

City OF CROOKSTON
Request for Proposal

The City of Crookston is soliciting Proposals from qualified firms for the completion of a detailed 5-year and summary 10-year comprehensive Capital Improvement Plan (CIP) and related street, street light, sidewalk, sanitary sewer, water, stormwater, and signage inventory report.

Sealed proposals must be submitted in writing and shall be delivered to Crookston City Hall, City Administrator, 124 N. Broadway Avenue, Crookston, MN 56716 no later than Wednesday, October 4, 2023 by 4:00 p.m. **PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL NOT BE CONSIDERED AND WILL BE REJECTED BY THE CITY OF CROOKSTON.**

A pre-proposal meeting will be held at 1:30 p.m., September 13, 2023 via zoom. Proposer attendance is encouraged but is not mandatory.

The City reserves the right to reject any and all proposals in part or in whole. EQUAL EMPLOYMENT OPPORTUNITY: All qualified firms will receive consideration of contract(s) without regard to race, color, religion, sex or national origin, ancestry, age, physical and mental handicap, serious medical conditions, disability, spousal affiliation, sexual orientation, or gender identity.

Request for proposal documents will be available by contacting City Administrator, Charles “Corky” Reynolds, by telephone at (218) 281-1232, or by email creynolds@crookston.mn.us or via the City website at www.crookston.mn.us.

PROPOSAL REQUIREMENTS

Background

The City of Crookston, population 7,482, is located and serves as the county seat for Polk County, MN. The City is located approximately 25 miles from the Grand Forks/East Grand Forks metro area.

The City has approximately 45 miles of asphalt paved roads, 5 miles of gravel roads, and 7.9 miles of alleys. There is a total of 43 miles of sanitary sewer and 7.9 miles of interceptor sewer mains.

The City adopts a 5-year water and sewer Capital Improvement Plan (CIP), a 5-year sidewalk replacement CIP, a 3-year street CIP, and reviews the CIP plans on an annual and on-going basis. The City also has inventoried their water mains through an ESRI ArcGIS mapping system. The sewer mains and force mains have been digitized through AutoCAD, but due to a lapse in the license the City has only the sewer profile in a PDF format. The city also has approximately 1,000 streetlights of which about 20% of those lights were retrofitted to LED approximately 15 years ago.

The City last adopted its Comprehensive Plan on March 14, 2016. While the plan did not include a CIP, the Comprehensive Plan included maps showing the ADT and the hierarchy of streets within the City. A map of the city owned street lights that are needed to be inventoried can be obtained by contacting the City.

Purpose and Scope

The City of Crookston is soliciting Proposals from qualified engineering firms for the completion of a detailed 5-year and summary 10-year comprehensive Capital Improvement Plan (CIP) and related street, streetlights, sidewalk, sanitary sewer, water, stormwater, and signage inventory report.

The purpose of this detailed 5-year CIP and summary 10-year CIP (beyond the five-year horizon of the detailed CIP plan) is to enable the City of Crookston to:

- Budget for capital improvements.
- Solicit grants to pay for capital improvements.
- Create greater transparency in the budgeting process.
- Enable both City policy makers and appointed officials to effectively plan.

The firm that is awarded the contract, will be asked to also create as part of the CIP, an inventory and map of the City's existing streets, streetlights, sidewalks, water mains, sanitary sewer, force mains and storm sewer mains. The deliverable CIP document shall be written in a manner that can be incorporated into the City's budget document; and which can be updated and maintained by City staff. Acceptable software applications include excel spreadsheet and word processing applications compatible with MS Office subject to City approval. Alternate software applications may be submitted subject to City approval.

The detailed 5-year and summary 10-year CIP, and related street, streetlight, sidewalk, water, sanitary sewer, stormwater, and signage inventory report is to assist the City with:

- An inventory and map of all City owned streets, streetlights, sidewalks, sanitary sewer, and force mains, stormwater system and street signs that need to be constructed or replaced.
- A ranking to indicate the priority needs for replacement of each section of street, streetlights, sidewalk, water main, sanitary sewer, and force main, and (storm water main) over a 10-year period (along with a 5-year plan to replace all non-compliant City owned street signs).
- Within the detailed five-year CIP plan, develop a CIP project page for each individual project listed with information including, but not limited to: project descriptions, cost estimates, project schedule and funding sources to construct or repair each section of street, streetlight, sidewalk, water main, sanitary sewer, force main (and storm water main).
- A presentation and overview of the detailed 5-year and summary 10-year CIP to the City Ways and Means Committee, and/or City Council.

The City is also requesting separate line-item costs for the following items:

- Conducting a street sign inventory and 5-year replacement schedule; and creation of a layer file of the inventory and map to be incorporated into the ESRI ArcGIS system.
- Digitizing the sewer main and manholes AutoCAD (PDF) data and creating a layer file that can be incorporated into the ESRI ArcGIS system.
- Creating a storm water main inventory, map, and CIP; and creating a layer file of the inventory and map to be incorporated into the ESRI ArcGIS system.
- Creating a layer file of the sidewalk assessment and inventory with incorporation into the ESRI ArcGIS system.
- Providing a plan, map, draft policy, and 10-year CIP to televise the City's sanitary sewer and force main system.

Project Description

The City of Crookston is seeking a qualified firm to complete the following:

Streets

The PCI or similar rating report and map shall include the following:

- A PCI or similar rating report which includes a rating of all City owned streets with the use of a scale of 0-100, which should include the methodology used to evaluate the streets.
- A profile of each street segment and its PCI or similar rating; a summary condition of all of the streets in the City.
- An overall color-coded map to indicate streets that are good (and do not require any maintenance) to extremely poor condition (requiring full reconstruction).
- A detailed budget section which includes different scenarios to identify the needed annual funding commitment and a mean PCI rating for all City streets over a five-year period and 10-year summary. The budget section should also include a "do nothing approach," a cost to replace each street segment "with a PCI rating of 70 or higher," and a scenario

which examines (over the next 5-year and 10-year period) which street segments should be constructed or replaced “based on current budget parameters.”

- Provide a separate add-on price to create a layer file of the street PCI for inclusion into the ESRI ArcGIS system.

Streetlights

Conduct a streetlight assessment report and inventory map of all city owned streetlights. The city is responsible for approximately 15-20% of the streetlights, and the assessment report and inventory map should include the following:

- An inventory map and condition report indicating the type and condition of each of lighting fixture and bulb (e.g., HPS, LPS, LED, etc), and/or type and condition of each city owned light pole.
- A detailed 5-year and summary 10-year CIP on what light poles and/or fixtures should be replaced based on age of the pole and age and type of light fixture.
- Include a report on the cost savings and payback to retrofit or replace all non-LED streetlight poles and/or fixtures to LED.
- Provide a separate add-on price to create a layer file of the streetlight inventory for inclusion into the ESRI ArcGIS system.

Sidewalks

Conduct a sidewalk assessment and inventory which shall include the following:

- A sidewalk and curb ramp assessment (complying with all ADA requirements - e.g., slope, width, accessibility) based upon the following:
 - Sidewalk heaving/trip hazards (abrupt surface elevation change of more than ¼ inch measured in 1/4” increments).
 - Cracks or cracked panels.
 - Gapping between sidewalk panels (more than or equal to 1 inch).
 - Areas of rough surfaces, spalling, or exposed aggregate.
 - Locations of severe loss of the sidewalk depth. These are sections where the surface is gone leaving loose aggregate.
 - Noticeable ponding, settlement, or collected sediment.
 - Locations of non-ADA compliant driveway transitions and curb ramps.
- A color-coded map illustrating the condition of the existing sidewalk and curb ramps; using the 4-point rating schemes from “excellent”, being 1, (which does not require any maintenance) to “poor,” being 4, condition (requiring full replacement).
- An assessment of the overall condition of the sidewalks in the City; and provide a profile section of all the sidewalks.
- A budget which includes different scenarios to identify the needed annual funding commitment with a “do nothing approach,” a listing of the cost to replace all sidewalks segments and curb ramps, with a ranking of 3 or 4, and a scenario which examines the next 10 years (with a detailed 5 year and 10 year summary CIP) which sidewalk segments and curb ramps need to be replaced “based on current budget parameters.”
- Provide a separate add-on price to create a layer file of the sidewalk inventory for inclusion into the ESRI ArcGIS system.

Water and Sewer Mains

Conduct a municipal water and sanitary sewer main, manhole, and force main inventory assessment report and map which shall include the following:

- Conducting an analysis of the existing municipal water, sanitary sewer main and force main system to develop a detailed 5-year and summary 10-year CIP for replacement of existing water mains, sanitary sewer, and force mains by segment and cost.
- Creating a color-coded map of water mains, and sanitary sewer and force mains based on install date; future capacity needs; and type of pipe (i.e., clay ductile, pvc, etc.) if possible.
- Providing a separate add-on price to create a layer file of the sanitary sewer and force main inventory for inclusion into the ESRI ArcGIS system.
- Providing a separate add-on price to complete a 10-year CIP and draft a policy to televise the City's sanitary sewer mains and force main system, which should include but not be limited to:
 - A map showing which mains the City should be televising over a 10-year period.
 - A 10-year CIP which identifies the cost and sections to be televised in years 1 through 10.
 - A draft policy (i.e., stating if the City is going to undertake a full reconstruction of a street and replace the water and sewer infrastructure that it should televise that section if not done within 2-3 years) and an RFP so the City can use that as a template to advertise for services when it needs to go out to televise.

Additional Requirements

Presenting to the City Ways and Means Committee and/or City Council.

- The firm awarded a contract shall also be expected to provide at least one (1) in-person overview of the finished product to either the City Way and Means Committee and/or City Council.

Separate individual quotes are being solicited for the following add-ons:

Street Signs

Completing a street sign inventory and 5-year replacement schedule.

- Creating a street sign inventory of all City owned street signs; identify a plan to replace signs (that are not in compliance with the MUTCD current retro reflectivity laws) and determine a cost schedule for sign replacement.
- Inspecting the signs may follow any of the three approved protocols:
 - Calibration Signs Procedure
 - Comparison Panels Procedure
 - Consistent Parameters Procedure
- Providing a separate add-on price to create a data shape file of all street signs for inclusion on the ESRI ArcGIS system.

Storm water mains

Creating a storm water main inventory report and map.

- Create an inventory of all City’s storm water mains using existing as-built maps, storm water main related documents, visual inspections, and interviews with City staff. Identifying, if possible, the age and the diameter of each segment storm water main.
- Creating a color-coded map indicating replacement of the storm water mains, basing replacement on such factors as install date and current and future capacity needs.
- Developing a detailed 5-year CIP and summary 10-year CIP for replacement of storm water mains by segment and cost.
- Providing a separate add-on price to create a layer file of the storm water mains to be incorporated into the ESRI ArcGIS system.

Timeline

RFP released	8/28/2023
Pre-conference with firms	9/13/2023
Proposal submissions due	10/4/2023
Review of proposals	10/14/2023
Proposal Acceptance	11/15/2023

Submission Requirements

Sealed proposals shall include one digital copy which shall sent to:

Crookston City Hall
 City Administrator
 124 N Broadway
 Crookston, MN 56716

no later than **WEDNESDAY, OCTOBER 4, 2023 BY 4:00 P.M.**

NO facsimiles and/or e-mails will be accepted.

PROPOSALS RECEIVED AFTER THE DATE AND TIME OF **WEDNESDAY, OCTOBER 4, 2023 BY 4:00 P.M.** WILL NOT BE CONSIDERED AND WILL BE REJECTED BY THE City OF CROOKSTON.

The City reserves the right to reject any and all proposals in part or in whole. The City reserves the right to request clarification or additional information. The City reserves the right to award a contract or to re-solicit proposals or to temporarily or permanently abandon the procurement. The City intends to award a contract to the best overall valued firm. The City reserves the right to negotiate and further refine the scope of work, which may have an impact on the final contract amounts.

Preconference

There will be a pre-conference scheduled via ZOOM on Wednesday, September 13, 2023 at 1:30 p.m. The purpose of the conference is to allow interested firms to ask questions about the RFP, prior to the submission of any proposals. Prospective firms are encouraged also to visit the

community, prior to submitting a proposal, but may not solicit questions or feedback from any City staff and/or elected officials.

Evaluation Criteria

Each proposal received shall be evaluated on the following 100-point criteria:

- Firm qualifications, capacity, and ability to guide to completion the proposed City project considering similar projects of the firm and any subconsultants. - 15 pts.
- Experience with similar projects within similar or comparable communities within MN/ND - 10 pts.
- Description of the project team and any consultants - 10 pts.
- Detailed description of how the firm will be conducting the different components of the CIP, along with the process the firm will be undertaking to ensure the timelines, within the RFP, are being met - 30 pts.
- Project cost section, which shall include - 25 points:
 - A price not to “exceed” for the required components of the proposals, to include but not be limited to:
 - A Pavement Condition Inventory (PCI) or similar rating report and map of all City streets.
 - A sidewalk assessment and inventory.
 - A comprehensive detailed 5-year and summary 10-year comprehensive street, streetlight, sidewalk, and water, sanitary sewer, and force mains CIP by project.
 - A presentation and overview of each CIP to the City Ways and Means Committee and/or City Council.
 - Separate pricing for any additional add-ons (as included in this proposal).
 - Cost for any additional travel and meeting with the council or staff, beyond that which is required by the firms proposal.
- References from at least three other MN/ND municipalities, with preference given to similar or comparable communities - 10 pts.

Additionally, the following must be also included in order for the proposal to be accepted by the Wednesday, October 4, 2023 by 4:00 p.m. deadline:

- Proof of insurance. A copy of a firms' certificate of liability shall be included with the proposal showing liability, and comprehensive insurance per (or in excess of) MN statutory limits. A proof of compliance with workers compensation pursuant to MN state statutes.

The City of Crookston will review the proposals, and based on the evaluation criteria may request a firm give an oral presentation and/or demonstration of its proposal. Additional technical information may be requested for clarification purposes, but in no way to change the original written proposal submitted. The City reserves the right, in its sole discretion, to decide to conduct interviews.

The City of Crookston intends to select and award a contract to the consultant or consultants evaluated to be best qualified based on their ability to perform the work within the scope of the RFP. Other performance factors may also be considered.

Financial Liability Limitations

The City shall not be liable for any expenses incurred by the applicant in connection with this solicitation, including but not limited to expenses associated with the preparation of the statement, attendance at interviews, preparation of compensation fees schedule, or final contract negotiations.

MN Public Data

Those firms responding to this RFP understand and acknowledge that the proposal is subject to the Minnesota Governmental Data Practices Act. Proposals are private or nonpublic until they are opened by the City. Once the proposals are opened, the name of the firm(s) becomes public data. All other data in a proposal is private or non-public until the completion date of the evaluation process. After the City has completed the evaluation process, all remaining data submitted by all firms are public data except for trade secret data as defined and classified in Minnesota Statutes 13.37. Data will at all times be governed by Minnesota Governmental Data Practices Act. Minnesota Statutes Chapter 13. Firms agree to maintain all data obtained from the City consistent with the requirements of the Data Practices Act. Those firms agree to defend and indemnify the City from any claim, liability, damage, or loss asserted against the City as a result of the firm's failure to comply with the requirements of the Data Practices Act.

Status of Independent Contractor

The successful firm shall represent itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the City of Crookston. Therefore, the successful firm shall assume all legal and financial responsibility for, including but not limited to: taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, or other such benefits or obligations.

Awarding of Proposal

Once a firm has been awarded, fees and contract terms will be negotiated and finalized.

Questions

For questions about this RFP or to sign up to participate in the pre-conference zoom, please contact Mitchell Berg at 218-850-4885 or by email at mitchellrberg@gmail.com.