

**APPENDIX A - SUBMISSION COVER SHEET
CITY OF DULUTH**

RFP 26-99602 2027 Street Preservation Design Services – Oneota to Lakeside-Lester Park

Bidder Information:	
Submitter Name	MSA Professional Services, Inc.
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Contact Person's E-Mail Address	jgoetzman@msa-ps.com
Federal ID Number	39-1016174
Authorized Signature	
Name & Title of Authorized Signer	Jon Loye, PE Team Leader, Public Works Duluth
Email of Authorized Signer	jloye@msa-ps.com

ACKNOWLEDGEMENT OF ADDENDA

ADDENDUM # 1	JG 7/30/26
ADDENDUM # 2	JG 8/3/26
ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE

PROPOSAL TO PROVIDE ENGINEERING SERVICES FOR: RFP 26-99602 2027 Street Preservation Project (Oneota to Lakeside-Lester Park)

Project No.: 2404



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Cost Proposal Separate Envelope

Prepared for:

City of Duluth, MN

August 5, 2026





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August 5, 2026

Mr. Patrick Loomis, PE | Project Manager
City of Duluth-Purchasing Division
411 W. 1st Street, Room 120 City Hall
Duluth, MN 55802

Re: Proposal to Provide Engineering Services for RFP 26-99602 2027 Street Preservation Project
(Oneota to Lakeside-Lester Park) Project No.: 2404

Dear Mr. Loomis and Selection Committee,

The City of Duluth is aggressively working to improve its municipal street system. MSA Professional Services, Inc. (MSA) is pleased to be part of recent accomplishments and sees this project as another excellent opportunity to partner with the City. Our full-service team is very familiar with the City's design criteria and goals for Street Preservation projects.

MSA's corporate purpose statement is to positively impact the lives of others. Primary to this is our careful collaboration with City of Duluth staff. To gain this end, our core team of professionals specializes in the up-front planning process and the development of plans, specifications and bidding documents to match the City of Duluth design process. MSA's team has extensive experience in roadway reconstruction, stormwater design, Americans with Disabilities Act (ADA) requirements and the State Aid review process. As a full-service firm, we can adapt to potential project changes smoothly and efficiently. MSA also has a team of project experts available for the construction administration phase of the project if needed.

As you read through our proposal, you will see how our portfolio of roadway projects demonstrates our ability to develop sound, constructible and successful plans. Specifically, as the proposed Project Manager for this pursuit, I bring experience working on the design of the City's 2026, 2024, 2022, 2021 and 2020 Street Preservation Projects. This history, combined with our team's technical expertise, means the City of Duluth can have confidence in our ability to thoroughly assess and resolve any issues and constraints the project may present, particularly in terms of dealing with project complexities.

MSA has the capacity and ability to perform the design work on any or all of the 2027 Street Preservation projects for which the City recently issued requests for proposals. As part of the 2026 and 2024 Street Preservation projects, we have recent experience working in the Gary New Duluth, Duluth Heights, Chester Park, and UMD neighborhoods. This experience and previous design work would help expedite our plan creation process for the City's projects.

We are grateful for the opportunity to present our qualifications, work plan and acknowledge the receipt of Addendum No. 1 and Addendum No. 2. We look forward to continuing our work with the City and positively impacting the community. Please contact me, Jeff Goetzman, anytime to discuss our qualifications or any questions you may have. Thank you for your consideration!

Sincerely,
MSA Professional Services, Inc.

A handwritten signature in blue ink, appearing to read "Jeff Goetzman".

Jeff Goetzman, PE
Project Manager
(218) 390-9295 | jgoetzman@msa-ps.com

A handwritten signature in blue ink, appearing to read "Jon Loye".

Jon Loye, PE
Team Leader, Public Works Duluth

SECTION 1: GOALS AND OBJECTIVES

BACKGROUND

The City has divided design work for the 2027 Street Preservation Project into two RFPs. Under Project No. 2404, the City of Duluth proposes rehabilitating 4.49 miles across 12 city streets in the Oneota, Lincoln Park, East Hillside, Central Hillside, Chester Park/UMD, and Lakeside neighborhoods. The City seeks a consulting engineer to provide design engineering services for this project. Work will include material removals, pavement reclamation, milling, bituminous paving, grading, stormwater drainage improvements, ditching, curb and gutter replacement, construction of ADA-compliant pedestrian ramps, turf establishment as needed, and striping. The project will be funded with City of Duluth sales tax revenue.

To meet the project objectives, we have assembled a team of professionals to lead each component under the guidance of Project Manager Jeff Goetzman. Various members of our team have been involved with the City's Street Preservation projects from 2020-2026. MSA has extensive experience delivering regional projects funded by both local and State Aid sources, and we understand the process required to meet budget and schedule expectations. Our team is supported by the full MSA organization, including in-house professional surveyors, transportation engineers, and staff experienced in roadway, stormwater, structural, and utility design. This depth of resources provides the City of Duluth with a team that can adapt quickly to changing project needs with limited coordination or staffing adjustments.

GOALS

The improvements planned for Duluth's 2027 Street Preservation Project provide an opportunity to enhance roadway conditions in several neighborhoods. Based on our preliminary review of the project sites and available information, we have identified the following project goals:

Positive public involvement experience. By engaging the public early in the design process, our team will help stakeholders understand the project, share concerns, and provide input that can be incorporated into the design where appropriate.

Improved ride quality. New pavement surfacing, improved stormwater drainage, and enhanced pedestrian access points will provide motorists with a smoother, safer, and more reliable driving experience on these local streets.

Improved stormwater collection and primary treatment. Duluth's steep road grades can generate significant runoff and sediment that enter the City's storm sewer system. New storm sewer infrastructure may be added where needed to collect sump pump discharges, address natural seeps, or provide additional capacity. Catch basin adjustments, repairs, and replacements will be a key part of the project's stormwater collection improvements.

Improved pedestrian and public safety. The project will address ADA accessibility needs by providing curb ramps, truncated domes, and grades that improve pedestrian access where applicable.

OBJECTIVES

Our experience delivering similar projects indicates that critical schedule items include right-of-way and easement evaluation, utility coordination, permitting, and environmental documentation. Through preliminary engineering and the stormwater study, our approach will be to identify these issues early and provide the City with a clear summary of key concerns and an efficient path to address them.

The following are key objectives for the 2027 Street Preservation Project:

- Evaluate roadway reconstruction options, pedestrian accommodations, and stormwater management strategies while maintaining safe separation from traffic and minimizing easement acquisition.
- Engage stakeholders and refine the design based on feedback received through public informational meetings.
- Improve pavement conditions and stormwater controls for the priority street mileage identified in the RFP while maintaining alignment with the City's project budget.

SECTION 2: KNOWLEDGE, **EXPERIENCE**, AND PERSONNEL

2026 STREET PRESERVATION PROJECT

Duluth, MN

MSA provided/is providing design and construction services for the 2026 Street Preservation Project, which includes improvements to 12 commercial, and residential streets. Improvements include curb replacement, mill and overlay of bituminous pavement, full-depth pavement reclamation, bituminous paving, storm structure repairs, installation of storm sewer piping and structures to improve drainage, pedestrian ramps, ADA and sidewalk improvements, grading, spot utility repairs, restoration of lead water service replacement locations, and site restoration/seeding. MSA's services encompass preliminary construction cost estimating, preparation of comprehensive plans and specifications, and construction administration and observation to support successful project delivery.

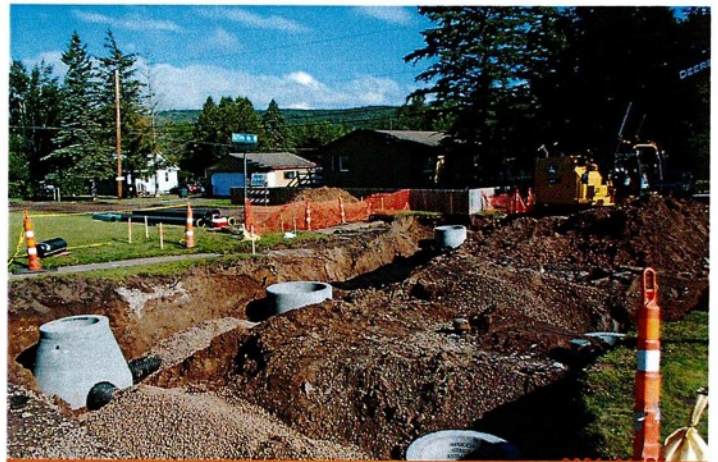
PROJECT HIGHLIGHTS

- Pavement rehabilitation (concrete and bituminous)
- Curb and gutter repair
- Addition of storm sewer piping/structures and storm structure repair
- Pedestrian ramps and ADA sidewalk improvements
- Construction oversight and administration



PROJECT TEAM MEMBERS

- Jeff Goetzman (Project Manager)
- Wil Taylor (Design QA/QC)
- Sophie Abrams (Design and Construction)
- Phil Lockett (Design and Construction)
- Jeff Dyer (Design Lead)
- Cory Weber (Design and Construction)
- Casey Farrell (GIS)
- Marie Amundson (Stormwater QA/QC)



Dickson Street storm sewer, 2026.

2024 STREET PRESERVATION PROJECT

Duluth, MN

MSA provided design and construction services for the 2024 Street Preservation Project which included 70 commercial, residential and Municipal State Aid streets. The street improvements consisted of removing and replacing damaged curb, mill and overlay of bituminous pavement, full depth pavement reclamation, bituminous paving, storm structure repairs, addition of storm sewer piping and structures to improve drainage, pedestrian ramps, ADA and sidewalk improvements, grading, spot utility repairs, restoration of Lead Water Service Replacement locations and site restoration/seeding. The projects included an initial cost evaluation for construction, the development of comprehensive project plans and specifications, as well as providing support in the form of construction oversight and administration.

PROJECT HIGHLIGHTS

- Pavement rehabilitation (concrete and bituminous)
- Curb and gutter repair
- Addition of storm sewer piping/structures and storm structure repair
- Pedestrian ramps and ADA sidewalk improvements
- Construction oversight and administration



PROJECT TEAM MEMBERS

- Jeff Goetzman (Project Manager)
- Wil Taylor (Design Lead)
- Sophie Abrams (Design and Construction)
- Phil Lockett (Design and Construction)
- Jeff Dyer (Design, Construction)
- Michael Cincotta (Design and Construction)
- Cory Weber (Design and Construction)
- Casey Farrell (GIS)
- Marie Amundson (Stormwater QA/QC)



Lawn Street paving, September 2024.

SECTION 2: KNOWLEDGE, EXPERIENCE, AND PERSONNEL

2022, 2021 AND 2020 STREET PRESERVATION PROJECTS

Duluth, MN

Project Manager Jeff Goetzman's experience prior to joining MSA.

Working with a previous firm, Jeff provided design and construction services for the 2022, 2021 and 2020 Street Preservation Projects which included commercial, residential and Municipal State Aid streets. The street improvements consisted of removal and replacement of damaged curb, mill and overlay of bituminous pavement, full depth pavement reclamation, bituminous paving, storm structure repairs, pedestrian ramps, ADA and sidewalk improvements, grading, spot utility repairs, and restoration. The projects spanned multiple facets, including an initial cost evaluation for construction, the development of comprehensive project plans and specifications, as well as providing invaluable support in the form of construction oversight and administration.

PROJECT HIGHLIGHTS

- Pavement rehabilitation
- Curb and gutter repair
- Storm structure repair
- Pedestrian ramps
- ADA and sidewalk improvements
- Construction oversight and administration

PROJECT TEAM MEMBERS

- Jeff Goetzman (Project Manager)
- Jon Loye (Stormwater Design)
- Jeff Dyer (Design Engineer)
- Wil Taylor (Engineer/Geotech)

Knowledge of Duluth Street & Utility Standards

Key MSA team members are based in Duluth and possess expertise in Construction Standards and Engineering Guidelines. MSA has been operating in Duluth for over 20 years, handling various infrastructure projects such as the **2026 and 2024 Street Preservation Projects, Lead Water Service Replacements, East Second Street, Riverwest Drive and Morgan Park Development**. This extensive experience enables us to deliver plans and specifications that meet the City's expectations and align with MnDOT Construction Standards, Engineering Guidelines and general engineering practices. We will utilize the City's 2026 Standard Construction Specifications for incorporation into the Street Preservation project.

2020 STREET IMPROVEMENTS

Hermantown, MN

Project Manager Jeff Goetzman experience prior to joining MSA.

The project involved rehabilitation of approximately 1.9 miles of municipal roads, including ditch work, storm sewer repairs, culvert replacements and maintenance of sanitary sewers and water mains. The project enhanced the condition of the City's oldest roads and elevated safety standards, improving visibility for both motor and pedestrian traffic. Jeff and Jon collaborated closely with the City to provide effective communication with residents, keeping them informed about potential impacts and the project's construction schedule.

PROJECT HIGHLIGHTS

- Ditch work
- Storm sewer repairs
- Culvert replacements
- Maintenance of sanitary sewers and water mains

PROJECT TEAM MEMBERS

- Jeff Goetzman (Project Manager)
- Jon Loye (QA/QC)

LEAD WATER SERVICE REPLACEMENT

Duluth, MN

MSA has partnered with the City of Duluth for many years to support lead service line inventory, design, and replacement efforts throughout the community. Since 2023, MSA has completed the inventory, inspection, and design of more than 1,900 lead service replacements in neighborhoods including Gary, Hillside, Central Hillside, Spirit Valley, and New Duluth. Services have included property owner coordination, in-home inspections, service line material verification, utility condition assessments, plan development, bidding support, construction administration, and inspection.

To streamline project delivery, MSA developed GIS-based field data collection and online scheduling tools that improved efficiency, reduced data entry errors, and enhanced communication with residents. The firm's proven approach was later adopted as a standard for other consultants supporting Duluth's lead service

replacement program. In addition to lead service work, MSA has managed complex utility replacement projects throughout Duluth, demonstrating the technical expertise, stakeholder coordination, and program management capabilities needed to successfully deliver large-scale infrastructure improvements.

PROJECT HIGHLIGHTS

- Utility coordination

PROJECT TEAM MEMBERS

- Jon Loye (Project Engineer)
- Wil Taylor (Design/Construction)
- Phil Lockett (Field/Design Advisor)
- Casey Farrell (GIS)

SECTION 2: KNOWLEDGE, EXPERIENCE, AND **PERSONNEL**

MSA understands no change in personnel assigned to the project will be permitted without approval of the City.



Jeff Goetzman, PE | PROJECT MANAGER
B.S., Civil Engineering, University of Minnesota-Twin Cities
Professional Engineer, MN, WI

Jeff will be the City's main point of contact and Project Manager for this project. Jeff has more than 33 years of municipal engineering experience. Jeff has designed and managed street, drainage, bridge, and municipal utility projects through planning, budgeting, design and construction. These projects include city streets and county state aid highways, bridges and large diameter culverts, storm and sanitary sewers, watermain, trails and parks. Jeff was involved with the City's 2020, 2021, 2022, 2024, 2025, and 2026 Street Preservation projects.

Similar Project Experience

- 2026 Street Preservation Project, Duluth, MN
- 2025 Street Preservation Project (C/A), Duluth, MN
- 2024 Street Preservation Project, Duluth, MN
- 2020, 2021, and 2022 Street Preservation Projects, Duluth, MN*
- Wrenshall Street, Lily Lane, & Pleasant View Court Street Improvements, Wrenshall, MN*
- Western Waterfront Trail Renewal, Duluth, MN*
- Devonshire Street Reconstruction and Safe Routes to School, Duluth, MN*
- Chester Park Drive Reconstruction, Duluth, MN*
- City Engineer (2018-2025), Scanlon, MN



Jeff Dyer, PE | LEAD DESIGN ENGINEER
B.S., Civil Engineering, University of Minnesota-Duluth
Professional Engineer, MN

Jeff will be leading the design work and plan production for this project. Jeff has nine years of engineering experience. He has assisted in the design and coordination of roadway, drainage and utility projects for public and private clients, including the 2021, 2022, 2024, and 2026 Street Preservation Projects. Jeff has experience with construction observation/inspection services which include plan interpretation, record keeping, verification of compliance to plans and specifications, tracking quantities, pay applications, and developing record drawings.

Similar Project Experience

- 2026 Street Preservation Project, Duluth, MN
- 2024 Street Preservation Project, Duluth, MN
- 2021 and 2022 Street Preservation Projects, Duluth, MN
- Citywide Lead Water Service Replacement, Duluth, MN
- Lift Station 3, 27, & 40 Improvements, Duluth, MN



Sophie Abrams | PROJECT ENGINEER
B.S., Civil Engineering, Michigan Technological University
ACI Concrete Field Testing Technician – Grade I
MnDOT Density Technology

Sophie will perform field reviews, storm sewer modeling, design, and plan production for this project. With seven years of experience, Sophie's background includes project feasibility studies, permitting, preliminary layouts, cost estimates, and construction observation and materials testing for various transportation projects across Minnesota. Sophie worked on design and/or construction observation for the 2024, 2025, and 2026 Street Preservation projects.

Similar Project Experience

- 2026 Street Preservation Project, Duluth, MN
- 2025 Street Preservation Project (C/A), Duluth, MN
- 2024 Street Preservation Project, Duluth, MN
- East Second Street Reconstruction, Duluth, MN
- Riverside Road/Serenity Way Paving, Thomson, MN
- General Engineering Services, Thomson, MN
- Lake Vermilion State Park Trailside Campground Wetland Permitting, MN



Cory Weber | GRADUATE ENGINEER
B.S., Civil Engineering, University of Minnesota-Duluth

Cory will be helping with field reviews, drafting and designing the plan for this project. Cory has nearly four years of experience with CAD design of streets, utilities, and stormwater infrastructure. Cory worked on design, plan drafting, and construction observation for the 2024, 2025, and 2026 Street Preservation projects.

Similar Project Experience

- 2026 Street Preservation Project, Duluth, MN
- 2025 Street Preservation Project (C/A), Duluth, MN
- 2024 Street Preservation Project, Duluth, MN
- Traffic Intern, Golden Valley, MN*
- 2023 Culvert Inventory and Analysis Project, WI

*Denotes experience prior to MSA

SECTION 2: KNOWLEDGE, EXPERIENCE, AND PERSONNEL



Phil Lockett | FIELD/DESIGN ADVISOR

B.S., Geology and Environmental Hydrogeology, University of Minnesota-Duluth

Phil will serve as our field/design advisor. Phil has over 25 years of experience providing on-site management and oversight for road reconstruction and placement of large water lines and storm sewers for various municipal clients. He has supervised hundreds of thousands of feet of pipe ranging in size from one inch to 48 inches, including experience with lead service replacement in Duluth. He maintains quality control on projects and helps ensure proper construction methods are implemented. He brings his expertise in the collection of topographic data for the completion of design surveys and surveys for construction staking projects.

Similar Project Experience

- 2026 Street Preservation Project, Duluth, MN
- 2025 Street Preservation Project (C/A), Duluth, MN
- 2024 Street Preservation Project, Duluth, MN
- East Second Street Reconstruction, Duluth, MN
- Amity, Chester, Miller Streambank Restoration, Duluth, MN
- Lift Station No. 8, Duluth, MN
- Lift Station No. 6, Duluth, MN
- Douglas Road Reconstruction, Twin Lakes Township, MN
- Duluth Street Improvement Program Lakeside Central, Duluth, MN



Casey Farrell | GIS TECHNICIAN

Masters Certificate, Geographic Information Systems, Saint Mary's University
B.S., Geography and Economics, University of Wisconsin-Eau Claire

Casey will provide layout of aerial photography and the City's GIS utility layers for the project plans. Casey has more than 15 years of GIS experience using Esri software and applications. He has a background in geospatial data analysis, figure creation, customer service and data management. Casey has worked on projects that include environmental site assessments and investigations, stormwater protection planning, wetland delineations, transportation planning, geotechnical investigation, and pollution control.

Similar Project Experience

- 2026 Street Preservation Project, Duluth, MN
- 2024 Street Preservation Project, Duluth, MN
- ArcGIS Online Administration Services, Lindstrom, MN; Harris, MN; Lexington, MN; Shoreview, MN
- City Wide Lead Water Service Replacement, Duluth, MN
- Fairview Cemetery App., Lindstrom, MN
- GIS Services, Rice Lake, MN



Wil Taylor, PE | ROADWAY DESIGN QA/QC

B.A., Civil Engineering, University of Minnesota-Duluth
Professional Engineer, MN

Based on his experience with the 2024 and 2026 Street Preservation project, Wil's role will involve performing QA/QC reviews during the design process. Wil has more than nine years of experience in the industry. His work experience includes municipal street and utility projects, site grading, stormwater analysis and geotechnical exploration and observation. Wil was the lead design engineer for the team on the 2024 Street Preservation Project and worked on geotechnical aspects of the 2020 and 2021 Preservation projects with another firm.

Similar Project Experience

- 2026 Street Preservation Project, Duluth, MN
- 2024 Street Preservation Project, Duluth, MN
- Citywide Lead Water Service Replacement, Duluth, MN
- 2020 and 2021 Street Preservation, Duluth, MN*
- Lift Station Design, Rice Lake, MN
- Housing Area Street and Utilities, Fond du Lac Band of Lake Superior, MN



Marie Amundson, PE | STORMWATER DESIGN QA

B.S., Civil Engineering, Rose-Hulman Institute of Technology
Professional Engineer, MN, WI, IA

Marie will provide QA for stormwater modeling and assist with design of the stormwater conveyance and management features for the project. Marie has 10 years of engineering experience. She has knowledge of hydrologic and hydraulic modeling, stream restoration, watershed planning, floodplain mapping, storm, sanitary, and water system design and analysis, creation of GIS databases as well as GIS asset management and coordinating with review agencies for plan and permit approvals.

Similar Project Experience

- 2026 Street Preservation Project, Duluth, MN
- 2024 Street Preservation Project, Duluth, MN
- Stocke Subdivision Flood Analysis and LOMA, Duluth, MN
- Main St. Bridge H&H Design and Analysis, WisDOT
- CTH B Culvert H&H Design and Analysis, Marinette Co., MN
- Sawbill Creek Culvert H&H Design and Analysis, Cook Co., MN



Curtis Schley, PLS | RLS SURVEY QA

B.S., Physical Science Education, University of Minnesota
A.A.S., Civil Engineering Technology, South Central Tech
Professional Land Surveyor, MN, WI

Curt will perform RLS survey QA for this project. Curt is a project manager responsible for field and office operations of municipal and private surveying services. He has numerous years of experience performing construction, topographic, ALTA and cadastral surveys specializing in street reconstruction projects and right of way retracement/definition. Curt is involved internally with MSA's Survey Community of Practice establishing procedures, policies and QC criteria for all surveyors within the company.

Similar Project Experience

- 2026 Street Preservation Project, Duluth, MN
- 2024 Street Preservation Project, Duluth, MN
- Poppy Street/225th Avenue Reconstruction, Anoka County, MN
- Flamingo Street/201st Avenue Reconstruction, Anoka County, MN
- Holly Street NW Reconstruction, Anoka County, MN
- Raven Stream Village 1st and 2nd Additions, Anoka County, MN
- Project Surveying, Hastings, Newport, Oak Grove, Rushford, MN

*Denotes experience prior to MSA.

SECTION 3: WORK PLAN

MSA staff have reviewed the City's RFP in detail and visited project sites to complete an assessment of potential design challenges. The main design challenges for the 2027 Street Preservation Project include:

- Evaluating watershed drainage patterns and alternatives for adequate stormwater management in the project areas identified in the RFP.
- Developing plans for ADA-compliant pedestrian ramps at intersections with existing sidewalks given varying steep slopes of some streets.
- Utility coordination—talking with the City's operators and maintenance crews regarding problem areas in the 12 street segments included in the project early in the design process will help to make sure that our design work can address these concerns as part of the rehabilitation project.
- Public involvement will be an important element of the project design process. Public meetings provide us with an opportunity to coordinate and communicate project specifics with residents. We will coordinate these meetings with the City Transportation Planner.

TASK 1 – INITIAL SITE VISIT & CONSULTATIONS

Project Kick-off Meeting. MSA will conduct a kick-off meeting with the City of Duluth to review concerns from City staff, project scope, and available documents (previous reports, precedent projects, known survey monuments, local knowledge, etc.) pertaining to the project sites and design. This will also serve as a meeting to clarify project direction, introduce key staff and discuss important tasks at the beginning of the project.

At the kick-off meeting, we will determine the preferred methods for communication with the project team members. We will develop a Project Management Plan for the project summarizing the methods of communication, setting dates for progress meetings with City staff, and Quality Management Plan. MSA will document the meeting and provide City staff with minutes.

Task 1 Deliverables & Assumptions:

- Coordinate and lead the project kick-off meeting.
- Distribute meeting minutes to attendees.
- Review project materials (reports, record drawings, existing right-of-way information within City's file, known survey monuments, utility contacts).

TASK 2 – PUBLIC PARTICIPATION

Public & Stakeholder Involvement. Given the residential nature of the project, public meetings will be a key piece for providing a means of communication and feedback for the community. Our team will be prepared to assist City staff by attending one (1) in-

person and one (1) virtual meeting to engage with stakeholders. Direct feedback regarding issues such as stormwater ponding, erosion, or impacts on trees is valuable to the design team. At these meetings we will introduce key decision makers and design staff, provide a short presentation, then discuss concerns or questions residents may have.

We plan to use the public meetings to gather feedback from affected residents, discuss design plans and explain anticipated construction and traffic impacts to the public.

As project design progresses, our team will provide the City with monthly updates on design status which can be shared with stakeholders and press releases/notices that can be used with media outlets to provide updates to the public.

Task 2 Deliverables & Assumptions:

- Assist City staff with attending and engaging with interested public at meetings (one (1) in-person and one (1) virtual).
- Provide exhibits, draft meeting invites and provide summary of attendees for informational meetings.
- Press releases, public notices and communication with local media (MSA to create content, City of Duluth to send out).
- Monthly project status updates for posting/updates to stakeholders.

TASK 3 – RECONNAISSANCE, FIELD SURVEYS & GEOTECHNICAL EXPLORATION

Our first task will be to create a street layout with aerial imagery and utilities for each of the 12 street segments. We will review each segment with City staff either onsite or using Google Earth to determine the scope of ADA surveys and other design elements required for each site.

Topographic Survey. City staff have begun marking out anticipated sidewalk and curb removals for the project. Our team will perform topographic survey for the 2027 Street Preservation Project to record the City's recommended removal limits, locate driveways, curb lines, drainage features, ditches and yard slopes. We will begin by completing a Gopher State One Call (GSOC) to mark or map known utilities within each of the project areas. The topographic survey may also include tree lines/large trees, adjacent building corners, entrances, steps, walls, and slopes within 10 feet of the right-of-way. Intersections will include information within 100 feet of intersecting side roads for design of ADA-compliant pedestrian facilities.

We will locate survey monuments and create plan notes so the City can preserve or reset these monuments during construction. Our team will provide a summary of retaining walls or encroachments

to the right-of-way. Any recommendations for replacement will be strictly on a visual basis. This information is valuable for the City's removal contractor, but also for discussion with the public.

The City's RFP identified several known issues related to stormwater improvements and street reconfiguration. We will collect topographic survey data as needed for stormwater modeling, including spot elevations for existing gutters and ditches, verification of invert elevations and grades for downstream storm sewer infrastructure, and driveway elevations where bituminous pavement has filled the gutter line. This information will support the stormwater analysis, help determine appropriate stormwater controls, and inform typical sections that improve drainage.

Agency Coordination & Permitting. Changes to existing stormwater structures near public waters would trigger DNR involvement. A SWPPP and MPCA permit will be prepared as necessary for larger areas of construction impact on the project. MSA's Sophie Abrams will handle coordination with regulatory agencies for initial discussions and eventual permit applications.

Geotechnical Exploration. The City's subconsultant will complete the geotechnical exploration for the project. Borings will be used to verify the existing roadway section and subgrade soils and to develop pavement recommendations for the proposed street reconstruction.

Stormwater Video Inspection & Drainage Report. The City's subconsultant will clean, televise, and create an assessment report for storm sewer piping and structures identified in the City's RFP. The Storm Video Inspection and Drainage Assessment Report will include high-resolution video logs, structure reports and recommendations for repair or replacement. MSA will review an assumed 5,000 LF of pipe, 310 catch basins, and 131 manholes in accordance with NASSCO MACP/PACP Level 1 Standards. Our team will review and create a Structure Inventory form for each structure in the project. We will also create an Excel spreadsheet of infrastructure elements, deficiencies and recommendations which will be shared with Stormwater Engineers Johnson and Bruno for review. MSA and City staff will evaluate the proposed repair/replacement needs, associated costs and make an informed decision on how to move forward.

Task 3 Deliverables & Assumptions:

- Topographic survey of project areas, as necessary and described above.
- Gopher State One Call field locate tickets.
- Summary of retaining walls/right-of-way encroachments.
- City utility system maps and field locates.
- Base mapping of the corridor based on topographic survey in AutoCAD Civil 3D for reclamation segments.
- Bat Survey 4f/6f impacts not anticipated or included.

- Permit applications for submittal by the City of Duluth.
- Geotechnical report and detailing pavement design recommendations (by City of Duluth).
- Storm Report including CCTV, inspection logs and structure inspection reports (by City of Duluth and supplemented by our design team).

TASK 4 - PRELIMINARY RECOMMENDATIONS & COSTS

Preliminary Recommendations & Costs. The City has conveyed expectations for the 2027 Street Preservation Project through its RFP for engineering services. Once we have completed the topographic survey and made some initial observations, MSA's team will meet with City staff to discuss findings and direction for the preliminary design task. MSA will prepare a short memo detailing the information gathered in Tasks 2 and 3. Our memo will also include preliminary recommendations and high-level cost estimates highlighting:

- Typical section costs, issues and challenges.
- Initial stormwater discussion with City staff on segments with televising and assessments.
- Initial construction cost estimate for each of the roadway segments included in the project, broken down with pay item details and by street.

MSA will meet with City staff to talk through the recommendations memo to discuss how the proposed design fits within the City's vision for the project and budget constraints. We will commence with preliminary design tasks following this discussion with City staff.

Task 4 Deliverables & Assumptions:

- Preliminary recommendations memo and preliminary cost estimate showing each segment and anticipated construction pay items.
- Preliminary recommendations memo review meeting with staff and minutes.

TASK 5 - PLANS & SPECIFICATIONS

Geometric Layouts. MSA will prepare construction drawings for each of the 12 street segments included in this portion of the 2027 Street Preservation Project. Layouts will be created and provided for City staff review which may include roadway geometry, typical sections, cross sections, utility layouts, right-of-way and construction limits. Drainage design and modeling calculations shall also be prepared as applicable for areas with significant storm sewer improvements. Once layout sheets have been created, MSA will meet with City staff to review each segment in an office setting to discuss critical needs at each site. We will arrange site visits and topographic survey based on these discussions and include a budget for time in our proposal for this effort.

GIS Technician Casey Farrell will coordinate with City staff to incorporate imagery and existing utility layouts for our plan

production. Our design team, including Design Engineers Jeff Dyer, Wil Taylor and Sophie Abrams, will develop the details to bid and construct each of these improvements. Phil Lockett, Field/Design Advisor, will assist with field review of project sites to provide input as to construction of various types of repairs applicable to drainage and structures. Our approach will be to develop an overall Statement of Estimated Quantities (SEQ) that includes all 16 streets—each will have a column dedicated to it, highlighting the applicable pay items and quantities and note references. We will group our plan set such that similar types of work – overlays, mill and overlays, and reclaims – are grouped together, locations listed from east to west in terms of location in Duluth. Each location will have a plan view, existing and proposed typical sections, and tabulated pay item quantities to provide contractors with adequate information as to what is required. Storm sewer plan/profiles, pedestrian ramp standard plans and details, storm sewer structure, erosion control and paving details will be added as applicable to each location.

Utility Design & Coordination. The project will follow applicable sections of the MnDOT Utility Accommodation and Coordination Manual. Sophie Abrams will coordinate with affected utility owners early on in design, and a pre-design meeting will be scheduled early in the project. We will work with the City of Duluth to obtain utility location information and collaborate with private utility owners to avoid conflicts. A second review meeting will be held after completing the utilities to address concerns or conflicts discovered during design. The final utility plans will seamlessly integrate into the format of the entire plan set.

Design Review Meetings. We plan to have a formal review meeting with City staff at the 30% and 90% design stages to help make sure the design is on track and meets the City's requirements. We also anticipate meeting with Stormwater Engineers Johnson and Bruno, to discuss and review stormwater concerns and design elements as the project development proceeds. Early meetings to discuss the City's background knowledge of each stormwater problem will help us to formulate the design solution going forward and we can review these design solutions with the City to help make sure design considerations and requirements are being met. We will utilize Bluebeam Studio as a method of sharing files for review of design progress and providing updates to the overall design team

QA/QC of design deliverables will be provided by Jeff Goetzman and Wil Taylor for conformance with current City standards, State Aid design standards (if applicable), and for ADA compliance. We feel the need for senior-level staff with local design experience is a critical component to the success of our projects.

Task 5 Deliverables & Assumptions:

- Prepare draft layouts for each street segment with plan view over aerial imagery with known utilities for use in field reviews and documentation of work scope.

- Develop stormwater recommendations for affected segments, review with Duluth Stormwater Engineers Tom Johnson and Nathan Bruno to review and reach consensus on design solutions for final plan documents.
- Attend one (1) utility informational meeting and one (1) utility design meeting.
- Complete and submit 30% design plans to City staff by October 19, 2026, for review. These plans will identify any geometric corrections, ADA improvements, and evaluation of stormwater features with feasibility of utility improvements. Bluebeam Studio will be used to share files for review.
- Prepare plans exhibits, letters, meeting agendas and minutes for design review meetings.
- Complete and submit 90% design plans to City staff by January 11, 2027, for review. Plans will be at a level where primary design decisions have been addressed to construct the project including any phasing or traffic control.
- Participate in plan review meetings with City staff at 30%, 90%, and final design.
- Complete and submit 100% design plan set representing a complete design to biddable level with estimated quantities, details and special provisions by February 22, 2027.

TASK 6 – COST ESTIMATE

MSA will refine our preliminary design and 30% construction plans for all work in the project. MSA has extensive experience in detailing the Statement of Estimated Quantities (SEQ) for including splits for street and utility items. We will provide the City with updated construction cost estimates, broken down by street segment, with each plan submittal for a total of five (5) estimates. We will provide a final itemized construction cost estimate for each individual segment with final plans and specifications.

Task 6 Deliverables & Assumptions:

Cost estimates with each set of design level plan deliverables (5 total) as well as preliminary recommendations.

TASK 7 – PROJECT BIDDING

The project is expected to bid in March 2027. During the bidding process, MSA will assist the City by attending a pre-bid meeting, answering Contractor questions, and evaluating bids. We will provide the City with bidding documents in PDF, AutoCAD Civil 3D, Excel (bid sheets/quantities), and a bid form in .CSV format. We are happy to work with Purchasing to customize these documents in whatever format is required for compiling the bidding package.

Task 7 Deliverables & Assumptions:

- Final bid package in PDF, AutoCAD Civil 3D, Excel, CSV formats as necessary for bidding.
- Host pre-bid meeting for contractors bidding the project and provide an agenda and minutes.
- Answer contractor questions during the bidding process.

SECTION 4:

WORK SCHEDULE

★ Tasks & Subtasks Indicates Critical Date	Task Number	2025					2026				
		Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Task 1 - Initial Site Visit & Consultations											
Project Kickoff Meeting (w/ City, Agencies, Utilities)	A	★									
Project Site Review & Site Research	B										
Project Meetings & City Review/Status Meetings	C		★	★			★	★		LOM*	
Task 2 - Public Participation											
Public & Stakeholder Involvement	A							★	PIM (In-Person & Virtual)		
Task 3 - Reconnaissance, Field Surveys & Geotechnical Exploration											
Topographic Survey	A										
Base Map Preparation/Imagery/Utilities	B										
Agency Coordination/Permitting/Environmental Documentation	C										
Easement Exhibits	D										
Storm Sewer CCTV, Structure Inventory, Review/Recommendations	E		★								
Geotechnical Exploration	F										
Task 4 - Preliminary Recommendations & Costs											
Recommendation & Cost Memo	A										
Preliminary Recommendations Meeting	B		★	9/21 Recs & Cost Memo, Meeting							
Task 5 - Plans & Specifications											
Preliminary Street Design	A										
Prelim & Final Stormwater Design	B										
Utilities Design & Coordination	C										
Final Plan Design/Drafting	D										
Pedestrian Ramp and ADA Compliance	E										
Preliminary and Final Plan QA/QC	F										
Task 6 - Cost Estimate											
Cost Estimates Prelim Recommendation, 30%, 60%, 90%, Final	A										
Task 7 - Project Bidding											
Final Plans	A							★	2/22, Final PS&E		
Final Project Specifications	B								★	Advertise, 3/11	
Bid Support	C								4/1 Bids	★	
PIM = Public Involvement Meeting. PS&E = Plans Specifications & Estimate. LOM* = Local Official/Stakeholder Meeting. Kick-off, Preliminary Cost/Recommendations, 30%, 90%, and Final Review Meetings.											

2027 Street Preservation Project (Oneota to Lakeside-Lester Park) - RFP Number: 26-99602 - Work Plan											
Phase		Project Manager	Lead Design Engineer	Project Engineer	Graduate Engineer	Field/Design Advisor	GIS Technician	Roadway Design QA/QC	Stormwater Design QA/QC	RLS-Survey QA	Total Hours
Task No.	Task / Deliverable	Goetzman	Dyer	Abrams	Weber	Lockett	Farrell	Taylor	Amundson	Schley	
(Notes)	Subtasks/task notes & details	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	
1	Initial Site Visit & Consultations	7	11	32	28	8	24	0	0	0	110
	Project Kickoff Meeting w/ City Engineering Staff	1	1	2							4
	Confirm schedule, scope, deliverables, agenda, minutes, procedures and follow up correspondence with City staff										
	Project Site Review & Site Research	2	4	14	6	6					32
	Review existing information, conduct site reviews, identify utilities and site issues pre-site visit.										
	Base Map Preparation/Aerial Imagery/GIS Utilities	4	6	16	22	2	24				74
	Base map prep, aerial image, utilities, street names & draft basemap in AutoCAD.										
2	Public Participation	2	1	4	6	0	0	0	0	0	13
	Public Participation	2	1	4	6						13
	Public Participation (1 in-person, 1 virtual informational meeting)										
3	Reconnaissance, Field Surveys & Geotechnical Exploration	10	26	122	176	14	0	10	4	4	366
	Topographic and ROW Survey*	2	4	4	34	4				4	52
	ADA surveys, topo to pick up City removal markings for damaged curbs, walks, driveways										
	Field Review of Street Project Sites	4	12	90	110	8		2	2		228
	Field visits to review drainage, proposed removals, structure inventory forms for structures in Add. 1										
	Agency Coordination & Permitting	1	4	8	8						21
	Coordination of utilities, SWPPP/permit, and stormwater improvements with T. Johnson/N. Bruno										
	Storm Sewer Review (Segments Cleaned/Televised)*	2	4	12	24	2		4	2		50
	Review CCTV of 5,000 LF storm pipe and create summary of deficiencies (CCTV arranged by City)										
	Geotechnical Exploration*	1	2	8				4			15
	Review soil borings geotechnical report, coordination with subconsultant (arr. by City)										
4	Preliminary Recommendations & Costs	2	3	10	6	1	0	1	0	0	23
	Recommendation and Cost Memo	1	2	8	6	1		1			19
	Prepare preliminary engineering memo and construction cost estimates to verify scope and budget										
	Preliminary Recommendations Meeting	1	1	2							4
	Meet with City staff to review preliminary recommendations and initial cost estimate, finalize scope										
5	Plans & Specifications	21	44	116	154	16	0	12	9	0	372
	Preliminary Street Design	4	8	16	26	2		2			58
	Layout of plan view, plan/profile for 12 sites listed in RFP										
	Preliminary & Final Stormwater Design*	2	8	30	30	4			4		78
	Develop storm sewer, evaluate hydraulics, layouts and repairs, coordinate with T. Johnson/N. Bruno										
	Utilities Design & Coordination	2	2	4	16	4		1	1		30
	Coordinate review of utility conflicts and utility relocations										
	Final Plan Design/Drafting	5	12	40	48	2		4	2		113
	Final Plan drafting (details, SECs, plan/profiles, TC, EC, notes)										
	Plan Development Meetings	4	4	12	12						32
	Meet with City staff at 30%, 60%, 95% design stage to review										
	Pedestrian Ramp and ADA Compliance*	2	4	8	20			1			35
	Reviewed in existing sidewalk areas (est. 25% with detail design)										
	Preliminary & Final Plan QA/QC	2	6	6	2	4		4	2		26
	Review deliverables for compliance with City design standards										
6	Cost Estimate	4	6	10	6	0	0	2	1	0	29
	Cost Estimates Prelim Recommendation, 30% design, 60%, 95%, and 100%	4	6	10	6			2	1		29
	Five (5) cost estimates--initial & revised estimates w/ each plan submittal for update and review by City										
7	Project Bidding	3	4	14	12	0	0	1	0	0	34
	Deliver Final Bid Package to City Purchasing	1	2	8	8			1			20
	Host Pre-bid Meeting for Contractors (agenda, minutes)	1	2	2							5
	Bidding Support	1		4	4						9
GRAND TOTAL		49	95	308	388	39	24	26	14	4	947



Drainage improvements would include repair or replacement of deteriorated catch basin structures.



Full-depth reclamation, ditching, and storm sewer improvements can help drain and strengthen grade on Lincoln Park Drive.

SECTION 5:
REFERENCES

CITY OF SUPERIOR, WI
Chris Carlson, Public Works Director
1316 North 14th Street, Superior, WI 54880
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THE UNIVERSITY OF MINNESOTA-DULUTH
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CITY OF DULUTH, MN
Jim Shoberg, Project Coordinator
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(218) 730-4316

FALL LAKE TOWNSHIP, MN
Craig Seliskar, Board Chair
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CITY OF RICE LAKE, MN
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Solicitation 26-99602

RFP for Design Services for 2027 Street Preservation – Oneota to Lakeside-Lester Park

This addendum serves to notify all bidders of the following changes to the solicitation documents:

The following are questions that were asked and their subsequent answers in *italics*:

1. For the purposes of the cost proposal: What should we assume for the number of catch basins to be rehabilitated for each proposal?
 - a. *3h) Page 9: 2404-The Consultant, as part of design services, shall assume 5000 LF of pipe, 310 catch basins and 131 manholes*
2. For the purposes of the cost proposal: Shall we anticipate storm sewer replacement and if so, how many runs should we anticipate?
 - a. *Yes, assume 2500 LF of storm sewer replacement. All sizes, multiple locations.*
3. For the purposes of the cost proposal: What percentage of curb and gutter and driveways should we plan on replacing?
 - a. *Assume 30% times the street miles.*
4. Will there any stormwater treatment necessary for these projects?
 - a. *Yes, there could be. In the past we have added sediment structures and drainage swales.*
5. The scope of work does not specify any utility coordination and surveying. If that is needed, will the City or the consultant be responsible for this?
 - a. *3a) This section describes survey work. For clarity assume 25% of miles requires full topo survey, all miles require the work described in 3a. Which sections require full survey will be determined after meeting with City after first cost estimate and meeting with City.*

Please acknowledge receipt of this Addendum by initialing and dating Addendum # on Appendix A – Proposal Cover Sheet.

Posted: July 30, 2026

Addendum No. 2
Solicitation 26-99602
RFP for Design Services for 2027 Street Preservation – Oneota to Lakeside-Lester Park

This addendum serves to notify all bidders of the following changes to the solicitation documents:

The following are questions that were asked and their subsequent answers in *italics*:

1. Should the consultant plan on 4 total public meetings (2 virtual and 2 in-person) or two public meetings (one virtual and one in-person)?
 - a. 2 meetings, 1 virtual and 1 in-person.*

Please acknowledge receipt of this Addendum by initialing and dating Addendum # on Appendix A – Proposal Cover Sheet.

Posted: August 3, 2026

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.

2027 STREET PRESERVATION PROJECT (ONEOTA TO LAKESIDE-LESTER PARK) PROJECT NO.: 2404
DULUTH, MN | AUGUST 5, 2026

