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Addendum 1
Solicitation # 20-99199
Interpretive Plan for Waabizheshikana, The Marten Trail

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

Questions asked and the answers provided are listed below:

1. Will the City be organizing and advertising the public open house, or will that be the responsibility of the contractor? *The contractor will work with the City to identify preferred locations, date, time, length, agenda and advertising/outreach strategies. The City will reserve meeting space, handle all public announcements and outreach. The contractor is responsible for meeting facilitation and any expenses associated with meeting materials.*
2. Is there an overall budget for this phase of planning and its implementation? *The City does not provide that information prior to a solicitation opening.*
3. Are the Potential Plan Participants listed on page 8 the intended members of the stakeholder group, or are these possible members of the base project team? *The stakeholders listed are groups have expressed interest in participating in the interpretive planning process to-date. Many of these groups were stakeholders for larger Waabizheshikana Mini-Master Plan. Participation and roles may vary based on the recommendations of the contractor of how to organize the engagement process.*
4. Because "demonstrated knowledge of Anishinaabe art and design specific to the project area" is a requirement, if a firm does not have such experience is that disqualifying? *Proposals may be submitted with an incomplete project team, although the proposal will be scored accordingly. Proposers may include subcontractors to meet all requirements.*
5. With significant emphasis on Anishinaabe culture and history, does Parks & Rec have existing relationships with all tribal representatives for the project, or will the design group be initiating these for the project? *The City of Duluth Parks and Recreation division has an existing relationship with Fond du Lac Band of Lake Superior Chippewa.*
6. Is this considered mitigation work covered by a Memorandum of Agreement (MOA), which defines review by SHPO and other applicable stakeholders? If so, can the applicable text from the MOA be provided? *The Spirit Lake Legacy Act Cleanup Memorandum of Agreement (MOA) is separate from the Interpretive Plan. The interpretive planning process would establish the interpretive plan for the segment of riverfront that is within the boundary of the Spirit Lake EPA/USS Clean-Up project.*
7. Is an interpretive planner or a certified interpretive planner a required member of the

consultant team? *Certification is not necessary, although the project team review will be scored on the expertise requested in the RFP.*

8. Is it your preference that the contents of the proposal are ordered as numbered in Part II of the RFP? Cost is listed as item 8, but is required to be packaged separately. *Yes; it is preferred that all contents other than the cost submittal be ordered as numbered.*
9. As part of this process, will the design team need to set aside budget for consulting fees for advisors with significant input or is there an existing budget/process through Parks & Rec? *No additional funds have been set aside for advisors of significant input. The consultant can build this into their budget proposal if they would like to bring forth this engagement strategy in their proposal.*
10. Since a minimum number of engagements, but not a maximum number are outlined in the RFP, will a preliminary budget number to be negotiated be accepted? *Please provide a cost per workshop for anything above the minimum amount listed in the RFP.*
11. Part II – Proposal Requirements, Number 3 (p. 4): Are we intended to provide how our planning work has been implemented within the last three years? *Please provide references for plans you have completed in which the plan was implemented.*
12. Part II - Proposal Requirements, Number 9 (p. 5): Can you clarify what is meant by “Detail meetings” in item 9? *Provide detailed information on how you propose to approach meetings, community outreach and engagement of the parties listed.*
13. Part IV – Project Detail (p. 6): Can you confirm that the City will be providing space for all public meetings and workshops and will facilitate the site tour? *The City will provide space for the public meetings. The site tour will be facilitated in part by the consultants with guidance from the City of Duluth.*
14. Part IV – Project Details (p. 6): Will we be able to build upon/deviate from the themes provided from the Trail Mini-Master Planning process? *The themes were developed during the Trail Mini-Master Plan to be built upon during this Interpretive specific planning process.*
15. Part IV – Project Details, General Project Scope, Deliverables, Number Five (p. 7): The proposal states that we would lead the site tour and it is listed as a deliverable as part of the plan. Can you clarify where this is happening in the overall process? *A site tour will most likely take place during the spring or summer months. The consultant can determine how to best fit this into their approach in the planning process.*
16. •Part IV – Project Details, General Project Scope, Deliverables, Number Six (p. 7): Deliverables include one public meeting. Will the City organize the stakeholder meeting (i.e., provide meeting space, contact partners, advertise to the local community, etc.)? Or is the contractor expected to take on some or all of these tasks? *The City of Duluth will work with the consultant to reserve meeting space, advertise the event, provide partner contact information.*
17. Part IV – Project Details, General Project Scope, Potential Plan Participants (p. 8): Does the City require a specific verification method for Plan participants? How should participants be verified and who has the ultimate authority/approval for their involvement? *The City of Duluth Parks and Recreation has existing relationships with the list of participants provided in the RFP. Consultant would be verifying with the City.*
18. Part IV – Project Detail (p. 6): Can you clarify what is meant by “contract for state and

tribal historic preservation office reviews”? *Identify how the planning process and/or recommendations in the plan require state or tribal preservation office reviews.*

Please acknowledge receipt of this Addendum by returning it with your proposal.

Posted: **February 11, 2020**