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Addendum 1
Solicitation 26-AA02
RFP for Land Use Study of Former Lester Park Golf Course

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

The following questions asked are answered in *italics* below.

1. Has the City or DEDA established a target budget or not-to-exceed funding amount for this land use study that proposers should consider when developing their scope and fee? *No. Proposers should use the information provided in the request for proposals and develop the scope and fees that will provide the best value to the City and DEDA.*

2. The RFP requires development of at least two land use scenarios. Can the City clarify the expected level of detail for these scenarios (e.g., generalized land use diagrams, density or intensity ranges, conceptual development envelopes, illustrative site plans)? *We are not looking for development envelopes or illustrated drawings. To main goal is land use diagrams that correspond with the descriptions found in our comprehensive plan, with as much detail related to density and intensity as you can provide. Depending on public input and conversations, it may be helpful for the plan to have narratives further describing types of development, or even photos of similar development elsewhere, in addition to land use maps. The comprehensive plan is available here: https://duluthmn.gov/media/rtgk5tin/imagine-duluth-2035-combined_website_temp.pdf .*

3. Does the City have preferences regarding the format of public engagement activities (in-person, hybrid, or virtual), and should proposers assume that the City will provide support for meeting logistics such as venues, public notice, and meeting recording, or should these items be included in the consultant's scope and fee? *We expect much of the public input, particularly public meetings, to be in person. Depending on the consultant's expertise and recommendations, we are open to suggestions for online engagement such as surveys, web sites, etc. We can help find venues and provide staff for things like sign-in, answering questions, etc., but do not have the capability for video or audio recording of meetings.*

4. For planning and budgeting purposes, can the City provide general guidance on the anticipated relative level of effort across the following project components (for

example, as approximate percentages of total effort or budget):

a. Existing Conditions and Assessment
b. Public Engagement and Meetings
c. Concept Development and Refinement
d. Draft and Final Plan Preparation

We cannot provide exact percentages because it will likely depend on the consultant as well as on how the project evolves. We anticipate that #2 and #3 will take larger amounts of time due to the public interest in the site.

5. How should the 37.5 acres of the site which has been rezoned to Mixed Use Neighborhood be considered in the development of the remaining 270 acres, and is this being planned/designed concurrently? *The lower 37.5 acres are under a different development agreement. Our ultimate goal is a coordinated development vision, but this study should prioritize the upper 231 acres.*

6. What are the expectations for the analysis of demographics/trends/school district and housing and land-use market scan? *We will provide the consultants with any previous studies we have in house or on hand, such as the City's housing studies and existing demographics. Steering committee members, such as the school district representative, will likely provide additional data. Any additional information the consultant deems necessary will be the consultant's responsibility. Demographic and market data are helpful in determining type and amount of housing and other development to be built.*

7. The RFP notes an "internal project management team" – who will be included in this team? *City representatives from engineering, parks, planning, economic development, housing and natural resources.*

8. What is the expectation for City or DEDA staff preparation and participation in public engagement sessions? *We expect much of the public input, particularly public meetings, to be in person. Depending on the consultant's expertise and recommendations, we are open to suggestions for online engagement such as surveys, web site, etc. We can help find venues and provide staff for things like sign-in, answering questions, etc., but do not have the capability for video or audio recording of meetings. Staff will be engaged in the planning of public engagement and will be attendance at any events.*

9. Has a steering committee been established for the project? Will the consultant need to assist with this? *City staff are in the process of identifying steering committee members and will be responsible for establishing the group.*

10. Does the City have an understanding of existing utility capacity, or have any studies been completed to understand capacity? If not, is this something the City would like to add to this project scope? *This is an area where more work will need to be done. We anticipate having a technical advisory committee who can help identify some of this information.*

Please acknowledge receipt of this Addendum in the space provided on the Proposal Cover Sheet included in the RFP. Failure to do so may result in your proposal being rejected.

Posted: **December 22, 2025**