



CITY OF DULUTH

**REQUEST FOR PROPOSALS
ON BEHALF OF THE SPIRIT MOUNTAIN RECREATION AREA AUTHORITY
FOR**

DESIGN SERVICES FOR SPIRIT MOUNTAIN CHALET

RFP NUMBER 22-5501

ISSUED February 11, 2022

PROPOSALS DUE Thursday, March 3, 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. Introduction and Background: In 1973, the State of Minnesota created the Spirit Mountain Recreation Area to provide multiple outdoor recreation opportunities to residents of and visitors to Duluth, to enhance the economy of the region and to preserve the natural environment of the 1,600-acre area. Owned by the City of Duluth, the Spirit Mountain Recreation Area is governed by the Spirit Mountain Recreation Area Authority (SMRAA) and operates a resort that offers downhill and Nordic skiing, tubing and ice skating in the winter and camping, mountain biking, hiking, disc golf and Adventure Park rides in the summer and fall.

I-2. Project Overview. This project will continue the work from the main chalet pre-design process by providing schematic design, design development, bid documents, and construction administration services through the completion of the project. The initial phase of this work will be a limited level (up to \$125,000) of schematic design sufficient to further define and represent the key project elements in support of the fund development efforts underway. This RFP seeks proposals for the totality of design and construction administration, but only the schematic phase of design development will be funded prior to securing the total funding package to complete the project. Proposals should detail the full extent of the services provided in all phases of project development and construction with additional detail as to the scope, deliverables and action plan to further flesh out the project details and budget. The City of Duluth and SMRAA reserve the right to choose a different design firm once the limited scope of this schematic design phase is complete, but the intent is to select a firm for the entire project. Additional details are provided in Part IV-Project Detail.

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

Activity	Date
Deadline to submit questions via email to purchasing@duluthmn.gov	Thursday, 2/17/22
Answers to questions will be posted to the City website no later than this date.	Tuesday, 2/22/22
Proposals must be received in the Purchasing Office by 4:30 p.m. on this date.	Thursday, 3/3/22

I-4. Rejection of Proposals. The City and SMRAA reserve the right, in their sole and complete discretion, to reject any and all proposals or to 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 SMRAA are 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-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 SMRAA 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.

I-8. Proposals. To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the Calendar of Events above. The City and SMRAA reserve 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-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://mnucp.metc.state.mn.us/> .

I-10. Term of Contract. The selected Bidder will execute a contract with SMRAA. The term of the contract will begin once the contract is fully executed. The schematic design phase is anticipated to end by July 1, 2022. Additional phases will be awarded once the funding package is complete. The selected Bidder shall not start the performance of any work nor shall the City or SMRAA be liable to pay the selected Bidder for any service or work performed or expenses incurred before the contract is executed.

I-11. 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. This project is anticipated to be funded in part with state monies not yet secured. Therefore, the initial contract award will be only for schematic design work, including cost estimates. Should SMRAA wish to continue with the same bidder, the remaining work is anticipated to be awarded as an amendment (s) to the original agreement upon final approval of the project by the reviewing authorities.

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 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-14. Notification of Selection. Bidders whose proposals are not selected will be notified via email.

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 proposal and a restatement of the goals and objectives to demonstrate the Bidder's understanding of the project.
3. Scope of work envisioned, including but not limited to:
 - a. Specific objectives
 - b. Detailed deliverables
 - c. Timeline
4. Resumes of key personnel responsible for deliverables
5. Background of company that describes what makes it suitable for the work envisioned in this proposal
6. References
7. The Proposer must also include 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.
 - c. Include miscellaneous charges such as mileage and copies.
 - d. Identification of any assumptions made while developing the cost proposal.
 - e. Identification of any cost information related to additional services or tasks, include this in the cost proposal but identify it as additional costs and do not make it part of the total project cost.
 - f. A work plan and detail on the scope of service and deliverables for the initial schematic phase of project development for an amount not to exceed \$125,000.

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by a team made up of City and SMRAA 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	35%
Prior experience with similar work	35%
Objectives, Deliverables and Work Plan	15%
Cost	15%

PART IV – PROJECT DETAIL

Background: The Spirit Mountain Recreation Area is located in Duluth, Minnesota, a modest-sized city on the tip of Lake Superior with an outsized tourism industry that attracts a significant number of visitors from the not-too-distant Twin Cities (Minneapolis and St. Paul) area and beyond, especially those looking for outdoor adventures.

In the fall of 2021, a pre-design report (see Appendix B) for the main chalet was developed by TKDA, a local architect and engineering firm, to study the potential adaptive reuse and renovation potential in the 42,000-sf main chalet as part of an application for state bond funds (see Appendix C). This RFP will result in a more detailed analysis of the elements below by continuing the project scoping and budgetary process into the Schematic Design phase of design development. If this initial phase is effectively completed by the design team, it may result in the final selection of the firm that will fully design and help manage this project to completion. The ultimate goal of the remodel is to create an iconic, functional, efficient, affordable and sustainable chalet that will serve the needs of the Spirit Mountain Recreation Area and its customers for the next 40+ years

- During the schematic design phase, further explore how to take advantage of the opportunity to do “something special” with the main chalet, especially given the view/real estate upon which the chalet currently sits.
- Determine how best to consolidate, deliver and maximize the food and beverage services within a remodeled chalet that is within the construction budget and does not detract from the other priorities of a total chalet renovation.
- Determine how best to right-size the Chalet; which does not necessarily need to stay within the size of current footprint, but must deliver the most impactful level of service possible while managing operational impacts and keeping the project within budget.
- Consider how best to determine a transformational re-design that is also focused on cost, resetting the asset’s life cycle and achieving energy efficiency goals in line with State of MN B-3 requirements and the City of Duluth’s facility energy standards. Please see the Building Owner Performance Requirements in Appendix E.
- Focus on customer perspective (soft things); recognize the need to be family friendly.
- Focus on form, function, and affordability.
- Re-examine and more clearly define food service options to eliminate duplications, increase efficiency and effectiveness of operations and to renew aged infrastructure.
- Provide for sufficient banquet facilities facing the view, with a kitchen nearby.;

APENDICES

Appendix A – Cover Sheet

Appendix B – Spirit Mtn Pre-Design Report from TKDA

Appendix C – City of Duluth Bond application and request form

Appendix D – Spirit Mountain Task Force Recommendations

Appendix E – Building Owner Performance Requirements (available at the link below).

Appendices B, C, D and E are available at the same location as this RFP under separate documents. Please visit <https://www.duluthmn.gov/purchasing/bids-request-for-proposals/>.

APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 22-5501
Spirit Mountain Chalet Design

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 of Authorized Signer	
Email of Authorized Signer	