**REQUEST FOR PROPOSAL**

**CITY OF DULUTH, MN**

**Request for Proposal 15-xxxx**

**Grand Avenue Parks Mini-Master Plans**

**March 2015**

PROJECT OVERVIEW

The City of Duluth’s Parks and Recreation (“Parks”) is seeking a statement of qualifications and a price quote for the professional services of a comprehensive parks and recreation plan for Lincoln Park and updates to an existing comprehensive parks and recreation plan for Memorial Park.

Lincoln Park (originally named Garfield Park) is one of the oldest of Duluth Parks. Straddling Miller Creek and stretching from 3rd Street up to Skyline Parkway, it encompasses some 35 acres. With natural features including waterfalls, gorges, glacier-formed landscapes, and 120-year-old trees, it has been a popular stopping place for tourists and Duluthians alike for over a hundred years. Easy to moderate trails, some paved and wheelchair accessible (lower end) and natural surface hiking trails or limestone pathways elsewhere allow one to amble alongside the creed or to several of the parks highlights. In 1933 the stone pavilion was built by the Works Progress Administration, and was used for concerts, plays, political campaign speeches and the memorable Scandinavian Mid-Summer Festivals. Today, a playground, picnic tables, covered pavilion and 9-hole disc golf course are utilized regularly by park users.

The City of Duluth’s Planning Division is currently leading a Small Area Planning process for the Lincoln Park neighborhood. Some recommendations for the Park are sited in the preliminary plan. In addition, the City is conducting a Health Impact Assessment and the Duluth Superior Metropolitan Council is conducting a transportation study that encompasses vehicle traffic, public transit, pedestrians and busses. The intent is to dovetail the Lincoln Park Mini-Master Plan off the Small Area Plan with these other processes.

Memorial Park, a 4.6 acre park, is located at the northeast corner of Grand Avenue and N. Central Avenue. In 2013, the park underwent a planning process which included the vision of creating a tree-lined Arbor Walk linking a new Memorial Plaza to a new park pavilion and central park plaza, turning the field into a multi-use green space for ice staking and informal sports, and new paths with better connectivity to the neighborhoods and the adjacent Laura MacArthur Elementary School. The existing plan needs minor updates to make it reflect other current parks projects, like the proposed Cross City Trail.

GENERAL PROJECT SCOPE

The Lincoln Park Mini-Master Plan will serve as a long range plan to meet the community’s park, trail, and recreational needs. The project should include park and facility inventory and assessment, community input, program assessment, maintenance management, planning analysis, cost estimates, and implementation strategies.

Completion of the Lincoln Park Mini-Master Planning processes will include the following:

- Site Analysis

-A preliminary plan or options to be reviewed by all interested parties

-Plan revisions and possible additions of phases

-A final mini-master plan for approval by all entities

-Narrative of mini-master plan, element phasing, project goals and objectives

-Budget and budget narrative

The updates to the existing Memorial Park Mini-Master Plan will also serve as a long range plan to meet the community’s park, trail and recreational needs. Due to the designation as a “Grand Avenue Park” as part of the 2015 ½ and ½ Tourism Tax Fund, Memorial Park is redefined as a park of significance. The current plan reflects the design and elements more closely aligned with a neighborhood park. With the new funding available, the vision has changed to make this park a community-wide destination with associated amenities.

Completion of the Memorial Mini-Master Planning Update should include:

* Analysis of existing plans
* Plan revision based on recommendations of City staff and stakeholders
* A final updated mini-master plan for approval of all entities
* Updated narrative of mini-master plan, element phasing, project goals and objectives
* Updated budget and budget narrative

The City of Duluth intends to hire a consultant who will work with all of the partners (identified below); the consultant will host two public meetings for Lincoln Park and one pubic meeting for Memorial Park to gather input from interested parties; and will use that information to produce a comprehensive Mini-Master Plan. That plan would be presented to the Parks and Recreation Commission and the Tree 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, Property and Facilities, and Maintenance Operations), then the identified neighborhood community club and/or business group, and get a good idea of the current and near future land use issues.

**Other Mini-Master Plan participants may include but are not limited to:**

- Neighborhood community clubs

- Neighborhood business groups

- Restoration groups

- Historic preservation groups

- Park and Recreation Commission

- Tree Commission

- Neighbors and general public

- Outdoor recreation user groups

- Duluth-Superior Metropolitan Interstate Council

**Issues to Consider in the Mini-Master Plan Process may include but are not limited to:**

- ADA – trail and facility accessibility issues

- Off leash dogs and dog feces

**-** Vegetation Management, including invasive species removal and habitat restoration

- Working relationship between existing trails/urban pathways and proposed trails

- Historical features

- Wayfinding

- Safety- long term maintenance considerations

- Park infrastructure sustainability upgrades and recommendations

- Environmental stewardship best management practice recommendations

- Miller Creek (trout stream) restoration (at Lincoln Park)

- Remaining flood damage issues

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

- Demonstrated experience in working with neighborhood parks.

- Working knowledge of various ecological and natural systems including hydrology and invasive species issues.

- Ability to lead members of the public through a participatory process to arrive at a final plan.

- Demonstrated understanding of currents trends in Park infrastructure sustainability and environmental stewardship

- Demonstrated experience with splash park design and infrastructure

**Available Resources**

The information available for this project is the 2010 Parks and Recreation Master Plan, the 2011 Trail and Bikeway Master Plan, the Memorial Park Mini-Master Plan, and the 2015 Lincoln Park Small Area Plan. The first three are available on the City’s Parks Division website at http://www.duluthmn.gov/parks/. The Lincoln Park Small Area Plan is available on the City’s Planning Department website at <http://www.duluthmn.gov/planning/long-range-planning/small-area-plans/>.

PROPOSAL REQUIREMENTS

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

1. Cover Letter

2. Firm Information

a. Name of Firm/Discipline

b. Contact Information

c. Staff Size

3. 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.

4. Provide an overview and description of the firm's total qualifications including any special or unique services it may provide.

5. 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.

6. 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.

7. A brief description of the scope of work, touching on each specific element you would provide to achieve the desired plan.

8. 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.

9. Detail meetings with Parks and Recreation staff, Parks Commission, City officials, stakeholder interviews, and public forums.

10. 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.

The proposal shall be based on a total estimated, not to exceed, hourly fee in the proposal. Include any sub-consultant costs. The proposal should also include a schedule for hourly billing rates for each employee who may be involved in services. Include rates for miscellaneous charges such as copies and mileage.

SELECTION

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals submitted by at least three qualified consultants 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:

* Work Plan 25%
* Qualifications/experience of the personnel and company working on the project 20%
* Understanding of the project scope 15%
* Completeness of the proposal 10%
* History (completeness & timeliness) of past work with the City of Duluth 10%
* Project costs/fees 20%

The consultant team should have expertise in comprehensive long-range park planning and park 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.

PROJECT COMPLETION DATES

April 24, 2015 Proposals Due (Close of Business, 2:00 PM)

April 29, 2015 Selection Complete

May 11, 2015 Council awards consultant contracts

May 15, 2015 Notice to Proceed

September 1, 2015 95% Plan submitted for City Review

October 1, 2015 Final Mini-Master Plan for Lincoln Park and final updated Memorial Park Mini-Master Plan.

Submittal Requirements

Send one paper copy and a CD with an electronic version of the proposal no later than 2 pm on Friday, April 24, 2015 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 Lisa Luokkala, Project Coordinator, Parks and Recreation at 218-730-4312 or [lluokkala@duluthmn.gov](mailto:lluokkala@duluthmn.gov)

LIMITATIONS

This Request for Proposal does not commit the City of Duluth to award a contract and pay costs incurred in the preparation of the proposal of this request, or to procure a contract for services or supplies.

The City of Duluth specifically reserves the right to accept or reject any or all proposals, to negotiate with any qualified sources, to cancel in part or its entirety this Request for Proposal, to waive any proposal requirements, to investigate the qualifications of any proposal, to obtain new proposals, or proceed to have the service provided in any way as necessary to serve the best interests of the City of Duluth.

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.