



CITY OF DULUTH

REQUEST FOR PROPOSALS FOR

**PROFESSIONAL DESIGN SERVICES FOR
HARTLEY NATURE CENTER BUILDING ADDITION PROJECT**

RFP NUMBER 20-99072

ISSUED December 19, 2019

PROPOSALS DUE THURSDAY, JANUARY 23, 2019 AT 4:30 PM

SUBMIT TO

**CITY OF DULUTH
ATTN: PURCHASING DIVISION
CITY HALL, ROOM 120
411 WEST 1ST STREET
DULUTH, MN 55802**

PART I - GENERAL INFORMATION

I-1. Project Overview. The City of Duluth in partnership with the Hartley Nature Center Corporation is seeking a professional design firm to provide final architectural design services, including biddable construction documents and construction administration services for a project including a 6,300-square foot addition to the Hartley Nature Center building with new mechanical mezzanine and remodeling 2,200-square feet within the existing building. The project includes utility and site work as well as ancillary parking and walkways. Additional detail are 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
Pre-proposal Conference at 10:00 am at Hartley Nature Center, 3001 Woodland Avenue, Duluth, MN 55803	01/09/20
Questions due to purchasing@duluthmn.gov	01/16/20
Answers to questions will be posted to the City website no later than this date.	01/20/20
Proposals must be received in the Purchasing Office by 4:30 PM on this date.	01/23/20

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 Bidder incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-4. Pre-proposal Conference. The City will hold a pre-proposal conference as specified in the Calendar of Events.

I-5. 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-6. 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 Bidder's responsibility to periodically check the website for any new information

I-7. 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 authorized official. If the official signs the Proposal Cover Sheet attached as Exhibit 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. **The Cost Submittal should be in a separate sealed envelope.** In addition, Bidders shall submit one copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on 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-8.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-9. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by June 30, 2022. The selected Bidder shall not start the performance of any work nor shall the City be liable to pay the selected Bidder for any service or work performed or expenses incurred before the contract is executed.

I-10. Mandatory Disclosures. By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- A. Their proposal has been developed by the Bidder 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 Bidder or its employees or agents to any person not an employee or agent of the Bidder.
- B. There is no conflict of interest. A conflict of interest exists if a Bidder 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.
- D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

I-11. Notification of Selection. Bidders whose proposals are not selected will be notified in writing.

PART II - PROPOSAL REQUIREMENTS

Proposals shall be limited to 12 sheets (or 24 printed pages cover to cover) and shall include a cover letter, company background, project examples, a work plan, hourly billing rate schedule and resumes of the staff who will be working on the project, including what their role would be in the project.

Cost submittals must be in an envelope sealed separately from the technical proposal. The cost submittal shall include a total not-to exceed lump sum cost for completing the Project, with a breakdown of the lump sum fee by estimated hours for each task, the hourly rates for each employee involved, as well as estimated charges for miscellaneous items such as travel, copies, postage, etc. Please include any sub-consultant costs.

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals 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:

Qualifications of the Bidder and Personnel	40%
Prior experience with similar work	30%
Work Plan	10%
Cost	20%

PART IV – PROJECT DETAIL

IV-1 Preliminary designs were developed by TKDA as part of a grant application submitted to and awarded by the Minnesota Historical and Cultural Heritage Legacy Grants Program (the “Legacy Grant”). For more detail, please refer to the concept plan

attached as Exhibit B. The selected firm will be expected to build upon the design work already completed.

The selected firm will be expected to provide design development, construction documents, bidding assistance, associated permitting services, construction administration, and project closeout.

This project will require the design team to work closely with the Construction Manager at Risk in the buildability and construction cost estimation process. The City wants to see all anticipated permits included in the fee structure. Full as-built and record drawings shall be part of the project closeout services. Lay out the anticipated number of meetings per each phase and clearly identify the cost of additional meetings.

There will be little room for professional service change orders/amendments with this project due to the timeline and project financing. Clearly lay out your proposed scope and anticipated services needed to complete this project in its entirety.

IV-2 Grant-Specific Requirements. The following grant requirements should be considered during the design process.

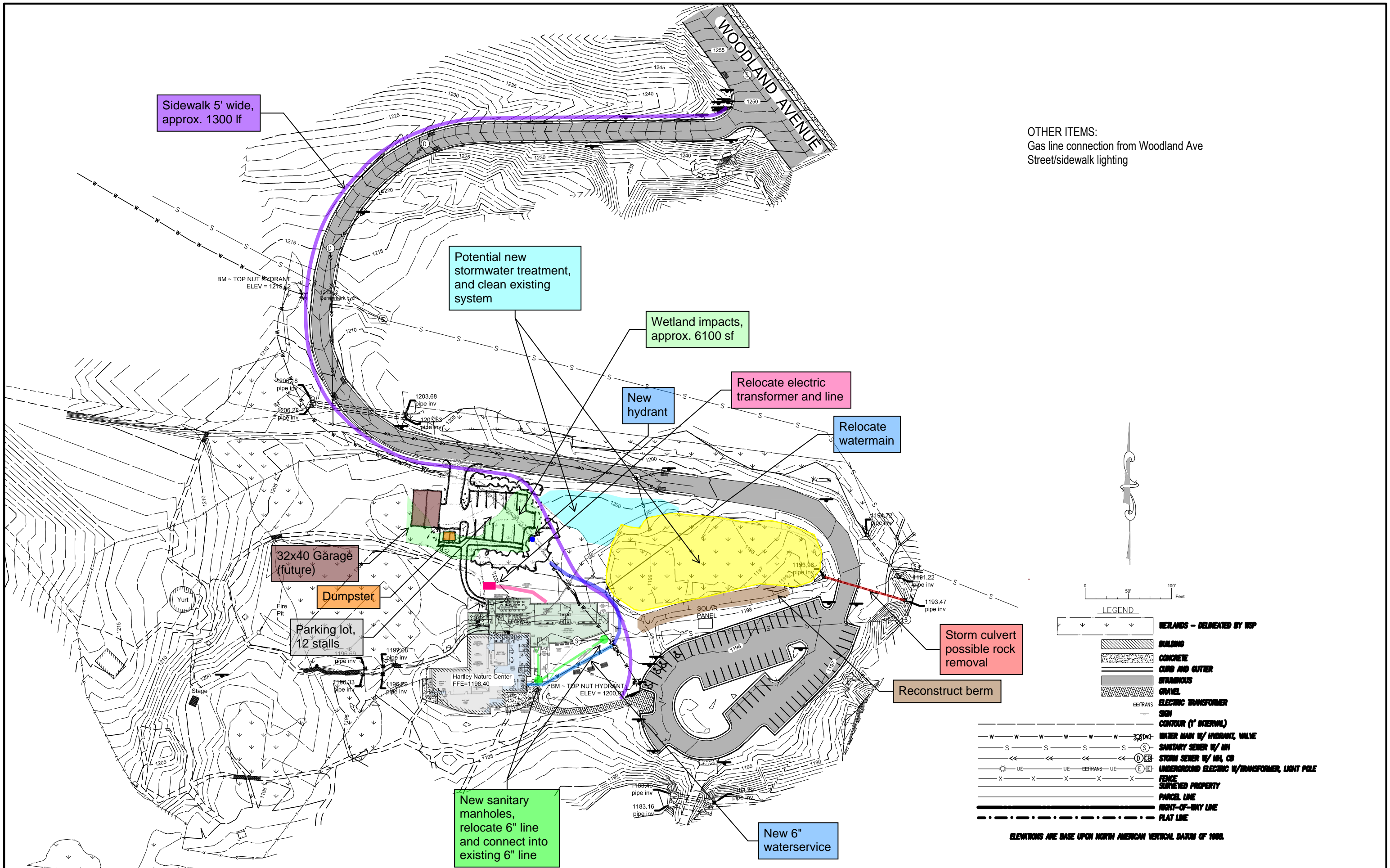
Invasive Species Prevention Contractors must follow MN DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. Contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site. If equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor-furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the City. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

Pollinator Best Management Practices Habitat restorations and enhancements are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minn. Stat. 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season.

**EXHIBIT A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 20-99072**

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

EXHIBIT B
CONCEPT PLAN



OTHER ITEMS:
Gas line connection from Woodland Ave
Street/sidewalk lighting

EXHIBIT A

BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS DRAWING ADJUST SCALES ACCORDINGLY.

Department Legend

- Existing
- Remodeling 2,200 SF
- Addition 6,300 SF LEVEL 1
1,200 SF MEZZ

BOUNDRY OF WETLANDS

BOUNDRY OF WETLANDS

EXISTING PATH

NEW PATH

NEW SIDEWALK

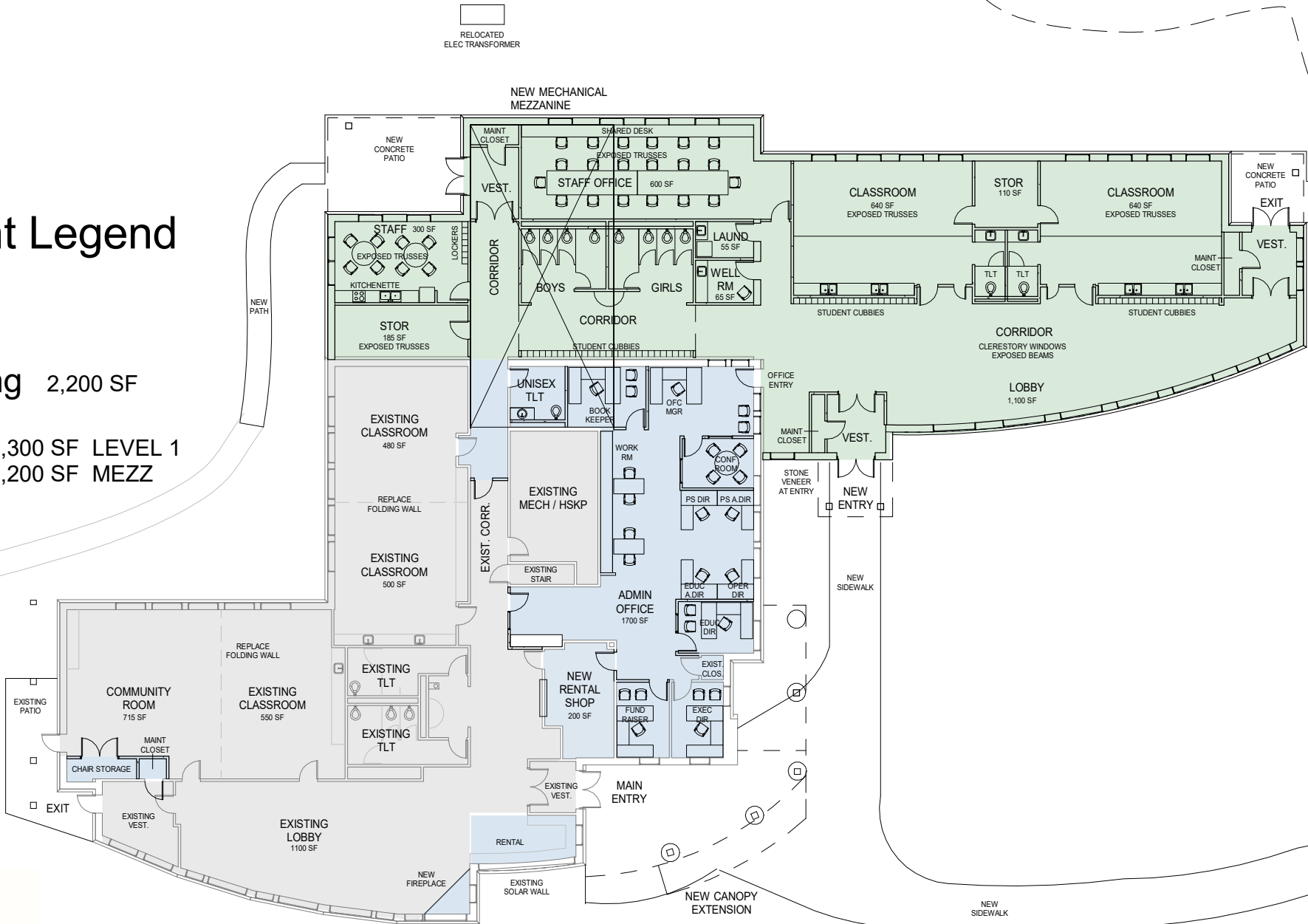
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HARTLEY NATURE CENTER

PROPOSED PLAN

DATE: 10-16-19



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BAR IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE
INCH ON THIS DRAWING ADJUST SCALES ACCORDINGLY.



HARTLEY NATURE CENTER

Exterior Perspective

DATE: 10-16-19

