



**CITY OF DULUTH
REQUEST FOR PROPOSALS FOR**

Duluth Traverse Trail System - Mini Masterplan

RFP NUMBER 16-0657

ISSUED 11/02/2016

PROPOSALS DUE 11/23/2016

SUBMIT TO

**CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 100
411 WEST 1ST STREET
DULUTH, MN 55802**

PART I - GENERAL INFORMATION

I-1. Project Overview. The City of Duluth's Parks and Recreation ("Parks") is seeking a statement of qualifications and a price quote for planning services to prepare a comprehensive trail and recreation management plan ("Plan") for the Duluth Traverse Trail System. This plan must align with the requirements set forth by the Greater Minnesota Parks and Trails Commission to apply for designation as a regionally significant trail. This includes having the plan substantially completed in time for a grant submission for an April 28th, 2017 deadline.

The Duluth Traverse is a multi-use trail system linking neighborhoods and people to green spaces and our parks. It is a single-track, natural surface trail, purpose built for mountain bikes, stretching the entire ridge line of Duluth from Lester Park in the east to Chambers Grove Park in the west. It will be the first 100-mile trail system of its kind, wholly within an urban environment. By the end of the 2017 build season, 85 miles will have been completed. This project is a shared vision between The City of Duluth and the Cyclists of Gitchee Gumee Shores (COGGS).

Although purpose built for mountain biking, this trail is intended to be a multi-use trail system open to all human-powered users. Besides mountain bikers, trail users include runners, hikers, dog walkers in the summer and fat tire winter biking, snowshoeing and backcountry skiing in the winter months.

When completed the Duluth Traverse Trail System will improve upon, expand, and link existing multi-use trail centers at Lester Park, Hartley Park, Piedmont/Brewer Park, Spirit Mountain and Mission Creek Park.

Additional detail is provided in Part IV of this RFP.

I-2. Calendar of Events. The City will make every effort to adhere to the following schedule:

Activity	Date
Deadline to submit Questions via email to purchasing@duluthmn.gov	11/09/16
Answers to questions will be posted to the City website no later than this date.	11/16/16
Proposals must be received in the Purchasing Office by 2:00 PM on this date.	11/23/16

I-3. 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 Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-4. 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-5. 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 Proposer's responsibility to periodically check the website for any new information.

I-6. 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 official authorized to bind the Proposer to its provisions. If the official signs the Proposal Cover Sheet attached as Appendix B, 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. In addition, Proposers shall submit one copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on CD-ROM or 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-7. 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-8. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by July 31, 2017. The selected Proposer shall not start the performance of any work nor shall the City be liable to pay the selected Proposer for any service or work performed or expenses incurred before the contract is executed.

I-9. Mandatory Disclosures. By submitting a proposal, each Proposer understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Proposer 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 Proposer or its employees or agents to any person not an employee or agent of the Proposer.

- B.** There is no conflict of interest. A conflict of interest exists if a Proposer 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.

I-10. Notification of Selection. Proposers whose proposals are not selected will be notified in writing when contract negotiations have been successfully completed and the City has received the final negotiated contract signed by the selected Proposer.

PART II - PROPOSAL REQUIREMENTS

The Proposal shall include the following criteria and be 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 planning work has been completed within the last three years and whose proposed facilities and changes have been implemented.
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 sole 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.
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 including a separate cost per meeting amount. This will allow Parks and Recreation staff to selectively choose the desired services, additional or otherwise. Cost will only be a factor after the selection process is completed.
9. Detail meetings and community outreach with Parks and Recreation staff, Parks Commission, City officials, stakeholder interviews and public forums.
10. Provide a proposed schedule for the project.

PART III - CRITERIA FOR 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%
Consultant Requirements to Bid on the Master Plan	
1. Demonstrated experience in working with urban parks and natural surface mountain bike trail systems	
2. Working knowledge of various ecological and natural systems including invasive species issues and sustainable best practices for mountain bike trail development	
3. Ability to lead members of the public through a participatory process to arrive at a final Plan	
4. Demonstrated understanding of currents trends in Park and Trail infrastructure sustainability, environmental stewardship and current trends in the sport of mountain biking	

PART IV – PROJECT DETAIL

For the purposes of describing this RFP, the Duluth Traverse Trail System is physically broken into five categories: Trail Centers, The Duluth Traverse Trail, Spirit Mountain Recreation Area, Bike Parks and the DWP Rail Corridor. This Plan is as much a management plan as it is a Plan because 85% of the project will have been completed

by the end of 2016.

Trail Centers

Trail Centers are clusters of trails, ideally featuring trails of all the difficulty ratings (green, blue, black, etc.), concentrated in a contiguous park or green space. They include: Lester Park, Hartley Park, Piedmont Recreation Area/Brewer Park, Spirit Mountain Recreation Area, Mission Creek Forest Preserve.

Duluth Traverse Trail

Connecting all of these Trail Centers will be an approximately 40-mile beginner friendly bike optimized “Green Level” singletrack trail called the Duluth Traverse Trail. This trail essentially follows the ridgeline in the City of Duluth connecting neighborhoods with all five Trail Centers and multiple park spaces across the length of the city. This trail will have a special designation overlay and unique trail wayfinding identifiers. It runs from Lester Park in the East to Chambers Grove Park in the West.

Spirit Mountain Trail Center

Spirit Mountain is the downhill mountain bike focused Trail Center in the Duluth Traverse Trail System with lift assist during the summer for paid admissions on the existing downhill mountain bike trails. In addition to the existing and proposed downhill trails is the proposed All Weather Trail. This is a special designation and build specification given to a looped segment of the cross country mountain bike trail system at Spirit. Once built it will be hardened and constructed in such a way to support high-volume trail usage in wet trail conditions.

Spirit Mountain has its own bike trail master plan for the downhill and cross country trails and is in the process of building it out. Spirit’s 2008 master plan is in the process of being updated and the results of that document will be made available upon request.

This trail system is also to function as a neighborhood Trail Center for the nearby neighborhoods at the top and bottom of the mountain. All the trails are open to the public, as with any other Trail Center, but when the lifts are running specific downhill trails turn into one-way-only routes and are closed to any uphill traffic.

Bike Parks

Spirit Mountain in its entirety is considered a large bike park. With that aside this plan will explore and potentially locate, if deemed necessary, two to three urban bike park locations less than one acre in size. Irving Park has already been identified as one of these locations per the Irving Park mini-masterplan. Modern bike parks offer purpose-built trails, designed and built by mountain bikers. They are to function as a progressive skill development area for youth.

DWP Rail Corridor

The DWP rail corridor includes an abandoned rail road grade of the Duluth Winnipeg Pacific Railroad and a wide railroad easement traversing the ridgeline of West Duluth. For this plan, 6.9 miles of this grade are included in the scope from the Lake Superior Zoo in the East to where it intersects Skyline Parkway on Becks Road in the West.

The DWP rail grade and associated Ely's Peak tunnel was constructed in West Duluth between about 1910 and late summer 1911. The rail grade was under regular service until the mid-1980's and has been abandoned and ownership deeded in 1984 to the City of Duluth. Since the rail line was abandoned and rail removed, no regular maintenance has occurred along the route and several rockfalls have occurred in the numerous rock cuts and within the tunnel. There are also two significant railroad trestles in need of repair that were structurally compromised during the 2012 flood. This trail is not an officially designated trail for any use and is currently closed for safety purposes. The wide easement that the grade utilizes is included in the scope of this Plan.

This rail bed is currently the only trail route through this portion of Duluth's western ridgeline. The terrain is steep and rocky and routes directly through the Magney-Snively Natural Area. In addition to being used as a mountain bike route, this corridor has the potential use for equestrians, snowmobiles and as an accessible natural surface trail route for people of all ages and for those with disabilities. An off-track route of the Duluth Traverse has been identified and is shown on the attached map.

It is the City of Duluth's intent to find a working management model and concept routing plan as part of this plan for mountain bike users as well as the other aforementioned trail users in this narrow corridor.

Deliverables

The master plan and management plan combined will serve as a long range plan to meet the community's park, trail and recreational needs for mountain bike trails. The project should include facility inventory and assessment, community input, program assessment, maintenance management, planning analysis, cost estimates and implementation strategies.

Completion of the Duluth Traverse Trail System Master Plan should be sequenced in the following process:

- Facility Inventory and Analysis
- A preliminary plan or options to be reviewed by all interested parties
- Plan revisions and possible additions of phases
- A final master plan/management plan for approval by all entities by April 2017
- Narrative master plan/management plan, element phasing, project goals and objectives
- Budget and budget narrative

The City of Duluth intends to hire a consultant who will work with all of the partners as identified below. The consultant will host a minimum of two stakeholder meetings, a minimum of two public meetings and develop an online survey to gather input from interested parties and will use that information to produce a comprehensive Masterplan/Management Plan. That plan will be presented to the Parks and Recreation Commission and the Planning Commission before seeking approval from the City Council.

Potential Mini-Master Plan Participants

The consultant should meet first with City of Duluth staff (Parks and Recreation, Community Planning, Property and Facilities Management, Police, Fire and Maintenance Operations) and our Partner organization COGGS to obtain a good idea of the likely project issues.

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

- Trail and Bikeway Committee of the Parks Commission
- Neighborhood Community Clubs
- Park and Recreation Commission
- Neighbors and general public
- Hawk Ridge Bird Observatory
- Hartley Nature Center
- University of Minnesota Duluth
- Chester Bowl Improvement Club
- College of Saint Scholastica
- Marshall School
- ISD 709
- Lake Superior College
- Spirit Mountain Recreation Area
- Other outdoor recreation trail user groups such as:
 - o Superior Hiking Trail Association
 - o Duluth Cross Country Ski Club
 - o Drift Toppers and the Over the Hill Snowmobile Clubs
 - o Duluth Area Horse Trail Alliance
 - o Duluth Climbers Coalition
 - o Duluth Disc Golfers
 - o Outdoor Collaborative

Issues to Consider in the Master Plan Process may include, but are not limited to:

- User conflicts
- Missing connections and links
- Connection to Jay Cooke State Park
- Trail system management
- Safety, liability and risk management
- Phasing of segments to be constructed
- Long term maintenance plan
- Trail etiquette education signage
- Alternative options for the DWP rail corridor
- Antenna farm segment ice fall considerations
- Designations for existing trail segments such as one way only, two-way, etc.
- Management of activity tracking software such as Strava
- E-Bike/gas bike usage
- Ely's Peak area and future trail plans
- Public information dissemination goals to market the Duluth Traverse Trail System
- The role of the National Interscholastic Cycling Association (NICA)

- Potential location for two to three bike parks
- Best practices for trail development and trail closures
- Bike trail fatigue/anger/disappointment from the general public and other non-mountain bikers

Available Resources

Information available for this project are the 2010 Parks and Recreation Master Plan and the 2011 Trail and Bikeway Master Plan. These are available on the City's Parks Division website at <http://www.duluthmn.gov/parks/>

The Legacy designation application and requirements can be found on the Greater Minnesota Regional Parks and Trails Commission website: <http://www.gmrptcommission.org/>

An EAW has been completed for the entire 100-mile trail system and is available upon request.

The Spirit Mountain bike trail development plan and the update to the 2008 Spirit Mountain Master Plan, once completed, are available upon request.

Visit our Partner's website COGGS for more details: <http://www.coggs.com>

The Chester Park Mini Master Plan includes a portion of the Duluth Traverse and can be found here: <http://www.duluthmn.gov/media/278784/Chester-Mini-Master-Plan-11-24-2014.pdf>

The Lincoln Park Mini Master Plan includes a portion of the Duluth Traverse and is available here: <http://www.duluthmn.gov/media/485801/FINAL-Lincoln-Park-Mini-Master-Plan.pdf>

The Hartley Park Mini Master Plan includes a portion of the Duluth Traverse and is located here: http://www.duluthmn.gov/media/231278/Final_Hartley-Master-Plan_Report_140717_SM.pdf

The Irving Park Mini Master Plan includes one of the urban bike park locations and can be found here. <http://www.duluthmn.gov/media/440453/20151230-Irving-Park-Mini-Master-Plan-Final.pdf>

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 16-0657**

Proposer Information:	
Proposer Name	
Mailing Address	
Website	
Contact Person	
Contact Person's Phone Number	
Contact Person's Fax Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Title	