



**CITY OF DULUTH
ON BEHALF OF HARTLEY NATURE CENTER**

REQUEST FOR PROPOSALS FOR

**25-AA23 HARTLEY NATURE CENTER
CAMPUS EDUCATION PLANNING & PRELIMINARY DESIGN SERVICES**

ISSUED OCTOBER 29, 2025

PROPOSALS DUE NOVEMBER 26, 2025

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. Project Overview. Hartley Nature Center (HNC) is seeking professional planning and preliminary design services for the development of a Campus Education Action Plan for the Hartley Nature Center Campus, located at 3001 Woodland Ave, Duluth, MN 55803 (see IV-5. *Site Maps & Images* for the campus location and extent). This Campus Plan will guide facility reinvestment to support high-quality environmental education experiences for all ages and maximize long-term organizational stability. \$125,000 has been allocated for planning and preliminary design development.

The purpose of the Campus Plan is to:

- Analyze site needs and opportunities for campus reinvestment, including space optimization for current and future programming and activities
- Assess organizational needs and opportunities to stabilize operations
- Reimagine the main entrance area and exhibit hall to be more dynamic, interactive, and engaging for all ages
- Identify opportunities for interpretive elements that will enhance current programming and foster a cohesive educational experience across campus and develop an interactive, interpretive display plan for an improved exhibit hall.

Intended products of the Campus Plan include:

- Development of a conceptual campus plan with proposed improvement options
- Preliminary design and market-based cost estimates for selected improvements and interpretive materials, including accompanying high-quality visual renderings usable for fundraising purposes
- Realistic and prioritized implementation plan

The materials developed during this planning and design process are intended to support fundraising with a grant application due date of July 31, 2026. An anticipated timeline is provided below to support schedule development for meeting this grant application intention.

Anticipated Activities	Tentative Date
HNC enters contract with selected consultant and initiates Phase 1	December 2025
Launch Phase 2 community & stakeholder engagement	April 1, 2026
Begin finalizing preferred concepts and Phase 1 design materials	May 2026
Final draft of Phase 1 opinion of probable cost and 30% design documents shared with HNC and City	June 30, 2026
Greater MN Regional Parks & Trails Commission grant application deadline	July 31, 2026
Finalize remaining components of Campus Plan and close out consultant contract	December 31, 2026

Additional details are provided in **Part IV** of this RFP.

I-2. Proposal Calendar. Hartley Nature Center and City of Duluth will make every effort to adhere to the following schedule:

Activity	Date
Recommended Pre-proposal Conference at Hartley Nature Center: 3001 Woodland Avenue, Duluth, MN 55803	November 5, 2025; starting at 12 PM (noon)
Deadline to submit questions via email to purchasing@duluthmn.gov	November 12, 2025
Answers to questions will be posted to the City website no later than this date	November 14, 2025
Proposals must be received by 3:00 PM on this date	November 26, 2025
Tentative interview dates	December 11, 2025 December 12, 2025

I-3. Rejection of Proposals. HNC 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. HNC is not liable for any costs that a Proposer 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. An in-person **OPTIONAL (attendance is recommended for at least one member of the proposer’s project team)** pre-proposal conference will be held at the Hartley Nature Center, located at 3001 Woodland Ave, Duluth, MN 55803, on Wednesday, November 5 at 12:00 PM (noon).

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 Proposal Calendar. Answers to the questions will be posted as an Addendum to the RFP. Any addenda issued must be acknowledged on the Proposal Sheet attached as Appendix A.

I-6. Addenda to the RFP. If HNC deems it necessary to revise any part of this RFP before the proposal response date, an addendum will be posted to the website City of Duluth website: <https://duluthmn.gov/purchasing/bids-request-for-proposals/>. It is the Proposer’s responsibility to periodically check the website for any new information.

I-7. Submission. To be considered, a hard copy of the proposal must be received by the City on or before the time and date specified in the Proposal Calendar. The City will not accept proposals received via email. HNC 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) un-bound paper copy of the Technical Proposal and one (1) un-bound paper copy of the Cost Proposal. The Cost Proposal must be in a separate sealed envelope.

All materials submitted in response to this RFP will become property of HNC and will be shared with the City of Duluth, which then becomes public record after the evaluation process is completed, and an award decision is made.

I-8. Small Diverse Business Information. HNC 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://mnuucp.metc.state.mn.us/>.

I-9. Award. The agreement award will be based on the time and materials submitted in the proposal, but will be a lump sum, not-to-exceed agreement. Any costs for reimbursable items must be identified, estimated, and included in the total not-to-exceed amount.

I-10. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by **December 31, 2026**. The selected Proposer shall not start the performance of any work nor shall HNC be liable to pay the selected Proposer for any service or work performed or expenses incurred before the contract is executed.

I-9. Mandatory Disclosures. By submitting a proposal, each Proposer understands, represents, and acknowledges that:

1. Their proposal has been developed by the Proposer 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 Proposer or its employees or agents to any person not an employee or agent of the Proposer.
2. There is no conflict of interest. A conflict of interest exists if a Proposer 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. 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-10. Notification of Selection. Proposers that are not selected will be notified in writing.

PART II – PROPOSAL REQUIREMENTS

Proposals not following the specified format or exceeding the page limit may not be reviewed. The delivered proposal shall be limited to 20 pages, excluding the front and back covers, the cover letter, and cost proposal. This would be 20 single-sided 8.5" x 11" pages, 7 double-sided 8.5" x 11" pages, or a mixture thereof. The separate cost proposal can be an 11" x 17" sheet. Proposers shall submit a complete package.

II-1. Technical Proposal. Proposals should include the following and be structured accordingly:

1. Cover Sheet (format provided in Appendix A)
2. Firm Information: name of firm/discipline, contact information, and staff size.
3. Overview and description of the firm's qualifications and any special or unique services it may provide.
4. Description of your firm's experience in completing work of this type including three (3) specific examples and project references (include reference name, phone number, and email, and links or copies of previously completed plans/projects). Projects that reflect the firm's experience planning and designing regionally significant environmental education facilities are desired.
5. Specific name and qualifications of the lead member of the project team who will be the primary contact and have full responsibility for the project. Complete qualifications must be submitted for other members of the project team, as well.
6. List whether or not your firm will be the sole consultant for the entire project. Include any subcontractors who will be working with your firm on this project, their responsibilities, and a summary of applicable experience and qualifications.
7. Summary of your firm's understanding of the project and approach to the scope of work identified in *Section IV – Project Detail*.
8. Detail your firm's scope of work and methods to be used to complete the work outlined in *Section IV-4 Scope of Work*, including steps to undertake, key milestones, project deliverables, and cost control measures. Cost control measures may include identifying specific tasks that HNC or City staff could complete or significantly contribute towards to reduce costs (do not include specific dollar amounts within the Technical Proposal).
9. Proposed schedule to accomplish the proposed scope of work, including anticipated number and timing of meetings with HNC staff and Board of Directors, and City of Duluth staff. The scope of work must be completed no later than **December 31, 2026**.

Note: the materials developed during this planning and design process are intended to support fundraising with a grant application due date of July 31, 2026. Include key deadlines that will be paramount to meeting this intention, and reference the anticipated timeline provided in *Section I-1 Project Overview*.

10. Responses to the following prompts in a narrative format:
 - A. Describe your experience developing operational models related to maintenance, staffing, fee structures, use patterns, etc. to inform facility operational cost and revenue projections, and to enhance efficiency and user experiences.
 - B. Describe the approach and strategies you will use to incorporate sustainable facility plans and to accommodate City of Duluth *Owner Performance*

Requirements (available in IV-4. *Reference Materials*) and State of Minnesota energy efficiency standards (i.e. B3).

- C. Who will be responsible for interpretive planning and what are their qualifications related to science-based environmental education materials and/or exhibits for all ages?

II-2. Cost Proposal. Provide, **in a separately sealed envelope**, one copy of the cost proposal clearly marked on the outside with “Cost Proposal” along with the responder’s official business name and address. The terms of the proposal as stated must be valid for the length of the project.

Technical Proposals, which must not include any cost information within the content, will be evaluated first. Cost will be a factor after the Technical Evaluation is completed. Provide a lump sum, not-to-exceed total project cost including any sub-consultant fees, along with the following information:

- A. Hours by task for each employee and overall cost per phase.
- B. Identification of anticipated direct expenses.
- C. Include miscellaneous charges, such as mileage and copies.
- D. Identification of any assumptions made while developing the cost proposal.
- E. Identification of any cost information related to additional services or tasks, include this in the cost proposal, but identify it as additional costs and do not make it part of the total project cost.
- F. Identification of any cost information related to cost control measures (identification of specific tasks that City or HNC staff could complete or significantly contribute towards to reduce costs), include these in the total project cost, but identify it as potential cost reductions.
- G. A work plan and detail on the scope of services and deliverables for an amount not to exceed xxx.

See Part IV-3 for the Scope of Work, which includes an Alternative Phase 5 for the project that should be scoped and priced separately. Include this as an additional service and do not include it within the total project cost. HNC reserves the right to independently contract for this additional service.

PART III – CRITERIA FOR SELECTION

The proposals will be reviewed by a panel comprised of HNC and City of Duluth 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 weighting on which proposals will be judged are:

1. **Firm and Project Team Experience:** relevant environmental education facility planning and preliminary design services experience, experience of project team members and any proposed sub-consultants, and the level of involvement by the firm’s principals and project managers. (35%)
2. **Project Understanding:** familiarity with the project and comprehension of the Scope of Work necessary to complete the requested services. (30%)

3. **Local Sensitivity:** familiarity with Duluth and Hartley Nature Center; knowledge of the local environmental education, youth programming, recreation, and climate patterns and local ecosystems; and ability to have primary or sub-consultant staff present in Duluth. (15%)
4. **Timeline and Cost Control:** proposed project schedule and cost control measures. (5%)
5. **Budget:** cost to complete the project. (15%)

After reviewing proposals, HNC may elect to schedule presentations and/or interviews with top candidates to make a final selection. Both in-person and virtual interviews will be available. Top candidates may be asked to submit additional information, as determined necessary by the review panel. The qualifications for top candidates will be verified and references checked. HNC reserves the right to approve or refuse subcontractors and/or subconsultants included in the Proposal.

PART IV – PROJECT DETAILS

IV-1. Background. Hartley Nature Center (HNC) is dedicated to inspiring lifelong connections to nature through education, play and exploration. HNC is located at 3001 Woodland Avenue, Duluth, MN 55803 in Hartley Park, a 660-acre designated Duluth Natural Area, that features forests, Hartley Pond, Tischer Creek, 12 miles of multi-use trails, and 5 kilometers of cross-country ski trails. Hartley Park, including the HNC Campus and facilities, are owned by the City of Duluth, and HNC manages and operates the Campus through a multi-year long-term lease agreement. Hartley Park is designated as a regionally significant facility by the Greater Minnesota Regional Parks and Trails Commission.

The HNC Campus includes, but is not limited to, the nature playscape and outdoor classrooms, amphitheater, pavilion, yurt, and primary building, which encompasses six classrooms shared by various programs, administrative offices, public restrooms, outdoor gear rental storage, and an exhibit hall (see *IV-5. Site Maps & Images*). The original HNC building (7,500 square foot facility) was designed to feature green building principles including renewable energy systems, energy conservation strategies, responsible building materials, and reduced site impact. Green building elements include roof-mounted and pole-mounted solar panels, ground source heat pump, passive and active solar heating, heat-recovery ventilation, and an array of recycled content building materials. In 2022, the City of Duluth and HNC constructed a 5,000 square foot building addition providing additional classroom spaces, a second restroom facility, an expanded office area, gathering space, and a public meeting room.

Hartley Park attracts more than 200,000 visitors annually with a median visitor age of 31. The Hartley Nature Center welcomes over 50,000 people annually and provides programs reaching over 10,000 people per year. Approximately one-third of visitors are from outside of Duluth. Current programs primarily focus on toddlers, preschoolers, and elementary-aged children, but also serve middle-to-high school youth, college students, and adults.

Programming currently offered by HNC includes:

- **Youth Environmental Education & Programming**

- Hartley Nature Preschool: This licensed childcare has operated for 10 years and is nationally recognized leader for nature-based preschool programs. 48 kids (ages 3-5) attend daily, rotating weekly among 105 enrolled children each preschool year, which runs September – May.
- School Field Trips: 6,000 kids (K-12, primarily elementary) from around the region, including northeast Minnesota and northwest Wisconsin, participate in 2-3-hour environmental education programs.
- After School Nature Club: 35 elementary students (K-5) engage in outdoor play and nature learning every day in our after-school care program.
- Camps: 1,500 children (K-5) attend 11 weeks of summer and 1-2 weeks of winter camps at Hartley.
- Nature Nook: 20 people attend a weekly 1-hour toddler-and-caregiver program fostering early nature connections.
- **Group Programming**
 - Outreach Program: Tailored environmental education programs for youth-serving agencies and historically marginalized groups lacking access to green spaces, with approximately 550 youth participants annually.
 - Private Programs: Groups that want to take a class together for a special event (birthday parties) or groups (scouts), etc.
 - Public Programs: Recreation, naturalist, and conservation programs for adults and families like beginner skiing, invasive species, master naturalist courses, yoga in the yurt, bird walk, etc.
- **AmeriCorps, Internship, CITs and Volunteer Programs**
 - Counselors-in-Trainings (CITs): Youth (ages 13-18) gain early work experience in environmental education by volunteering with summer camp.
 - College Internships: Students in environmental education and science gain hands-on experience as educators and naturalists.
 - AmeriCorps Members: An extensive training and learning experience for environmental educators (positions last 3 months to a full year).
 - Volunteer Engagement: Over 700 volunteers contribute to park stewardship, citizen science, and programming activities annually.
- **Accessible Recreation**: Gear rentals (bikes, skis, snowshoes, kick sleds, spiked boots), a tracked power wheelchair, and affordable outdoor recreation education and social activities to increase recreation accessibility.
- **Park Stewardship**: HNC supports the City of Duluth, the MN Department of Natural Resources, St. Louis County, and other stakeholders in implementing natural resource and conservation projects in Hartley Park aligned with the Hartley Natural Area Management Plan and Hartley Mini-Master Plan (see *IV-4 Reference Materials* for links to plan documents).
- **Annual Public Events**: Community events that celebrate nature, outdoor recreation, and environmental education.

- **Private Rentals:** HNC offers flexible classroom spaces, full-facility and outdoor venue rentals for events, meetings, weddings, and celebrations.
- **Public Engagement & Facilities:** HNC provides public restrooms, a welcoming front desk with interpretive staff, an exhibit hall, and a warming area for the 200,000 visitors to Hartley Park.

In addition to HNC provided programming and stewardship, the City of Duluth permits special events, such as trail races, in Hartley Park. These can bring short-term influxes of groups between 25-200 participants in Hartley Park. Other non-profit groups also provide trail stewardship throughout Hartley Park, on both a routine and periodic basis.

IV-2. Project Context. The Campus Plan must be guided by previously approved plans completed for Hartley Park, including the 2014 Hartley Park Master Plan, 2019 Hartley Natural Area Management Plan, and 2022 Essential Spaces: Duluth Parks, Recreation, Open Space & Trails Plan (see *IV-4 Reference Materials* for links to plan documents).

HNC and the City of Duluth anticipate using materials developed through the Campus Plan to pursue fundraising for recommended improvements, including a grant funding application to the Greater Minnesota Regional Parks and Trails Commission in July 2026. The final Campus Plan may utilize a phased approach that prioritizes proposed improvements according to funding considerations and operational importance. If a phased approach is identified, then the grant funding application would likely include the first phase of preferred improvements.

This Campus Plan will guide facility reinvestment to support high-quality environmental education experiences for all ages and maximize long-term organizational stability.

Facility Functionality: HNC wishes to enhance and optimize the use of indoor and outdoor space to support current and future programming while addressing necessary improvements to aging infrastructure. Proposed facility improvements should also explore opportunities for highlighting and integrating green building and sustainability principles. This Campus Plan will support decision making by assessing the feasibility of potential approaches and explore the most cost-effective strategies for optimizing indoor and outdoor programmatic capacity. Business and operations planning, including staffing models and cost recovery, must be included in feasibility assessments.

Approaches could include reimagining the use of space or facility expansion, reenvisioning of the main entry and welcome desk, relocation of the gear rental space to improve accessibility and efficiency, creation of a café or gathering space where program participants and visitors can relax, renewal of playscape and outdoor learning areas, and/or identifying flexible enhancements that would improve accommodations for concurrent programming and private rentals.

Equity & Accessibility: All potential improvements must prioritize accessibility and support equity for all visitors, with a focus on welcoming communities that have historically not had access to or felt welcome in nature. Inclusive facilities will reduce barriers and support meaningful experiences for individuals (youth and adults) with disabilities.

Interpretive Elements & Exhibits: Ensure a welcoming, interactive, and dynamic learning exhibit hall and campus that better supports current environmental education programming and

deepens engagement with nature for program participants and visitors. Interpretative elements must be engaging and interactive for audiences that range from toddlers to adults. Interpretive planning is intended to elevate the quality of the exhibit hall and interpretive elements across the campus that cohesively integrate with the exhibit hall to move towards an interactive, flexible, and cohesive design that attracts more visitors and complements programming.

Education and interpretive content themes should center on HNC's mission of inspiring lifelong connection with nature through education, play, and exploration. Anticipated topics could include boreal forest ecosystems, the Lake Superior and Tischer Creek watershed, natural resource stewardship inspiring personal action toward conservation and sustainability, and connections between Hartley's geologic and human history.

Desired Strategies

- Focus interpretation at specific and key locations.
- Lead with scientific exploration for an interactive experience that has a wide variety of tactile, visual, and auditory elements.
- Embrace a variety of interpretation features, varying from traditional story-telling panels to local public art and living history.
- Blend flexible uses of space, such as a mix of built-in and temporary exhibit space with changeable materials for a dynamic interpretive experience.
- Strong iterative collaboration with HNC professional educators.
- Uplift local indigenous history – recognizing contemporary Anishinaabe people are part of the Duluth community, practicing traditions, and reinvigorating language and culture.

Expectation of Working Relationship: The ideal firm will share a philosophy of excellence and teamwork to develop an interpretive plan for exhibits that is hands-on, engaging for all ages, educational, and dynamic. The selected firm should anticipate that HNC staff and City of Duluth staff will be actively engaged and expect to collaborate throughout the relationship. The expectation of collaboration includes development of key themes, key stories, educational messaging, and creative design input.

IV-3. Scope of Work. The scope of work should include, at a minimum, four primary phases, with an Alternative Phase 5 that should be scoped and priced separately. Throughout each phase, assume regularly scheduled meetings with HNC and City staff and the documentation of those meetings.

1. **Phase 1 – Needs and Opportunities Assessment:** Evaluate the quality and condition of the existing campus, assess organizational needs, determine stakeholder preferences, and identify opportunities for development.
 - a. **Data Collection:** Collect and analyze existing information on demographics, operational and capital budgets, local and regional recreation trends and use patterns, environmental education and childcare trends, youth programming participation and local trends, park usage data, precedent park plans (provided in *Section IV-4 Reference Materials*), and other data as relevant.

- b. **Existing Site & Facilities Analysis:** Compile an inventory of and assess the existing campus and facilities, including determining the size of currently available programmatic space and an accessibility assessment. The City of Duluth and HNC will provide existing data and documentation on deferred and needed maintenance for existing facilities.
 - c. **Phase 1 Community Engagement:** Identify possible campus improvement approaches and prepare materials for engaging the public and stakeholders to gather feedback and determine preferences. Assume the following:
 - i. At least two (2) in-person **focus group meetings**, including HNC staff and Board of Directors, and program participants and/or families
 - ii. At least one (1) on-line **community survey**.
 - iii. HNC and City staff will be responsible for coordinating the dates, times, and format of community engagement and for preparing and disseminating promotional materials. HNC and City staff will be responsible for presenting to relevant HNC boards and City commissions during this phase. HNC staff can conduct an intercept survey of visitors and support sharing of survey availability.
 - iv. Firm will be responsible for preparing community engagement materials, developing the survey, analyzing responses, preparing summary materials from data collection and site analysis for presentations, and incorporating input from feedback opportunities.
 - d. **Discovery Outcomes:** Based on the data collection, site and facilities analysis, and community engagement outcomes, establish campus improvement priorities and goals, and identify notable opportunities and constraints that may affect the implementation of those goals and priorities.
2. **Phase 2 – Concept Development:** Develop, test, and present alternative campus improvement approaches to uncover a realistic, community-supported vision that maximizes organizational stability and environmental education opportunities.
- a. **Develop and Test Concept Alternatives:** Develop at least six (6) preliminary, conceptual alternatives, which shall include three (3) for the outdoor campus and three (3) for the exhibit hall. Each alternative shall be tested against the priorities, goals, opportunities, and constraints identified in Phase 1. High-level cost estimates must accompany each alternative.
 - b. **Phase 2 Community Engagement:** Conduct community outreach to gather feedback on proposed concepts and to understand which alternative most resonates with the community and stakeholders. Assume the following:
 - i. At least one (1) in-person **community-wide workshop**, which should include a presentation of outcomes from Phase 1 activities, how those outcomes informed the alternative concepts, and an overview of the concept plans. Community members should have ample opportunity to provide input and feedback on each of the concepts.

- ii. At least one (1) on-line **community survey** to gather feedback on proposed concepts.
 - iii. HNC and City staff will be responsible for coordinating the dates, times and locations of public meetings and for preparing and disseminating promotional materials. HNC and City staff will be responsible for presenting to relevant HNC boards and City commissions during this phase.
 - iv. Firm will be responsible for preparing and presenting community engagement materials and providing summary materials following each meeting.
 - c. **Concept Refinement:** Based on testing outcomes, financial considerations, and community feedback on the preliminary alternatives, compile the best and most appropriate features to curate a preferred approach to campus and exhibit hall improvements in one refined concept plan.
3. **Phase 3 – Campus Education Action Plan Development:** Develop a realistic, achievable, community-supported action plan. At a minimum, the plan should include an introduction, summary of the planning process and findings, recommended campus vision including a conceptual site plan, interpretive plan, relevant operations and maintenance recommendations including support for the definition of City of Duluth and Hartley Nature Center responsibilities pertinent for recommendations, implementation plan, appendices as needed, and quality text, graphics, and images.

The final plan must be provided to HNC in editable format and in PDF formatted for ADA compliance. Upon completion of a clean draft plan, assume a minimum of two rounds of review/edits from City staff before the draft plan will be considered to be in its final format and ready for public review.

- a. **Planning Process Summary & Findings:** Analyze and synthesize information collected in Phase 1 to help readers understand how and why the recommended campus vision was reached.
- b. **Recommended Campus Vision:** Provide a conceptual campus site plan and other graphics to illustrate the recommended vision for the campus. Support the vision with written text describing each recommended improvement and associated benefits.
- c. **Implementation Plan:** Identify a feasible implementation plan for realization of the recommended campus vision, which may include a phased approach, that prioritizes projects that have the greatest impact for addressing deferred maintenance, revenue generation, organizational longevity, and delivery of high-quality environmental education programming. City of Duluth and HNC staff will support assessment of phased approaches with consideration of financing options for recommended projects (i.e. which aspects can be funded by various sources). The implementation plan shall provide preliminary assessment of operational adjustments that will likely be necessary during implementation of the recommended campus vision to guide building access and program delivery through the transition.

4. **Phase 4 – Preliminary (30%) Designs:** Based on the recommended campus vision, prepare schematic (30% design level) design documents for proposed improvements and education/interpretive materials (Phase 1 improvements if utilizing a phased approach), which will include detailed site plan documents, preliminary details of improvements, rendered site map, rendered 3-dimensional visual model(s), typical cross sections for features, front and side views of facilities (as needed), floor plans with all dimensions (if building alterations are proposed), and clear identification of accessible routes to all facilities.
 - a. **Schematic Designs:** Documents and materials must be well enough developed to convey the viability of the design, costs, impacts, and risks, and demonstrate that designed improvements address accessibility and safety, and will meet state and local design priorities.
 - b. **Permitting:** The consultant team shall identify any anticipated necessary permits (local, state, federal) for recommendations. Preparation and submission of permits is not included in this scope of services.
 - c. **Market Rate Probable Cost Estimates:** Provide market-based cost estimates for recommended improvements including all project costs associated with implementation, from pre-design through construction. Construction cost estimates should include sufficient contingency and cost escalation factors aligned with current regional and market-based construction cost trends.

5. **ALTERNATIVE Phase 5 – Final Designs:** Develop final design materials necessary for the fabrication of education/interpretive exhibits, which will include providing CAD resources and installation details that would be used for fabrication of recommended exhibits, including producing necessary narrative content.

IV-4. Reference Materials.

The Campus Plan must be guided by previously approved plans completed for Hartley Park:

- [2014 Hartley Park Master Plan](#)
- [2019 Hartley Natural Area Management Plan](#)
- [2022 Essential Spaces: Duluth Parks, Recreation, Open Space & Trails Plan](#)

Any proposed building modifications under this campus planning process must incorporate the [2021 City of Duluth Building Owner Performance Requirements](#).

Existing 2025-2026 Hartley Nature Center programming brochures are provided for reference for [Preschool](#), [Grades K-5](#), and [Middle and High School](#).

Additional reference materials are provided below.

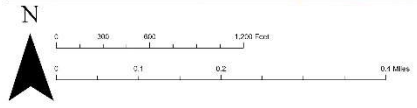
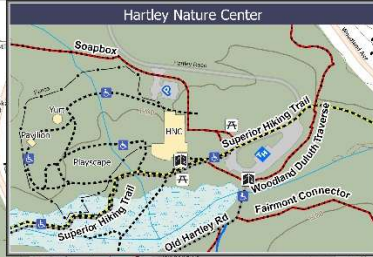
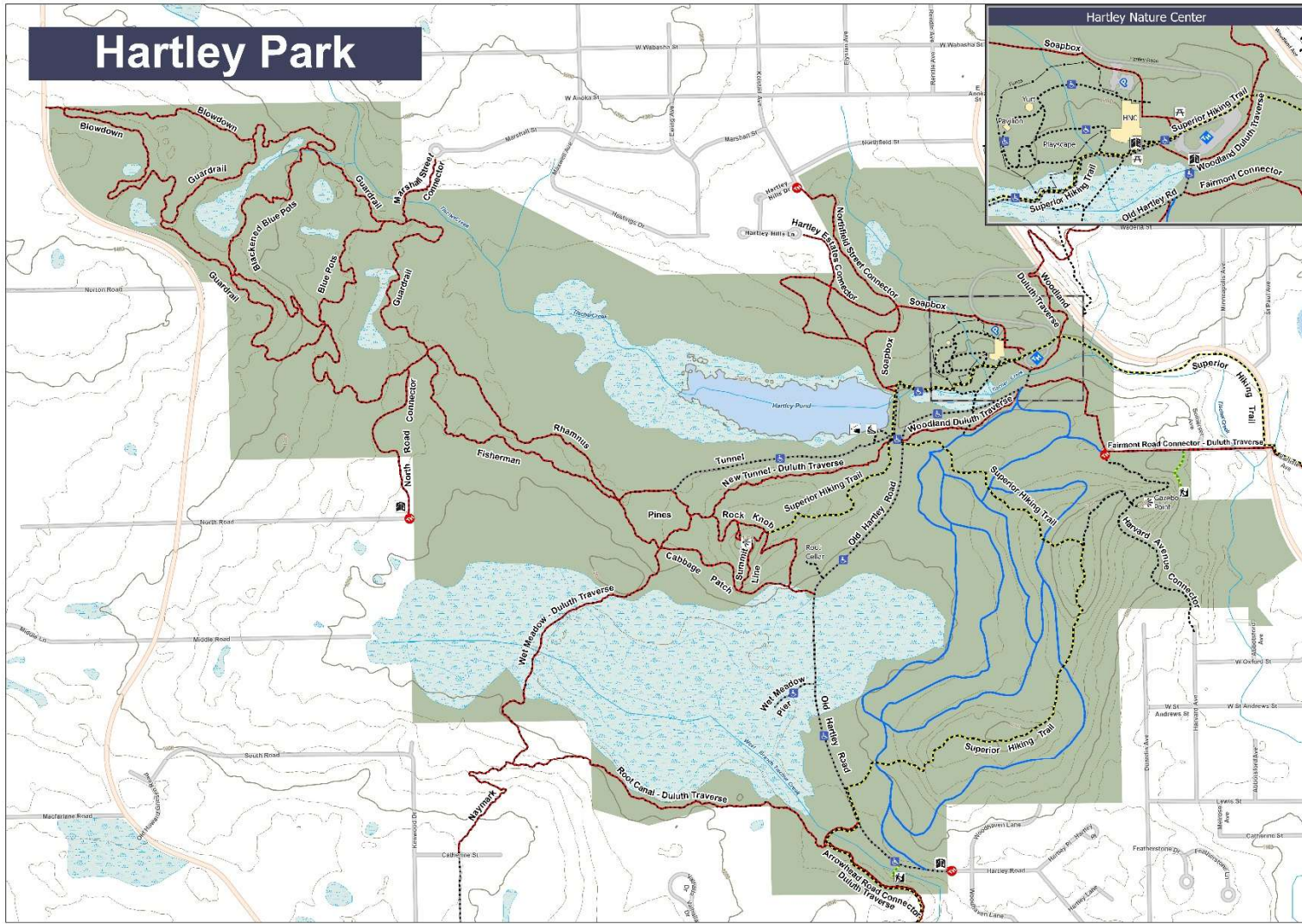
- [2013 Hartley Nature Center Concept Plan with Nature Explore and University of MN – Duluth Environmental Education](#)
- [Tischer Creek Roadmap to Resilience](#)

IV-5. Site Maps & Images.

Hartley Nature Center Campus Location



Hartley Park



HARTLEY TRAILS

- Multi-Use Trail - Gravel
- Hiking
- Mountain Biking / Hiking
- Cross-Country Skiing
- Climbing
- Superior Hiking Trail

Trails are closed when wet or muddy; please respect trail closures.

MAP FEATURES

- County Road / Highway
- Local Road
- Other
- Structures
- Wetlands
- 100' Contour Interval
- 20' Contour Interval

AMENITIES

- Accessible Trails
- Kiosk
- Birding
- Canoe Put-in
- Climbing
- Fishing
- Overlook
- Picnic Tables

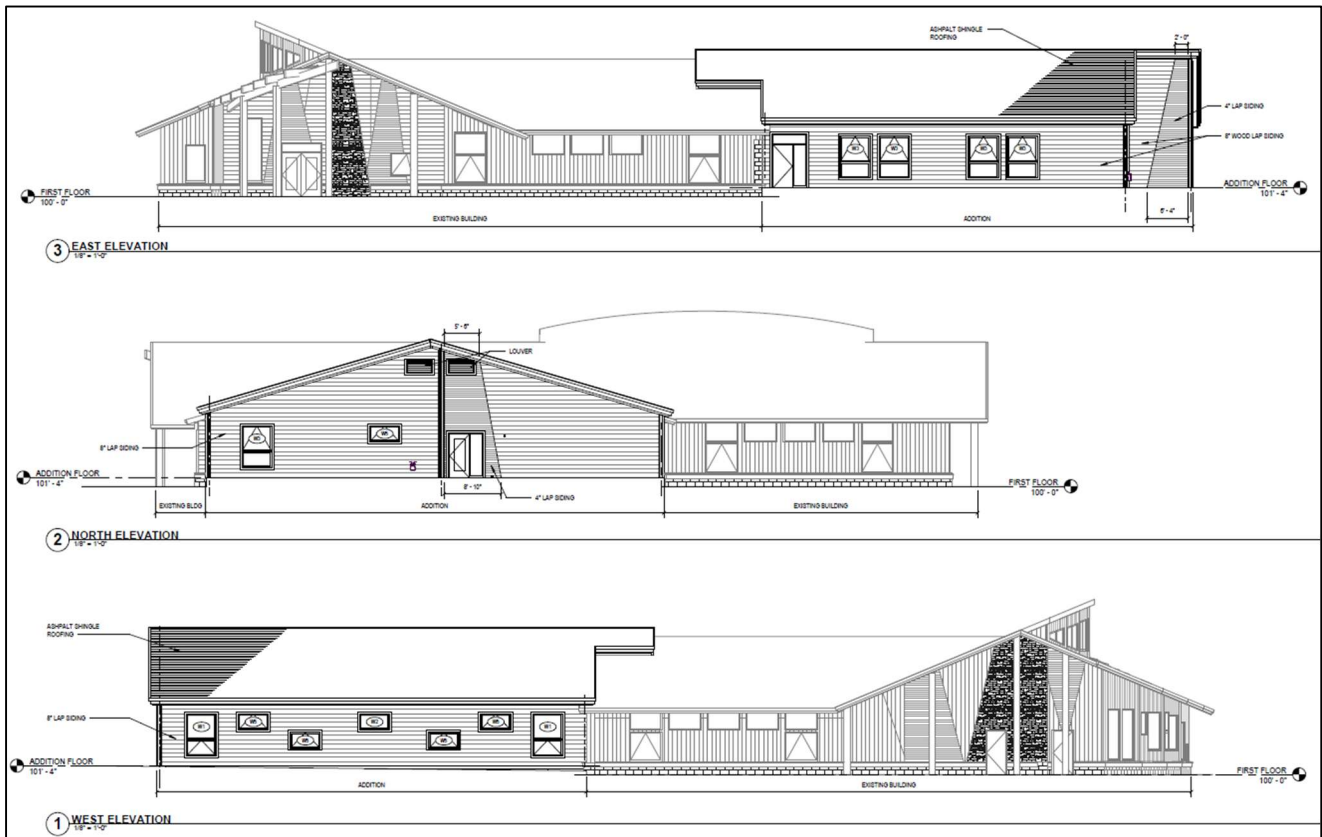
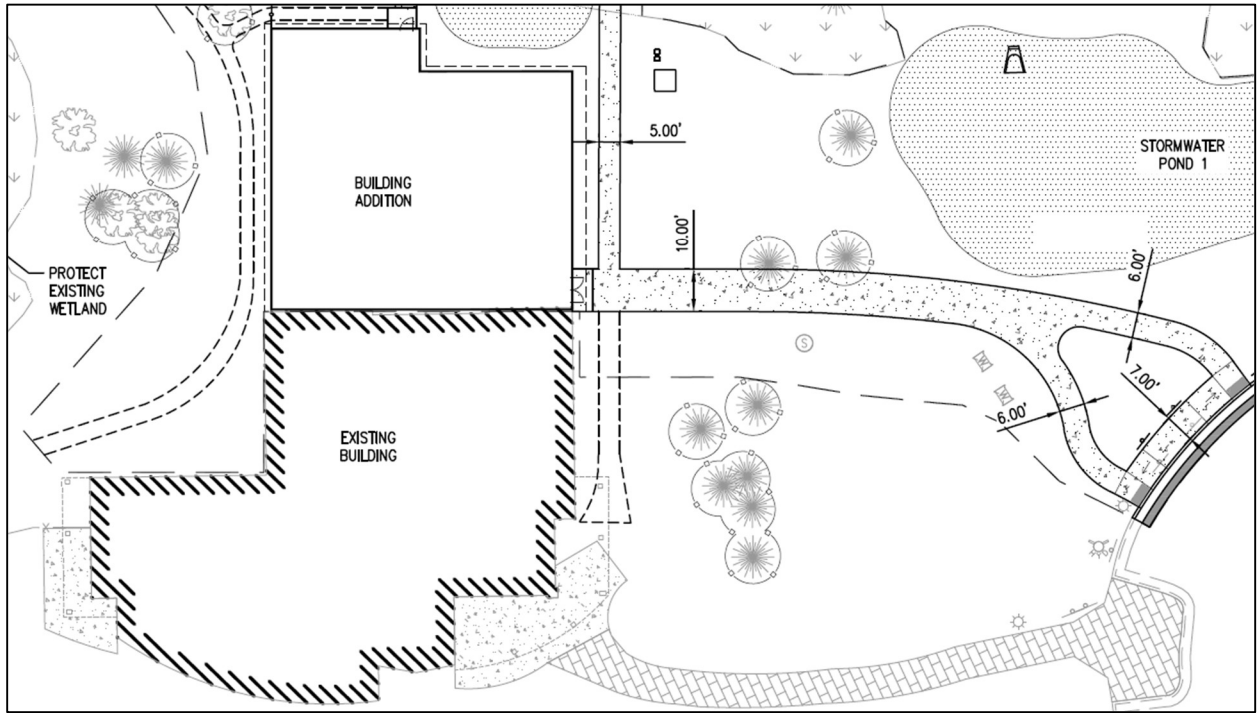
- Trailhead > 6 spaces
- Trailhead < 6 spaces
- Parking
- Map Marker

PARK LOCATION IN DULUTH



Hartley Nature Center – Building Floorplan & Images

Full floorplans will be provided to the selected consultant. Images provided here are intended to support proposal development.



APPENDIX A - PROPOSAL COVER SHEET

**25-AA23 Hartley Nature Center
Campus Planning & Preliminary Design Services
Request for Proposals**

Proposer Information:	
Proposer 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
ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE
