



Purchasing Division
Finance Department
Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

Addendum No. 3
Solicitation #25-99752
RFP For Environmental Consultant for Brownfield Cleanup Oversight

This addendum serves to notify all bidders of the following changes to the solicitation documents:

The following are questions asked by vendors (in blue) and their subsequent answers:

1. Are resumes included in the 10-page proposal limit?
 - a. Yes, resumes are included in the 10-page proposal limit.
2. Indemnity language in contract template: The City Attorney approved alternative indemnity language to use with Barr in February 2025 for contracts moving forward. Will this previously approved language be an acceptable alternative to that in the example template (Section III.7)?
 - a. No. The city will be using its standard forms and indemnity language.
3. Will the City consider a team/partner response to this RFP (i.e. more than one consultant teamed together)?
 - a. It's recommended to have one company submit the proposal, but they can use the other as a sub-consultant.
4. In Part 2 of the RFP under the heading "Cost Submittal," what does the "proposed fee structure" refer to? We assume that the "personal rates and reimbursable expenses" refer to rate sheets.
 - a. Proposed fee structure will determine the associated costs per deliverable or service provided by the consultant.
5. Is there a specific scope for which costs should be included (i.e, is the city expecting us to provide an estimated total cost to do this work)? If yes, what is the specific scope of services or assumptions to be considered in developing this cost?
 - a. Proposals must include a comprehensive cost estimate encompassing all consultant time and deliverables for the items listed below.
 - i. Development of RLF application materials and program guideline documents.
 - ii. Participation in virtual meetings at least quarterly with City staff and program applicants to determine both site and applicant eligibility.
 - iii. Attendance at the Duluth Strategies Conference scheduled for November 14.
 - b. The City of Duluth will also review fee schedules and rate sheets for the following items
 - i. Site visits.
 - ii. Technical Assistance with RLF Applications and program oversight.
 - iii. Preparation of reports and compliance documentation in accordance with Davis-Bacon and EPA reporting requirements.
 - c. Evaluations will not be based solely on fee scheduled and hourly rates, a complete cost proposal should clearly identify all above anticipated expenses. Applicants may present a

detailed breakdown of costs by activity and a single not-to-exceed amount encompassing all tasks and deliverables for use in the final contract.

6. Cost represents 25% of the RFP selection scoring. What will be the basis for comparing costs between proposals?
 - a. Please see question regarding comprehensive cost estimate itemized list.
7. Can you clarify the *I-10. Award section* of the proposal (lump sum vs time and expenses)? It states that the decision will be based on the “time and materials” and “lump-sum, not-to-exceed agreement”? A contract can’t be both “time and materials” and “lump sum,” as these are different pricing arrangements. Please clarify.
 - a. The award will be based on their time and materials provided on their rate sheet, but the agreement will be a not to exceed amount.
8. What is the assumed percentage of scope of services that will be completed in this role? RFL Administration / Application Review / Technical Support (oversight, report review) / Community Outreach / Other?
 - a. RLF Admin (creating application documents & program guidelines etc.): 40%
 - b. Application Review: 20%
 - c. Technical Support: 30%
 - d. Community Outreach/Other: 10%
9. The RFP includes the City's EPA grant agreement that has a proposed budget. The grant agreement includes \$31K for personnel, \$9K for consultants, etc. We assume that, based on the scope of this RFP, those budget items would be adjusted. Is that correct?
 - a. Yes, budget adjustments will be made to accommodate consultant costs.
10. Would the City consider it a conflict of interest if the City’s Consultant were the same as the Developer’s Consultant?
 - a. Yes, that would be considered a conflict of interest.
11. If yes to question 10, if an internal firewall were maintained within a single company so that different teams served as the City’s Consultant and the Developer’s Consultant, would that be an acceptable solution?
 - a. The Consultant will be responsible for disclosing conflicts of interest.
12. Will the City consider a teamed response to this RFP? For instance, can a proposal include more than one firm partnering on certain elements of the work (e.g., technical review, environmental professional) to help avoid potential conflicts?
 - a. This is acceptable. EPA grant contemplates the City acquiring one or more QEPs.
13. The RFP pertains to the RLF and “other applicable cleanup grants.” Are there specific cleanup grants and/or projects the City is referring to? Will this RFP allow the City to use the selected consultant for more work than that related to the RLF program without an additional proposal process?
 - a. No. The RFP applies to this particular grant.
14. Does the work to be conducted by the recipient of this contract include conducting the environmental brownfield services such as Phase I ESA, Phase II ESA, Response action plans, etc. Or is this contract just to oversee the grant and oversee the consultants’ work and RFL reporting?
 - a. Services such as Phase I’s, II’s and Response Action Plans, etc. are not eligible under this grant. The chosen consultant will oversee the grant and provide staff with loan application and

contract documents, as well as overall guidance to determine applicant and site eligibility of EPA funds and to complete RLF required reporting.

15. If it's the latter to question 14, to oversee consultants' work, how will the consultants conducting the work be selected? What would our consultants still be allowed to work on if they are working with us?
 - a. The selection process will vary by project. The City or DEDA may issue an RFP, or a developer/site owner may hire a consultant directly.
 - b. The EPA's Conflict of Interest Policy will apply to the consultant's work and all financial assistance awards. The selected consultant will be responsible for disclosing any conflicts of interest.
16. What is the anticipated annual value of this contract award?
 - a. The City of Duluth cannot provide estimates during the bidding process.
17. The RFP states that cost proposal is 25% of the evaluation criteria. Please clarify what should be submitted for costs, and how costs will be evaluated. For example, if firms are just submitting fee schedules with hourly rates, how with those be evaluated against each other?
 - a. Proposals must include a comprehensive cost estimate encompassing all consultant time and deliverables for the items listed below.
 - i. Development of RLF application materials and program guideline documents.
 - ii. Participation in virtual meetings at least quarterly with City staff and program applicants to determine both site and applicant eligibility.
 - iii. Attendance at the Duluth Strategies Conference scheduled for November 14.
 - iv. The City of Duluth will also review fee schedules and rate sheets for the following items
 1. Site visits.
 2. Technical Assistance with RLF Applications and program oversight.
 3. Preparation of reports and compliance documentation in accordance with Davis-Bacon and EPA reporting requirements.
 - o Evaluations will not be based solely on fee scheduled and hourly rates, a complete cost proposal should clearly identify all above anticipated expenses. Applicants may present a detailed breakdown of costs by activity and a single, not-to-exceed amount encompassing all tasks and deliverables for use in the final contract.

Please acknowledge receipt of this Addendum on the Proposal Cover Sheet and submit with your proposal.

Posted: **October 14, 2025**