



**Purchasing Division**  
Finance Department  
Room 120  
411 West First Street  
Duluth, Minnesota 55802

218-730-5340  
purchasing@duluthmn.gov

**Addendum No. 1**  
**Solicitation 25-AA23**  
**RFP for Hartley Nature Center Campus Planning & Prelim Design Services**

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

The pre-proposal meeting attendance sign-in sheet is provided as Attachment A of this Addendum No. 1.

This addendum serves to notify all proposers of the following questions, including those discussed at the pre-proposal meeting, asked and their subsequent answers:

**1. Who will serve as the primary project manager or decision-maker — Hartley Nature Center or the City of Duluth?**

Hartley Nature Center is the primary project manager and decision maker with support from City of Duluth staff as owner of the property and facility. Amy Demmer, Executive Director of Hartley Nature Center, is the primary contact.

**2. Is the pre-proposal meeting mandatory? Will there be a virtual link or second meeting for those that are unable to attend?**

No. The meeting is recommended, but not mandatory. We will not have a virtual link for the meeting. The meeting will include a review of the RFP, an opportunity for questions, and a tour of the facilities. Unfortunately, we're unable to accommodate a hybrid approach (particularly because of the tour portion).

**3. Are you hoping to work with one firm?**

Yes. We would like one primary firm to serve as the project manager, whether firms can accomplish the scope of work with their staff or will include subconsultants. The scope of the project is interdisciplinary and likely to require landscape architecture, civil engineering, building architecture, and interpretive planning.

**4. As a firm that is located outside of MN, are we eligible to submit on our own or is it mandatory that we partner with a local firm?**

It is not mandatory to partner with a local firm. However, in the criteria for selection there is extra weight for Local Sensitivity as the City of Duluth has found that having a local perspective increases project success so having a local partner might be a benefit. That said, there are other criteria so if you are unable or uninterested in partnering with a local firm we are still interested in your proposal.

**5. Scoring criteria includes 15% for local sensitivity. How is it scored?**

This aspect of the scoring does partially benefit firms or teams that include staff presence in Duluth. However, firms/teams that do not have a local presence but still can demonstrate a strong familiarity with Duluth, Hartley Nature Center, and local considerations can attain partial points. Ultimately, it is only 15% of the overall score and non-local firms are still encouraged to submit proposals.

**6. To what extent is the consultant expected to update or reinterpret existing plans (Hartley Park Master Plan, Natural Area Management Plan, etc.) versus building upon them?**

Existing plans should guide recommendations proposed under the campus plan. There is no expectation of updates to existing plans. The Hartley Nature Center Campus Education Action Plan should be a stand-alone plan document that is aligned with the previous adopted plans and the intent that the campus supports environmental education.

**7. Do you have a strategic plan in place?**

No, Hartley Nature Center does not have a strategic plan and doesn't expect one to come out of this either.

**8. The RFP asks consultants to identify anticipated permits but not prepare them. What level of documentation is expected — a list of likely permits or brief narratives describing each permitting pathway?**

The selected consultant shall prepare a list of likely permits needed for implementation of the proposed project. Recommendations proposed through this plan should align with all applicable local, state, and federal regulations. Narratives or additional information is not required.

**9. Are there specific regulatory agencies (e.g., Minnesota DNR, local watershed districts) that must be considered for potential permitting or coordination?**

Planning and designs should account for and be aligned with all applicable local, state, and federal regulations. As part of the planning and design process, the consulting team should identify any specialized permits, variances, or regulatory coordination that may be needed for implementation. There is a tributary of Tischer Creek, a designated trout stream that flows through the outdoor education landscape.

**10. Requested more information about the creek running through the outdoor campus. Does it flood each spring?**

A tributary to Tischer Creek, a designated cold-water trout stream runs through the outdoor campus. The tributary was rerouted to its original stream channel (the current alignment) a few years ago. There are invasive species and debris that have seasonally clogged bridge crossings that have caused stream braiding within the campus. The tributary does flood seasonally, but stream modeling or restoration work is beyond the scope of the Campus Education Action Plan. A concurrent, separate planning and design process will be underway to develop solutions, **see Attachment B for a map of the study area**. The outdoor campus and tributary are integrally connected, and Hartley Nature Center and City staff will support both planning processes and information flow between the two planning teams.

**11. How large is the fenced-in outdoor campus? How far does the enclosure go?**

Roughly 3 acres.

**12. On page 14, the Campus Location, is the purple line on the map the project area?**

Yes. The purple boundary illustrates the existing campus that encompasses the project area. Part of this planning process will include determining the appropriate size, location, and facilities needed to support current and future programming. If the determination is that the existing campus is insufficiently sized, there is an opportunity to expand the outdoor campus. The assessment should identify the preferred location and features needed for the expanded outdoor campus.

**13. Will Hartley Nature Center or the City manage logistics and promotion of engagement events, or should these be included in the consultant's scope?**

HNC and the City will work together to manage the logistics and promotion of engagement events. The consultant shall advise on outreach strategies, develop survey questions and presentations materials as needed, and facilitate and/or present at stakeholder meetings and the community-wide workshop.

**14. What is the expectation for the online surveys that will be used to gather public input? Will they need to have statistical significance?**

The surveys do not need to have statistical significance and there is no predetermined target response rate or demographics. Surveys should be designed to request specific feedback regarding the project and potential recommendations. Hartley Nature Center and the City of Duluth will support promotion of the survey through multiple channels and generally receive satisfactory response rates. Staff support of survey development and/or administration could be one option for cost control measures. The consultant firm should support question development and analysis of responses.

**15. For the online surveys, must the consultant adhere to any City or State data privacy standards, and are there target response goals or demographic requirements?**

For the online surveys, responses should be anonymous and not collect individually identifiable data, with the option that respondents could enter contact information if they wish to receive project updates, but that their survey answers will not be correlated to that information. There are no specific data privacy standards expected. There are no predetermined response goals or demographic requirements. The City and HNC will promote the survey across various platforms with the intent of seeking a representative sample of the community.

**16. What kind of contract will be used? Is the anticipated contract available for review?**

The selected consultant will enter a professional services agreement with Hartley Nature Center that will include indemnification language covering the City of Duluth as property owner. Hartley Nature Center is in the process of writing the agreement and anticipates providing an example draft by November 14, 2025. The contract will be similar to the City of Duluth's standard professional services agreement, which is available here: <https://duluthmn.gov/media/15405/professional-services-consultant-agreement-with-watermark-6723.pdf>.

**17. Would the contract be through the city? For the construction phase?**

The contract for this RFP will be between Hartley Nature Center and the selected firm. If project funding is secured, the City of Duluth would then hire a firm for final design through construction administration.

**18. Do you have a facilities condition assessment?**

The City of Duluth has a facility condition assessment from an external firm that was completed in October 2014, as well as documentation of facility deferred maintenance needs. All materials will be provided to the selected consultant team.

**19. On page 2, there is a \$125,000 cost identified. How was that number determined?**

\$125,000 has been allocated for planning and preliminary design development based on the available budget. Within your cost proposal, you may identify additional services or tasks that could be provided. You may also identify cost control measures, such as tasks suggested to be completed by Hartley Nature Center or City staff to reduce the overall cost (see page 6 of the RFP).

**20. Is there a project implementation budget?**

There is currently no set budget. The Campus Education Action Plan will be used to support fundraising to support implementation. We anticipate a Phase 1 project between \$1-2 million for the grant application.

**21. How much time do you need to prepare grant documents?**

We intend to scope and prepare a Phase 1 project for submission in July 2026 to support implementation in 2027. To make that possible, we'll need a clear project defined by May of 2026 to begin narrative development and internal approvals. Draft 30% design of that Phase 1 project would need to be ready in June, with final materials available by July 15. These materials need to include sufficient detail to portray intent, including scale

of likely soil disturbance, location of accessible routes, and visual renderings and site plans that will demonstrate what the funds will support. The materials do not need to show final details such as narrative content of proposed educational signage or specific play features proposed. After grant application submission, there will be time to develop remaining sections of the Campus Education Action Plan, which has a target close out of December 31st, 2026.

**22. If the grant application were to be funded, what is the timeline?**

The Greater Minnesota Regional Parks and Trails Commission funding, if the application is successful, would be awarded between May and June of 2027 with construction thereafter.

**23. Is this state money through bonding?**

No. It would be the Parks and Trails Legacy Fund.

**24. Will there be any changes made to the newest building addition?**

No substantive changes are anticipated for the existing addition. The space was constructed in 2022 and is functional. Solutions for existing facility problems with the original building, such as roof leaks, will need to be integrated with the building addition.

**25. Under IV-3. Scope of Work: Phase 1, the data collection and assessment section mentions budget information. Is this more than architecture and landscape planning?**

Yes, the Campus Education Action Plan needs to include business and operational planning. HNC will provide available budgetary and participation data to support this assessment. Recommendations that come forth through this planning process need to be evaluated and determined to be financially and operationally sustainable.

Recommendations will need to answer the following types of questions: What are the staffing implications? How will the recommended campus improvements affect long-term and ongoing maintenance? What are the appropriate fee structures and potential return on investment? How would recommendations impact program opportunities?

**26. Does the scope of services include a market analysis?**

No. A market analysis of Duluth or the region is beyond the scope of this project. Rather, we are interested in capturing an evaluation of existing facilities and needs to support current and future programming. This will include the surveys that will gather stakeholder preferences. Hartley Nature Center staff and board members, as well as City of Duluth staff can also speak to needs and opportunities for reinvestment. Requested services are more aligned with business and operational planning than a market analysis.

**27. Under IV-3. Scope of Work: Phase 3, there is a description for implementation planning. What is the level of expectation for this work?**

Through this planning process, we will need to consider how current programming would be impacted, including during construction of recommended improvements. Identifying potential implications early on will benefit program delivery. We understand that the level of detail for the implementation plan will be limited since the scope of services is not inclusive of final design.

The final design process would be when specific alternative program delivery options are identified. The implementation planning is intended to identify potential constraints and limitations of facility operations that should be planned for during implementation.

**28. Can you expand on the interactive exhibits desired?**

Desired exhibits could include a mix of permanent and rotating exhibits, and both indoor and outdoor exhibits. All proposed exhibits will need to be resilient, educational, science-based, and engaging. The primary audience includes elementary children, but people of all ages should be able to enjoy and engage with proposed exhibits. Indoor exhibits could include computer screen(s), tactile elements, storyboards, audio, signage, and more. Desired outdoor exhibits could include signage, kinetic and/or static sculptures, and nature playground elements. Together, proposed exhibits should create a cohesive and engaging campus experience.

The facility plan is likely needed to be able to determine exhibits as there are multiple options for the facilities where the existing footprint of the exhibit hall could potentially expand or be reconfigured.

**29. What level of design is expected for exhibits?**

The base scope of this project should include identification of space available for exhibits, preferred locations of exhibits, a list of the types of exhibits for each respective space, and the recommended topics for exhibits. These materials should show how the exhibits will collectively create a cohesive experience and recommendations for the exhibits. Detailed narrative content and detailed designs are not expected under the base scope. Proposers can include an alternative for final design of exhibits suitable for fabrication including CAD resources and installation details (see II-2. Cost Proposal and IV-3. Scope of Work: Alternative Phase 5).

**30. Is there an interest in or need for additional exterior lighting?**

Not necessary, but could be beneficial to include for expansion of available programming hours.

**31. How do program participants and preschool students get out into the playscape?**

Teachers and program leaders use all varieties of egress to the various outdoor learning spaces.

**32. What kind of staff support is expected to be available during the project?**

Hartley Nature Center has an engaged and eager staff that will support the needs and opportunities assessment, concept development, and exhibit visioning. Staff includes two licensed teachers. City of Duluth staff support will include project coordination, natural resources and stormwater professionals, facility management and landscape architect professionals, and an option to gather feedback from other departments and divisions as needed.

**33. Regarding Technical Proposal: Item 4 on page 5, can we show more than three previous examples?**

**Do we need to provide a sample plan for each project example? If not, how many sample plans do you want to see? Since proposals are submitted as physical documents, how could we share links?**

Yes, you may include more than three previous examples so long as the entire technical proposal does not exceed 20 single-sided 8.5" x 11" pages or 10 double-sided pages. **Please note:** Part II on page 4 incorrectly lists a limit of 20 single-sided or 7 double-sided (it should be 10 double-sided).

You may provide hyperlinks to sample plans for project examples, but they are not required. Providing a link for at least one sample plan may be helpful for the evaluation team, but they have no obligation to review links provided. The most significant material should be reflected within the written proposal. If you are interested in providing links, it can be written out within the narrative, inserted with a footnote, or other appropriate inclusion. Then, if you have links, you can email Allison Brooks, [abrooks@duluthmn.gov](mailto:abrooks@duluthmn.gov) with a one-page appendix document that contains the hyperlinks. Reminder: the emailed document cannot contain any cost proposal-related information.

**34. Can we include dividers between the sections of the proposal? If so, would they count toward the 20-page limit?**

Dividers would count towards the page limit. The only item that doesn't count towards the page limit is the

provided cover page, Appendix A of the RFP.

Please acknowledge receipt of this Addendum by acknowledging it in your proposal on the provided cover sheet.

Posted: **November 7, 2025**

**Solicitation 25-AA23 Addendum No. 1**  
**Attachment A**



**PRE-PROPOSAL MEETING SIGN-IN SHEET**

PROJECT: Hartley Nature Center Campus Planning & Preliminary Design Services

DATE: 11/5/25

TIME: 12:00 PM

LOCATION: Hartley Nature Center

NAME	COMPANY	PHONE	E-MAIL
Ana Nelson	TALK Collaborative	612 430 6655	anelson@talkcollaborative.com
MATT KREILICH	SNOW KREILICH ARCH.	612.723.2959	MATT@SNOW KREILICH.COM
Todd Mell	Kraus-Anderson	651-334-5730	todd.mell@krausanderson.com
Bryan Amo	WSB	320-420-1255	BAMO@WSBENG.COM
KARL LARSEN	WIDSETH	218-451-7090	KARL.LARSEN@WIDSETH.COM
BRAD ANDRICH	CONFLUENCE	612-237-5046	baldrich@thinkconfluence.com
Rebekah Johnson	Saline Landscape Co.	218-626-5501	rebekah@salinelandscape.com
Soren Dybing	Saline Landscape Co.	218-966-7565	Soren@salinelandscape.com
MIKE SAUNE	SALINE LANDSCAPE	218-730-2590	mike@salinelandscape.com
Andrew Papke-Larson	BARR	218-308-9083	apapke-larson@barr.com
Megan Goplin	LHB	608-239-9471	megan.goplin@LHBcorp.com

**Solicitation 25-AA23 Addendum No. 1**  
**Attachment A**



**PRE-PROPOSAL MEETING SIGN-IN SHEET**

PROJECT: Hartley Nature Center Campus Planning & Preliminary Design Services

DATE: 11/5/25

TIME: 12:00 PM

LOCATION: Hartley Nature Center

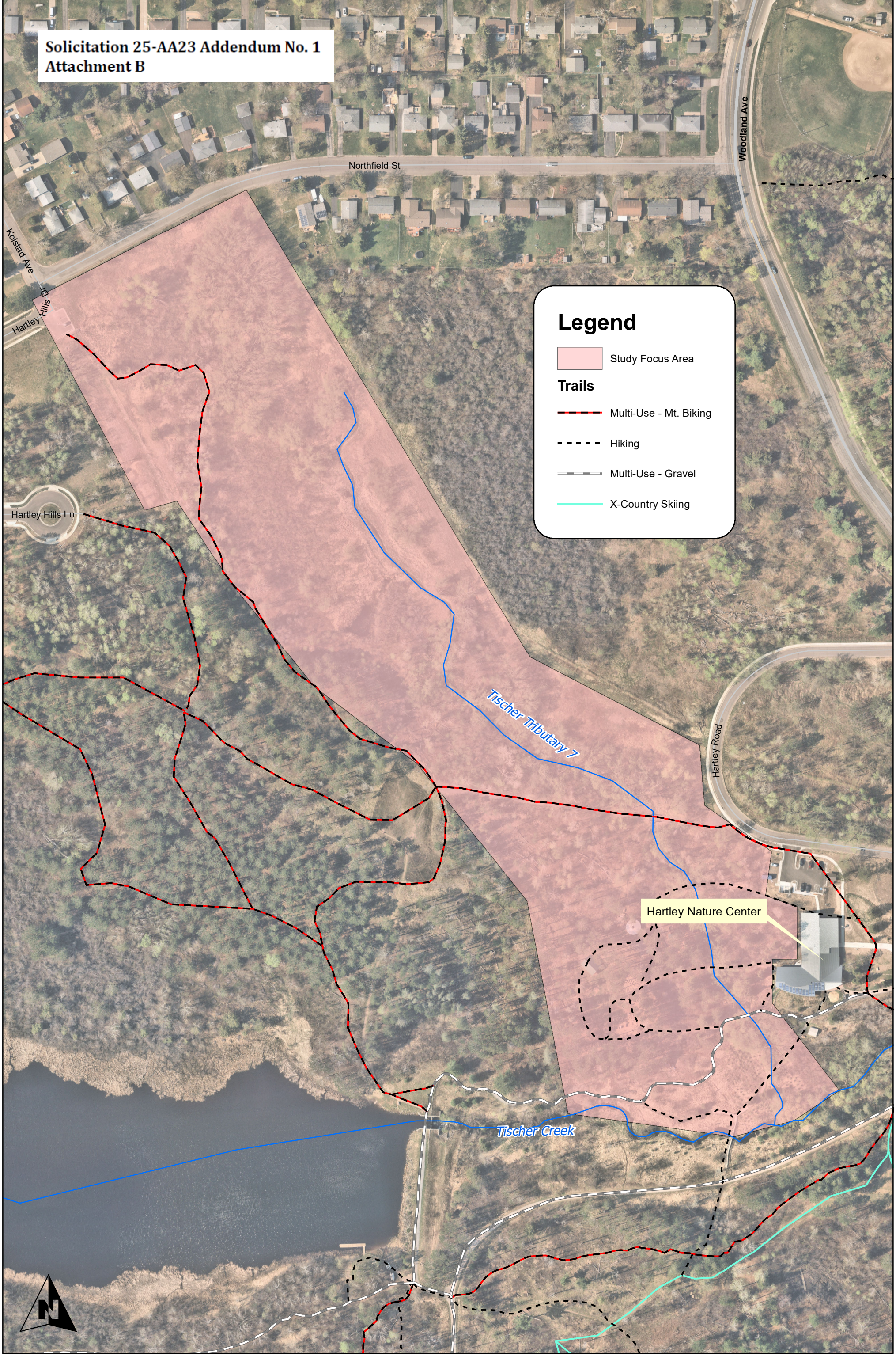
NAME	COMPANY	PHONE	E-MAIL
Melissa Graftaas	Architecture Advantage	218.724.5568	melissa@architectureadvantage.com
Jim ROE	Jim Roe Museum Planning	651-249-6126	jimroepanning@gmail.com
Patrick Thibaudan	thibx	651 303 7739	p@thibaudan@gmail.com
Ken Sheehon	Alliance	612 618 2893	kshohon@alliance.com
Amanda Arnold	Alliance	612-810-2485	aarnold@alliance.com
Simona Fischer	MSR Design	612-359-3230	simona@msrdesign.com
Julia Burke	TEN x TEN	414-750-3946	julia@tenxtenstudio.com
MATT LYSNE	HCM Architects	612.904.1332	lysne@hcmarchitects.com
Eleanor Brandt	MSA	612-548-3159 <del>218-302-4122</del>	ebrandt@msa-ps.com
ANDREW HOLMGREN	HGA	612-269-1777	aholmgren@hga.com
Derek Benoy	Bolton + Menk	763 228-6538	derek.benoy@bolton-menk.com

Solicitation 25-AA23 Addendum No. 1

Attachment A

Name	Company	Phone	Email
BAYLOR PATRICK	SALINE LANDSCAPE	218-721-2603	BAYLOR@SALINELANDSCAPE.COM

Solicitation 25-AA23 Addendum No. 1  
Attachment B



**Legend**

- Study Focus Area
- Trails**
- Multi-Use - Mt. Biking
- Hiking
- Multi-Use - Gravel
- X-Country Skiing

Tischer Creek Tributary 7 Phase III Restoration - Study Area

0 100 200 400 Feet