



CITY OF DULUTH

REQUEST FOR PROPOSALS FOR

Professional Services Request – Community Liaison – Construction Focus

RFP NUMBER 25-AA17

ISSUED July 1, 2025

PROPOSALS DUE Friday, July 18, 2025 at 4:00 PM

EMAIL PROPOSALS TO

**ELENA FOSHAY
DIRECTOR OF WORKFORCE DEVELOPMENT
EFOSHAY@DULUTHMN.GOV**



Workforce Development

402 West First Street
Duluth, Minnesota 55802



218-302-8400
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workforcedevelopment
@duluthmn.gov

Request for Professional Services

Community Liaison – Construction Focus

The City of Duluth Workforce Development Department seeks an additional vendor to provide Community Liaison professional services, to assist with outreach and recruitment for the construction industry. Community Liaisons have strong ties to the Duluth-Superior area African Heritage, Indigenous, Latinx, and/or Asian communities, and will provide information, assistance, and support for both entry and long-term success in highway-heavy construction careers.

Overview of Project Goals

This project is funded by the Minnesota Department of Transportation (MnDOT) as part of its Twin Ports Interchange Project, which includes goals to increase Disadvantaged Business Enterprises (DBE) participation and ensure that the State's diverse populations are represented through contractors and workers on State projects. MnDOT has set targets that 9% of work hours be performed by women, and 12% of work hours be performed by people of color, and that 5.0% of contracting is with DBEs.

In support of MnDOT's workforce goals, community liaisons would conduct outreach to women and members of the African Heritage and Black, Indigenous, and People of Color (BIPOC) communities to discuss career pathways in the construction trades and identify individuals with interest and aptitude for trades work. Community liaisons would then refer these individuals to union apprenticeships and apprenticeship prep training programs, guide them through the application process, assist in connecting them to work opportunities on the Twin Ports Interchange project, and serve as an ongoing point of contact to assist with training, job placement, and employment retention. Community liaisons would also represent their respective communities at meetings convened by MnDOT and the Twin Ports Interchange general contractor to review progress toward goals and discuss strategies to ensure goals are met.

Community Liaison Responsibilities

With guidance and oversight from Duluth Workforce Development, Community Liaisons will:

1. Develop and implement an outreach plan to identify and recruit diverse jobseekers interested in construction related careers.
2. Build and/or strengthen partnerships with community leaders and organizations that will help build a diverse construction workforce and DBE contractors list.
3. Assist in planning and hosting workshops and information events to share information about construction careers; open doors for MnDOT to sponsor and/or attend community events or share information through community networks.

4. Plan and host construction employment outreach events that take a culturally relevant and inclusive approach.
5. Provide hands-on connection, mentorship, and guidance to jobseekers as they navigate training and employment in the construction sector. This includes helping individuals prepare to meet minimum requirements for entry into apprenticeship, including navigation of community resources to assist in completing a GED, building math skills, or obtaining a driver's license.
6. Provide ongoing connection and support to individuals after they begin employment. This includes serving as a resource to help navigate worksite challenges often faced by women and BIPOC workers in the construction industry.
7. Provide feedback to construction employers and union representatives to identify and address worksite issues and help build a more inclusive work environment.
8. Participate in developing MnDOT's public engagement plan of activities in a way that effectively engages the community.
9. Assist in identifying and communicating with DBE firms in the Duluth-Superior area that are currently not certified but have the skills and services that could be used on this project and future projects.
10. Attend quarterly project update meetings to provide an update on activities, successes and outcomes and help develop strategies to ensure workforce goals are met.
11. Provide input in development of workforce strategies and tactics to increase diversity in the project's construction workforce.
12. Prepare quarterly summary reports of all activities and measurable outcomes.

Performance Measures of Success

Community Liaisons submit combined quarterly written reports outlining performance on the following measures of success:

1. The number of community engagement opportunities created/hosted, and how many people attended.
2. The number of women and African Heritage/BIPOC individuals engaged in exploration of construction careers.
3. The number of women and African Heritage/BIPOC job seekers enrolled in apprenticeship prep training programs.
4. The number of women and African Heritage/BIPOC individuals entering apprenticeship programs in the construction trades.
5. The number of women and African Heritage/BIPOC individuals employed in construction, and working on the Twin Ports Interchange Project in particular.

After being selected, Community Liaisons work with Duluth Workforce Development to create an annual work plan that includes specific targets for each performance measure.

Training and Supervision

Community Liaisons will be provided with training on a number of topics, as needed, including:

- Orientation to the construction trades, including highway-heavy construction
- Orientation to apprenticeships, and the requirements and application process for each trade
- Orientation to construction training program options, and support services available to assist participants
- Opportunity to connect with apprenticeship training coordinators and construction contractors working on the Twin Ports Interchange
- Opportunity to meet with and provide feedback to MNDOT and Twin Ports Interchange contractors
- Orientation to the City of Duluth's Human Rights Office and the MNDOT Office of Civil Rights as a resource

Ongoing supervision and support for Community Liaisons will be provided by Elena Foshay, Director of Workforce Development (efoshay@duluthmn.gov) and Betsy Hill, Career Navigator (bhill@duluthmn.gov).

Timeline and Compensation

Duluth Workforce Development seeks one additional Community Liaison, beginning July 2025 and ending March 22, 2026.

Community Liaison will be paid at a rate of \$55 per hour for a total of 167 hours. Consultants will also have access to a small budget to provide food at community events/meetings.

Community liaisons who will use their car for purposes related to this contract must have a valid driver's license and provide proof of insurance for the vehicle to be used.

Eligibility

Community Liaison will be an individual consultant, and will work closely with a team of four other consultants. Knowledge of and connection to the construction industry and/or building trades unions is a benefit, but not a requirement. If needed, Community Liaisons will be provided training to increase familiarity with the construction industry and union apprenticeships, as well as available workforce development resources.

Application and Review Process

Interested consultants should submit a proposal that includes specific responses to the following questions:

1. Please provide background and relevant experience. Interested candidates may submit a resume as well.
2. What is your connection to African Heritage/BIPOC communities in the Twin Ports region?

3. Please describe your connection to or knowledge of the construction industry and/or union apprenticeships.
4. What methods will be utilized to conduct outreach, identify, and engage potential candidates who are women and/or African Heritage/BIPOC individuals for careers in construction?
5. What strategies will be utilized to assist interested individuals in connecting to training, employment, and apprenticeship opportunities? What specific types of support do you anticipate providing?
6. What support do you need from Duluth Workforce Development, MNDoT, and Twin Ports Interchange contractors to be successful?

Proposals should be submitted to Elena Foshay, Director of Workforce Development at efoshay@duluthmn.gov. **Deadline to submit proposals is July 18 at 4:00pm.** Please fill out and submit the attached Appendix A - Proposal Cover Sheet when submitting your proposal.

Proposals will be reviewed and evaluated based on:

- Strength of community connections (30%)
- Detailed outline of methods and strategies (40%)
- Strength of methods and strategies in achieving desired outcomes (30%)

Questions regarding this request and the scope of work it contains may be submitted to the email address above.

Mandatory Disclosures

By submitting a proposal, each Bidder understands, represents, and acknowledges that:

1. 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.
2. 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.
3. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
4. If the proposal is being submitted by an organization or business, 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.

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.

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.

**APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 25-AA17**

Proposer Information:	
Proposer Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Authorized Signature	

ACKNOWLEDGMENT OF ADDENDA

ADDENDUM #	INITIAL/DATE
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