



CITY OF BRAINERD
REQUEST FOR PROPOSALS

**TH 371B (S. 6th STREET) & WILLOW STREET
ROUNABOUT PROJECT**

**HIGHWAY SAFETY IMPROVEMENT PROGRAM
(HSIP) GRANT**

Proposals due Wednesday, May 24th, 2023, at 12:00 p.m.

The City of Brainerd is requesting proposals for preliminary, design and construction engineering services including project design and development, preparation of plans and specifications, and construction/observation/testing for the TH 371B/Willow Street Roundabout Project. The project is being funded partially through the Highway Safety Improvement Program (HSIP).

PROJECT OVERVIEW

The City of Brainerd and MnDOT are seeking a consultant to provide engineering services for the construction of a roundabout at the intersection of MN Highway 371B (S. 6th Street) and Willow Street (MSAS 124). This project is anticipated to be bid in late 2024 and constructed in 2025.

BACKGROUND

This intersection currently operates as a minor-leg stop controlled intersection with the Trunk Highway uncontrolled. Along the Trunk Highway, there are no signals between Buffalo Hills Lane (Crow Wing 117) and Quince Street, nearly 1.4 miles, and thus no requirements for traffic to stop along this stretch. With the lack of traffic controls along this stretch, there are no opportunities to slow traffic through this segment of corridor.

Latest traffic counts have TH 371B at 12,900 vehicles per day and Willow Street at 2,650. Traffic volumes may be significantly increased following construction as this intersection may potentially be considered as part of the TH 210 detour route during the reconstruction project in 2026-2027. For TH 371B traffic, there is a transition to 40 MPH speed limit just south of the intersection. At the intersection, the speed limit is 30 MPH. It has been observed that much of the traffic along the highway continues at a higher rate of speed through the intersection, likely due to the lack of traffic controls throughout the 1.4-mile segment. This leads to increased crashes as vehicles waiting to enter or cross TH 371B from Willow Street are likely basing timing on the posted 30 MPH speed limit. When vehicles are regularly travelling 40 MPH through the intersection, this can lead to additional crashes in the intersection based on the lack of spacing.

This intersection continues to be a significant barrier for non-motorized users of the area. It is difficult for users to cross Willow Street as these are wide sections with a larger amount of traffic making it uncomfortable for southern neighborhoods to travel across Willow Street to areas like schools and downtown Brainerd. Mobility across TH 371B is even more difficult due to the issues mentioned of high traffic volume, speeding concerns, and a wide corridor to travel across. This makes TH 371B a considerable barrier for pedestrians, bicyclists and other non-motorized users to get from west to east.

OWNER PROVIDED DOCUMENTATION

The City of Brainerd and MnDOT will provide the following items to the selected Consultant firm to assist in the engineering work.

- Soil boring investigations and reports including potential soil contamination
- Right-of-Way Surveys
- 2014 Warrant Analysis for this intersection
- Public engagement summaries prior to reconstruction
- Record drawings of the recently completed reconstruction project
- As-built survey documentation post-reconstruction (as available)

This list is not all encompassing and the City of Brainerd and MnDOT will provide to the Consultant any documentation requested that the agencies are able to produce.

GENERAL SCOPE OF SERVICES

The Consultant's Scope of Services shall be divided into three phases, described as follows:

Phase 1 - Preliminary Design

The consultant will perform an Intersection Control Evaluation (ICE) on the TH 371B and Willow Street intersection to evaluate if a roundabout would be warranted. The consultant will then prepare a 30% plan set and cost estimate submittal for analyzation by City Council and MnDOT for the feasibility and constructability of a roundabout at the intersection. The consultant shall perform any necessary additional Topographic Survey of the project area beyond what is provided from the City and MnDOT. In addition, submit design documents up to a 30% design plan set and cost estimate for all elements listed below in the Preliminary Design Plans portion of this proposal. The following services will be provided by the selected consultant as part of the Phase 1 scope:

- A. **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.
 - a. Consultant shall prepare preliminary and final permanent easement descriptions and depictions should Right-of-Way acquisition be necessary for construction.

- b. Consultant shall prepare preliminary and final temporary easement descriptions and depictions should temporary easement acquisition be necessary for construction.
 - c. Consultant shall stake all temporary and permanent easements prior to acquisition for property owner's review.
- B. Existing Plans** – Using topographic and right-of-way survey information, prepare base plans showing:
- a. Locations and elevations of all physical features.
 - b. Existing right-of-way.
 - c. Existing profiles.
- C. Geotechnical Testing Services**
- a. Geotechnical Testing Services - The Consultant shall submit a fee for Geotechnical Testing Services for the Preliminary Engineering phase of the project. Services included, but not limited to:
 - i. Soil borings on all project areas prior to design
 - ii. Pavement design based on R-values (where applicable)
 - iii. Design recommendations for any scope of project work.
- D. Preliminary design plans** – Use of existing conditions and development process to prepare a Level 1 approved layout and preliminary plans for agency review and comment.
- a. Construction Limits – existing right-of-way, necessary temporary and permanent easements identified
 - b. Removals Plan – preliminary plan to address potential contaminated materials
 - c. Alignment – set the alignment for all project areas.
 - d. Profiles – set the profiles for the project.
 - e. Cross-sections – develop cross sections for the entire project.
 - f. Removals – develop a removals plan for all portions of the project.
 - g. Storm drainage system – storm sizing will need to be confirmed prior to replacement.
 - h. Utilities (electric, gas, telephone, cable TV) – all utilities should be coordinated to allow adequate time for relocations if necessary. Consultant will follow MnDOT utility process. Working with City staff, utilities should be shown based on information provided by utility companies and marked in the field.
 - i. This should include organizing a small utility meeting and working with the small utility companies on relocation and schedule.
 - i. Sanitary sewer will be replaced/realigned as needed.
 - j. Water main will be replaced/realigned as needed.
 - k. Signing and striping - the consultant selected will develop a signing and striping plan for all portions of the project.

- l. **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.
 - m. **Landscape/Aesthetic Plan** - The consultant selected will potentially incorporate landscape and aesthetic enhancements into the proposed design.
 - n. **Stormwater Pollution Prevention Plan** - The consultant selected will develop a Stormwater Pollution Prevention Plan for all portions of the project.
 - o. **Street Lighting Plan** – The consultant selected will develop a street lighting plan for the project intersection that conform to the current City of Brainerd Street Lighting Policy.
 - p. **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.
 - q. **Project Memorandum** – Complete all tasks necessary to complete a Project Memorandum.
 - r. **Estimated Quantities** – Estimate the quantities for the project.
- E. **Property Acquisition** – The consultant will provide property acquisition services for the necessary temporary and permanent easements required for construction.
- a. Process will conform with State of Minnesota requirements for right of way acquisition.
- F. **Project Meetings** – The consultant will coordinate and facilitate Project Development meetings throughout the preliminary engineering phase including the following:
- a. **Weekly meetings** to be held with the City’s project manager and other personnel as identified.
 - i. The first kickoff meeting to occur no more than 15 days following contract execution.
 - ii. These meetings can be held virtually, if needed.
 - iii. The intent of these meetings is to review progress of deliverables, issues, and effectiveness.
 - b. **Monthly meetings** to be held with the City’s Project Management Team (PMT).
 - i. The City’s PMT group will consist of City and MnDOT staff, and elected officials.
 - ii. The first PMT meeting to occur no more than 30 days following contract execution.
 - iii. The intent of these meetings is to review project progress and discuss design development.
 - c. **Stakeholder coordination meetings**
 - i. These meetings are intended to collect input from agency-identified stakeholders during the design process.
 - ii. The consultant will facilitate at least two stakeholder meetings in the preliminary engineering phase.
- G. **Public Engagement** – The consultant will be responsible for leading a Public Engagement process during the preliminary engineering phase including the following:

- a. Public Input Meetings
 - i. Consultant shall hold one Public Input Meeting prior to presenting City Council with the 30% design concepts including proposed landscaping/aesthetic enhancements.
- b. City Council Meetings
 - i. Consultant shall present at City Council with 30% Plans and Design, including cost estimates.

Phase 2 – Final Design

Once the City Council and MnDOT have approved Level 1 layout, preparation of detailed plans and specifications shall be completed by the Consultant. The plans shall be completed using MicroStation Open Roads Designer (ORD). The consultant shall prepare a set of 60%, 90% and 100% plans, with considerations for agency review and comment for each plan set. The plans shall be approved by the City Council, MnDOT, MnDOT State Aid, and FHWA. 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 HSIP process. The following services will be provided by the selected consultant as part of the Phase 2 scope:

- A. **Final design plans and specifications** – Prepare plans and specifications. The consultant shall design a final full set of plans and specifications that meet City and MnDOT standards. Specifications shall supplement City's standard construction documents.
 - a. Refinement of preliminary design elements as described in Phase 1, Items C.a. through C.o.
 - b. Prepare contract documents - the consultant selected will prepare contract documents based on the City of Brainerd and MnDOT standards.
 - c. Submit plans, specifications, and all other MnDOT/FHWA required submittal documentation to the City and MnDOT for review and approval.
 - d. Obtain all required permits – The consultant selected will prepare and submit applications for all required permits. The agencies will pay for all permit fees.
 - e. Prepare opinion of probable construction costs.
 - f. The consultant will produce copies of the plans and specifications for bidding purposes and distribute plans and specifications to potential bidders. The consultant will maintain and provide a plan holders' list.
 - g. The Consultant shall be familiar with the State and Federal grant aid process and shall be responsible for preparation of any and all documents/reports that may be required by the DCP process.

- B. Project Meetings** – The consultant will coordinate and facilitate Project Development meetings throughout the final design plans phase including the following:
- a. Weekly meetings to be held with the City’s project manager and other personnel as identified.
 - i. These meetings can be held virtually, if needed.
 - ii. The intent of these meetings is to review progress of deliverables, issues, and effectiveness.
 - b. Monthly meetings to be held with the City’s Project Management Team (PMT).
 - i. The intent of these meetings is to review project progress and discuss design development.
 - c. Stakeholder coordination meetings
 - i. The consultant will facilitate at least two stakeholder meetings in the final design plans phase.
- C. Public Engagement** – The consultant will be responsible for leading a Public Engagement process during the final design phase including the following:
- a. Public Input Meetings
 - i. Consultant shall hold one Public Input Meeting to collect input and comments on the 60% design concepts prior to presenting City Council with the final plans and specifications.
 - b. City Council Meetings
 - i. Consultant shall present at City Council when Approving Plans and Specifications and Authorize for Bids.
- D. Bidding Administration** – Bidding administration will be required of the consultant selected:
- a. Prepare advertisement for bids and submit to required publications.
 - b. Answer bidder’s questions – The consultant selected will be required to answer all bidders’ questions.
 - c. Issue addenda, if required – The consultant selected will be required to prepare and distribute any addendums.
 - d. Bid opening and tabulation – The consultant will open and tabulate bids.
 - e. Prepare letter of award recommendation – The consultant will prepare a letter of award recommendation.

Phase 3 – Construction Engineering/Contract Administration

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 as follows:

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

- a. Attend preconstruction conference.
- b. Perform on-site review of project's work and status as needed.
- c. Attend progress meetings as needed.
- d. Approve shop drawings, material list reports and all information on material to be used for construction in accordance with the plans and specifications.
- e. Field Staking
- f. Stake limits of construction.
- g. Stake temporary and permanent easements for construction.
- h. Stake for grading.
- i. Stake alignment and grades for new storm sewer, sanitary sewer and watermain replacement and/or repairs.
- j. Stake alignment and grades for curb and gutter.
- k. Stake alignment and grades for all new sidewalk and pedestrian amenities.
- l. Stake locations for signage.
- m. Stake landscaping amenities as necessary.
- n. Stake pavement markings as necessary
- o. Stake other facilities as necessary.

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

- a. Full-time daily on-site inspection services.
- b. Maintain good public relations with residents and/or property owners.
- c. Maintaining a daily diary of construction activity.
- d. Daily documentation of pay item quantities.
- e. Working with the Contractor and City Staff to prepare partial pay estimates.
- f. Coordinate and documentation of materials testing requirements.
- g. Documenting certification of materials.

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

C. Geotechnical Testing Services

- a. 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.

D. Project Close-out

- a. Conduct final review of project.
- b. Obtain record information from field representatives.
- c. Submit all final documents to the City and MnDOT to satisfy the State and Federal aid process.
- d. Record drawings - The Consultant will prepare record drawings.

DELIVERABLES

1. Topographic survey data and points file
2. Temporary and Permanent Easement descriptions, exhibits, and documentations
3. Soil boring data and contamination testing results
4. Pavement design report
5. Project Memorandum
6. 30% Preliminary Design Plans
7. 30% Preliminary Landscape/Aesthetic Design Plan
8. 30% Preliminary Estimated Quantities and Estimate of Probable Construction Costs
9. Approved Level 1 Layout
10. Agendas and minutes of all project meetings
11. Monthly project updates in memo form including schedule updates
12. Public Engagement materials, attendee lists, presentations, and comments received
13. 60% Design Plans
14. 90% Design Plans
15. 90% Landscape/Aesthetic Design Plan
16. 90% Estimated Quantities and Estimate of Probable Construction Costs
17. 90% Specifications and Special Provisions
18. 100% Final Design Plans
19. 100% Final Landscape/Aesthetic Design Plan
20. 100% Engineer's Estimate

21. 100% Specifications and Special Provisions
22. Delegated Contract Process (DCP) Documents and Materials
23. ORD Design Files
24. Permit files

SCHEDULE

25. Proposal submittals due on **Wednesday, May 24th, 2023, at 12:00 p.m.** No late submissions will be accepted.
26. Consultant recommended and selected by City Council on June 5, 2023.
27. Level 1 Layout – September 29, 2023
28. 60% Design Plans – December 29, 2023
29. 90% Design Plans – March 29, 2023
30. 100% Design Plans and submitted for MnDOT Central Office Review – June 28, 2024
31. City Council Approve Plans and Specifications/Bidding – October 7, 2024
32. Bids Opened and Recommendation Letter – November 6, 2024
33. Bids tabulated and award recommended to City Council – November 18, 2024
34. Construction Occurs – 2025 Construction Season

PROPOSAL REQUIREMENTS

1. A narrative describing the proposer's understanding of the project scope, in their own words.
2. An outline of the responder's background and experience with particular emphasis on federal, state and local government work.
3. Identification of the principal staff and team members that will be working on the project, their role on the project, and their experience, training, qualifications, and availability. 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 anticipated task. A cost breakdown to complete each phase of the project should be included in the proposal.
5. A Proposed Project schedule.
6. Approach to managing cost controls on both engineering and construction services including approach to balancing the scope and cost of preliminary engineering services and controlling the unexpected construction cost overruns from change orders and supplemental agreements.
7. Past performance of key team members and firm to deliver quality work within the time constraints and budget.

8. Any other specific experience, knowledge, or abilities that uniquely qualify your firm and project team for this project.
9. Proposals must be limited to no more than 10 pages, 8.5” x 11”, with no smaller than 11-point font, including cover letter.
10. In a separate submission, one copy of the estimated fees for the tasks included in each Phase, including engineering design, construction and administration, contingency fee and construction survey, and staking, and construction phases of the project for providing the desired services with a “not to exceed.” The cost proposal shall include the following:
 - a. A cover/transmittal letter
 - b. A breakdown of the hours by task for each employee. This shall be in the same format as the work plan proposal with the addition of costs.
 - c. Hourly rates for each specific employee proposed.
 - d. Identification of anticipated direct expenses and rates for miscellaneous charges such as mileage and copies.
 - e. Identification of any assumption made while developing this cost proposal.
 - f. 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.
 - g. The consultant must not include any cost information within the body of the RFP proposal response.

CONSULTANT SELECTION

Consultant selection will be based upon the following:

- Qualifications, experience, and reputation of the key team members assigned to the project
- The firm’s structure and organization, availability of resources in personnel
- Experience, demonstrated competence and performance ability in roundabout design
- Familiarity and experience in the Brainerd community
- Proposed cost of services.

The proposals will be reviewed by City and MnDOT 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
Project Understanding	20%
Qualifications/Experience	10%

Work Plan and Approach	30%
Project Cost & Fees	40%

The City reserves the right to reject any and all proposals if deemed to be in the City’s best interest. The City reserves the right to interview perspective firms before recommendation and selection.

This Request for Proposal does not commit the City to award a contract or pay costs incurred in the preparation of the proposal, or to procure a contract for services or supplies.

QUESTIONS AND CONTACT INFORMATION

Answers will be issued in the form of an addendum. No answers will be issued after Tuesday, May 16, 2023, at 4:30 p.m. If the City deems it necessary to revise any part of this RFP before the proposal due date, the City will issue an addendum. Addendums will be issued via website updates and e-mail notification.

PROPOSAL DUE

If you are interested in submitting a proposal to perform these services, please submit digital copies of the proposal and estimated fees to the office of the City Engineer no later than 12:00 P.M. on Wednesday, May 24, 2023. Digital proposals can be e-mailed to JDehn@ci.brainerd.mn.us.

A proposal recommendation will be presented to the City Council at 7:30 p.m. on Monday, June 5, 2023, at Brainerd City Hall.

Proposals and any inquiries should be directed to:

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