



MARSHALL
CULTIVATING THE BEST IN US

Request for Proposal

SOUTH 4TH STREET AND COUNTRY CLUB DRIVE INTERSECTION
RECONFIGURATION (SP 139-124-005 & SP 139-122-009)

PLEASE RESPOND BY 12:00 NOON ON THURSDAY, FEBRUARY 5th, 2026

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

Background

This project consists of complete street and utility reconstruction on S. 4th Street between Country Club Drive and W. College Drive, and Country Club Drive between S. 4th Street and W. College Drive. The project includes the reconfiguration of the intersection of South 4th Street and Country Club Drive. The design shall include a new drainage system that ultimately connects to a new 42" outlet that was constructed with the 2025 College Drive Reconstruction Project. Additionally, water and sewer shall be replaced, generally in-kind, on S. 4th Street between Country Club Drive and W. College Drive.

Country Club Drive and 4th Street are both Major Collectors that serve as an important connection between TH 23 and TH 19. The intersection experiences regular commuter traffic as well as intermittent truck traffic traveling north from TH 23 to access the central, western, and northern parts of Marshall.

A major deficiency is the severe skew where the two roadways intersect. The roads meet at an angle of about 35 degrees, creating an intersection skew of roughly 55 degrees—far exceeding MnDOT's recommended maximum of 15 degrees. This skew results in poor sight lines, increased crossing distances, difficult turning movements, and overall driver uncertainty, all of which reduce operational safety.

The intersection is currently controlled by a traffic signal that has reached the end of its useful life. Pedestrian accommodation consists of two crosswalks on the west and south legs. Because of the skew, the west leg crosswalk is offset from the intersection and misaligned, while the south leg crosswalk is significantly longer than desirable. Outdated signal equipment, misaligned pedestrian push buttons, and extended crossing distances create challenges for people walking, particularly vulnerable users.

Pavement conditions further contribute to deficiencies. The bituminous surface was originally constructed in the mid- to late 1950s and overlaid in 2001 and 2004. Despite routine maintenance the pavement has exceeded its serviceable life, leading to surface deterioration and reduced ride quality.

The current storm sewer system is undersized and does not meet current design standards.

In 2021 and ICE study/report was completed on the intersection and has been included as part of this RFP. The preferred concept is Drawing Number 5. The $\frac{3}{4}$ intersection will need to be evaluated in more detail to see if a traditional stop-controlled intersection would benefit the surrounding businesses and commuters. At this time, city staff is leaning toward a traditional stop-controlled intersection on the "east" leg of the split T, in lieu of the $\frac{3}{4}$ intersection that is identified on Layout 5.

Reconstruction and utility improvements for this project are included in the City of Marshall's Capital Improvement Plan (CIP) for construction in the 2027 season. This project also has LRBP (federal) funds and will need to follow the appropriate process for design and review. MnDOT Delegated Contracting Process (DCP) must be followed to meet requirements of the LRBP funding on the project. Additionally, Municipal State Aid funding will be utilized for this project. TH19/West College Drive was reconstructed in the 2025 construction season this project will connect into the reconstructed roadway at South 4th Street and the new roundabout at TH 19/West College Drive.

Scope of Work

The selected firm will provide services as outlined below to assist City of Marshall staff with project plan preparation for construction in 2027. The design of work will be performed according to the schedule, as required.

Design of Reconfigured intersection and streets.

City staff would provide necessary existing area survey in AutoCAD Civil 3D format, as-built information, property boundary information, and soil borings as needed to complete the design process.

The selected firm will review the preferred concept of the mini roundabout and $\frac{3}{4}$ intersection to see if there are any revisions needed.

Plans may include, but are not limited to, utility (water, sanitary and storm sewer) plan/profiles including service lines, pavement design, sidewalk, pedestrian access and crossings, pavement markings, traffic control, detours, soils remediation (if needed), and other appropriate plans and details. The consulting firm shall coordinate with City staff to determine corridor needs, design standards, and other needs.

Consultant will also provide City staff with project plans and engineer's estimates at critical design stages—this may be 60%, 90%, and 100%. For each stage, the consultant shall meet with City and/or MMU staff to discuss primary points of the design, changes, and any concerns moving forward. City and/or MMU staff will also be provided a period to review and comment on plans at each stage. The consultant shall also coordinate reviews as needed with State Aid. This task is required to be completed by September 18th, 2026.

The consulting firm shall consider input and comments from City, MMU, State Aid staff to prepare a final set of construction drawings. Deliverables for the task shall include:

- Complete construction plan sheets and quantities (including 60%, and 90% preliminary plans)
- Necessary Special Provisions (other than MnDOT Boiler Plate provisions)
- Design files in AutoCAD Civil 3D format
- Requested surfaces for construction and inspection purposes

Bid and Construction Assistance

As part of the proposal the consultant shall include two-line items; one for assistance during bidding and the second for on-call for construction questions. These should be hourly not to exceed costs.

Summary of Deliverables

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

Proposal Format

The proposal shall be a maximum of 8 pages (one sided) including the cover letter and shall include the following information at a minimum:

Binding Transmittal Letter

Proposer must provide a cover letter (two pages maximum) signed by a party authorized to contractually obligate the Proposer (and respective team members) to perform the commitments included in the proposal.

The letter must also identify the name, title, address, telephone number, and e-mail address of the individual(s) responsible for such negotiations, if selected. Additionally, the cover letter should discuss the Proposer's overall qualifications and ability to meet the scope of work outlined in this RFP and include a statement guaranteeing the validity of the Proposal, including all proposed fees and costs, for a period of 60 days beyond the submission date.

Project Understanding

A statement of the objectives, goals and tasks to show the firm's view and understanding of the proposed project. Consultants should demonstrate understanding of the scope of the proposal by using their own words rather than repeating statements in the Request for Proposals.

Consulting Firm Overview, Qualifications, and Experience

A Statement of Qualifications applicable to this Project including the names, qualifications, and proposed duties of the firm's staff to be assigned to this Project. List the specific individuals who will serve as Task Leads.

A listing of the firm's recent comparable projects completed within the past 5 years including the names, titles, addresses, and telephone numbers of the appropriate persons who the City may contact.

A listing of any subcontractors the Proposer intends to employ in execution of the project, including name, address, telephone number, and name of contact person. Discuss the proposed subcontractor's role and provide information on subcontractors' experience performing similar work. All subcontractors are subject to the approval of the City.

Project Approach, Work Plan, and Task Completion Schedule

Indicate how project schedules are prepared (including integration of design), cost estimates, cost control procedures, maintaining design excellence, and quality control. Explain which functions will be provided in-house and which will be contracted out and how they are integrated and included in the scope of the services proposed.

A proposed timeline of activities to ensure completion shall be provided.

Conflict of Interest

Firms shall disclose any financial, business, or other relationships with the City that may have an impact on the outcome of this contract or any resulting construction project. Firms shall also list current clients who may have a financial interest in the outcome of this contract.

Insurance and Indemnification

The selected Proposer shall submit a "Statement Certifying Insurance Coverage" certifying that the required general and professional liability insurance coverage will be obtained, and that said coverage is prerequisite for entering into a Professional Services Agreement with the City. Failure to meet the City's insurance requirements shall result in disqualification.

The selected Proposer shall be required to hold harmless, indemnify and defend the City, its elected officials, employees, contractors serving as City officials, agents, and volunteers ("Indemnitees"), as to claims arising out of its performance of non-professional services, and to hold harmless and indemnify the Indemnitees as to claims arising out of the Proposer's professional services, except loss or liability caused by the City's sole negligence or willful conduct.

Fee Proposal

In a separate electronic file, the Proposer shall include a detailed cost breakdown of each 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 break out any direct expenses, overhead and profit. Total dollar amounts for phase of plan development, bid assistance and for on-call construction questions shall be included.

Timeline

The City of Marshall intends to present the final construction project plans to the City Council in November 2026. City staff has listed this project in the Capital Improvement Plan (CIP) for construction in 2027. The City of Marshall would intend to advertise the project for bids in December 2026. The City of Marshall Public Works staff require the deliverables included in the Scope of Work received by the dates listed in each task.

Contract Term

The Professional Services Agreement will be valid until the services covered in the Scope of Work have been completed to the City's satisfaction. Fees proposed by the Proposer must be valid for the life of the agreement unless otherwise conditioned in the proposal.

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

The City of Marshall intends to select and award one Consulting Firm to perform the awarded tasks listed in this RFP. Evaluation and selection is anticipated for completion two weeks from the proposal due date. An interview may be requested as part of the evaluation and selection process. The factors and weighting on which proposals will be judged are broken down as follows:

Rating Factor	Weighting Percentage
Project Understanding	25%
Consultant Qualifications & Experience	20%
Approach and Work Plan	15%
Completeness & Organization	10%
Cost Proposal	30%

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. Questions must be received by Friday, January 29th at 12:00 p.m. No questions will be addressed after this date and time. Contact regarding this RFP with any City staff other than the contact listed above may result in disqualification. All proposals must be received no later than **Thursday, February 5th at 12:00 p.m.** Late proposals will not be considered.