



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

218-730-5340
purchasing@duluthmn.gov

Addendum No. 1
Solicitation #25-AA17
RFP for Community Liaison – Construction Focus

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

1. On page 4 of the RFP, under the heading **Timeline and Compensation**, paragraph two, a sentence reads “Community Liaison will be paid at a rate of \$55 per hour for a total of 167 hours.” Strike this sentence from the RFP and replace it with the following: **“Community Liaison will be paid at a rate of \$55 per hour for up to 167 hours. The total amount of available hours will be negotiated in the contracting phase based on available budget.”**
2. The following are questions received from vendors and their subsequent answers.

Q: Is the solicitation requesting one person perform 167 hours of work over the course of 6ish months? If so, when are the hours expected to be performed? Is there a set schedule? What if there is a need for additional time? It looks like the rate is set at \$55/hour – is that correct?

A: The Community Liaison will join a team of other Community Liaisons, who organize events, field trips, and meetings for community members they are working with as well as tabling at larger community events. These often take place in the evening and on weekends, sometimes during the day. Specific times are determined by the Liaisons who plan the events, which will take place over the course of the 6 months. There are also regular meetings to coordinate the work. To clarify, up to 167 hours are available – specific number of hours included in the contract will be determined in negotiation with the selected vendor, based on budget available. \$55/hour is correct.

Q: Are there reimbursements from traveling to/from community events?

A: There is no specific mileage reimbursement. Any travel costs for Liaisons are part of the hourly rate paid.

Q: Per the RFP, you are looking for one Community Liaison to live and work in Duluth? The position pays \$55/hour to work 167 hours between July 2025-March 2026. What does this mean in terms of hours per week?

A: This job would not be an option for someone who does not live in or near Duluth. The work would be defined by the Liaison but would need to be spread out over the entire timeline of the agreement. This person would be joining an existing team of liaisons that plan events, host field trips, engage in regular meetings with the team, and do other work to expose individuals to careers in the construction industry. And to clarify – the RFP has been updated to read “Up to 167 hours.”

Please acknowledge receipt of this Addendum by including a copy of it with your proposal. The pages included will not count toward any page limitation, if any, identified in the RFP.

Posted: **July 3, 2025**