



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

218-730-5340  
purchasing@duluthmn.gov

**Addendum 3**  
**Solicitation 25-99593**  
**Grassy Point and Chambers Grove Park Public Access Design Services**

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

**QUESTIONS:** The following questions were asked and are answered below in *italics*.

1. In the project personnel requirements, a Landscape Architect is required for the project team. Is this a grant requirement, or a requirement imposed by the city? Will a licensed LA be required or can this requirement be waived?
  - a. *The requirement will not be waived. The project team must include but not be limited to a licensed Landscape Architect and a licensed Civil Engineer.*
2. The RFP details the CQAP as a requirement? Will a QAPP also be required? In this section, it describes the requirements for the QAPP, but it does not specifically state that this scope of work will be needed.
  - a. *A Construction Quality Assurance Plan (CQAP) is a type of Quality Assurance Project Plan (QAPP). A QAPP for the design process has already been prepared by the City of Duluth, submitted, and preliminarily approved pending design firm selection. After the firm is selected, the City of Duluth will revise the QAPP to include the firm's information, survey methods, and equipment information as required. The revised QAPP will be submitted to the EPA for approval by the City of Duluth. The scope of work required of the selected firm is to prepare a CQAP to guide quality assurance and quality control during implementation of the designed improvements. The CQAP will be submitted through the City of Duluth to the EPA.*
3. We are not locating the Concept Exhibits said to be included in Appendix C (page 7 of 9). Can you please include or clarify location?
  - a. *Concept exhibits were added in Addendum 2:  
<https://duluthmn.gov/media/hrqipwyh/addendum-2-to-25-99593.pdf>*
4. If no concept sketches for the projects are available, is the City able to briefly expand on the scopes of work listed on pages 7 and 8 of the RFP? (i.e., the approximate size of the new observation platform at Grassy Point, the geographic extent of shoreline work at Chambers Grove Park, etc.)
  - a. *See above, concept exhibits have been added. The size of observation platform and geographic extent of shoreline work is expected to be determined during the*

*design process. For the observation platform, anticipate sizing to accommodate 4-5 people with an accessible turnaround.*

5. Is the City able to provide a map showing the project site limits for each park?
  - a. *Please reference the concept exhibits for the anticipated area of work. The specific site limits have not yet been identified. The City anticipates that project site limits will vary depending on the design proposed by the selected design firm.*
6. Regarding construction administration and the stated RFP assumption on weekly onsite hours, is the City intending to oversee the construction contract and/or offset onsite observation?
  - a. *Firms should expect budgeting eight (8) hours per week of their staff time for construction observation. 100% construction observation coverage is not needed for this project. City staff will supplement construction observation on an as needed basis.*
7. Is it possible to share the previous applicable project reviews completed under NEPA and NHPA for these parks, in order to inform consultant proposals?
  - a. *Reach out to [kandringa@duluthmn.gov](mailto:kandringa@duluthmn.gov) to get access to these files.*
8. Can the City confirm whether any other state or federal agencies in addition to the Environmental Protection Agency (EPA) will be involved in this project, through funding sources, permits, or other means of involvement?
  - a. *The City anticipates involvement with, and includes but is not limited to, the MN Department of Natural Resources, Fond du Lac Band of Lake Superior Chippewa for Tribal monitoring and Tribal Historic Preservation Officer review. This list may change based on design concepts that are developed by the design team.*

**Grassy Point:**

9. Is the observation platform at Grassy Point expected to be on the water or the ground?
  - a. *The observation platform needs to be on the ground.*

**Chambers Grove:**

10. Is the city open to accepting alternatives to the proposed concept for Chamber's Grove?
  - a. *Yes. The goal is to improve accessibility and create a more approachable paddle launch location for visitors. If the selected consultant can demonstrate a functional alternative that is permissible, within budget, and meets the stated goal, then that is acceptable.*
11. At Chambers Grove is the City assuming the launch structure will be seasonally removed and winterized?
  - a. *The preference will be for options that have limited ongoing maintenance, including exploring launch improvements that would not require seasonal removal or winterization.*

**Funding/Budget Questions:**

12. The project is funded through the GLRI. What is the amount of funding available for this project?
13. What is the approximate construction budget for this project?
14. Is the City able to share the budget for this project?
15. Is the City able to share the amount of the EPA grant received for this project?
  - a. *The total budget available for construction is approximately \$175,000. This is a total budget for both locations and can be divided between Grassy Point and Chambers Grove Park as necessary.*

Please acknowledge receipt of this Addendum by including a copy of it with your proposal. The pages included will not count toward any page limitation, if any, identified in the RFP.

Posted: July **24, 2025**