



**CITY OF DULUTH
REQUEST FOR PROPOSALS FOR**

Lakewalk Interpretive Content and Fabrication Designs

RFP NUMBER 24-99845

November 19, 2024

Wednesday, December 4, 2024

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. The City of Duluth is seeking a qualified Proposer to develop bid packages and specifications for metalwork and panel designs needed to implement interpretive elements described in the Duluth Lakewalk Interpretive Plan. The scope for this Request will include providing CAD resources and installation details that will be used for fabrication of all interpretive elements, including the footing and base for freestanding interpretive signs, four (4) bronze model ships, and incorporating previously completed graphic design details for 22 interpretive panels.

This work will be supported in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society. Additional detail for the Project is provided in **Part IV** of this RFP.

I-2. Calendar of Events. The City will make every effort to adhere to the following schedule:

Activity	Date
Deadline to submit Questions via email to purchasing@duluthmn.gov	Monday, November 25, 2024
Answers to questions will be posted to the City website no later than this date.	Wednesday, November 26, 2024
Proposals must be received in the Purchasing Office by 3:00 PM on this date.	Wednesday, December 4, 2024

I-3. Rejection of Proposals. 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. The selected consultant must sign the City of Duluth standard Professional Engineering Services Agreement, a sample of which is available at <https://duluthmn.gov/purchasing/forms/>. Any questions concerning this agreement should be asked PRIOR to proposal submittal. These questions should be directed to purchasing@duluthmn.gov.

I-4. 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 Calendar of Events. Answers to the questions will be posted as an Addendum to the RFP.

I-5. Addenda to the RFP. If the City deems it necessary to revise any part of this RFP before the proposal response date, the City will post an addendum to its website <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> . Although an e-mail notification will be sent, it is the Bidder's responsibility to periodically check the website for any new information

I-6. Proposals. To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the RFP Calendar of Events. The City will not accept proposals via email or facsimile transmission. The City 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. 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.

Please submit one (1) unbound paper copy of the Technical Proposal and one (1) unbound paper copy of the Cost Submittal. In addition, Bidders shall submit one copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on flash drive in Microsoft Office-compatible or pdf format. The Cost Submittal and flash drive should be in a separate sealed envelope.

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.

I-7.Small Diverse Business Information. The City 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://mnucp.metc.state.mn.us/> .

I-8. 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.

I-9. Term of Contract. The term of the contract will begin once the contract is fully executed and is anticipated to end by March 31, 2025. The selected Bidder shall not start the performance of any work nor shall the City be liable to pay the selected Bidder for any service or work performed or expenses incurred before the contract is executed.

I-10. Prompt Payment of Subconsultants. Per MN Statute 471.425, Subd. 4a., Each contract of a municipality must require the prime contractor to pay any subcontractor within ten days of the prime contractor's receipt of payment from the municipality for undisputed services provided by the subcontractor. The contract must

require the prime contractor to pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

I-11. Mandatory Disclosures. By submitting a proposal, each Bidder understands, represents, and acknowledges that:

- A. 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.
- B. 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.
- C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.
- D. 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-12. Notification of Selection. Bidders whose proposals are not selected will be notified in writing.

I-13. Interviews: The City reserves the right to conduct interviews of any or all proposers if deemed necessary by the evaluation committee.

PART II - PROPOSAL REQUIREMENTS

Proposers must submit a complete package in order to be considered. The submission package must include each of the sections below, in the following order.

II-1. Technical Proposal.

1. Cover Letter – A letter of up to two pages highlighting the proposed project team. The letter should indicate a single point of contact/overall project manager. The cover letter should also include: the firm’s name, e-mail address, business address, telephone and fax number, federal I.D. number, and Minnesota tax I.D. number (if applicable). The cover letter must state that the firm (with teamed partners identified) has the personnel with the qualifications necessary to complete work for the project.
2. Relevant Projects – Include a maximum of three projects that highlight the team and/or team members’ experience. The strongest package will demonstrate direct experience collaborating with and/or working with municipalities, cultural and historical information, and graphic design. There is no prescribed format for this section, however, it will be limited to three pages in length.
3. Work Plan – A proposed Work Plan with a timeline for deliverables. Do not include any costs in the Work Plan or Technical Proposal.

II-2. Cost Proposal. The Cost Proposal must be sealed separately from the Technical Proposal and shall include a proposed lump sum fee to perform the Work along with a Personnel and Materials Fee Schedule.

PART III - CRITERIA FOR SELECTION

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals and make an award based upon best value and 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:

Qualifications of the Proposer and personnel	40%
Prior experience with similar work	30%
Work Plan	10%
Cost	20%

PART IV – PROJECT DETAIL

IV-1. Background. The Lakewalk is a multi-modal recreational and transportation trail that stretches along the St. Louis River Bay and Lake Superior coastline in Duluth, Minnesota. In 2023, the City of Duluth adopted the Lakewalk Interpretive Plan (the “Interpretive Plan”), which is available for reference here: <https://duluthmn.gov/media/15573/6-14-23-lakewalk-interpretive-plan-final-combined-compressed.pdf>

The Interpretive Plan project area includes the riverfront segments of the Baywalk along Bayfront Festival Park, the Duluth Entertainment and Convention Center (the “Harbor Plaza”), and the south side of Canal Park, and then continues along the Lakewalk from

the ship canal to 21st Avenue East. Altogether, the project area spans nearly 3.5 miles of designated trail. The City of Duluth is in the process of implementing improvements along Harbor Plaza, and also reconstructing the Lakewalk from Endion Station (at the corner of the Lake) to 21st Avenue East.

The Interpretive Plan provides detailed content recommendations for interpretive signage and figures along this project area to cultivate a more engaging experience and invite trail users to gain a deeper understanding of the cultural history of the area.

The scope for this Request includes providing CAD resources and installation details that will be used for fabrication of interpretive elements for the eighteen (18) freestanding interpretive signs and four (4) bronze model ships with accompanying mounted interpretive panels. Content for the 22 total interpretive panels (18 freestanding and 1 for each of the bronze ships) is described within the Lakewalk Interpretive Plan and this request includes and incorporating previously completed graphic design details of these 11"x17" panels. Completed designs for interpretive elements will be incorporated with both the Harbor Plaza and Lakewalk reconstruction projects.

The selected firm (including any necessary subconsultants the firm identifies in their proposal and approved during the contract development process) will be expected to provide all deliverables by March 31, 2025.

IV-2. Tasks & Deliverables. The previously completed Interpretive Plan will serve as a guiding document for this Project. Deliverables created through this Project must be consistent with the content and imagery described within the Interpretive Plan. Please reference the above linked Interpretive Plan document during development of your proposal.

Tasks & Deliverables for this Project include:

- 1) At least three (3) Project meetings with City staff, and others as identified by staff.
- 2) Documentation of meetings and correspondences with stakeholders.
- 3) Final design (CAD resources and biddable installation designs/details for fabrication/construction) of fabrication details for the footing, base, and frame for freestanding interpretive signs. This will be one design that will be used for all 18 freestanding signs.
- 4) Final design (CAD resources and biddable installation designs/details for fabrication/construction) of fabrication details for four (4) bronze model ships and accompanying interpretive signage panels.

IV-3. Previously Described Interpretive Elements. The Interpretive Plan identifies the following interpretive elements that will need biddable fabrication and installation details developed under this Request.

Freestanding Signs: will be typically located at overlooks and key points along the trail and be constructed from steel with engraved artwork and a frame for one (1) interpretive panel. There are 22 total freestanding signs. Each sign must have a footing, base, and space for an 11"x17" interpretive panel. See Interpretive Plan page 18 and page 83.

Model Ships: a total of four (4) bronze replicas of ships with an interpretive sign panel mounted below. See Interpretive Plan page 35.

IV-4. Available Resources.

The Duluth Lakewalk Interpretive Plan –

<https://duluthmn.gov/media/15573/6-14-23-lakewalk-interpretive-plan-final-combined-compressed.pdf>

APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 24-99845
Lakewalk Interpretive Content and Fabrication Designs

Bidder Information:	
Bidder 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	