



**DULUTH ECONOMIC DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS FOR
ENVIRONMENTAL ASSESSMENT WORKSHEET (HDS/DOG)**

RFP NUMBER 20-15AA

ISSUED FRIDAY, AUGUST 21, 2020

PROPOSALS DUE MONDAY, SEPTEMBER 21, 2020

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. Project Overview. The Duluth Economic Development Authority (DEDA) is requesting proposals for a consulting group to prepare an Environmental Assessment Worksheet (EAW) for the proposed demolition of two structures that contribute to the historic character of downtown Duluth. Additional detail is provided in **Part IV** of this RFP.

I-2. Calendar of Events. The City of Duluth (City) and DEDA will make every effort to adhere to the following schedule:

Activity	Date
Pre-proposal Conference	Tue, Sep 8, 2020 3:00 PM
Deadline to submit Questions via email to purchasing@duluthmn.gov	Mon, Sep 14, 2020
Answers to questions will be posted to the City website no later than this date.	Wed, Sep 16, 2020
Proposals must be received in the Purchasing Office by 1:00 PM on this date. Due to limited staffing and hours of operation as a result of COVID19, bidders wishing to drop off a proposal are required to call ahead to 218-730-5350 to make arrangements.	Mon, Sep 21, 2020

I-3. Rejection of Proposals. DEDA and the City reserve the right, in their 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. Neither the City nor DEDA is liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-4. Pre-proposal Conference. DEDA will hold an **optional** pre-proposal conference as specified in the Calendar of Events. Interested Bidders can attend via conference call/webex. Information/links to the event can be found at <https://duluthmn.gov/planning-development/> or by emailing planning@duluthmn.gov.

I-5. 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-6. Addenda to the RFP. If the City or DEDA deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <https://www.duluthmn.gov/purchasing/bids-request-for-proposals/>. Although an

e-mail notification will be sent, it is the Bidder's responsibility to periodically check the website for any new information

I-7. Proposals. To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. Neither the City nor DEDA will accept proposals via email or facsimile transmission. DEDA reserves the right to reject or to deduct evaluation points for late proposals.

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 90 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, Bidders 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-8.Small Diverse Business Information. The City and DEDA encourage participation by minority, women, and veteran-owned businesses as prime contractors, and encourage 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://mnuccp.metc.state.mn.us/> .

I-9. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by Wednesday, March 31, 2021. The selected Bidder shall not start the performance of any work nor shall the City or DEDA be liable to pay the selected Bidder for any service or work performed or expenses incurred before the contract is executed.

I-10. Mandatory Disclosures. By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Bidder 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 Bidder or its employees or agents to any person not an employee or agent of the Bidder.

- B. There is no conflict of interest. A conflict of interest exists if a Bidder 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-11. Notification of Selection. Bidders whose proposals are not selected will be notified in writing.

PART II - PROPOSAL REQUIREMENTS

Proposals must include the proposed scope of work, proposed cost estimate (not to exceed), an estimate of time to complete the EAW process, and examples of similar projects for which your firm has completed an EAW.

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by DEDA and/or 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:

Qualifications of the Bidder and Personnel	40%
Prior experience with similar work	30%
Work Plan	10%
Cost	20%

PART IV – PROJECT DETAIL

Lakeview Properties, LLC, is proposing to construct an apartment building at the northwest corner of Superior Street and North 4th Avenue East in Downtown Duluth, MN. The proposed building site is currently occupied by three structures that are intended to be razed to allow for construction: the Voyageur Hotel located at 333 East Superior Street, the Duluth Oriental Grocery (formerly known as the Parker Millinery, built in 1900) located at 323 East Superior Street, and the Hacienda Del Sol (formerly known as Carlson Bakery, built in 1910) located at 319 East Superior Street. Both the Hacienda Del Sol and the Duluth Oriental Grocery are designated as contributing structures to the Duluth Commercial Historical District, which is

listed on the National Register of Historic Places. The Duluth Commercial Historic District contains 114 buildings (87 contributing, 20 non-contributing) and seven non-contributing vacant lots. An EAW is one option to evaluate impacts of the demolition of these structures, based on the requirements of Minnesota Rules Section 4410.4300, Subpart 31.

[Remainder of page intentionally left blank. Appendix A follows.]

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 20-15AA**

Bidder Information:	
Bidder Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Title	