



CITY OF DULUTH
REQUEST FOR PROPOSALS FOR
HARTLEY NATURAL AREA RESTORATION & MANAGEMENT

RFP NUMBER 20-99186

ISSUED February 6, 2020

PROPOSALS DUE THURSDAY, FEBRUARY ²⁷~~20~~, 2020 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 is seeking professional services to establish a ten-year restoration and management plan, along with a public information component, for the Hartley Natural Area native plant communities. 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 purchasing@duluthmn.gov	Tuesday, 2/17/20
Answers to questions will be posted to the City website no later than this date.	Thursday, 2/20/20
Proposals must be received in the Purchasing Office by 4:30 PM on this date.	Tuesday, 2/27/20

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 not be holding a pre-proposal conference. Please submit your questions as instructed below.

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 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. 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 December 31, 2020. 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 should be limited to ten pages and include a brief summary of the company's experience with this type of work, resumes of the staff who would be working on this project, and a description of the process being proposed, including a timeline. The cover page in Appendix A and any addenda returned to show acknowledgment will not be included in the page count.

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	20%
Prior experience with similar work	40%
Work Plan and Timeline	10%
Cost	30%

PART IV – PROJECT DETAIL

About 620 acres of Hartley Park and adjacent area lands in the city of Duluth (Figure 1) have been nominated as a Natural Area under Duluth's Natural Area Program ([Chapter 2, Article XXIX](#)). Final approval of this nomination will permanently protect the area for its' natural features including native plant communities, water features and geology. The natural area nomination process included an updated plant survey (Figure 1) using drone imagery and extensive field surveys (Details are in [Appendix B](#) of the [Hartley Natural Area Management Plan](#)). This project is for a particular action item noted in the management plan related to the native plant communities in the natural area. The native and cultural plant communities are not only diverse, but the condition rankings range from very high quality to severely degraded which makes it challenging to establish management strategies and priorities for a restoration and management program. The City is seeking professional services to establish a ten-year restoration and management plan along with a public information component.

The [Hartley Natural Area Management Plan](#), which includes the nomination report as Appendix A, provides all the data and assessments to date. In addition, we have maps and details of invasive species control and plantings that have been going on since 2015 (Figure 2). This information shall be used to develop a plant community restoration and management plan for the Hartley Natural Area with the following components:

1. Develop restoration and management units to be established based on considerations such as protection, restoration, and maintenance and monitoring needs.
2. Provide a list of tasks for these management units and recommendations for sequencing with proposed timeframes for work.
3. Provide cost estimates for the tasks and recommendations for potential funding sources.
4. Identify the responsible party(ies) for managing the work and suggestions for engaging volunteers in the restoration and maintenance and monitoring.

Required deliverables include:

1. Draft plan based on the components listed above.
2. Provide two public information and feedback meeting during the draft plan process.
3. Present the plan to the Natural Resources Commission.
4. Provide a final plan that incorporates comments from the public process and the Natural Resource Commission.

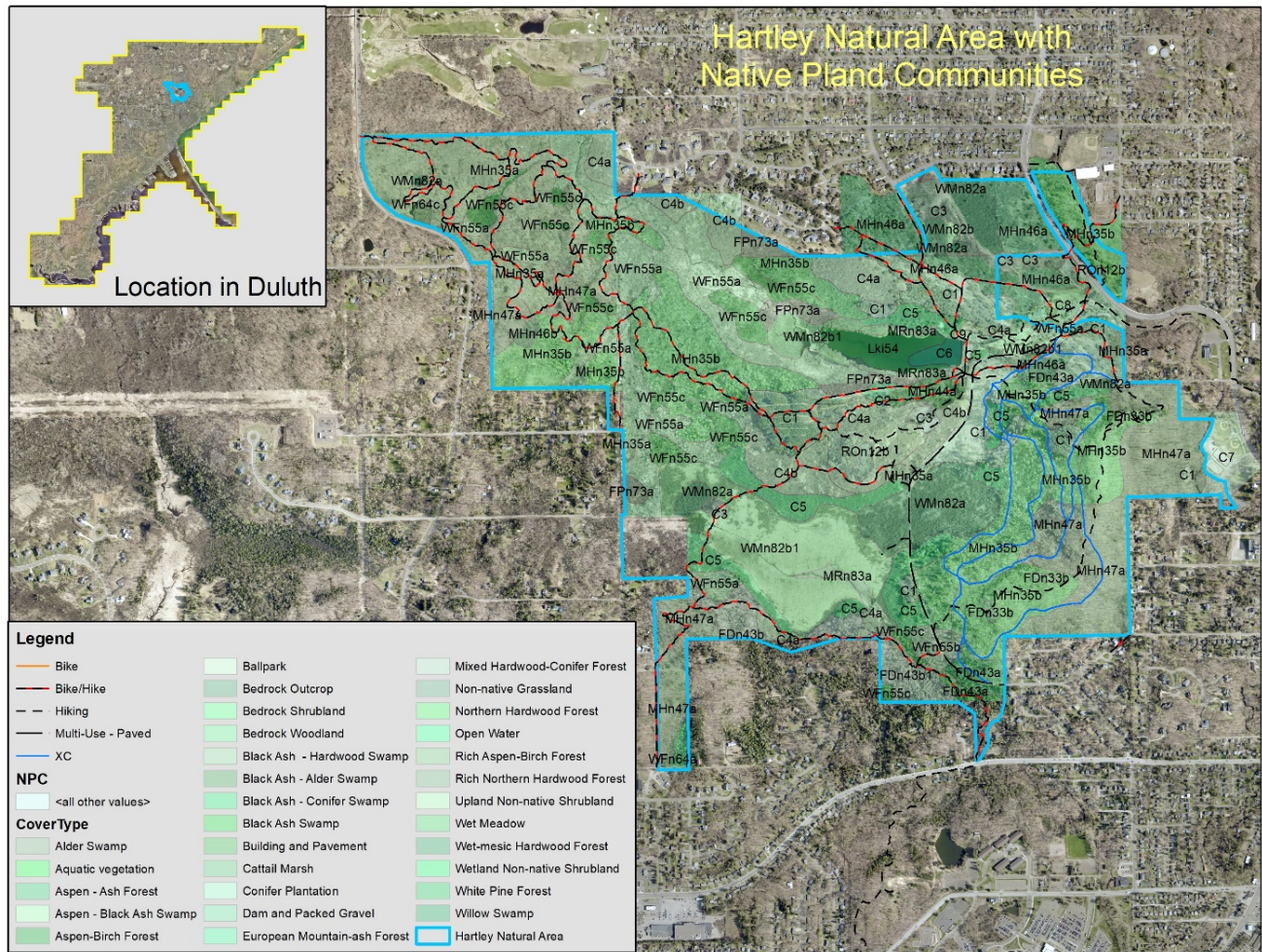


Figure 1: Proposed Hartley Natural Area with 2019 Native Plant Communities

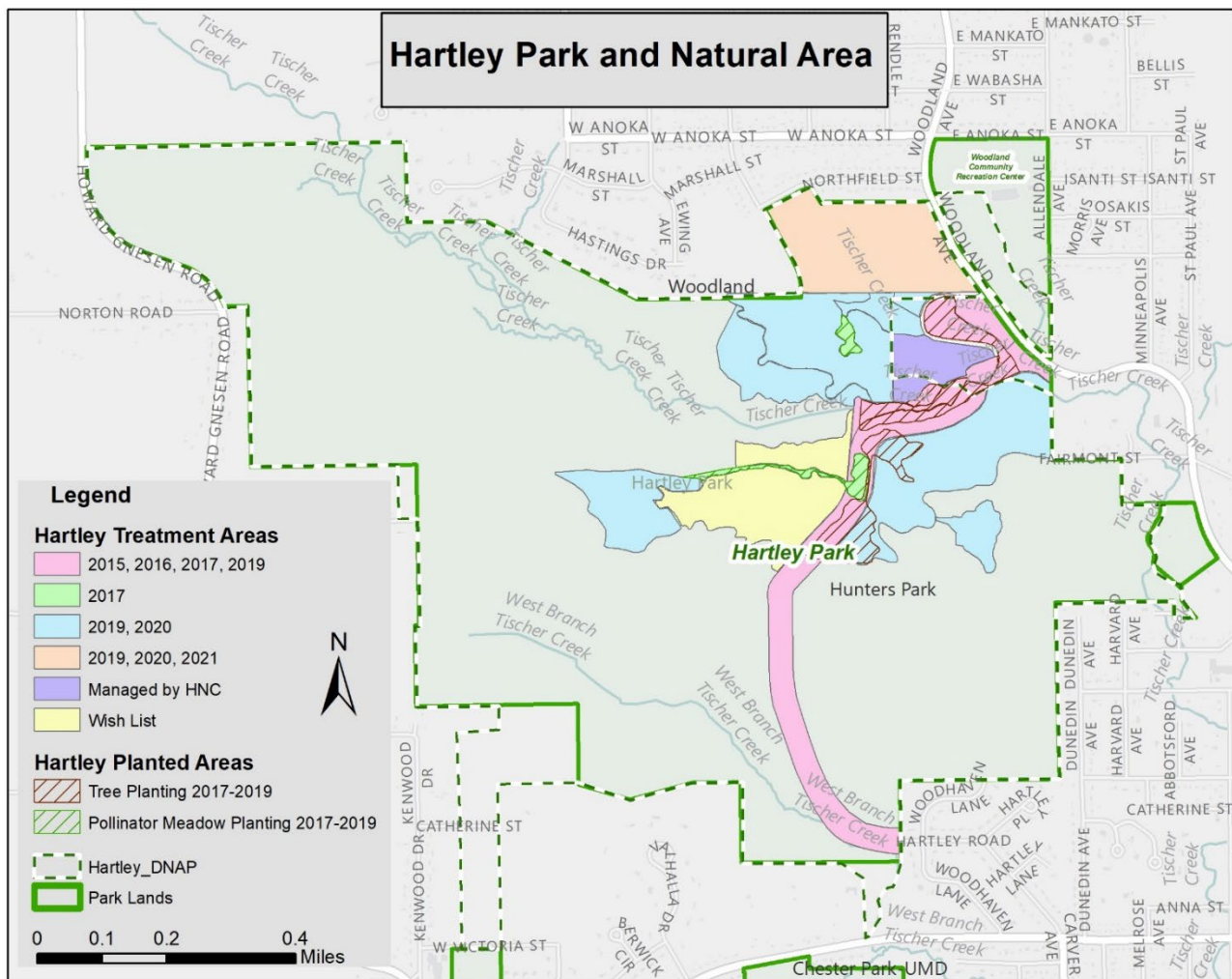


Figure 2: Hartley Natural Area Invasive Species Control and Tree Plantings (2015 – 2021)

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 20-99186**

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	