

REQUEST FOR PROPOSAL (RFP)
INDIAN MOUNDS REGIONAL PARK TRAIL RECONSTRUCTION

CITY OF ST PAUL
400 CITY HALL ANNEX
25 W 4TH STREET
ST PAUL, MN 55102

APRIL 19, 2018

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1. SUMMARY AND BACKGROUND

The City of Saint Paul Department of Parks and Recreation is pleased to issue this Request for Proposal (RFP) seeking a qualified engineering consultant team to provide preliminary design, construction documentation, and construction administration services for a bituminous multi-use trail located at Indian Mounds Regional Park adjacent to Mounds Blvd and Burns Aves between Commercial/Plum Street and US Hwy. 61. Indian Mounds Regional Park (10 Mounds Blvd., Saint Paul, MN 55106) is a 111 acre park within the Dayton's Bluff Neighborhood of Saint Paul.

Overall, this RFP is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best creatively meets the needs of the City and will coordinate with the City's project manager to maintain the City's vision and to successfully deliver a project in time and within budget.

2. PROPOSAL GUIDELINES

As this proposal relates to Engineering, Architecture, and Construction, please respond to the following by providing information that supports an established successful record of performing this type of work. To facilitate review of the information submitted, proposals must contain the following information presented in the order listed:

Tab 1 –Firm Information (not to exceed 2 pages):

Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear, legible and organized manner. Including:

- Vendor Outreach Program Form
- Mandatory Event Cover Page
- Name of firm
- Complete address
- Contact person
- Telephone number
- Fax number
- Website
- Email Address

Tab 2 – Respondent's approach to project & timeline (not to exceed 6 pages):

- Provide your team's approach and a general statement of qualifications that responds to the project information in the project scope, including stakeholder involvement, design processes, working relationships, responsibility of subcontractors and work products.
- Working on a Federal Aid Project including Delegated Contract Process (DCP); describe how your firm has proactively evaluated, resolved, and communicated issues to the owners of previous projects your firm has worked on.

Outline of project timeline (not to exceed 2 pages):

For each project phase listed, identify the following:

- Deliverables
- Consultant and City responsibilities
- Methods used to maintain schedule
- Other pertinent details, i.e. description of your firm's process from preliminary approvals through approval of the final design

Tab 3 – Design Team Personnel & Technical Experience (not to exceed 10 pages)

Please identify the Project Manager, Project Designer(s), and other important members of your team and include the following information for each:

Key Personnel

- Name
- Roles and Responsibilities on this project by phase
- Experience with projects of similar scope and scale
- Number of Federal Aid Projects/MnDOT DCP
- Years with the firm
- Identify the individual who will assume overall leadership for the project and responsibility for the contract.

Consultant and Sub-Consultants

Provide an organizational chart and reporting relationships of organizations and individuals proposed to accomplish the work. For each firm or individual specialist include:

- Firm Name
- Background of the firm
- Number of professionals (by discipline) and support staff
- Major focus of practice
- Range of services and references

Tab 4 – Related Project Experience: Federal Aid Projects & DCP (not to exceed 6 pages)

Note: Provide specific projects to illustrate your team’s experience. Consultant to have experience managing a minimum of three Federal Aid Projects/MnDOT DCP projects. Please limit to four examples or less for lead firm and 2 examples for sub consultants.

- Name of project with a brief description
- Client contact
- Owner’s initial budget
- Total project cost
- Date of bid
- Scheduled completion date vs. Actual completion date
- Work sample images

Tab 5 - Costs

- All costs to be charged to the City by phase; including estimated reimbursable expenses
- Billing structure
- Assumptions used in determining overall project costs
- Describe how your firm has successfully managed budgets and prioritized items to successfully complete a project with a similar scope. Provide information about cost control methods and how cost estimates are established.

3. PROJECT PURPOSE AND DESCRIPTION

Purpose:

The City of Saint Paul Department of Parks and Recreation has received Metropolitan Council Legacy (Parks and Trails) and Federal Aid Funding (Transportation Alternative Program) to reconstruct a bituminous multi-use trail. The trail is located at Indian Mounds Regional Park adjacent to Mounds Blvd and Burns Aves between Commercial/Plum Street and US Hwy. 61. Indian Mounds Regional Park (10 Mounds Blvd., Saint Paul, MN 55106) is a 111 acre park within the Dayton’s Bluff Neighborhood of Saint Paul. At this time, the preliminary construction budget is approximately \$1,800,000. The consultant

will be asked to assist the City with the required MnDOT Delegated Contract Process (DCP) for federal aid funding.

Project Description:

Located on top of the bluffs of the Mississippi River on the eastern side of downtown St. Paul, the park consists of river bluff, steep slopes, rolling hills, woodlands, and grassland. It is rich in history and is the site of Indian burial mounds. The approved 2011 Master Plan for Indian Mounds Regional Park identifies the need for trail improvements due to deteriorating trail conditions. To reduce the amount of disturbance on sacred lands, the trail alignment (see attached) will follow the existing alignment and removals will be limited to the bituminous pavement while leaving the aggregate base in place. The Department will also remove and restore the trail system surrounding the existing burial mounds.

Before proceeding with any new development, the Department is committed to conducting a cultural resources study to instill and preserve an understanding of the sacred lands. In conjunction with the trail reconstruction project, but through a different RFP process, the City of Saint Paul will be conducting an environmental and cultural inventory and analysis of the park, including the trail corridor. The results will be available to the consultant for use, and will help to inform the existing and proposed trail alignments.

The Engineering Consultant will not be responsible for the environmental and cultural resources inventory and analysis. The Engineering Consultant will be responsible for reviewing the environmental and cultural resources inventory and analysis in order to submit all project reporting and monitoring requirements that are typical of any Federal Aid Project. This includes the MnDOT Delegated Contract Process, Environmental Assessment Documents, and construction plans.

The project also includes locating and specifying trail signage, site furniture, ADA ramps and trail alignment. Additional site analysis, design development, public input, and participation in MnDOT meetings by the Engineering Consultant will be required.

Work on this project includes:

- Design development of the preliminary trail alignment and roadway connections
- Participate in public and stakeholder meetings
- Development of construction documents
- Participate in site plan review and bidding process
- Construction administration including project reports, monitoring, and contractor calculations
- Cost Estimates/Analysis to be within construction budget

4. PROJECT SCOPE

The selected Consultant will be expected to include the cost and timeline to perform the following deliverables:

Task 1 – Analysis/Design Development Phase

- Plan Review and Context
 - Review previous Indian Mounds Regional Park plans, studies, inventories including surveys, geotechnical, geophysical, cultural and environmental information
- Detailed Design Development
 - Stormwater best management practices
 - Preliminary concept plan:

- Trail alignment, pedestrian curb ramps and lighting, wayfinding, site furnishings, and signage
 - Complete the MnDOT Delegated Contract Process for federal projects:
 - Coordinate with MnDOT State Aid to discuss and address design exceptions, ADA and ROW requirements.
 - Complete review and submittal of all required MnDOT DCP documents
- Key Stakeholder Meetings

Note: *City Staff will be responsible for scheduling the time and place of the meetings, the consultant team will be responsible for presenting alignment, and preparing all meeting graphics, and materials (minutes & agendas).*

 - Design Advisory Committee – (2 meetings minimum)
 - Federal 106 Process: Minnesota Indian Affairs Council (MIAC), Tribal Historic Preservation Officers (THPOs) – (1 meeting minimum).
- Progress Meetings with City Staff
 - Project Kickoff
 - Design Reviews
 - Assist City Staff in discussions addressing existing roadway, ADA modifications with Public Works and Parks & Recreation staff, Historic Preservation Commission, as needed

Consultant Deliverables:

- MnDOT DCP submittals
- Final Concept/Alignment to include:
 - Preliminary Site layout, Electrical & Civil
 - Preliminary location of site amenities (lights, benches, signage)
 - Materials Selections
- Preliminary cost estimate and scope of work statement for Construction Document phase
- Public Meetings:
 - Presentation of Trail Alignment & supporting graphics
 - Rendered plan of corridor improvements (path, lighting, curb ramps), Cross-sections
 - Agenda and Meeting Minutes
 - Coordination and recommendation of soil boring locations

City Responsibilities:

- Previous Plans and Studies
- Environmental and Cultural Resources Assessment
- Geophysical Survey and Report (Ex: ground penetrating radar, electrical resistance)
- Soil borings
- Survey (Location, Topographic, Utility)
- Private (Parks) utility locations
- Scheduling the time and place of Stakeholder Public meetings
- Preparation of Final Design Development of Landscape/Restoration Plans

Task 2 – Construction Documents

Task 2 builds upon the preliminary engineering investigations, community engagement, and evaluation of environmental and geophysical analysis as developed in Task I. The consultant team shall have sufficient staff resources with the expertise necessary to provide the full range of professional services detailed in Task 1, and required within the time constraints identified in the schedule portion of the RFP.

- Preparation of Construction Documents
 - Based on the accepted final design drawings and the consultant’s preliminary cost analysis, the City will define the construction packages scope of work that will be prepared for construction contract bidding, including but not limited to, site layout civil, structural, electrical, signage & striping, SWPPP/erosion control, and phasing/staging.
 - Complete require SWPPP/Erosion Control plans and complete stormwater modeling as required, meeting Capitol Region Watershed and City of Saint Paul regulations.
 - Plans will be prepared using AutoCAD compatible with City of Saint Paul standard CAD format or if required MnDOT State Aid Standards. Consultant shall format all plan and specifications to allow bidding using the City of Saint Paul Contract and Analysis Bid system. Details are available at <http://www.stpaul.gov/procurement>

- Progress meetings with regulatory agency and City Staff
 - 50% construction document review
 - 90% construction document review
 - 100% construction document review with Department of Safety & Inspections for Site Plan Review
 - State and Federal (MnDot State Aid) design reviews and make any requested changes to bring the plan into compliance
 - Coordinate with all regulatory agencies, as needed

- MnDOT Plan Submittal
 - Submit Project Memorandum as required by MnDOT State Aid, including but not limited to:
 - State Aid Geometric Design Elements, Standards and Specifications
 - Environmental Assessment Documents
 - Design Exceptions
 - Safety Improvements
 - Roadway Enhancements
 - Planned Future Improvements
 - Other standards and attachments as needed to assist the City with the completion and approval of the Project Memorandum

- Bidding
 - Assist City Staff with the MnDOT State Aid bidding, addenda, & contract award process.
 - Attend Pre-bid Conference
 - Prepare addenda and re-engineering, as needed.
 - If it is not possible to award the bid due to cost, the consultant will work with the City of Saint Paul staff to revise the plans and prepare to re-bid the project at no additional cost to the City.

Consultant Deliverables:

- 50% Construction Drawings (PDF)
- 90% Construction Drawings & Specifications (PDF)
- 100% Construction Drawings & Specifications (PDF)
- Bid Set Construction Drawings & Specifications (PDF & one (1) full size set)
- Final Itemized Opinion of Probable Cost
- MnDOT DCP submittals
- Prepare addenda and re-engineering, if needed.

City Responsibilities:

- City of Saint Paul CAD Standards and Details
- Preparation of Landscape/Restoration Plan(s) & Details

Task 3 – Construction

- Complete any required permitting associated with project construction including National Pollutant Discharge Elimination System (NPDES) permit.
- Consultant will assist with the construction contract administration as required by DCP rules:
 - Preconstruction meeting
 - Weekly Meeting with Contractor during construction period
 - Shop Drawing & Material Review and approval
 - Construction field observation as required by DCP process. Including, but not limited to record inspections, field reports, progress, quantity verification, and compliance with federal, state and local prevailing wages, materials inspection and testing.
 - Redesign based on conditions encountered in the field.
 - Change order review and recommendations
 - Review and prepare monthly pay applications for processing
 - Supplemental Instructions & Engineering
 - Conduct substantial completion and prepare punch list items
 - Develop schedule of warranties
 - Final inspection/ Start-up & Operations

Consultant Deliverables

- MnDOT DCP submittals
- Complete Permits
- Review and approve material submittals
- Provide any necessary plan changes
- Review pay applications and change order for approval by City
- Close-out documents

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Estimated Project Timeline

Task 1

Design Development must be completed by September 2018 to allow for development of construction documents for Task 2 submittals.

Task 2

Environmental Documents and Project Manual Draft due by November 1st. 90% Construction Documents must be submitted by December 1, 2018.

Environmental & Construction Documents, ROW Certificates, Engineer’s Estimate & Permits must be approved by January 15, 2019 for bidding to occur during February 2019.

City intends to break ground Spring 2019 (pending bids and funding) with substantial completion by September 2019.

Work Element	Tentative Deadline
Contract Award & Project Initiation Phase	May - June 2018

Task 1 – Design Development, Federal 106 & Community Process	June – September 2018
Task 2 – Federal Aid Process Submittal: Project Memo, Environmental Documents & Construction Plans	September – December 2018
Task 2 – Bid Documents Completed and Funding Authorized	January 22, 2019
Bidding Process	February 2019
Task 3 - Project Construction	May 2019

6. BUDGET

The preliminary construction budget is approximately \$1,800,000. All proposals must include proposed fees and costs to complete the tasks described in the project scope. Delineate assumptions used in determining overall project costs. Provide information on cost control methods and how cost estimates have been established. All costs and fees must be clearly described in each proposal. Pricing should be listed for each of the following items in accordance with the format below:

Task 1 – Analysis/Design Development

- Project Review/Analysis
 - Project Kickoff
 - Review previous plans and studies
 - City Design Reviews
- Community & Public Agency Engagement
 - Design Advisory Committee (*2 meetings minimum*)
 - Federal 106 Process (MIAC, THPOs, City) (*1 meeting minimum*)
 - Agency Coordination (*As Needed*)
 - MnDOT DCP submittals
- Design Development: Preliminary engineering design for civil, electrical, structural, SWPPP
- Cost Estimates/Analysis

Task 2 - Construction Documents

- Project Review
 - Construction Document Review
- Community & Public Agency Engagement
 - Agency Coordination (as needed)
 - MnDOT DCP submittal and approval
- Preparation of Construction Documents (Civil, Electrical, Structural, SWPPP)
- Bidding & Addenda

Task 3- Construction

- Permitting (SWPPP)
- Construction Administration
 - MnDOT DCP submittals, inspection and testing

7. PROPOSAL EVALUATION CRITERIA

The City of Saint Paul will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

	Description	Value
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Tab 1	Demonstrated understanding of project, completeness and conformance with response requirements	30
Tab 2	Approach to Project & Timeline	60
Tab 3	Design Team Personnel & Technical Experience	60
Tab 4	Related Federal Aid & MnDOT DCP Experience	60
Tab 5	Cost	90
Subtotal		300
Interview		25
Total		325

Oral interviews may be given for up to two design teams after the evaluation of qualifications by the selection committee. If interviews are conducted, they will consist of a presentation no longer than 25 minutes in length by the proposer to be followed by questions and answers. Consultants will be notified if an oral interview is being requested. The City reserves the right to ask for additional information or clarification of the submission from any or all proposers.

The final contract award will be conditioned upon the successful proposer's complying with all terms and conditions, mutual agreement about the final work plan, and completion of a contract agreeable to all parties.

The City requires that the project manager and any other key individual(s) for the project participate in any interview process. Proposers will be expected to pay for any costs they incur for the interview process along with any costs associated with preparing and transmitting proposals.

The final contract award will be conditioned upon the successful proposer's complying with all terms and conditions, mutual agreement about the final work plan, and completion of a contract agreeable to all parties. The City of Saint Paul reserves the right to reject any or all proposals or portions thereof.

The City reserves the right to postpone the date and time for submitting proposals at any time prior to the proposal due date. No Proposer shall have a right to make a claim against the City in the event the City accepts a proposal or does not accept any or all proposals. The City by this RFP does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all proposals, to waive any or all informalities or irregularities in the proposals received, to investigate the qualifications and experience of any Proposer, to reject any provisions in any proposal, to modify RFP contents, to obtain new proposals, to negotiate the requested services and contract terms with any Proposer or to proceed to do the work otherwise.

ESTIMATED TIMELINE FOR PROPOSAL SUBMISSION, REVIEW, AND SELECTION

Work Element	Tentative Date
Interview Week	April 30, 2018
Anticipated Project Award	May 2018
Project Initiation Phase	June 2018

8. PUBLIC INFORMATION

Data submitted by a business to the City in response to a Request for Proposals are private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder's response to a Request for Proposals are private or nonpublic data until completion of the evaluation process. "Completion of the evaluation process" means that the City has completed negotiating the contract with the selected vendor. After the City has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. Proposals submitted in response to an RFP become the property of the City and will not be returned.

If all responses to a Request for Proposals are rejected prior to the completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a re-issuance of the Request for Proposals results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remains public. If a re-issuance of an RFP does not occur within one year of the proposal opening date, the remaining data become public.

9. ATTACHMENTS (SEE FOLLOWING PAGE)

Attachment A – Preliminary Project Location Map





Below is a preliminary map showing the potential Cultural Landscape Study area which follows the park boundary (green hatch). Also shown is the Trail Reconstruction project which proposes removing only the existing path surface (red line) while the below aggregate base remains in place to reduce site disturbance. Note: the scope of work for both projects will be a collaborative effort between MIAC, THPOs, and the City.

The Parks and Recreation Department understands that the Cultural Landscape Inventory/Analysis will help to identify places of importance to the local community and Tribes. While the results will prioritize areas requiring immediate and long term management efforts, **at a minimum, the City proposes to remove the existing trails surrounding the burial mounds (orange line).**

PRELIMINARY PROJECT LOCATION MAP



Legend

-  = Park Boundary (potential Cultural Resource Study)
-  = Existing Trails (potential Trail Reconstruction alignment)
-  = Existing Trails To Be Removed
-  = Sam H. Morgan Regional Trail (below bluff)

INDIAN MOUNDS REGIONAL PARK