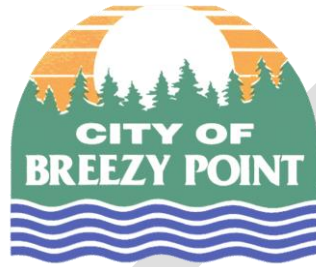


# THE CITY OF BREEZY POINT, MN



REQUEST FOR PROPOSALS (RFP)  
FOR  
STREETS CAPITAL IMPROVEMENT PLAN

DRAFT

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## **ORGANIZATIONAL INFORMATION**

The City of Breezy Point is a statutory city under Minnesota State Statute and is located in the heart of lakes country in Crow Wing County, Minnesota. The City received a 2022 population estimate of 2,780 residents from the Minnesota State Demographer's Office, has seen 184% growth since 2000, and continues to be one of the fastest growing communities in Crow Wing County year over year.

The City is a bedroom community whose primary industry is tourism. According to the Crow Wing County Assessor's Office, 56.3% of the properties in the City are classified as residential, 40.1% as seasonal, 3.2% as commercial, and 0.4% as agricultural.

The City has a total of 40.6 miles of paved roads, 15.25 miles of gravel roads, and 6.4 miles of unimproved/minimum maintenance roads. The City does not currently have a formal plan for the maintenance, replacement, and improvement of its streets.

The Breezy Point Public Works Department is comprised of a Public Works Supervisor, Assistant Public Works Supervisor, and 3 Public Works Workers. The City budgets for blacktop repair, aggregate materials, and dust coating each year. In 2024, the City budgeted a total of \$85,000 for these operations. The City has also been placing over \$300,000 in its Capital Fund each year over the last few years for future road improvements.

## **SCOPE OF SERVICES AND DELIVERABLES**

The City of Breezy Point 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 and trails, 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 Breezy Point 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, and trail inventory report is to assist the City with:

- An inventory and map of all City owned streets, streetlights, sidewalks, and trails that need to be constructed or replaced.
- A ranking to indicate the priority needs for replacement of each section of paved street, streetlights, sidewalk, and trail 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, and trail.
- 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.

- A ranking to indicate the priority needs for the improvement of existing gravel streets and recommendations for how such improvements should be incorporated into the detailed five-year CIP and summary 10-year CIP.
- Conducting a street sign inventory and 5-year replacement schedule.
- Creating a storm water main, sanitary sewer, force main, and manhole inventory, map, and CIP.
- 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 Breezy Point 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.”

### ***Streetlights***

Develop recommendations for the placement of streetlights including:

- A map to indicate the recommended locations for the placement of streetlights.
- A detailed budget section for the installation of streetlights including estimated annual operating costs, streetlight lifespan, and replacement costs.
- Recommendations for the size and design of streetlights.

### ***Sidewalks***

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

- A sidewalk, trail, 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.
- Recommendations for the installation of new sidewalks and trails. Recommendations should take expansions of the City's trail system as outlined in the Parks & Recreation Master Plan into account.
- 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."
- A budget for the installation of new sidewalks and trails as well as estimated future maintenance costs.

**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.

***Sewer Mains***

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

- Conducting an analysis of the existing municipal 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 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 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 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.

### *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.

### **SCHEDULE**

The Consultant shall include intermediate deadlines in the proposal for all project deliverables defined in this document.

<b>Response to Proposals Due/RFP Receipt:</b>	June 7, 2024
<b>Consultant Interviews (if needed):</b>	June 17-21, 2024
<b>Final Consultant Selection:</b>	July 1, 2024
<b>Notice to Proceed:</b>	July 2, 2024

## **COMPENSATION FOR SERVICES**

It is the intention of the City of Breezy Point to enter into a professional service contract for the scope of work provided in this document. The Consultant developed compensation schedule shall be in direct alignment with the stated deliverables and project deadlines.

The City of Breezy Point reserves the right to administer and issue all notices to proceed in a manner that is in the best interest of the City.

## **GENERAL REQUIREMENTS FOR PROPOSALS**

### **I. Inquiries and Submittal**

Please submit final RFP documentation and direct questions regarding this proposal to:

David Chanski  
City Administrator  
8319 County Road 11  
Breezy Point, MN 56472  
(218) 562-4441  
[dchanski@cityofbreezypointmn.us](mailto:dchanski@cityofbreezypointmn.us)

All firms submitting a proposal shall identify a single point of contact to correspond with the City. The preferred method of communication is by email.

### **II. Contractual Responsibility**

Consortia, joint ventures, or teams, although encouraged, will not be considered responsive unless the proposal explicitly establishes that all contractual responsibility rests solely with one firm.

At all times during the term of the contract, the Consultant shall be required to have and keep in force the following insurance policies:

- **Workers Compensation:** Insurance covering all employees meeting statutory limits in compliance with applicable state and federal laws.
- **Comprehensive General Liability:** A single limit or combined limit or excess umbrella general liability insurance policy of an amount not less than \$500,000 per claim and \$1,500,000 for any number of claims arising out of a single occurrence. If the claim arises out of the release or threatened release of a hazardous substance, the insurance must be for an amount no less than \$1,000,000 per claim and \$3,000,000 for any number of claims arising out of a single occurrence.
- **Business Auto Liability:** A single limit or combined limit or excess umbrella automobile liability insurance policy for all vehicles used regularly in the provision of services under this contract for an amount no less than \$500,000 per accident or



property damage, \$500,000 for bodily injury and/or damage to any one person, and \$1,500,000 for total bodily injuries and/or damage arising out of a single occurrence.

### **III. Addenda and Supplements to this RFP**

In the event it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable proposers to adequately respond to this request, a supplemental to the RFP will be issued.

### **IV. Owners' Rights**

The City of Breezy Point reserves the right to reject any or all proposals if deemed (under its sole discretion) to be in the best interest of the City.

### **V. Proposal Content**

Please submit one electronic copy of the proposal no later than June 7, 2024, by 4:00 p.m. The City reserves the right to request hard copies of proposals at any time in the review process. These documents must be signed by a duly authorized representative of the respondent. At a minimum the proposal shall:

- Include a narrative that describes the responder's understanding of the project, goals, objectives, and any known challenges to be overcome.
- The proposal should include a summary of the project management measures required to ensure that the project is completed on time, within budget and in accordance with applicable laws, policies, standards, and good engineering practice. Include a graphical timetable that identifies achievable milestones.
- Include an itemized list of anticipated objects, goals, and sub-tasks for all deliverables, assign the number of hours required by each team member, and indicate the maximum not to exceed fee amounts for each sub-task. Identify any tasks not outlined in the deliverables that the respondent deems are critical to the success of the project. Include detailed cost breakdowns for these tasks as "alternate" options that we may review and/or consider as part of the contract. Provide and explain new technology and/or innovative strategies within these tasks to provide additional quality to this project.
- Provide and elaborate on key tasks this RFP may not include. Provide costs to each as alternative options.
- Identify anticipated involvement required by the City.
- Summarize the firm's relevant qualifications and experience related to similar projects. List all personnel who will conduct the project, detailing their training, work experience and job title. The project manager assigned to the project must be stated in the proposal and shall continue as such throughout the project, as long as he/she is still employed by the firm.

**PRE-CONTRACT COSTS**

All costs related to the preparation of the proposal will be the sole responsibility of the respondent and will not be reimbursed by the City of Breezy Point. Likewise, no reimbursement will be made for costs incurred prior to a formal written notice to proceed.

**EVALUATION CRITERIA**

Selection of the Consultant will be based on the best quality of services provided. Proposals will be primarily evaluated on the Scope of Services defined in this document. All respondents will be graded on a 100-point scale to determine the best overall value for this project. Project manager and team members experience in providing similar services or projects will strongly influence evaluation scores. Consideration will be given based on the following factors and corresponding scale:

1. Expressed understanding of project scope/objectives:	20%
2. Quality and technical evaluation of the proposal, project approach, methodology, and the use of technology/innovation:	20%
3. Experience and qualifications of the project manager and team members:	20%
4. Quality of the work plan and project schedule:	20%
5. Overall not to exceed cost:	20%
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Total	100%

The City of Breezy Point will not automatically award a contract to the respondent with the lowest overall cost. The City reserves the right to interview any, all, or none of the respondents at its discretion.