

## **Addendum No. 2**

### **Solicitation 25-AA23**

#### **RFP For Hartley Nature Center Campus Planning and Preliminary Design Services**

This addendum serves to notify all proposers of the following questions asked and their subsequent answers:

- 1. Are accessibility services (interpreters, captioning, translation, etc.) for engagement events the responsibility of Hartley Nature Center or the consultant?**

If accessibility services are requested for engagement events, HNC will be responsible for reviewing and implementing reasonable accommodations. HNC will coordinate with the consultant to identify reasonable accommodations and available methods of accommodation. The consultant will be responsible for supporting integration of reasonable accommodations for engagement events. The consultant shall ensure that all materials developed meet ADA accessibility standards, including online surveys, presentations, and publicly available draft and final documents.

- 2. Regarding the answer to Addendum 1, Question 17: If funding is secured will the City of Duluth do a new selection process for the full project or is the plan to continue with the same team?**

If grant funding is secured, the City of Duluth may request sole source permission from the state to continue design work with the same team, or the City may issue a Request for Proposals for final design services. Working with the same team through implementation would be beneficial if the team produces high-quality work through this project.

- 3. Can you clarify what '30% design of the Phase 1 project' needs to include for the grant materials due by June 2026?**

The assumption is that the full scope of recommendations will require a phased approach where the most efficient solutions and exhibit hall improvements would likely be the first phase, which would be submitted as a grant application in July of 2026. The materials needed for that grant submission will include schematic designs, a detailed site plan, preliminary details of improvements, rendered site map and visual models, typical cross sections, front and side views of facilities (as needed), floor plans with all dimensions (if building alterations are recommended), clear identification of accessible routes to all facilities, and cost estimates.

- 4. Can you confirm the scope of work for 'Phase 3 – Campus Education Action Plan Development' is creating a report that documents the preferred direction from phase 1 and 2? Do you anticipate other workshops or development during this phase?**

Correct, the Phase 3 - Campus Education Action Plan Development is the report/document that will describe the process used to identify the preferred direction and

an implementation plan. The consultant will not be responsible for any additional community engagement beyond Phase 1 and 2. There will be no other workshops at that point in the process. City and HNC staff will deliver any final presentations during Phase 3 or after, if applicable.

**5. How is the deliverable for ‘Phase 3 – Campus Education Action Plan Development’ different from the deliverable for ‘Phase 4 – Preliminary (30%) Designs’?**

The Campus Education Action Plan (CEAP) is a planning document while Preliminary Designs will be design documents. CEAP Development (Phase 3) will result in a report that describes the process used to identify the preferred direction and an implementation plan. The narrative will describe feedback received during the community engagement process and will include operational recommendations. The Preliminary Designs (Phase 4) will include the deliverables under that scope of work item, which may or may not be incorporated into the final plan document. The Campus Education Action Plan is intended to be a public facing document while preliminary design materials may be used for fundraising purposes in conjunction with the Plan document.

**6. What is your definition of Schematic Design and its relationship to cost estimates, in that it may differ from the definition outlined by The American Institute of Architects? Can you clarify your needs for phase 4, where you list both 30% design and Schematic Designs?**

Schematic Designs shall include drawings and other documents indicating the scale and relationships of project components, images and visual renderings that clearly depict the design intent, representative plan elements, building elevations/systems defined (if building modification or expansion is recommended), typical cross sections, front and side views of facilities (as needed), floor plans with all dimension (if building alterations are proposed), and clear identification of accessible routes to all facilities. Design documents and materials must be well enough developed to convey the viability of the design. Market rate probable cost estimates must accompany the designs.

**7. There is a request in the RFP for 3 initial Schematic designs for the outdoor campus and 3 for the exhibit hall. Is there a reason these are requested as separate interior/ exterior “solutions”, independent of one another?**

We anticipate that the three conceptual plans for the outdoor campus and three conceptual plans for the exhibit hall can be mixed or matched once we identify the preferred concepts for refinement into one final concept for the campus as a whole. The concepts that are developed should still be complimentary.

**8. Does your definition of Concept Refinement result in a list of features to re-assemble into a collection that is considered a final concept?**

Yes. Concept refinement will include review of the feedback received to develop the final concept.

**9. What is your definition of Market Rate Cost Estimates? Does this differ from the definition of Preliminary Cost Estimates in the Schematic Design Phase as defined and limited by The American Institute of Architects? What is your definition of High-level Cost estimates?**

Cost estimates as defined by the AIA may suffice. Market rate cost estimating will be supported by City of Duluth staff, which has multiple recent projects estimated, bid, and built to ensure that cost estimates are financially realistic and reflect the Duluth market. The anticipated high-level cost estimates that accompany the concept alternatives should support decision making and are likely to be developed during the feasibility and cost recovery assessments.

**10. Are your required Cost Estimates based primarily on area, volume, available historical data for “similar” scope projects (if such exists) and limited details only or are they based on expected material and labor estimates?**

See #9 above. Additionally, the market rate cost estimates developed during the preliminary design process should be based on the expected material and labor estimates.

**11. How many high-quality renderings are you anticipating as part of the preliminary design services deliverable to support fundraising?**

We anticipate one high-quality rendering of the preferred campus plan with multiple views of specific areas, such as the Exhibit Hall and outdoor campus space(s), to help convey the intent of the design and demonstrate what funding will support. The rendered images will be used with side-by-side comparison images of the current conditions to depict the recommended improvements.

**12. Is your goal to have work through ‘Phase 4 – Preliminary (30%) Designs’ be complete by June 2026 for the grant application?**

While it would be ideal to have all project work complete by that date, we anticipate that it will not be feasible. Therefore, preparation of grant application materials may proceed ahead of the development of the Campus Education Action Plan (Phase 3). The full scope of work will need to be completed by December 31, 2026.

**13. Assuming phased implementation of the campus plan, is there a desired completion date for the full scope of improvements?**

There is no predetermined target completion date.

**14. Do we need to lay out our proposal content in the same order as listed in the RFP?**

Yes, the technical proposal should be structured as described in Section II-1.

**15. Are the front cover and cover sheet considered two different pages or the same page?**

The Cover Sheet must be the form provided as Appendix A of the RFP document. No front cover page is required, but you may include one and it does not count towards the proposal page limit.

**16. Do you have an existing site survey?**

No. Survey has not been completed for the site. Spring 2024 Lidar is available.

**17. Is Alternative Phase 5 – Final Design part of a separate scope since it's asking for design detail beyond 30% design documents (CAD installation details and exhibit related narrative content)? Would it be included in the maximum \$125,000 available funds for this Planning-Preliminary Design RFP?**

Firms submitting proposals may include, as an alternative (and not part of the base cost), a cost for final designs of the educational/interpretive exhibits. If firms can accomplish the full scope including the alternative Phase 5 scope within the \$125,000 allocated funding, that would be great. But if not, we want to know what that cost will be.

**18. The 2022 Community Visioning does not address formal educational opportunities or partnerships in the Duluth parks and natural areas, is there a reasonably current comprehensive report on the Duluth School District and Private educational institutions as they may relate to programming, activities (in your background details, are your numbers here from last year or any particular year?), and fee income at the Hartley Nature Center?**

We are not aware of a current comprehensive report on educational institutions as they relate to programming, activities, and fee income. The overview of programming currently offered by Hartley Nature Center under Part IV is inclusive of all programming offered at HNC. The numbers included in that overview are averages for the attendance and participation for the programs based on recent years.

**19. Does HNC operate with a current cost recovery goal, or is there a target cost recovery identified for campus plan improvements?**

Hartley Nature Center does not currently operate with a cost recovery goal and there is no predetermined cost recovery target identified for campus plan improvements.

**20. Is there a goal to increase generated income by any percentage window?**

The goal is to increase generated income by at least 7% from current. The proposed facility improvements must demonstrate an ability to improve operational stability through some combination of reduced operational expenses, increased programming and/or rental opportunities, and other solutions identified by the consultant team.

**21. Will the promotional materials prepared by HNC and City Staff be reviewable by the consultant?**

Assuming this question is asking about the community engagement promotional materials, yes, the promotional materials will be shared with the consultant team and available for review.

**22. Regarding Addendum 1 Question 16: What kind of contract will be used? Is the anticipated contract available for review?**

The contract is still in development. As referenced in Addendum 1, it will be similar to the City of Duluth standard professional services agreement (<https://duluthmn.gov/media/15405/professional-services-consultant-agreement-with-watermark-6723.pdf>) with updates to reflect the agreement being between Hartley Nature Center and the selected consultant team with the addition of indemnification language covering the City of Duluth as property owner.

**23. The Links provided in IV-4 Reference materials are non-functional in the RFP. Can you please provide alternate access to the attachments?**

Yes.

- 2014 Hartley Park Master Plan ([duluthmn.gov/media/6826/hartley-master-plan-07-21-2014.pdf](https://duluthmn.gov/media/6826/hartley-master-plan-07-21-2014.pdf))
- 2019 Hartley Natural Area Management Plan ([duluthmn.gov/media/6826/hartley-master-plan-07-21-2014.pdf](https://duluthmn.gov/media/6826/hartley-master-plan-07-21-2014.pdf))
- 2022 Essential Spaces: Duluth Parks, Recreation, Open Space & Trails Plan ([duluthmn.gov/media/14188/10-10-22-essential-spaces-plan-for-council.pdf](https://duluthmn.gov/media/14188/10-10-22-essential-spaces-plan-for-council.pdf))
- 2021 City of Duluth Building Owner Performance Requirements ([duluthmn.gov/media/ugtf2l11/appendix-b-owner-performance-requirements.pdf](https://duluthmn.gov/media/ugtf2l11/appendix-b-owner-performance-requirements.pdf)).
- 2013 Hartley Nature Center Concept Plan with Nature Explore and University of MN – Duluth Environmental Education ([duluthmn.gov/media/v4kf2hhb/2013-hartley-nature-center-concept-plan.pdf](https://duluthmn.gov/media/v4kf2hhb/2013-hartley-nature-center-concept-plan.pdf))
- Tischer Creek Roadmap to Resilience ([duluthmn.gov/media/v4kf2hhb/2013-hartley-nature-center-concept-plan.pdf](https://duluthmn.gov/media/v4kf2hhb/2013-hartley-nature-center-concept-plan.pdf))

Existing 2025-2026 Hartley Nature Center programming brochures:

- Preschool ([hartleynature.org/wp-content/uploads/2025/09/Preschool-Field-Trip-Brochure-2025-2026.pdf](https://hartleynature.org/wp-content/uploads/2025/09/Preschool-Field-Trip-Brochure-2025-2026.pdf)),
- Grades K-5 ([hartleynature.org/wp-content/uploads/2025/09/25-26-Elementary-Happenings-website.pdf](https://hartleynature.org/wp-content/uploads/2025/09/25-26-Elementary-Happenings-website.pdf)),
- Middle and High School ([hartleynature.org/wp-content/uploads/2025/09/Middle-and-High-Happenings-2025-K12-11x17-website.pdf](https://hartleynature.org/wp-content/uploads/2025/09/Middle-and-High-Happenings-2025-K12-11x17-website.pdf)).

**24. Can information be shared for firms that are looking for a partner on this project?**

Attendance for the pre-proposal meeting was included as Attachment A of Addendum 1. Additionally, the following firms have shared an interest in partnering:

Company: Saline Landscape Co. <https://salinelandscape.com/>  
Contact: Rebekah Johnson, Landscape Architect, [rebekah@salinelandscape.com](mailto:rebekah@salinelandscape.com)  
or 218-626-5501

Service: We are DESIGNERS. BUILDERS. STEWARDS. of the landscape in & around Duluth, MN, with experience in design, cost estimation & installation for nature landscape, residential, commercial & public place settings.

Company: MSA Professional Services [www.msa-ps.com](http://www.msa-ps.com)

Contact: Eleanor Brandt, Landscape Architect, [ebrandt@msa-ps.com](mailto:ebrandt@msa-ps.com)

Courtney Lamensky, Marketing manager, [clamensky@msa-ps.com](mailto:clamensky@msa-ps.com)

Service: Local-area firm offering services in landscape architecture, architecture, planning, and engineering; with experience in campus & park master plans, and recreational facilities.

Company: Science Museum of Minnesota <https://smm.org/exhibit-services/>

Contact: Amber Stevenson, Senior Director of Traveling Exhibits and Exhibit Sales, [astevenson@smm.org](mailto:astevenson@smm.org)

Service: We provide exhibit development, design, prototyping, fabrication, and installation services.

Company: Bienenstock Natural Playgrounds Inc USA

<https://www.bienenstockplaygrounds.com/>

Contact: Natasha Sembay, Vice President of Sales,

[natasha.sembay@beinenstockplaygrounds.com](mailto:natasha.sembay@beinenstockplaygrounds.com) or 905-920-0115

Service: Design, build nature playscapes and outdoor learning spaces. Located in Fort Collins, Colorado.

Company: Blue Rhino Design, Inc. <https://bluerhinodeign.com>

Contact: Steve Karpik, President, [steve@bluerhinodeign.com](mailto:steve@bluerhinodeign.com) or 647-228-9883

Service: Strategic design, concept design, design development, programming needs assessment, pilot testing, interpretive text writing, and education/interpretive exhibit design.

Company: TLÂL-LI Collaborative [www.tlalicollaborative.com](http://www.tlalicollaborative.com)

Contact: Ana Nelson, PLA, ASLA, CLARB, Principal/Practice Lead,

[anelson@tlalicollaborative.com](mailto:anelson@tlalicollaborative.com) or 612-430-6655

Service: Landscape Architecture, Site Planning, and Implementation Strategy

Company: ThibX Concepts <https://www.thibx.com/>

Contact: Patrick Thibaudeau, LFA, LEED FELLOW

Service: Project visioning, strategic planning, concepts, engagement, sustainability.

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

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