



**CITY OF DULUTH
REQUEST FOR PROPOSALS FOR**

INDIAN POINT PARK MINI MASTER PLAN

RFP NUMBER 16-0667

ISSUED 11/10/2016

PROPOSALS DUE WEDNESDAY, NOVEMBER 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 Division ("Parks") is seeking a statement of qualifications and a price quote for professional services to prepare a comprehensive park, campground and recreation plan ("Plan") for Indian Point Park. Currently the primary use of Indian Point is as a publicly-owned, privately managed campground. Adjacent to Indian Point is Kingsbury Bay, where a large, DNR-led aquatic restoration and dredging project will commence in 2018.

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 | 11/16/16 |
| Answers to questions will be posted to the City website no later than this date. | 11/18/16 |
| 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 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. 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 May 1, 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

Submittal of the Request for Proposals should 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 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. 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.
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.

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% |

The consultant team should have:

- Demonstrated experience in working on park and trail facilities, specifically: campgrounds, recreational waterfronts, and habitat restoration.
- Working knowledge of various ecological and natural systems including hydrology.
- Working knowledge of state and federal funding opportunities relevant to this project.
- Proven ability to lead the general public through a participatory process to arrive at a final plan.

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.

PART IV – PROJECT DETAIL

Indian Point is one of very few publicly-owned parks along the St. Louis River corridor. Its primary use is that of a public campground managed by an independent contractor. The Western Waterfront Trail, a natural surface accessible multi-use trail, follows the entire riverfront of Indian Point as part of its ±3.3-mile length. Currently the campground receives heavy summer camping usage and includes a rental office, picnic pavilion, toilet/bath house, fishing pier, kayak launch dock, and 76 camp sites including a mix of full hook up, water-electric, electric and rustic tent sites.

The City of Duluth is working closely with the Minnesota Department of Natural Resources and other government agencies to restore Kingsbury Bay, which lies to the north of Indian Point. This restoration project will significantly enhance the recreational opportunities available to the public at Indian Point and could add features such as a deep-water hole for a fishing pier, enhanced water access and a sandy swimming beach. It is also an opportunity to enhance native vegetation along the shoreline. Included in the scope of this plan is the north and south shore of this Kingsbury Bay.

Indian Point Park is very close to Fairmount Park, which is the location of the Lake Superior Zoo. Current trail plans aim to significantly improve the pedestrian and bicycle connections between the Indian Point area and Fairmount Park. The City is looking to plan ways to take advantage of that proximity and create a more unified park experience.

In addition, two trails (the existing Willard Munger State Trail and the under-construction Cross City Trail) have their terminus adjacent to Indian Point Park.

Available Resources:

- 2011 Parks and Recreation Master Plan (<http://www.duluthmn.gov/parks/parks-planning/>)
- Fairmount Park concept plan (<http://www.duluthmn.gov/media/457978/FINAL-ZOO-PLAN.pdf>)
- St. Louis River Corridor Trails Plan draft update (<http://www.duluthmn.gov/st-louis-river-corridor/st-louis-river-corridor-trails-plan/>)
- Kingsbury Bay restoration concept plan (not online, available on request)
- Indian Point Campground Website (<http://duluthindianpointcampground.com/>)

Stakeholders

Numerous community groups will want to be involved in this Mini Master Plan. Stakeholders could include:

- Minnesota Department of Natural Resources
- Minnesota Pollution Control Agency
- Duluth Audubon Society
- Duluth Outdoor Alliance
- Friends of Western Duluth Trails and Parks
- Irving Community Club
- Izaak Walton League
- Lake Superior Reserve
- Lake Superior Zoological Society
- Northland Paddlers Alliance
- Norton Park Community Club
- Spirit Lake Marina
- Visit Duluth
- West Duluth Business Group
- Wheels on Trails
- Trail and Bikeway Committee of the Parks and Recreation Commission
- St. Louis River Alliance
- Courage Kenney

Issues to Consider in the Master Plan Process

May include, but are not limited to:

- Trail and facility accessibility issues, including riverfront access
- Programmatic and trail connections with Fairmount Park and Lake Superior Zoo and solutions to the barrier that is MN Hwy 23/Grand Avenue
- Potential land acquisition
- Terrestrial and riparian vegetation management
- Addressing short-term and long-term City service infrastructure needs, including water and sewer; the current sewage and water infrastructure for the campground is considered deficient and in need of replacement.

- Coordination with the Kingsbury Bay restoration work and desired future shoreline amenities
- Working relationship among existing trails/urban pathways/on street bike lanes and proposed trails
- Historical amenity considerations, including interpretive signage
- Wayfinding and signage
- Environmental stewardship best management practice recommendations
- Trail head location for the Western Waterfront Trail and the Cross City Trail
- Accessible paddle sports put-in locations

Deliverables

- a) Facilitation, including notetaking, preparation of presentation materials, etc. for four (4) internal or public meetings.
- b) One presentation and Q&A either to Duluth City Council or Duluth Parks and Recreation Commission
- c) Community-vetted Master Plan and narrative ready for City Council approval in March 2017 for Indian Point and the shoreline of Kingsbury Bay, to include:
 - a. Shoreline amenities
 - b. Analysis of three options for Indian Point Park: campground only, public park only and campground-park hybrid
 - c. Locations and conceptual design for desired amenities, such as fishing pier, swimming beach, and paddle sport put-in
 - d. Maximized use of trail connections, including Western Waterfront Trail, Munger Trail and Cross City Trail
 - e. Clear programmatic connection to Fairmount Park and the Lake Superior Zoo.
 - f. Probable cost projections and a recommended phased implementation plan
 - i. The final deliverable must be approved by City Council the end of March 2017.

APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 16-0667

| 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 | |