - The Consultant will prepare record drawings.

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
 - 7.1.2. Field testing services for all facets of construction that meets MnDOT Schedule for Materials Control
 - 7.1.3. Pavement design based on R-values (where applicable)

8. Project Schedule

- 8.1. City Council Request for Proposal Authorization – July 11, 2017
- 8.2. Proposals Due - July 31, 2017
- 8.3. Proposal Award - August 8, 2017
- 8.4. Public Input Meeting – Complete Streets and Streetscape – August 21 Week (by others)
- 8.5. Council Approval – Complete Street and Streetscape – September 19, 2017 (by others)
- 8.6. Feasibility Report Complete – Council October 17, 2017
- 8.7. Design Completion – March 2018
- 8.8. Construction – Summer/Fall 2018

III. Scope of Work - Spring Creek Road Reconstruction

This project will include the Reconstruction of approximately 2600' of Spring Creek Road from Superior Drive north to the northern boundary of the recently platted Hills of Spring Creek 7th Addition.(Huron Court) This project will convert an existing 24' wide rural road section to a 10-ton 40' wide urban curb and gutter road section with sidewalk and trail. However, the Roadway could be constructed with the western half as urban, and the

eastern half as rural until development occurs on the east side Spring Creek Road. In addition to this project area, the consultant will also analyze Spring Creek Road from Huron Court to Woodley Street. (see attached map)

Spring Creek Road is identified as a Major Collector in the current Northfield Comprehensive Plan. This road segment is also part of the MSAS, and therefore it is intended to utilize State-Aid funds for construction. This will also require State-Aid approved plans and specifications.

The professional services of interest include following the process of Project Development including but not limited to the preparation of the feasibility report, the field topographic survey, and preparation of the detailed plans and specifications including quantity take offs, and formal Bid Proposal. The plans shall be completed using AutoCAD Civil 3D. The Project Item Management plans and specifications shall be developed using the City's One Office Software and bid utilizing the City's eGram website. 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 project(s).

- 1. Feasibility Study** – Complete a 2-part feasibility study for the Spring Creek Road Reconstruction Project. The two segments include segment #1, Spring Creek Road from Superior Drive to Huron Court, and segment #2, Huron Court to Woodley Street. This Feasibility report should provide a recommendation whether including costs on a full urban roadway, or partially urban and leaving the east as rural. The study should consider whether the project is necessary, feasible, and cost effective. The council will be considering whether all segments of the project should move forward into the design phase with the ordering of the improvement. The feasibility study should be structured to report the findings for each the two segments of the project.
- 2. Topographic Survey** – Perform a field control survey and develop horizontal and vertical control points at convenient intervals and perform topographic survey of the roadway project boundaries on both segments #1 and #2 from Superior Drive to Woodley Street. This survey shall establish sufficient control to reestablish the street within existing or proposed right-of-way.
- 3. Design** – The successful consultant shall design a full set of State-Aid approved plans of Segment 1 from Superior Drive to Huron Court including the following but not limited to:
 - 3.1. Existing Plans – Using topographic and right-of-way survey information, prepare base plans showing:
 - 3.1.1. Locations and elevations of all physical features.
 - 3.1.2. Existing right-of-way.
 - 3.1.3. Existing profiles.
 - 3.2. Preliminary and final design plans and specifications – Prepare plans and specifications. Specifications shall supplement City's standard construction documents.
 - 3.2.1. Alignment – The alignment of the road is not expected to significantly change, however the possibility exists that the eastern half of the project typical section

may remain as a rural type road section until the western half of the project corridor becomes developed.

- 3.2.2. Profiles –set the profiles for the project. A preliminary profile has already been set to match development on the western half of the corridor. This design should match the existing development along the western side of the corridor to the greatest extent possible.
- 3.2.3. Cross-sections –develop cross sections for the project.
- 3.2.4. Storm drainage system – Storm sizing will need to be confirmed prior to design. 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.
- 3.2.5. 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.
- 3.2.6. Sanitary sewer – There will be some sanitary sewer installations, but not anticipated for the length of the corridor. Be sure to follow the City of Northfield's Sanitary Sewer Comprehensive Plan if/when making any Sanitary Sewer upgrades.
- 3.2.7. Water main - There will be some water main installations, but not anticipated for the length of the corridor. Be sure to follow the City of Northfield Comprehensive Plan if/when making the Water main upgrades.
- 3.2.8. Signing and striping - The consultant selected will develop a signing and striping Plan.
- 3.2.9. Intersection Design – The consultant selected will develop an intersection design plan for all project intersections. Included in the design shall be ADA pedestrian ramp design that is compliant with the current ADA Standards.
- 3.2.10. Stormwater Pollution Prevention Plan - The consultant selected will develop a Stormwater Pollution Prevention Plan.
- 3.2.11. Traffic control plans during construction including phasing plan – The consultant selected will develop a traffic control and construction-phasing plan.
- 3.2.12. Estimated Quantities – estimate the quantities for the project.
- 3.3. Prepare contract documents - the consultant selected will prepare contract documents based on the City's standards.
- 3.4. Submit to City for review and approval.
- 3.5. Obtain all required permits – The consultant selected will prepare and submit applications for all required permits.
- 3.6. Prepare opinion of probable construction costs - The consultant selected will prepare an opinion of probable construction costs.
- 3.7. 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.

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 City will prepare the advertisement for bids and submit 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.
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- 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 for grading.
- 5.2.3. Stake alignment and grades for new storm sewer, sanitary sewer and watermain replacement and/or repairs.
- 5.2.4. Stake alignment and grades for new curb and gutter.
- 5.2.5. Stake alignment and grades for new sidewalks.
- 5.2.6. Stake locations for signage.
- 5.2.7. Stake landscaping amenities as necessary.
- 5.2.8. 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. Record drawings - The Consultant will prepare record drawings.

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 (Segment #1 and Segment #2)
 - 7.1.2. Field testing services for all facets of construction that meets MnDOT Schedule for Materials Control
 - 7.1.3. Pavement design based on R-values (where applicable)

8. Project Schedule

- 8.1. City Council Request for Proposal Authorization – July 11, 2017
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- 8.4. Feasibility Report Complete – Council October 17, 2017
- 8.5. Design Completion – March 2018
- 8.6. Construction – Summer/Fall 2018

IV. Goals and Objectives

The project shall provide the City of Northfield with the streets listed being brought up to a condition with a service life 30 years for all reconstruction project areas, and 15 years for all pavement reclamation and mill and overlay project areas.

V. Department Contacts

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

David 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 Manager
801 Washington Street
Northfield, MN 55057
507-645-3049
sean.simonson@ci.northfield.mn.us

VI. Submission of Proposals

All proposals must be sent to and received by:

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

Proposals shall be submitted no later than 2 PM, CST, on July 31, 2017

Late proposals will not be accepted. Submit one (1) hard 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.

VII. 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. A detailed work plan identifying the work tasks to be accomplished within each Phase, and the budget hours to be expended on each task. An example cost breakdown submittal form is included with this Request.
3. Project team and experience of members proposed to be involved in the project.
4. A proposed schedule of the project.

VIII. 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.
2. The firm's background in completing similar projects.
3. The qualifications of staff proposed to be involved with the project.
4. The ability to perform the work in the proposed schedule.
5. Proposed cost of engineering services.

IX. Selection

Selection of a consultant for this project will be based on the criteria noted above. Staff will review the proposals and identify the best-qualified Consultant to perform the work. Staff will bring forward a recommendation to City Council for entering into a contract to perform the work.

X. 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.