



MARSHALL
CULTIVATING THE BEST IN US

Request for Proposal

SUSAN DRIVE AND US HWY 59 INTERSECTION IMPROVEMENTS

**PLEASE RESPOND BY 12:00 NOON ON FRIDAY,
SEPTEMBER 15, 2023**

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

Background

Susan Drive is an important roadway to access several retailers on the East side of Marshall. East of US Hwy 59 Susan Drive turns north, at this same point there are two accesses to other businesses. Susan Drive currently a part of the City's Municipal State Aid System (MSAS). Currently at the intersection where Susan turns north three of the legs of the intersection are currently Stop controlled.

This intersection is bordered by Walmart on the south, the three retailers (Big Lots, Harbor Freight and Marshalls) on the east, and three restaurants and Runnings on the north. This is an intersection that can be confusing to the public. The City of Marshall ROW in the area is constrained on the east side of the intersection.

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 up to three alternative configurations. Configurations may evaluate moving accesses or buying additional ROW for improvements. 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 be a maximum of three pages and 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 including: the staff that will complete the work and 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 November 2023. The City of Marshall Public Works staff require the deliverables included in the Scope of Work received by November 21, 2023.

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:

Eric R Hanson, P.E.
Assistant City Engineer
City of Marshall Public Works
344 W. Main Street
Marshall, MN 56258
E-Mail: Eric.Hanson@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, September 15th at 12:00 p.m.** Late proposals will not be considered.