



**CITY OF DULUTH**  
**REQUEST FOR PROPOSALS FOR**  
**SPIRIT MOUNTAIN ALL WEATHER MOUNTAIN BIKE TRAIL DESIGN**

**RFP NUMBER 16-0626**  
**ISSUED OCTOBER 18, 2016**

**PROPOSALS DUE TUESDAY, NOVEMBER 1, 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 in partnership with Spirit Mountain is seeking an experienced and qualified trail designer to provide design and layout of approximately  $\pm 5.3$  miles of purpose built mountain bike trail at Spirit Mountain Resort in Duluth, MN. It is intended that this trail will be hardened and constructed in such a way to support high-volume trail usage in wet trail conditions. As part of this design a dedicated predominantly downhill leg of the trail shall double as beginner “easiest” trail for the downhill mountain bike operations at Spirit Mountain. The layout also needs to meet race course requirements as set forth by the following organizations NICA, MNMBS, NCAA and COGGS.

This trail system is also to function as a neighborhood cross country mountain bike trail center for the nearby neighborhoods at the top and bottom of the mountain

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 <a href="mailto:purchasing@duluthmn.gov">purchasing@duluthmn.gov</a>	10/24/2016
Answers to questions will be posted to the City website no later than this date.	10/26/2016
Proposals must be received in the Purchasing Office by 2:00 PM on this date.	11/1/2016

**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](mailto: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 December 31, 2016. 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**

In order for a proposal to be considered complete, it must contain all of the following elements in roughly the same order:

1. Cover letter
2. Firm and contact information, including e-mail address for primary point of contact
3. Professional Trailbuilders Association (PBTA) membership status. Please state in the proposal if bidder is a member of the PBTA and if so, provide the month and year that the membership began. If bidder is not a member of the PBTA, please explain why and provide a detailed description of equivalent experience and expertise.
4. List similar past projects along with a brief narrative. Include projects that highlight the Contractor's ability to satisfy the qualifications and requirements listed.
5. One (1) letter of recommendation from a previous client.
6. Three (3) references from previous shared use trail construction projects with contact information (phone numbers and email addresses).
7. A recommended schedule/timetable that allows for work completion per the specified schedule.
8. Cost (in a separate envelope); provide a breakdown detailing tasks and estimated hours. A rate sheet must also be provided.

## **PART III - CRITERIA FOR SELECTION**

The proposals will be reviewed by City and Spirit Mountain 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:

Prior Trail Design Experience – 40%  
References – 30%

Completeness of Proposal – 10%  
Cost – 20%

## **PART IV – PROJECT DETAILS AND DELIVERABLES**

In addition to the Duluth Traverse, we propose to cement Duluth's status as a regional mountain biking hub by building a  $\pm 5.3$  mile hardened all-weather mountain bike trail accessible from the upper and lower chalet. At present, the only missing piece in making Duluth an international mountain biking destination is the availability of all-weather riding opportunities. Right now, bikers who plan a biking vacation to Duluth risk not being able to ride at all if the trails are wet. This uncertainty dissuades visitors from coming and dissuades race-organizers from holding events here. This trail can act as an alternative venue for race events that were planned in other parts of the City and canceled due to rain.

This trail is also not just for tourists and is intended to serve the west Duluth neighborhoods of Norton Park, Fairmount and Riverside as a cross country mountain bike neighborhood bike trail. Cross country mountain bike trails are trails that flow through the landscape utilizing natural features to create a trail experience from two distant points. Despite the trail density in Duluth and around Spirit Mountain this portion of town does not have a nearby cross country mountain bike trail system. When constructed, people will have direct access via the Duluth Traverse Trail to additional looped trail experiences from the Norton and Fairmount Neighborhoods connecting the upper part of the hill with the lower part of the hill.

It is envisioned that this trail is a combination of existing trails both single and double track and will include new segments of single track needed to be constructed to complete an entire loop. As part of this design a dedicated predominantly downhill leg of the trail shall double as beginner "easiest" trail for the downhill mountain bike operations at Spirit Mountain. The City already has a specification and detail necessary to make the trail "all weather" and does not need that detail presented in your deliverables.

Deliverables shall include:

- A phased implementation plan for the construction of this  $\pm 5.3$  mile trail.
- Two (2) stakeholder meetings and one (1) kick off meeting; provide a "cost per meeting" price in your proposal.
- "Ready for construction" drop flagging in the field representing the center line of a 50' trail corridor at adequate enough density to be seen with leaf-on conditions, provide a cost per linear foot of drop flag trail design in your proposal.
- An estimated length/quantity and location of special construction features such as bridges, boardwalks, culverts, etcetera.
- GPS tracks of final alignment along with a printable map depicting phasing approach and key features of the trail used to present to stakeholders
- A final design by the end of November 2016 (In Duluth, MN snowfall typically reaches a depth that inhibits view of landscape features around the end of November to the beginning of December)

The attached map identifies a concept alignment with the wide yellow line and in no way dictates the direction that the final trail design and layout shall look.

**APPENDIX A - PROPOSAL COVER SHEET  
CITY OF DULUTH  
RFP# 16-0626**

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



**Legend**

- Existing Cross Country Mountain Bike Trail
- Existing Double Track Trail
- Existing Down Hill Mountain Bike Trail
- Future Cross Country Mountain Bike Trail
- Future Down Hill Mountain Bike Trail
- Proposed All Weather Trail (±5.3 miles)

