

**REQUEST FOR PROPOSAL  
CITY OF DULUTH, MN**

**Request for Proposal  
St. Louis River Corridor Neighborhood Parks Mini-Master Plans  
May 2015**

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PROJECT OVERVIEW

The City of Duluth's Parks and Recreation ("Parks") is seeking a statement of qualifications and a price quote for the professional services of a comprehensive parks and recreation plan for eight (8) St. Louis River Corridor parks.

The eight neighborhood parks are all located in West Duluth and make up what is currently referred to as the St. Louis River Corridor. The parks include: Blackmer, Merritt, Piedmont, Harrison, Norton, Riverside, Keene Creek, and Fond du Lac. They are broken down into three categories: "neighborhood," "multi-use," and "undeveloped/linear/mini parks."

**Neighborhood Parks:** Neighborhood parks are typically utilized by the surrounding neighborhood rather than the broader city community. They have a small number of amenities and have a small footprint.

- (1) Norton Park: this three acre park features a playground and baseball field. Norton Park has an active Community Club that provides summer programming from their 2,236 sq. ft. quonset hut.
- (2) Fond du Lac Park: this one and a quarter acre park features a playground, large recreational field, tennis court and basketball court. It is also the site of a community apple orchard. Entrance to Mission Creek Trailhead is less than a quarter-mile from the park.
- (3) Riverside Park: this three acre park features a large recreational field area, basketball court and a playground. It also hosts a 1,750 sq. ft. building which is currently used for cold storage.

**Multi-use Parks:** Multi-use parks are neighborhood parks with one or more recreational fields, including hockey, soccer or baseball. In addition, they have a larger footprint and draw users from a larger geographic radius.

- (4) Blackmer Park: Located at the northeast end of the Morgan Park neighborhood along the St. Louis River, Blackmer Park features a playground, two baseball fields, soccer field, concession area, picnic tables and grills. A user-defined trail exists between Blackmer Park and Smithville Park; plans are currently underway to officially define and extend this trail to the existing Western Waterfront Trail.
- (5) Piedmont Community Recreation Area: Located off Piedmont Avenue, this park features a playground, baseball and softball field, and two hockey rinks during the winter. It also hosts a 4,160 sq. ft. building which is currently used as a warming facility for hockey and community meetings.
- (6) Harrison Community Recreation Area: Located on 30 Avenue West and Third St, Harrison Park features a Miracle Field as well as a basketball court, two tennis courts, and a playground. The park has a 4,800 sq. ft. active recreation center that is used year-round by community groups, including youth programming.

- (7) Merritt Community Recreation Area: Located four blocks north of Grand Avenue on 40th Avenue, Merritt Park features a playground, baseball field, basketball court and a hockey rink. The park hosts a 5,088 sq. ft. aging non-ADA compliant recreation center still used by the Community Club.
- (8) Keene Creek Park: This 10-acre park is located near Grand Avenue and I-35 and is named after Keene Creek, which runs through the area. This park features a year-round off-leash dog park as well as a playground, tennis court and skate park. There are two separate entrances: the dog park is accessible off 63rd Avenue West and the playground is accessible off Bristol Street. This park is in the vicinity of a soon-to-be constructed paved bikepath.

On contingency, Parks will consider the following parks for mini-master planning:

1. Historical Park: Classified as a mini-park, Historical Park (formerly known as Jacob Astor Park) was named after John Jacob Astor who established the American Fur Trading Company and located adjacent to the St. Louis River. The settlement was vital to the Fond du Lac area and Astor became the world's first millionaire. The land was donated by the Daughters of the American Revolution to the City of Duluth. There is current interest to conduct an archeological inventory on this property.
2. Smithville Park: Stewart Creek runs through this park and the primary function is as an unofficial trailhead for the Western Waterfront Trail. A DNR boat landing and fishing pier is located adjacent to the property. The Lake Superior Mississippi Excursion Train is also adjacent the property. Currently Smithville Park is classified as undeveloped parkland. A housing development is planned adjacent the park and the current developer is working with the City to connect their development to the proposed expansion of the Western Waterfront Trail.
3. Grassy Point: Located at the end of Lesure Street, Grassy Point is a linear park that features a boardwalk which leads to the restored wetlands along the St. Louis River.

#### GENERAL PROJECT SCOPE

The mini-master plans combined will serve as a long range plan to meet the community's park, trail and recreational needs. The project should include park and facility inventory and assessment, community input, program assessment, maintenance management, planning analysis, cost estimates, and implementation strategies.

Completion of eight (8) Mini-Master Plans each sequenced in the following process:

- Site Analysis
- A preliminary plan or options to be reviewed by all interested parties
- Plan revisions and possible additions of phases
- A final mini-master plan for approval by all entities
- Narrative of mini-master plan, element phasing, project goals and objectives
- Budget and budget narrative

The City of Duluth intends to hire a consultant who will work with all of the partners (identified below). The consultant will host one public meeting per park to gather input from interested parties and will use that information to produce a comprehensive Mini-Master Plan. That plan will be presented to the Parks and Recreation Commission and/or Tree Commission before seeking approval from the City Council.

### **Potential Mini-Master Plan Participants**

The consultant should meet first with City of Duluth staff (Parks and Recreation, Planning, Property and Facilities and Maintenance Operations), then the identified neighborhood community club and/or business group, to obtain a good idea of the current and future land use issues.

### **Other Mini-Master Plan participants may include, but are not limited to:**

- Neighborhood community clubs
- Neighborhood business groups
- Restoration groups
- Historic preservation groups
- Park and Recreation Commission
- Tree Commission
- Neighbors and general public
- Outdoor recreation user groups
- Duluth-Superior Metropolitan Interstate Council

### **Issues to Consider in the Mini-Master Plan Process may include, but are not limited to:**

- ADA – trail and facility accessibility issues
- Off leash dogs and dog feces
- Vegetation Management, including invasive species removal and habitat restoration
- Working relationship between existing trails/urban pathways and proposed trails
- Historical features
- Wayfinding
- Safety
- Long term maintenance considerations
- Park infrastructure sustainability upgrades and recommendations
- Environmental stewardship best management practice recommendations
- Remaining flood damage issues

### **Consultant Requirements to Bid on the Mini-Master Plans:**

- Demonstrated experience in working with neighborhood parks
- Working knowledge of various ecological and natural systems including invasive species issues
- Ability to lead members of the public through a participatory process to arrive at a final plan
- Demonstrated understanding of current trends in Park and Trail infrastructure sustainability and environmental stewardship

### **Available Resources**

Information available for this project are the 2010 Parks and Recreation Master Plan and the 2011 Trail and Bikeway Master Plan. These are available on the City's Parks Division website at

<http://www.duluthmn.gov/parks/>.

## PROPOSAL REQUIREMENTS

Proposals should include the following criteria and be structured accordingly:

1. Cover Letter
2. Firm Information
  - a. Name of Firm/Discipline
  - b. Contact Information
  - c. Staff Size
3. Three References we may contact with whom similar planning work has been completed within the last three years and whose proposed facilities and changes have been implemented.
4. Provide an overview and description of the firm's total qualifications including any special or unique services it may provide.
5. Specific name and qualifications of the lead member of the project team who will be the primary contact and have full responsibility for the project. Also, complete qualifications must be submitted for other members of the project team.
6. List whether or not this is a joint venture or if your agency is the sole consultant for the entire project. Include any sub-contractors who will be working with your firm on this project and what their responsibilities will be.
7. A brief description of the scope of work, touching on each specific element you would provide to achieve the desired plan.
8. Cost of your services, in detail, including hours dedicated to each area defined within the scope of services. This will allow Parks and Recreation staff to selectively choose the desired services, additional or otherwise. Cost will only be a factor after the selection process is completed.
9. Detail meetings with Parks and Recreation staff, Parks Commission, City officials, stakeholder interviews and public forums.
10. Proposed schedule for the project.

## FEES

To facilitate the contract negotiation process with ranked Firms(s) and contract execution for services, each proposal should include its Fees for the project. This fee information must be submitted with the RFP. Failure to submit fee information may result in rejection by the City of Duluth.

The proposal shall be based on a total estimated, not to exceed, hourly fee in the proposal. Include any sub-consultant costs. The proposal should also include a schedule for hourly billing rates for each employee who may be involved in services. Include rates for miscellaneous charges such as copies and mileage.

## SELECTION

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals submitted by qualified consultants and make an award based upon qualifications as described therein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

- Work Plan 25%
- Qualifications/experience of the personnel and company working on the project 20%
- Understanding of the project scope 15%
- Completeness of the proposal 10%
- History (completeness & timeliness) of past work with the City of Duluth 10%
- Project costs/fees 20%

The consultant team should have expertise in comprehensive long-range park planning and park design of similar size and scope. Each proposal will be evaluated based on qualifications. The City has the right to refuse any and all RFP's in whole or in part and select the proposal deemed by the governing body to be in the best interest of the City. Firms that are not selected will be notified in writing.

## PROJECT COMPLETION DATES

June 19, 2015	Proposals Due (2:00 PM)
June 26, 2015	Selection Complete
July 20, 2015	Council awards consultant contracts
July 21, 2015	Notice to Proceed
June 2, 2016	95% Plan submitted for City Review
June 30, 2016	Final Mini-Master Plan for identified eight (8) River Corridor neighborhood parks

## Submittal Requirements

Send one paper copy and a CD with an electronic version of the proposal no later than 2 pm on Friday, **June 19, 2015** where they will be time stamped in and acknowledged as received as compliant to proposal requirements. Send to:

City of Duluth  
411 W First St  
City Hall, Purchasing Room 100  
Duluth, MN 55802

RFP inquiries can be directed to Lisa Luokkala, Project Coordinator, Parks and Recreation at 218-730-4312 or [luokkala@duluthmn.gov](mailto:luokkala@duluthmn.gov)

## LIMITATIONS

This Request for Proposal does not commit the City of Duluth to award a contract and pay costs incurred in the preparation of the proposal of this request, or to procure a contract for services or supplies.

The City of Duluth specifically reserves the right to accept or reject any or all proposals, to negotiate with any qualified sources, to cancel in part or its entirety this Request for Proposal, to waive any proposal requirements, to investigate the qualifications of any proposal, to obtain new proposals, or proceed to have the service provided in any way as necessary to serve the best interests of the City of Duluth.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.