



CITY OF DULUTH
REQUEST FOR PROPOSALS FOR
WOODLAND AVE REDEVELOPMENT SITE
RFP NUMBER
ISSUED Tuesday, November 18, 2025

PROPOSALS DUE Friday, January 16, 2026, By 3:00 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. Introduction and Project Summary. The Duluth Economic Development Authority (DEDA) invites qualified development teams to submit proposals for the redevelopment of the 0.58-acre Woodland Spur site located at 3942 Woodland Avenue in Duluth's Woodland neighborhood. The City seeks proposals addressing the highest and best use of the property and contributes to the vitality of the Woodland commercial corridor and aligns with the City's comprehensive plan, Imagine Duluth 2035. 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
Pre-proposal Conference	December 2nd
Deadline to submit Questions via email to purchasing@duluthmn.gov	December 8th
Answers to questions will be posted to the City website no later than this date.	December 15th
Proposals due in the Purchasing Office by 3:00 PM on this date.	January 12th
Interviews tentatively scheduled the week of:	January 19th
Anticipated Selection	January 28th

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 an **optional virtual** pre-proposal conference as specified in the Calendar of Events. Interested Bidders can attend via Microsoft Teams, a link will be posted on the City's Purchasing site <https://duluthmn.gov/purchasing/bids-request-for-proposals/>. A site visit will follow the conference, attendance at the site visit is not mandatory.

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. Any addenda issued must be acknowledged on the Proposal Sheet attached as Appendix A.

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) unbound paper copy of the Technical Submittal.

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. Agreement. The awarded proposer will be required to enter into a purchase agreement upon DEDA's terms and conditions for sale of the property. The awarded proposer will be required to sign development agreement, to be negotiated between the parties. Questions about this agreement should be submitted to purchasing@duluthmn.gov by the question deadline in the schedule above.

I-10. Award. The award will be based upon the evaluation criteria, subject to execution of a written development agreement.

I-11. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end within two years of the date of execution. 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-12. 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-13. Notification of Selection. Bidders whose proposals are not selected will be notified in writing.

I-14. Interviews. Interviews will be scheduled with the top three proposers.

PART II - PROPOSAL REQUIREMENTS

Proposals must include the following:

1. Cover Letter & Signed Proposal Sheet (Appendix A).
2. Proposal Narrative & Concept Plan
 - Conceptual site plan explaining how the development will be integrated, showing massing, unit count, and commercial space.
 - Narrative describing integration into the Woodland neighborhood and alignment with City goals.
3. Development Team Qualifications
 - Background of firm(s), roles of key personnel, and examples of similar projects completed in the past 5 years.
 - References with contact information.
4. Budget & Pro Forma
 - Sources and uses, financing strategy to ensure project success and preliminary cost estimates.

- Local sourcing is encouraged.
5. Project Schedule

- Preliminary timeline for site plan development, regulatory approvals, financing and construction plans. DEDA does not expect detailed designs or financials at this time.

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by City and DEDA 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 weighing on which proposals will be judged are:

Qualifications of the Bidder and Personnel	40%
Prior experience with similar work	20%
Incorporates highest and best uses	20%
Work Plan	20%

PART IV – PROJECT DETAIL

Site Overview

- Location: 3942 Woodland Ave. (southeast corner of East Redwing Street and Woodland Avenue).
St. Louis County Land Explorer, Parcel ID 010-4670-00590
<https://gis.stlouiscountymn.gov/landexplorer/>
- Parcel Size: 0.58 acres. (lot dimensions: asymmetrical lot -143' x 60' x 130 'x 152' x 143' x 154')
- Zoning: Mixed Use Neighborhood (MU-N).
Table of Uses: <https://duluthmn.gov/media/5xsgbin5/mun-district.pdf>

Use Description	Status
Dwelling, Multi-family	Permitted
Dwelling, live-work	Permitted
Office	Permitted
Restaurant (less than 5,000 SF)	Special Use
Personal service and repair, small (less than 10,000 SF)	Permitted
Retail store not listed, small (less than 15,000 SF)	Permitted

- Neighborhood Assets: Nearby grocery store, restaurants, YMCA, schools, parks, nature center, Ridgeview Country Club.
- Woodland Ave traffic count: ~4,730 vehicles/day.
- Imagine Duluth 2035 Comprehensive Land Use Plan
<https://duluthmn.gov/media/15725/appendix-c-imagine-duluth-2035-comprehensive-plan.pdf>

Environmental Conditions

- See attached Appendices B & C

- Former use: Gasoline station (1971–2015).
- Phase I & II environmental assessments completed (2021).
- Underground storage tanks, pump infrastructure, and canopy removed.
- Minnesota Pollution Control Agency (MPCA) issued site closure for prior leak site (1999).
- Phase II results show no soil exceedances and only residual petroleum vapor detections. No additional investigation is recommended.
- Site is suitable for redevelopment with standard construction precautions.

Ownership & Disposition

- Property was purchased by the Duluth Economic Development Authority (DEDA) in 2022.
- DEDA intends to convey property at fair market value (not to exceed 125% of Estimated Market Value).

Highest and Best Uses

- Provide ground-floor commercial space that supports community vitality.
- Deliver high-quality design and integration with the Woodland neighborhood.
- Inclusion of Childcare amenities.
- Advance goals of Imagine Duluth 2035 (sustainability, density, walkability).
- Create quality housing for a range of incomes.

Additional Considerations

1. For any proposed construction, a geotechnical report will need to be conducted for the proposed future building. Potential developers/buyers would need to consult with a design team on their proposed ideas and guidance will be provided by the design team of City Staff from Construction Services and Inspections.
 - a. permittingservices@duluthmn.gov
2. Woodland Ave. has recently been reconstructed. A new, larger sized, water main was placed underneath Woodland Ave. in front of this property.
3. An operational permit would be required for a commercial type of occupancy in the building. The current one has been expired since 2016.
4. A rental license would be required if the new owner/developer were to add rental units above.
5. Additional consideration will be given to a developer that provides public engagement prior to site development within their work plan.
 - a. DEDA staff will support by attending with the developer regarding any desired public engagement.

APPENDICES

- **Appendix A** – Proposal Cover Sheet.
- **Appendix B** – Phase I Environmental Summary.
- **Appendix C** – Phase II Investigation Executive Summary.

- **Appendix D** – Site Maps, Zoning & Utilities.
- **Appendix E** – Comprehensive Housing Needs Analysis
- **Appendix F** – Adapta Mixed-Use Redevelopment Report.
- **Appendix G** – Imagine Duluth 2035- Executive Summary
- **Appendix H** – Sample Form of Development Agreement.

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 25-AA26**

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

ACKNOWLEDGMENT OF ADDENDA

ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE
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