The City of Duluth is seeking a statement of qualifications and price quote for professional services to develop a comprehensive, long term plan for Wheeler Athletic Complex, Wade Stadium Complex, and connecting City trails to the Heritage Sports Center and the Cross City Trail. For the purposes of this RFP, this area will be known as the West Duluth Sports Corridor.

*Wheeler Athletic Complex*, located at 35th Ave W and Grand Avenue in West Duluth, houses four softball fields, a baseball field, tennis courts, horseshoe and bocce areas, a skate park, playground, space for soccer, football, or other field sports, and several buildings, including a Field House, concession building, and maintenance garages. It is used by local adult and youth leagues, multiple high schools, and the general public as a main recreational hub in West Duluth.

*Wade Stadium*, one of Duluth’s historic treasures, has been home to professional, collegiate, amateur, and youth baseball for over half a century. The Wade has housed farm teams for the St Louis Cardinals, Detroit Tigers, Chicago White Sox, Chicago Cubs, and Cincinnati Redlegs. It is currently home to the Duluth Huskies of the summer collegiate Northwoods League, as well as the College of St Scholastica baseball program. Current and former major leaguers to play at “the Wade” include Denny McLain, Andy Kosko, Ozzie Canseco, Willie Horton, Lamar Johnson, Drew Smyly, and Mark Melancon.

*The Heritage Sports Center*, home to Seitz and Sill Arenas, houses sport camps, community ice skating, the Duluth Boys and Girls Club, and more. It is included in this RFP as this Center may be part of the link of the future Cross City Trail which will connect Wheeler, Wade, and Heritage to form the West Duluth Sports Corridor. No significant development will be applied to the Heritage Sports Center building as a part of this RFP.

*The Cross City Trail* is a western extension of the Lakewalk that will connect to the state Munger Trail. The first phase of this Trail will be completed by the end of 2014 and brings the Cross City Trail from the Lakewalk (near the Sister Cities Park) to about 30th Ave W and Michigan Street. There are a total of four phases with the two most western phases scheduled to be built in 2015 and 2016. This Trail is included in this RPF as phase II will be a vital connection through the West Duluth Sports Corridor. The phase II connection will connect to 63rd Ave W and is a future unfunded phase without a clear path at this time.

**Goals of the Mini-Master Plan Process**

* Establish a plan to create a cohesive corridor running from Wheeler to Wade to Heritage.
* Identify and implement ways to make the Sports Corridor a competitive center for Duluth sports well into the future.
* Identify current parking and lighting issues at Wade and Wheeler.
* Identify needs and define future trail alignments and entry points.
* Define a wayfinding system for the entire corridor.
* Identify appropriate stormwater run-off solutions.

**Scope of Services**

This Mini-Master Plan will serve as a long range plan to meet the community’s park, trail, and recreational needs, as well as improve Wade Stadium to a competitive condition for northeast Minnesota. The project should include park and facility inventory and assessment, community input, program assessment, maintenance management, planning analysis, cost estimates, and implementation strategies.

The City of Duluth intends to hire a consultant who will work with all of the partners (identified below); the consultant will host several public meetings to gather input from interested parties, and will use that information to produce a comprehensive Mini-Master Plan for the Sports Corridor. That plan shall be presented to the Parks and Recreation Commission before receiving approval from the City Council.

**Potential Mini-Master Plan Participants**

The consultant should meet first with City of Duluth staff (Parks and Recreation, Planning, Engineering, and Maintenance Operations), then the following groups as needed.

Other Mini-Master Plan participants:

* DAHA (Duluth Amateur Hockey Association)
* Duluth Huskies Baseball Club
* The College of St Scholastica
* University of Minnesota Duluth
* ISD 709
* Duluth Softball Players Association
* AYSA (Arrowhead Youth Soccer Association)
* Wheels on Trails
* Parks and Recreation Commission
* Neighbors and general public
* Appropriate Duluth businesses
* Lincoln Park Business Group
* Merritt Community Club
* Duluth Boys and Girls Club
* Duluth railroad entities
* Minnesota DNR
* Heritage Sports Center (and Board of Directors)
* Duluth Children’s Museum
* MIC (Metropolitan Interstate Council)
* Duluth Police Department
* High school and youth baseball and softball groups

**Issues to Consider in the Mini-Master Plan Process:**

* ADA trail, facility, and field accessibility issues
* Clearly defined working relationship between park users and the City
* Historical features of the area
* Wayfinding signage and park entry points
* City and user group programming
* Parking needs
* Energy efficient facility lighting
* Year-round accessibility to athletic fields
* Feasibility of Athletic Dome
* Continued access for user groups to all fields/courts

**Consultant Requirements to Bid on the Mini-Master Plan:**

* Demonstrated experience in working on athletic facilities, stadiums, and sports complexes.
* Working knowledge of various ecological and natural systems including hydrology and forestry.
* CSFM Certification
* Working knowledge of conducting complete environmental assessments of area.
* Ability to lead the general public through a participatory process to arrive at a final plan.

**Available Resources**

The information available for this project is a 2010 Parks and Recreation Master Plan, a 2011 Trail and Bikeway Master Plan, a 2006 City of Duluth Comprehensive Plan, the Unified Development Chapter of the City of Duluth Legislative Code (UDC), the Small Area Plan for Lincoln Park, and design plans for the Cross City Trail. The following organizations are available to provide additional information: Parks Commission members, City staff, the Duluth Huskies Baseball Club, local schools and universities, and Duluth Heritage Center Board of Directors.

**Proposal Requirements:**

Submittal of the Request for Proposals should include the following criteria and be structured accordingly:

1. Cover Letter
2. Firm Information
3. Name of Firm/Discipline
4. Contact Information
5. Staff Size
6. Three References we may contact with whom similar work has been completed within the last three years and proposed facilities and changes have taken place.
7. Provide an overview and description of the firm's total qualifications including any special or unique services it may provide.
8. Specific name and qualifications of the lead member of the project team who will be the primary contact and have full responsibility for the project. Also, complete qualifications must be submitted for other members of the project team.
9. Please list whether or not this is a joint venture, or if your agency is the prime consultant for the entire project. Include any sub-contractors who will be working with your firm on this project and what their responsibilities will be as well.
10. A brief description of the scope of work, touching on each specific element, you would provide to achieve the desired plan.
11. Cost of your services in detail including hours dedicated to each area defined within the scope of services. This will allow Parks and Recreation staff to selectively choose what services additional or otherwise. Cost will only be a factor after the selection process is completed.
12. Detail meetings with Parks and Recreation staff, Parks Commission, City officials, stakeholder interviews, and public forums.
13. Proposed schedule for the project.

**Fees**

To facilitate the contract negotiation process with ranked Firms(s) and contract execution for services, each proposal should include its Fees for the project. This fee information must be submitted with the RFP. Failure to submit fee information may result in rejection by the City of Duluth.

**Selection Process/Proposal Acceptance**

The consultant team should have expertise in comprehensive athletic facility planning and design of similar size and scope. Each proposal will be evaluated based on qualifications. The City has the right to refuse any and all RFP’s in whole or in part and select the proposal deemed by the governing body to be in the best interest of the City. Firms that are not selected will be notified in writing.

**Selection Schedule**

Proposal due date **October 2, 2014 at 2 pm**

Selection Committee Review **October 15, 2014**

Presentations by consultants (if necessary) **October 15-17, 2014**

Notification of Selection/Contract **October 20, 2014**

**Submittal Requirements**

Send one paper copy and a CD with an electronic version of the proposal no later than 2 pm on Thursday, October 2nd where they will be time stamped in and acknowledged as received as compliant to proposal requirements. Send to:

City of Duluth

411 W First St

City Hall, Purchasing Room 100

Duluth, MN 55802

RFP inquiries can be directed to Kathy Bergen, Manager of Parks and Recreation at 218-730-4309 or [kbergen@duluthmn.gov](mailto:kbergen@duluthmn.gov)

**Attachments:** Map of the area