CITY OF DULUTH

REQUEST FOR PROPOSALS FOR

Waabizheshikana: The Marten Trail Interpretive Content and Fabrication Designs

RFP NUMBER 24-99549

ISSUED: JULY 19, 2024

PROPOSALS DUE: TUESDAY, AUGUST 13, 2024 BY 4:00 PM

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 Waabizheshikana: Marten Trail Interpretive Trail Master Plan. The scope for this Project will include two components 1) Providing CAD resources and installation details that will be used for fabrication of all interpretive elements, including at least fifteen (15) freestanding signs; at least seven (7) story poles, which will include artwork engraving and stainless steel animal silhouettes; and fabrication details for interpretive panels; and 2) developing new content for three to five (3-5) additional interpretive panels not previously described to incorporate significant Dakota stories, individuals, and/or history.

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	July 31, 2024
Answers to questions will be posted to the City website no later than this date.	August 6, 2024
Proposals must be received in the Purchasing Office by 4:00 PM on this date.	August 13, 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 purchaing@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 competed and an award decision made.

Please submit one (1) paper copy of the Technical Proposal and one (1) paper copy of the Cost Submittal. The Cost Submittal should be in a separate sealed envelope. **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.**

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 February 28, 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.

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. The strongest proposal will identify personnel or a subconsultant with a rich knowledge of local Dakota History and ability to collaborate successfully with Tribal governments and representatives.

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. This Project will require language, historical, and cultural review by necessary Tribal governments and experts. Proposers should clearly identify an engagement schedule that reflects these Project needs and sufficient review time for this to occur within the Work Plan.

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. Waabizheshikana: The Marten Trail, formerly known as the Western Waterfront Trail, is a recreational trail that will be extended beyond its current 3.3-mile length to create critical connectivity along the St. Louis River in Duluth, Minnesota. A trail plan was adopted in 2019 that describes the scope of planned and future trail extensions: https://duluthmn.gov/media/9110/website-version-of-wwft-1320.pdf

In 2021, the City of Duluth adopted the Waabizheshikana: Marten Trail Interpretive Trail Master Plan (the "Interpretive Plan"), which is available for reference here: https://duluthmn.gov/media/11876/waabizheshikana-interpretive-plan-final.pdf. The Interpretive Plan provides detailed content recommendations for interpretive signage

and metalwork along the trail that was intentionally developed to cultivate a more engaging experience and invite trail users to gain a deeper understanding of the cultural and environmental history of the area.

During development of this Project, it became clear that additional interpretive panel content was needed to better incorporate Dakota stories, culture, and history into the interpretive elements along Waabizheshikana. The scope for this Project includes two components:

1) Providing CAD resources and installation details that will be used for fabrication of all interpretive elements, including at least fifteen (15) freestanding signs; at least seven (7) story poles, which will include artwork engraving and stainless-steel animal silhouettes; and fabrication details for interpretive panels; and

2) Developing new content for three to five (3-5) additional interpretive panels not previously described to incorporate significant Dakota stories, individuals, and/or history.

The development of new interpretive content representing significant Dakota stories and history will require review and engagement with Tribal governments and experts. The strongest proposal will clearly articulate a history of successful interpretive content development and successful engagement with Tribal entities. Tribal stakeholders may include the Fond du Lac Band of Lake Superior Chippewa, Upper Sioux Community, 1854 Treaty Authority, and others as necessary.

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 February 28, 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) Interpretive content review by Tribal governments and experts to provide integrated and accurate interpretive materials, including Dakota language incorporation for the interpretive content.

3) Documentation of meetings and correspondences with stakeholders.

4) Draft content for the 3-5 new Dakota cultural and historical interpretive panels, and recommendations for siting/placement to integrate the new panels within the context of the trail and associated interpretive elements, by September 30, 2024.

5) Final content for the 3-5 new Dakota interpretive panels, including incorporation into the CAD resources and biddable installation details as appropriate.

6) Fabrication details for all interpretive panels.

7) CAD resources and biddable installation designs/details for fabrication and construction of all interpretive elements, including at least fifteen (15) freestanding signs, at least seven (7) story poles, which will include artwork engraving and stainless-steel animal silhouettes.

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

Story Poles: will be important place making elements for the trail and be constructed from steel with engraved artwork and mounted stainless-steel animal silhouettes. Each pole is a frame for four (4) interpretive panels. See Interpretive Plan pages 38-40.

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.

IV-4. Available Resources.

2019 Waabizheshikana: The Marten Trail: A River Heritage Trail Mini Master Plan - https://duluthmn.gov/media/9110/website-version-of-wwft-1320.pdf

2021 Waabizheshikana: Marten Trail Interpretive Trail Master Plan - https://duluthmn.gov/media/11876/waabizheshikana-interpretive-plan-final.pdf

Completed Waabizheshikana Interpretive Panels - https://duluthmn.gov/media/11146/waabizheshikana-interpretive-panels-3_5.pdf

APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 24-99549

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	