LAKE SUPERIOR ZOO

REQUEST FOR PROPOSALS FOR

CARIBOU EXHIBIT LANDSCAPING & EARTH WORK

ISSUED 12/18/2023

PROPOSALS DUE – 12/31/2023

SUBMIT TO

LAKE SUPERIOR ZOO
7210 FREMONT STREET
DULUTH, MN 55807
PART I - GENERAL INFORMATION

I-1. Introduction. The Lake Superior Zoo is completing work to open a brand new exhibit in the fall of 2024 featuring caribou. Funding has already been awarded and this portion of the exhibit work has a total budget of $118,000.00.

I-2. Project Overview. This project seeks proposals from landscaping firms for Exhibit Landscaping. Over the past five years, the existing hoof stock yards have become overgrown, necessitating extensive landscaping efforts. The budget covers the costs associated with clearing overgrown areas, removing dead trees, and reestablishing grass that may be damaged during the construction of the fence line. A well-maintained landscape is crucial for the overall health and comfort of the caribou. Additional detail is provided in Part IV of this RFP.

I-3. Calendar of Events. The LSZ will make every effort to adhere to the following schedule:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Deadline to submit Questions via email to <a href="mailto:hhedstrom@lszoo.org">hhedstrom@lszoo.org</a>.</td>
<td>December 27, 2023</td>
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<tr>
<td>Answers to questions will be posted to the Zoo website no later than this date.</td>
<td>December 27, 2023</td>
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<tr>
<td>Proposals must be received via email by 4:30 PM on this date.</td>
<td>December 31, 2023</td>
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<tr>
<td>Firm awarded contract will be notified via email by 4:30 PM on this date</td>
<td>January 3, 2023</td>
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I-4. Rejection of Proposals. The LSZ 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 LSZ is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-5. Questions & Answers. Any questions regarding this RFP must be submitted by e-mail to hhedstrom@lszoo.org 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-6. Addenda to the RFP. If the LSZ deems it necessary to revise any part of this RFP before the proposal response date, the LSZ will post an addendum to its website. Although an e-mail notification will be sent, it is the Proposer’s responsibility to periodically check the website for any new information.
I-7. **Proposals.** To be considered, a digital copy of proposals must be received by the LSZ on or before the time and date specified in the RFP Calendar of Events. Proposals received after the submittal deadline noted above will not be accepted.

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 LSZ.

I-8. **Small Diverse Business Information.** The LSZ 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/](http://mnucp.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.

I-10. **Term of Contract.** The term of the contract will begin once the contract is fully executed and is anticipated to end by June 2024. The selected Proposer shall not start the performance of any work nor shall the LSZ be liable to pay the selected Proposer for any service or work performed or expenses incurred before the contract is executed.

I-11. **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-12. **Mandatory Disclosures.** By submitting a proposal, each Proposer understands, represents, and acknowledges that:

A. 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.

B. 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.

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-13. Notification of Selection. Proposers whose proposals are not selected will be notified in writing.

PART II - PROPOSAL REQUIREMENTS

1. Proposal cover sheet
2. Cover letter that includes a description of specifically why Bidder is a good fit for this project and a restatement of the goals and objectives to demonstrate understanding of project details.
3. Scope of work envisioned, including but not limited to:
   a. Specific objectives
   b. Detailed deliverables
   c. Timeline of services for both first and second phase
4. Resumes of key personnel responsible for deliverables
5. Background of firm that describes what makes it suitable for the work envisioned in this proposal.
6. Five examples of similar project experience of team
7. References
8. A lump sum, not-to-exceed total project cost including any sub-consultant fees, along with the following information:
   a. A breakdown of the hours by task for each employee
   b. Identification of anticipated direct expenses
   c. Miscellaneous charges such as mileage and copies
   d. Identification of any assumptions made while developing the cost proposal
   e. Any cost information related to additional services or tasks, to be included as additional costs and not part of the total project cost
   f. A work plan and detail on the scope of services and deliverables for the initial phase of predesign

PART III - CRITERIA FOR SELECTION
The proposals will be reviewed by LSZ 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:

- 35% Qualifications of the Bidder and Personnel
- 35% Prior experience with similar design work
- 15% Objectives, deliverables and work plan
- 15% Cost

Top scoring candidates will be requested to schedule an interview before a final decision on proposals. Both in-person and virtual interviews will be available.

PART IV – PROJECT DETAIL
Revitalizing the old deer yards into Caribou Yards is a transformative initiative aimed at creating habitats for a herd of caribou. The need for this project arises from the closure of the old deer yards, which were previously inhabited by white-tailed deer until the last one passed away of old age. Subsequently, the fencing surrounding these three habitats has weathered and suffered damage during the years of inoccupancy. In order to repurpose this location and provide a new home for animals, it is imperative to undertake comprehensive measures, including the removal of dead trees, construction of new shelters, and the replacement of fencing to meet modern zoological standards.

The intrinsic value of this endeavor lies in the historical significance of caribou to the state of Minnesota. Historically native to the region, this species has played a vital role in the native ecosystem. Additionally, they held cultural importance for the indigenous people living in northern Minnesota, who historically hunted and utilized the caribou. Establishing caribou exhibit provides a unique opportunity to work with local tribes to tell the story of this remarkable species.

Beyond exhibition, the project also encompasses active participation in research within the state of Minnesota. Staff members will direct their research efforts towards understanding the reasons behind the disappearance of caribou from the region and identifying contemporary threats to their existence. Collaborating with researchers and local government authorities, the staff will explore the feasibility and potential for breeding and re-releasing Caribou within the state. This dual focus on education and research underscores the commitment to not only showcase the animals but also actively contribute to the conservation and understanding of this iconic species in the Minnesota ecosystem.

This project will include educational programming by incorporating dynamic interpretive signage and elements strategically placed across multiple locations within the exhibit. This innovative approach aims to create an immersive and enriching experience for visitors, fostering a deeper understanding of the cultural and ecological significance of caribou in Minnesota.
Through carefully developed interpretive signage, visitors will embark on an educational journey that transcends traditional boundaries. Placed strategically at key points at the exhibit viewing areas, these dynamic elements will offer insights into the historical native habitat of caribou, their role in Minnesota's ecosystem, and their cultural significance, particularly in the context of the indigenous community in northern Minnesota.

Firm shall provide the following Scope of Services:

- Clearing overgrown areas
- Removing dead trees
- Reestablishing grass
- Identify opportunities to incorporate sustainable features that align with the Zoo's mission.