



MARSHALL
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Request for Proposal

S. 4TH STREET - COUNTRY CLUB DRIVE INTERSECTION
IMPROVEMENT

PLEASE RESPOND BY 12:00 NOON ON FRIDAY, FEBRUARY 12, 2021

City of Marshall, MN
344 W. MAIN STREET, MARSHALL, MN 56258

Background

Country Club Drive was previously MN Trunk Highway 23 prior to MnDOT constructing the TH 23 Bypass along the east and south sides of Marshall. Country Club Drive was turned back to the City of Marshall and is currently a part of the City's Municipal State Aid system (MSAS). This roadway intersects South 4th Street which is also part of Marshall's MSAS system. This intersection is currently signal-controlled, and the only signal operated by the City of Marshall.

This intersection is bordered by the County Fair grocery store (now closed) to the east, the National Guard Armory to the northeast, the Westside Elementary School (planned for closure next year) to the northwest, the Marshall Golf Club to the west and mainly residential homes to the south. The City of Marshall is finishing reconstruction of S. 4th Street up to this intersection in 2020. MnDOT has plans to reconstruct College Drive in 2025 including a roundabout at the intersection just northeast at College Drive, Country Club Drive, and S. 2nd Street. The City of Marshall Right-of-Way on both of these roadways is variable in this area. However, the Right-of-Way is roughly 150' wide on Country Club Drive and approximately 66' wide on S. 4th Street.

Scope of Work

The consulting firm will evaluate the current function of the intersection and help identify future road system demands. The issue identification process will include traffic and transportation issues including identifying local transportation system changes, land use changes, transit and pedestrian needs, growth patterns and community expectations.

At a minimum, the consulting firm shall include warrant analyses and consideration of a roundabout and replacement of the existing traffic signal. Additional alternatives should be evaluated. Deliverables for the work shall include:

- An Existing Conditions and Needs Assessment Memorandum
- A Draft ICE Report – Existing Conditions and Concept Alternatives
- An Environmental, Stormwater, Right-of-Way and Utility Impacts Draft Memorandum
- Concept Alternatives with General Cost Estimates
- Recommended Alternative and Draft Cost Estimate Report/Memo

The consulting firm shall provide all deliverables in a PDF electronic format along with any City of Marshall requested electronic files (e.g. CADD files, shape files, KMZ files, etc.).

Summary of Deliverables

Proposal

The proposal shall include the following at a minimum:

- A statement of the objectives, goals and tasks to show the firm's view and understanding of the proposed project.
- An outline of the firm's background and experience with similar projects.
- Identify the level of the City of Marshall's participation in the contract.
- A detailed cost breakdown of the tasks to be performed with a breakout of the hours for each employee category (e.g. principal, senior planner, technician, etc.) per work task identified. The consultant will show the hourly rate for each employee category and also break out any direct expenses, overhead and profit. Total dollar amounts for each work task and total cost for the entire contract shall be included.

Timeline

The City of Marshall would like to present options for an intersection reconfiguration to the City Council in June 2021. The City of Marshall Public Works staff require the deliverables included in the Scope of Work received by May 28, 2021. The Public Works Department has placed construction of an intersection reconfiguration project in the Capital Improvement Program preliminarily in 2022.

Selection of Proposal

The City of Marshall shall review all proposals received in response to this RFP in a comprehensive, fair and impartial manner. Some of the criteria used in the evaluation will include, but not limited to project understanding/objectives, qualifications/experience of personnel working on this project and cost.

The City of Marshall reserves the right to following:

- Issue no contract award for the services described in this RFP
- Reject any or all proposals
- Not obligated to accept the lowest price or most technologically advanced proposal
- No obligation to reveal the basis for contract award or evaluation process

Evaluation and selection is anticipated for completion two weeks from the proposal due date.

All costs for developing the proposal in response to this RFP are entirely the responsibility of the proposing party and shall not be chargeable in any manner to the City. A proposal submitted in response to this RFP is irrevocable for 60 days from the date of submission. Contract execution is contingent upon approval by the City of Marshall City Council. All those submitting a response to this RFP will be notified of the award of a contract when an award is made. If no award is made, all vendors will be notified accordingly.

Contact Info and Proposal Submission

Submit one (1) complete electronic copy of the proposal including proposed costs. An authorized member of the consulting firm must sign the copy of the proposal.

All proposals must be sent to:

Jessie Dehn, P.E.
Assistant City Engineer
City of Marshall Public Works
344 W. Main Street
Marshall, MN 56258
E-Mail: Jessie.Dehn@ci.marshall.mn.us

Any questions or requests for additional information will be forwarded to the point of contact above. All proposals must be received no later than **Friday, February 12th, 2021 at 12:00 p.m.** Late proposals will not be considered.