



Purchasing Division
Finance Department
Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

REQUEST FOR QUALIFICATIONS AND INVITATION TO BID SPIRIT MOUNTAIN LEGACY – PHASE I - MOUNTAIN BIKE TRAILS

BID NUMBER: 23-99150

BIDS DUE: Thursday, July 27, 2023 at 2:00 PM

The City of Duluth, Minnesota requests sealed bids from qualified bidders for the above-named project. Bidders must submit documents specified in the bid package prior to the date indicated in the specifications and will be notified in writing whether or not they meet the qualification requirements.

PROJECT DESCRIPTION: Construct mountain bike trails at Spirit Mountain, including downhill jump and connector trails, and Enduro and adaptive cross-country trails.

All bids must be submitted electronically through Bid Express® at www.bidexpress.com. The City Purchasing Agent or her designee will conduct a public bid opening immediately after the deadline for receiving bids. Bidders may view the opening by going to the Purchasing web page (<https://www.duluthmn.gov/purchasing/bids-request-for-proposals/>) and selecting the appropriate link.

QUESTIONS AND PRE-QUALIFICATION DEADLINE: Please submit any questions regarding this project and all pre-qualification documents via e-mail to purchasing@duluthmn.gov. Deadline to submit questions and pre-qualification forms is **Wednesday, July 19, 2023** by end of business. Responses to questions will be issued as an addendum to this solicitation.

ANTICIPATED START DATE: August 16, 2023

SUBSTANTIAL COMPLETION DATE: August 15, 2024

FINAL COMPLETION DATE: August 30, 2024

(In order to meet stormwater permit requirements, vegetation must be established by June 30, 2025.)

The selected contractor will be issued a construction contract (draft included in the Standard City Contracting Forms in the BidExpress solicitation). Notice to Proceed will be issued once the agreement is fully executed.

Specifications may be viewed and downloaded at no cost at www.bidexpress.com. Bidders must create a free account with Bid Express®; and login to search for city projects (search by “City of Duluth” or bid number). Bid Express® does charge a nominal fee for bid submission. More information can be found at <https://www.infotechinc.com/bidding>.

Proposal forms, contract documents, plans and specifications may also be on file at the following offices: Minnesota Builder's Exchange, and Builder's Exchange of Wisconsin.

INSTRUCTIONS TO BIDDERS

Bids must be submitted electronically through Bid Express® at www.bidexpress.com. Bid surety in an amount of 5% of the total bid must be submitted with each bid. Bid bonds may be submitted electronically, either through Surety2000 or Tinubu within the Bid Express solicitation, or emailed to purchasing@duluthmn.gov. Paper bid bonds, certified checks or bank drafts payable to the City of Duluth may be mailed or dropped off at City Hall, 411 W. 1st Street, Room 120, Duluth, MN 55802. Due to the



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possibility of the City's spam filter rejecting an emailed bid bond, bidders are strongly encouraged to submit the bid bond early and verify receipt. Regardless of the method of submission, bid surety must be received by Purchasing prior to the bid opening.

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No alternatives to the specification will be considered unless specifically requested. Erasures or other changes to the bid must be initialed and dated, however no special conditions shall be made or included in the bid form by the bidder.

The City of Duluth reserves the right to split the award where there is a substantial savings to the City; to waive informalities, irregularities or minor deviations; and to reject any and all bids. Price may not be the only consideration for bid award. Bids must be firm for a minimum of 60 days.

Please note that the following requirements also apply to this project, and any additional required documents must be submitted prior to award/contract execution.

1. **Insurance** – Contractor must provide proof of Commercial Liability and Automobile Liability Insurance with limits not less than \$1,500,000 Single Limit prior to the commencement of work. The City of Duluth must be named as an additional insured. Please refer to the draft Contract, Section 8.
2. **Performance & Payment Bonds** – The awarded contractor will be required to submit performance and payments bonds in the full amount of the project cost prior to award.
3. **Out of State Contractor** - Unless a State of Minnesota Certificate of Exemption is provided, any out-of-state bidder receiving a bid award will have 8% retained from invoice payments on any contracts over \$50,000. Submit a signed copy of the signed exemption form when submitting Payment and Performance Bonds. This form may be found at: https://www.minnstate.edu/system/finance/facilities/design-construction/pm_emanual/doc/DIV00%204547%20SDE%20Form%20Exhibit%20B%204-12-19.pdf
4. **Prevailing Wage** - Not less than the minimum salaries and prevailing wages as set forth in the contract documents must be paid on this project.

The City of Duluth is an Equal Opportunity Employer. Contractor shall comply with all applicable Equal Employment Opportunity laws and regulations.

CITY OF DULUTH
Patrice Stalvig
Purchasing Agent