



CITY OF DULUTH
REQUEST FOR PROPOSALS FOR
PREPARATION OF ENVIRONMENTAL ASSESSMENT FOR
PROPOSED BRIGHTON BEACH ROAD REALIGNMENT

RFP NUMBER 22-AA02
ISSUED DECEMBER 23, 2021

PROPOSALS DUE FRIDAY, JANUARY 28, 2022

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 city is seeking a consultant to complete an Environmental Assessment (EA) for a proposed future road realignment at the City's Brighton Beach Park, also known as Kitchi Gammi Park. The approximately 3,250 LF access road, with 11-foot minimum width driving lanes, serves a park that is an outdoor recreation hub.

This project is funded in part by federal FEMA funds. Awarded proposer must have an active SAM.gov registration with no exclusions. Additional terms, conditions and provisions will apply.

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

I-2. Calendar of Events. All times are local to Duluth, Minnesota. The City will make every effort to adhere to the following schedule:

Activity	Date
Pre-proposal Conference Webex	Thursday, January 13, 2022, 12:00 PM
Deadline to submit Questions via email to purchasing@duluthmn.gov	Monday, January 17, 2022, 4:30 PM
Answers to questions will be posted to the City website no later than this date.	Friday, January 21, 2022, 4:30 PM
Proposals must be received in the Purchasing Office by 4:30 PM on this date.	Friday, January 28, 2022

I-3. 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 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. The City will hold an optional pre-proposal conference as specified in the Calendar of Events. Interested Bidders can attend via Webex by visiting <https://www.duluthmn.gov/purchasing/bids-request-for-proposals> and selecting the appropriate link. There will not be an in-person meeting.

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 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. The City will not accept proposals via email or facsimile transmission. The City 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 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, 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 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://mnucp.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 June 30, 2022. The selected Bidder shall not start the performance of any work nor shall the City 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 EA process, and examples of similar projects for which your firm has completed an EA.

Proposals are limited to no more than 30 pages.

Proposals must identify the personnel that will be conducting the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without approval of the City.

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:

Qualifications of the Bidder and Personnel	25%
Prior experience with similar work	25%
Work Plan	25%
Cost	25%

PART IV – PROJECT DETAIL

The city is seeking a consultant to complete an Environmental Assessment (EA) for a proposed future road realignment at the City's Brighton Beach Park, also known as Kitchi Gammi Park. The approximately 3,250 LF access road, with 11-foot minimum width driving lanes, serves a park that is an outdoor recreation hub.

This project will receive FEMA funding. An EA is required in order to determine if significant environmental impacts would occur as a result of a FEMA action or a FEMA-funded action. The EA must address and document those areas where there is a potential to significantly affect the environment and provide the public an opportunity for involvement and input in the decision process in accordance with the law.

A 2012 Mini-Master Plan called for reconfiguration of the Brighton Beach road, trail and parking areas and provided recommendations for green space improvements at Brighton Beach Park. Since 2017, significant shoreline erosion at Brighton Beach has necessitated the study of the road and trail location and its placement further from the shoreline. A revised 2019 Mini-Master Plan identified likely routes for the trail and future road realignments.

Supplemental information from a related 2020-2021 trail extension project in this immediate area is available that will provide a significant amount of accessory project information (related to wetlands, heritage review, threatened and endangered species, flood maps, 2019 Mini-Master Plan). This information will be provided to assist in completion of the EA process.

Small and Disadvantaged Businesses are encouraged to apply. Awarded vendor must have an active SAM.gov registration.

APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 22-AA02
RFP for Brighton Beach Environmental Assessment Support

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