



**CITY OF DULUTH
REQUEST FOR PROPOSALS FOR**

**COMMUNITY ENGAGEMENT LIAISON
MAIN LIBRARY RENOVATION**

RFP NUMBER 23-AA04

ISSUED MONDAY, DECEMBER 19, 2022

PROPOSALS DUE FRIDAY, JANUARY 27, 2023

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, Duluth Public Library, and Duluth Workforce Development are seeking one or more consultants to provide professional services as a Community Engagement Liaison to organize and lead public outreach efforts related to renovation of the main library. Community Engagement Liaisons will work with project staff, stakeholders, and design team to manage public workshops and informational events, and assist with identifying potential features, uses and functions within the facility that will enable the renovated library and co-located workforce center to better support a broad range of social and professional services for all users and demographics.

I-2. Project Overview. This project will provide members of the local community and region the opportunity to envisage and articulate what improvements can be made to the main library that will foster greater accessibility, safety, enjoyment and utility for all guests and employees. This process will fit into a broader pre-design initiative that is focused on renewing the library's building systems, integrating the Duluth Workforce Development office and work areas, and the feasibility of expanding the building footprint. The Community Engagement Liaison will develop and implement an outreach strategy to identify the various library user groups and any representative community organizations; plan and host workshops that invite participants to discuss and determine priorities and goals for a renovated library; facilitate public input with attention to the limits of project work scope and budget; synthesize and present community engagement findings to City, library, workforce development, and design staff.

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

Activity	Date
Pre-proposal site visit (optional)	Monday, Jan 9 at 1:30 pm
Deadline to submit Questions via email to purchasing@duluthmn.gov	Friday, Jan 13
Answers to questions will be posted to the City website no later than this date.	Tuesday, Jan 17
Proposals must be received in the Purchasing Office by 4:00 PM on this date.	Friday, Jan 27
Interview dates for top scoring proposals tentatively scheduled for the week of:	February 6-10

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 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. Pre-proposal Site Visit. The City will hold an optional pre-proposal site visit 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 Bidder's responsibility to periodically check the website for any new information

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 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 must 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://mnuccp.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. Awarded bidder shall execute a Professional Services (Consultant) Agreement, a copy of which is available at

<https://duluthmn.gov/purchasing/forms/>. Insurance requirements are identified in Section III.8 of the Agreement.

This Community Engagement project requires a high level of coordination with the selected design firm, and expectations for that partnership will be determined in final contract negotiations. The Community Engagement scope of work is anticipated to be between \$25,000 and \$50,000 of services. Please see City of Duluth RFP 23-AA03 and its Appendices for information on design services requested for the renovation project.

I-11. Term of Contract. The term of the contract will begin once the contract is fully executed. The community engagement project is anticipated to end October 2023. 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-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 in writing.

PART II - PROPOSAL REQUIREMENTS

Interested consultants should submit a proposal that outlines their plan for community engagement and demonstrates their ability to organize and lead the outreach efforts of this pre-design project. Proposals should provide information on:

1. Background and relevant experience. Interested candidates may submit a resume as well.
2. Philosophy and approach to engaging historically under-represented communities
3. One or more examples of previous community engagement work
4. Plan outlining specific approach to engagement, including strategies to reach and engage stakeholder groups and timeline for implementation

Proposals should include a lump sum, not-to-exceed total project cost, along with the following information:

- a. A breakdown of the hours by task for each employee
- b. Identification of anticipated direct expenses
- 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

PART III - CRITERIA FOR SELECTION

Proposals will be reviewed by a panel that includes staff from City of Duluth, the Duluth Public Library, and Duluth Workforce Development. Evaluations will be based on:

- 25% Strength of community connections
- 35% Detailed outline of methods and strategies
- 25% Strength of methods and strategies in achieving desired outcomes, including value provided per dollar spent
- 15% 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

Community Engagement Approach

To create a community-informed redesign of the Main Library facility, the City of Duluth, Duluth Public Library, Workforce Development, and the Duluth Library Foundation seek to design an equity-centered community engagement process. Together, we seek to ensure historically excluded perspectives and communities are at the center of this work.

The community engagement process will be divided into two phases:

- **January-June 2023:** Input on programs, services, and activities to be housed within the building. This will include discussions of library programs, services, and opportunities; workforce development programs, services, and opportunities; and other potential additions to the building.
- **June-October 2023:** Reactions and feedback regarding building design, using a customer-centered design approach.

Community engagement may include:

- Surveys available online and on paper
- Community open house meetings (in-person and virtual) to keep community members and stakeholder groups informed and provide the opportunity for questions and feedback
- Listening sessions to offer an opportunity to stop by the library to share ideas, ask questions, and learn more about the project.
- Pop-up events in collaboration with community partners to facilitate creative discussions and feedback opportunities, meeting the community and stakeholders where they are.
- Building design project ambassadors representing selected individuals from stakeholder groups, community organizations, community leaders, and more. These ambassadors will participate in regular meetings to stay informed, share project updates in the community, and provide feedback on what they are hearing in the community.
- Inter-disciplinary core staff group, which will include both library and workforce staff from both the front lines and management level. This group will stay informed throughout the process, and be tasked with using stakeholder input and best practice examples for creative thinking and problem solving during the planning and design process.

List of Stakeholders

The following is the list of stakeholders we seek to engage in this process. Community Liaison(s) will not hold sole responsibility for engaging all stakeholders, but are

encouraged to consider various ways to engage a range of external stakeholder groups. Community Liaison(s) should prioritize proactive inclusion of diverse voices throughout the project, and may work closely with library and workforce development managers to engage staff and other internal stakeholders.

- Library staff and Workforce Development staff
- Workforce Development partner agencies (DEED, AEOA, JET, Duluth Adult Education)
- Library Supporting Organizations (Duluth Library Foundation, Duluth Library Board, and Friends of the Duluth Public Library)
- Library patrons
- Library Teen Advisory Board
- Workforce Development clients
- Greater Downtown Council and Clean & Safe Team
- Human Services Partners that currently partner with the library and Workforce Development (HDC, MNSure, Community Action Duluth, etc.)
- Partner organizations located downtown (AICHO, CHUM, SOAR, Life House, Damiano, Steve O'Neil Apartments, First Ladies of the Hillside, Family Freedom Center, Men as Peacemakers, etc.)
- City Commissions (Commission on Disabilities, Duluth African Heritage Commission, Duluth Economic Development Authority, Duluth Human Rights Commission, Duluth NQT2SLGBIA Commission, Duluth Workforce Development Board, Indigenous Commission)
- Local educators (ISD 709, Harbor City, Marshall, CSS, UMD)
- Community members who aren't current users of library or workforce services, but could be
- Specific priority populations, including people with disabilities, low-income and BIPOC community members, older adults, and youth/young adults

Responsibilities

With guidance and oversight from project team and stakeholders, Community Engagement Liaison(s) will:

1. Develop and implement an outreach plan to identify and invite diverse library and workforce center users to participate in project workshops
2. Work with project design team and stakeholders to highlight opportunities and constraints for implementing ideas within scope of building renovation
3. Lead informational sessions, workshops and discussions about the library/workforce center renovation with community groups and individuals
4. Implement brainstorming exercises that generate new or improved interpretations of how library and workforce center space and services are used
5. Utilize surveys or questionnaires that increase public interest and exposure to various user groups
6. Organize and maintain the collection of public input, workshop activities, and other communications received throughout project

7. Present the assortment of community engagement findings to project team and stakeholders, with clear interpretation of collective priorities for library/workforce center renovation

Timeline and Phases

This RFP seeks one or more Community Engagement Liaisons for services beginning February 1, 2023, with an anticipated end date of October 31, 2023. The feedback and concepts collected through this project will be closely integrated with a separate building pre-design project. A preliminary draft of the library/workforce center renovation proposal must be submitted to the State of Minnesota in June 2023 for consideration of being awarded a state bonding finance package for full design and construction. The first phase of the community engagement process must be substantially finished prior to this preliminary submittal, while the second phase will be coordinated in conjunction with the final submittal in October.

Eligibility

Community Engagement Liaison(s) may be individual consultants or organizations. In the case of an organization, more than one staff member may serve as a Community Liaison, provided they are complementing and not duplicating efforts. Experience with construction projects, facility management, library and workforce services, and local community groups is a benefit, but not a requirement.

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 23-AA04 Community Engagement for Library Building Redesign**

Bidder Information:	
Bidder 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	