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Addendum 2
Solicitation # 20-12AA
Duluth Natural Resource Management Program Plan

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

The following questions asked are answered below:

1. Public Engagement. Public engagement appears to consist of the public observing meetings at Natural Resources Commission meetings (either in person or by videoconference). Please confirm or clarify.
 - a. Yes, the Natural Resource Commission is an advisory commission to the City and holds monthly meetings. The public can observe and also provide comment at these meetings. Information on the NRC is available here:
<https://duluthmn.gov/boards-commissions/natural-resources-commission/>.
Prepare and attend for up to six meetings with the NRC.
2. Task 3 – three workshops with the Natural Resources Commission. Please confirm.
 - a. Three workshops outside the NRC monthly meetings. Due to the pandemic, these may be altered and held in a different format. However, please provide your bid for three workshops held in a public setting at this time. The workshops will be a means to inform the general public about the project. The City will provide the venue and message the workshop.
3. Please clarify the different roles and decision-making authority of the interagency technical team versus the Natural Resources Commission.
 - a. The inter-agency technical team will serve in a collaborative advisory role and is intended to foster synergies between resource management efforts. It includes the City's active state, federal and non-profit partners working on public lands restoration and management activities. They will be available for data and project-related details and to provide feedback to the contractor to better coordinate management activities related to partner-driven work.
4. Task 4 alternative scenarios – priorities, costs, phasing. In our experience, it is useful to develop alternatives based on priorities. In this approach, costs are provided at a general level for all alternatives, but a preferred alternative developed by considering priorities and high-level costs. Detailed costs and phasing are developed for the

preferred alternative only. Is this an approach you would support?

- a. Yes
5. Meetings. With COVID-19 precautions in place and a potential resurgence in the fall, is the expectation that all meetings will be held remotely by videoconference?
 - a. Base your estimates assuming they are not held remotely for comparison sake knowing costs will be less if virtual meetings are necessary.
 6. Estimated budget range for the effort?
 - a. It is difficult to estimate the costs to set up this new program for the City. Keep in mind, we have the ability to phase the tasks for this project in order to properly fund the full scope of work. It is our goal to make the best decisions with the information in hand so that we can set the foundation for the City's natural resource program with the understanding that we will be adapting the plan moving forward.
 7. Please confirm there will be no new data collection. Can we assume the data specified in the RFP are readily available?
 - a. Yes, if the data you need is not available, then that work element goes into the management program plan.
 8. Who is the audience and what level of "polish" is expected for the final report? Is this a scientific document for staff, or a more public-facing document?
 - a. This is a public-facing document that is scientifically driven. The goal is for this Plan to be user-friendly and will be used by City staff to implement the program.
 - b. The main audience is City staff and City partners who are managing the City's open space for natural resource preservation through protection, restoration, monitoring and management.
 9. EDDMaps/ISMTrack. What is the actual work you want done with this mapping tool? Using existing records in the system to prioritize Duluth interventions? Cleaning up existing data already in the system? Uploading paper records to the system to complete the invasive plant picture? Please clarify.
 - a. This is a data source to be used to help prioritize the preservation, restoration, and management areas in Duluth.
 10. How do you envision the EDDMaps/ISMTrack being integrated with the GIS land cover and other GIS-based data in the geodatabase the consultant will deliver to the City? Should the EDDMaps/ISMTrack data be incorporated in the geodatabase the consultant will deliver?
 - a. Yes, if this can be reasonably done, but since the data in these systems changes continuously, it may need to be referenced as a layer to bring in as needed.

11. "Authorized official". Is this an officer of the company, or a manager authorized to sign?
 - a. An authorized official is anyone with the legal capacity to bind the company to a financial obligation. An officer of the company would typically be an authorized official.
12. Please explain the work expected in analyzing culverts for fish passage.
 - a. Identify what data is available, if any, and incorporate as task priorities within a watershed framework.
13. Do you have a size threshold for "large contiguous area"?
 - a. No, that will be determined as part of the planning process, however, the focus is on the larger areas of contiguous open space (see maps provided in the RFP). The map areas could be prioritized in accordance with the watershed systems.
14. Are "public lands across the City" only the City-owned lands?
 - a. Public lands also include some tax forfeit lands
15. What percent of your public lands have land cover/vegetation mapping suitable for this study?
 - a. That will need to be determined by reviewing a combination of City and State datasets. A lot of work has been done to assess land cover over the years, but no one data set has the same set of information. What level the data should be provided at and where will be part of the prioritization work to fill data gaps.
16. Please clarify what you mean by a watershed approach to natural resources. Do you want sites land cover analyzed and reported by watershed? Do you want priorities for restoration organized by watershed?
 - a. Watersheds are a good approach for prioritizing tasks and priorities, we are open to suggestions for the program's organizational structure.
17. Unofficial trails. Does the City have GIS data for these? If not, how should the consultant obtain these data if extensive field work (beyond three half-days of reconnaissance) is not a component of this project? At what HUC watershed level do you want this done?
 - a. Staff have insights on areas that are impacted more than others and this will help guide the assessment. Aerial imagery will help supplement understanding of level of intensity as well.
 - b. The City's watersheds are HUC 12
18. Who will be on the selection committee?
 - a. City and MN Land Trust staff who will be involved with this project

19. Who are the likely collaborating agencies?
- Generally, MN DNR, MPCA, Sea Grant, S. St. Louis SWCD, Fond du Lac Band of Lake Superior Chippewa, Duluth CISMA
20. What is the budget for this effort?
- See #6
21. What other recent plans or studies are available and should be evaluated as part of the development of Duluth's NR Management Plan?
- Duluth Natural Areas (Hartley and St. Louis River Management Plans). See <https://duluthmn.gov/parks/natural-resources/dnap/> for information on those plans and the natural area program.
 - MN Pollution Control Agency WRAPs and TMDLs for Duluth streams
 - There is more and their relevance will be discussed as part of the project's inventory of existing data and plans under Task 1.
22. The project requires the creation of a geodatabase for the program as well as a plan document. Is the plan document to be submitted in hardcopy form?
- A minimal amount of hard copies will be required (unless it becomes an expense issue)
23. What City Department will be managing this effort? Please list the inter-agency partners will be involved in the planning process. Will they all be represented on the inter-agency technical team (Page 7 – Task 1 Deliverables #2)?
- The Natural Resources Coordinator with assistance from MN Land Trust will be managing the effort. The Natural Resource Coordinator is in the Parks and Recreation Department, but works closely with other departments.
 - Inter-agency partners – see #19 above
24. Which hydrological unit code level of watershed shall be the target level of watershed study and plan (Page 6 – Watersheds)?
- See #17 above
25. There are several meetings with stakeholders and the community identified in the RFP. Is it anticipated that those meetings and workshops will be virtual until in-person is allowed? What type of online public and stakeholder engagement have been successful for Duluth in the recent past? Does the City have any existing plans to provide online engagement for this Plan and if so what are they? Is the intent of holding three workshops (Page 8, Task 3 - #2) to have a workshop in three separate areas of the community? If so, have these areas been pre-selected?
- City uses Webex - Online engagement is in practice with our commissions and council and will continue during this project as needed
 - See #1, #2, and #5 above

26. For Task 1, is it anticipated that data gaps in native plant community mapping would be filled through field work or would the gaps be addressed in future work and planning?
- See #7 above
27. What level of detail would you like to see in the cost proposal? Or do you have a standardized cost sheet we can use for ease of cost comparison?
- Provide costs estimates according to tasks and deliverables as written in the RFP
28. Would inclusion of a Table of Contents page count toward the 15 page limit?
- No
29. Can you confirm that the Cost Proposal (separate submittal) does not count toward 15 page limit?
- The cost proposal is required to be submitted in a separately sealed envelope and is not included in the page count.
30. Can you confirm whether the Proposal Cover Sheet counts toward 15 page limit?
- Neither a front nor back cover sheet would be included in the page count.
31. Can you confirm that the Proposal Cover Sheet isn't the same as the requested Cover Letter?
- The Proposal Cover Sheet is a form that is included in the RFP as Appendix A and is different from a cover letter, which should provide an introduction to your company along with any other relevant information.
32. The RFP asks teams to submit hard copies to the city. Given that many people are heeding stay at home orders and do not have access to printers and shippers, will the city consider receiving qualifications as a PDF via email?
- The funding source for this project stipulates that sealed proposals must be received. Emailed proposals cannot be accepted.
33. The RFQ asks that teams submit no more than eight pages of references. 25% of the selection criteria is based on prior experience with similar work. Is the city requesting teams to submit their prior project experience within the References section?
- The eight page restriction for references has been removed. The only page limit is a total of 15 pages for the technical proposal and shall include 1) a cover letter, 2) background of the company, 3) resumes of the team members who – if awarded – will be working on the project, 4) examples of similar past projects, 5) contact information for a minimum of three references, 6) project understanding, 7) tasks, and 8) timeline. Cost proposals shall be submitted in a separately sealed envelope and are not included in the page limitation.
34. Are proposals that include DBE firms awarded a higher value during ranking?
- No.

35. Should the data provided in the MNDNR Native Plant Communities that includes results of the Minnesota Biological Survey (MBS), State Park land cover data, Forestry native plant community data, and Wildlife Management Areas land cover data be used for task 1 or are there other sources the bidder should utilize?
- a. Yes, these sources along with the city's and possibly a few others as discussed during Task 1 of the project.
36. Does the management plan need to include recommendations for aquatic management (i.e. Lake Superior)?
- a. No, but the program should include stream restoration prioritization for water quality related purposes as well as management of shoreline in the natural areas along the St. Louis River.
37. For Task 1 please clarify which of the data will be provided to the contractor by the City.
- a. The data will either be provided by the City or one of the partners on the inter-agency technical team. Data that is publicly available from sources such as MN Geospatial Commons, MN DNR, or MPCA are to be gathered by the consultant.
38. Additionally, please clarify which data the does not currently exist and is the responsibility of the contractor to develop.
- a. Contractor is not required to develop data but provide a program that includes a prioritization of tasks which include data collection.
39. Last, in the RFP there is a statement in Section II on Proposal Requirements that states "proposal shall include a cover letter, background of the company, resumes, references (limited to 8 pages), project understanding, tasks, and timeline. The entire proposalshall not exceed 15 pages." Can you clarify that the City would like to limit that first grouping of items to 8 pages out of the 15 page total (i.e. cover letter, background, resumes, references)?
- a. See #33 above.

Please acknowledge receipt of this Addendum by including a copy with your proposal. Addenda included as acknowledgement are NOT be included in the page count.

Posted: **June 5, 2020**