



**CITY OF DULUTH
REQUEST FOR PROPOSALS FOR**

**DESIGN SERVICES FOR
LAKE SUPERIOR ZOO MAIN BUILDING**

RFP NUMBER 24-99267

ISSUED FEBRUARY 7TH, 2024

PROPOSALS DUE – FEBRUARY 29TH, 2024

SUBMIT TO

**CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 120
411 WEST 1ST STREET
DULUTH, MN 55802**

PART I - GENERAL INFORMATION

I-1. Introduction. The City of Duluth seeks proposals from architecture/engineering firms for pre-design services for the Main Building of the Lake Superior Zoo. The pre-design services will assess the existing facility conditions, establish space requirements for new and ongoing programming, provide conceptual facility options and cost estimates to assist stakeholder decision-making, and complete a State of Minnesota predesign report for future bond-funding consideration (Appendix D).

Design service proposals should identify the full extent of services to be provided in all project phases, from pre-design through construction administration, but should emphasize and describe the scope, deliverables, and action plan of this first pre-design phase, as project funding is only secured for this phase.

While this study will further clarify facility needs and determine the method of construction (renovation, new-build, or hybrid approach), the extent of services to be provided should anticipate and adhere to a total project cost not to exceed \$20,000,000.

The City of Duluth and the selected proposer will enter into an *Architect Agreement* (Appendix E), with the expectation of fulfilling the scope detailed in the *Schematic Design Phase*. The City of Duluth reserves the right to select a different design firm upon completing the limited scope of this pre-design phase, but the intent is to select a firm for the entire project.

I-2. Project Overview. The Main Building within the Lake Superior Zoo, located at 7210 Fremont Street, was built in 1931. The facility serves as the zoo's primary entrance, administrative center, hospitality venue, classroom, rental space, library, and also includes multiple animal exhibits.

As the Lake Superior Zoo continues to expand their programs and the diversity of functions within the facility, and considering the significant level of deferred maintenance and building adaptations, a renewal of space utilization and building systems will be required in order to fulfill the vision and mission of Duluth's premier zoo.

This project will focus design services on the functional, aesthetic, and energy-efficiency qualities of the Main Building, but does not seek design services for the actual animal exhibits contained in the facility. Lake Superior Zoo staff will lead future exhibit design with separate specialty firms.

Additional detail is provided in **Part IV** of this RFP.

I-3. Calendar of Events. The City will make every effort to adhere to the following schedule:

Activity	Date
Pre-proposal Conference at Lake Superior Zoo, Main Building: 7210 Fremont Street, Duluth, MN 55807	Feb 16, 2024; starting at 2pm
Deadline to submit Questions via email to purchasing@duluthmn.gov	Feb 21, 2024
Answers to questions will be posted to the City website no later than this date.	Feb 26, 2024

Proposals must be received in the Purchasing Office by 4:00 PM on this date.	Feb 29, 2024
Interviews with top-scoring proposers will be scheduled, starting on this date.	March 11, 2024
Anticipated date of City Council meeting for approval of agreement	March 25, 2024

I-4. Rejection of Proposals. The City reserves the right, in its sole and complete discretion, to reject any and all proposals or cancel the request for proposals, at any time prior to the time a contract is fully executed, when it is in its best interests. The City is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-5. Pre-proposal Conference. The City will hold an optional pre-proposal conference as specified in the Calendar of Events.

I-6. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to the Purchasing Office at purchasing@duluthmn.gov **no later than** the date indicated on the Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

I-7. Addenda to the RFP. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/>. Although an e-mail notification will be sent, it is the Proposer's responsibility to periodically check the website for any new information

I-8. Proposals. To be considered, a hard copy of proposal must be received by the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals received via email. Proposals received after the submittal deadline noted above will not be accepted.

Proposals must be signed by an authorized official. If the official signs the Proposal Cover Sheet attached as Appendix A, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed.

Please submit one (1) paper copy of the Technical Submittal and one (1) paper copy of the Cost Submittal. The Cost Submittal should be in a separate sealed envelope. In addition, Proposers shall submit one copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on flash drive in Microsoft Office-compatible or pdf format.

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.

I-9.Small Diverse Business Information. The City encourages participation by minority, women, and veteran-owned businesses as prime contractors, and encourages all prime contractors to make a significant commitment to use minority, women, veteran-owned and other disadvantaged business entities as subcontractors and suppliers. A list of certified Disadvantaged Business Enterprises is maintained by the Minnesota Unified Certification Program at <http://mnucep.metc.state.mn.us/> .

I-10. Award. The agreement award will be based on the time and materials submitted in the proposal, but will be a lump-sum, not-to-exceed agreement. Any costs for reimbursable items must be identified, estimated and included in the total not-to-exceed amount.

I-11. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by October 2024. The selected Proposer shall not start the performance of any work nor shall the City be liable to pay the selected Proposer for any service or work performed or expenses incurred before the contract is executed.

I-12. Prompt Payment of Subconsultants. Per MN Statute 471.425, Subd. 4a., Each contract of a municipality must require the prime contractor to pay any subcontractor within ten days of the prime contractor's receipt of payment from the municipality for undisputed services provided by the subcontractor. The contract must require the prime contractor to pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

I-13. Mandatory Disclosures. By submitting a proposal, each Proposer understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Proposer independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent of the Proposer.

- B. There is no conflict of interest. A conflict of interest exists if a Proposer has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities, developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.
- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

I-14. Notification of Selection. Proposers whose proposals are not selected will be notified in writing.

PART II - PROPOSAL REQUIREMENTS

1. Proposal cover sheet attached as Appendix A
2. Cover letter that includes a description of specifically why Bidder is a good fit for this project and a restatement of the goals and objectives to demonstrate understanding of project details.
3. Scope of work envisioned, including but not limited to:
 - a. Specific objectives
 - b. Detailed deliverables
 - c. Timeline of services for initial pre-design phase, as well as expected timeline for design development through construction completion, anticipating a total project cost not to exceed \$20 million.
4. Resumes of key personnel responsible for deliverables
5. Background of firm that describes what makes it suitable for the work envisioned in this proposal.
6. Narrative description of approach and strategies to affordably design to City and State energy efficiency standards (i.e. B3, and City's *Owner Performance Requirements* attached as Appendix B)
7. Five examples of similar project experience of team
8. References
9. A lump sum, not-to-exceed total project cost including any sub-consultant fees, along with the following information:
 - a. A breakdown of the hours by task for each employee
 - b. Identification of anticipated direct expenses and reimbursables
 - c. Miscellaneous charges such as mileage and copies
 - d. Identification of any assumptions made while developing the cost proposal
 - e. Any cost information related to additional services or tasks, to be included as additional costs and not part of the total project cost
 - f. A work plan and detail on the scope of services and deliverables for the initial phase of predesign

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by City staff. The intent of the selection process is to review proposals 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:

- 35% Qualifications of the Bidder and Personnel
- 15% Prior experience with zoo design work
- 25% Objectives, deliverables and work plan
- 25% Cost

Top scoring candidates will be requested to schedule an interview before a final decision on proposals. Both in-person and virtual interviews will be available.

PART IV – PROJECT DETAIL

The existing Main Building at the Lake Superior Zoo has been renovated multiple times on its interior but remains largely in its historic form on the exterior. It is not listed as a historic building, but attention should be given to maintaining its character with any improvements. Multiple deficiencies have been identified in the building envelope performance as well as the functionality of the interiors.

The introduction of the LSZ Preschool program has been successful and requires a dedicated space to free up multipurpose facilities currently serving the needs of the program. The site around the Main Building is not optimal for large groups, field trips, or drop off for the Preschool program while serving the general public at the same time. There is also a greater need for an improved shipping and receiving configuration and general improvements to the front door experience.

Current functions include:

Main Level: Administrative Offices, Storage, Cafe and Prep Area, Gift Shop, Ticket Sales, GE Office, Public Restrooms, Mangabey Exhibit, Elevator

Lower Level: Restrooms, Mangabey Exhibit, Library, Break Room, Zoo Crew Area, Classroom, Griggs Exhibits, Off-Exhibit Space, and Tiger Kitchen

Current facility issues: water intrusion, lack of space, accessibility, heating and cooling, power, visitor flow/wayfinding

New Space Needs:

- Facilitate parallel play opportunities
- Absorb and expand preschool program
- Increase storage and staff restrooms
- Provide receiving area separate from public space

A/E shall provide the following Scope of Services:

- Conduct a Space Needs Programming exercise to determine current and future needs
- Conduct an existing facilities assessment of the structure, building envelope, and infrastructure
- Identify opportunities to incorporate sustainable features that align with the Zoo's mission
- Develop conceptual design solutions to meet program needs through a new facility, renovation of the existing facility, or a hybrid of both
- Prepare a Schematic Design package to aide in securing project funding
- Prepare a Predesign Report for eventual submission to State of Minnesota for consideration of bond funding (Appendix D)
- Prepare a Design Development package to document the full scope of the project and for accurate pricing to develop a Guaranteed Maximum Price by a Construction Manager At Risk (CMAR)
- Final Bid Documents, Bidding, Permitting, and Construction Administration Services, to be negotiated with the A/E following the completion of the scope of work listed above
- Any exhibit design will be separate from this scope of work. Any spacing or sizing of animal exhibits will be provided by Zoo staff

Appendices

Appendix A: Cover Sheet

Appendix B: City of Duluth - *Owner Performance Requirements* *

Appendix C: Lake Superior Zoo – *Master Plan 2022* *

Appendix D: State of Minnesota – *Predesign Template for Capital Budget Projects* *

Appendix E: City of Duluth – *Architect Agreement**

* denotes a separate document

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 24-99267**

Proposer Information:	
Proposer Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Name & Title of Authorized Signer	
Email of Authorized Signer	